



**THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION**

**NORTH WEST REGION**

**GUIDELINES FOR SUBMISSION OF ENTRIES FOR CONSIDERATION FOR AWARDS**

**General Guidelines**

1. Entry is free.
2. Awards will be presented in four categories as described below, and each entry must clearly explain how it meets the criteria specified.
3. Entrants may state the Award category for which the submission is being made, and individual entries may be submitted for more than one Award. However, entrants should note that the judges reserve the right to consider submissions in categories other than that for which they were initially made.
4. Submissions should be concise and must include a 500-word maximum Executive Summary of the project or initiative. They should be illustrated where necessary and may be supported by supplementary material (e.g. further explanatory text, illustrations, plans, results of studies etc) presented on a CD/DVD, but these will be viewed at the judges' discretion. Whilst it will be preferable to receive submissions in electronic (Microsoft Word or PDF) format, paper copies will be accepted. You must also include a single high-resolution photograph which will be incorporated into any Award Certificate you may receive.
5. Electronic submissions must be made to Barry Heaps at:  
[barry.heaps@oaklandsconsulting.net](mailto:barry.heaps@oaklandsconsulting.net)  
  
Paper submissions must be made to:  
Barry Heaps  
8 Oaklands  
St James Road  
Rainhill  
Merseyside  
L35 0QY
6. The closing date for submissions is Friday, 27<sup>th</sup> March 2020.
7. Judges must be allowed reasonable access to request further information, visit the project, or interview the entrants, if appropriate.
8. Entries will be accepted from owners, clients or direct stakeholders, working in highways and transportation in a public, private or voluntary capacity. The example must have been introduced in practice since 1<sup>st</sup> January 2019 or, for example, if it is a piece of research or new product, have demonstrable and practical application.
9. Entries which do not meet the criteria or which are not submitted in the requested format will not be considered.
10. Entries will be assessed by an independent judging panel drawn from senior Members of the North West Region.
11. A short-list of entries will be created by Monday, 6<sup>th</sup> April 2020. Following this the judges may request further information from short-listed entrants or choose to visit entries, as applicable.
12. Winners of the North West Region Awards will be announced at the Annual Awards Dinner which will take place on Thursday, 23<sup>rd</sup> April 2020.

13. All material submitted will be treated as available for publication in the Region's awards-related articles and promotional materials developed for the Awards, unless otherwise copyright protected.
14. Submissions will not be returned.

#### **Guidelines for the Project of the Year Award**

These Awards are aimed at projects which are outstanding examples of projects that demonstrate a contribution to the mobility of the community in the north west of England. There will be two Awards in this category: for small projects up to a value of £2m, and for larger projects over £2m in value.

The judging criteria will be:

- Benefits to the community and to the environment (e.g. energy savings, level of recycling, percentage of sustainable resource or material used)
- Implementation and delivery (management, operation, communications, training and safety)
- Consultation with Stakeholders
- Planning and design – including robustness of partnership working
- Sustainable procurement
- Enterprise and ingenuity
- Quality of Construction
- Objectives met

#### **Guidelines for the Environmental Award**

This Award recognises projects, products, policy initiatives or strategies delivered by the highways and transportation industry that can demonstrate a contribution to sustainable working and living in the region.

The judging criteria will be:

- Environmental benefits
- Innovation
- Objectives met
- Planning
- Sustainable Procurement
- Implementation
- Best value and cost benefit

#### **Guidelines for the Safety and Well-Being Award**

This Award recognises projects and policy initiatives or strategies that have contributed to either safety improvements in the highways and transportation industry or to the improvement of the health and well-being of an organisation's workforce. Safety improvements can address casualty reduction and improved safety for all users, including pedestrians. Initiatives for the enhancements of well-being can deal with physical, emotional, social, spiritual or intellectual matters, aimed, for example, at personal welfare, morale and productivity improvements.

The aim of the Award is to identify, share and celebrate good practice.

The judging criteria will be:

- Research into the issue/s
- Innovation
- Quality of the solution
- Evaluation of results
- Success to date
- Potential future benefits or enhancements

#### **Guidelines for the Best Practice Award**

This Award is to recognise and encourage imaginative concepts and excellence within the highways and transportation industry where a marked positive benefit has been achieved. It can relate to design, construction, management, product development or any other facet of the industry.

The judging criteria will be:

- Enterprise and ingenuity
- Implementation
- Performance measures
- Wider implementation potential
- Benefit to the innovator
- Cost/economic benefit