



## Chairman's Awards 2016

How to submit a great entry



### Submitting a great entry

Congratulations! If you think you have a special project that achieved more than is expected of you in your day job... then you are halfway there to a Chairman's Award. Submit a well written entry and you may win!

This is a guide to helping you make your good work a great Chairman's Awards submission.

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### What are the Chairman's Awards categories?

There are seven categories in the 2016 Chairman's Awards:

- Community contribution
- Customer delivery
- Environment
- Health & wellbeing
- Inclusion & diversity
- Safety
- Innovation

You can enter more than one category but make sure that your submission meets all of the criteria for each category. You must enter each category separately.

### What are the criteria for each category?

<b>Community Contribution</b>	<p>Initiatives or best practices demonstrating an outstanding contribution which results in:</p> <ul style="list-style-type: none"> <li>▪ a positive impact on the local community</li> <li>▪ an improved reputation for National Grid and</li> <li>▪ through volunteering, provides an opportunity for personal development for those involved.</li> </ul>
<b>Customer Delivery</b>	<p>Positive and proactive actions or approaches that lead towards ensuring:</p> <ul style="list-style-type: none"> <li>▪ the customer is delighted by the service provided by National Grid and/or</li> <li>▪ National Grid's reputation for meeting or exceeding customer needs is enhanced.</li> </ul>
<b>Environment</b>	<p>Initiatives, best practices and positive behaviours that have either been physically implemented or demonstrated by individuals or teams leading towards:</p> <ul style="list-style-type: none"> <li>▪ prevention and improvement of environmental impact while undertaking our day-to-day activities and/or</li> <li>▪ raising awareness of environmental practices required to avoid environmental incidents at National Grid sites.</li> </ul>
<b>Health and Wellbeing</b>	<p>Positive and proactive actions or approaches that lead towards ensuring the:</p> <ul style="list-style-type: none"> <li>▪ continued well-being and improvement in the health of an individual or team and/or</li> <li>▪ identification and management of work-related/work-based health risks or issues</li> </ul>
<b>Inclusion and Diversity</b>	<p>Initiatives, best practices and positive behaviours that have been implemented or clearly demonstrated by individuals or teams, leading towards at least one of the following:</p> <ul style="list-style-type: none"> <li>▪ role-modelling behaviour that is inline with our Inclusion Charter, leading to a sustained positive impact on the working environment</li> <li>▪ developing and applying creative ways to increase the</li> </ul>

	<p>diversity of recruitment pools</p> <ul style="list-style-type: none"> <li>▪ finding new ways of accommodating individual needs to make a significant difference for both the company and the individual(s) and/or</li> <li>▪ building or establishing relationships with external stakeholders that enhances National Grid’s reputation and attractiveness to potential employees.</li> </ul>
<b>Safety</b>	<p>Initiatives or best practices, particularly those shared and adopted by the wider business, and positive behaviours that have either been physically implemented or demonstrated by individuals or teams, leading towards:</p> <ul style="list-style-type: none"> <li>▪ the improvement in an individual or team’s operational safety performance and/or</li> <li>▪ enhancement of the company’s reputation with regard to its overall safety performance.</li> </ul>
<b>Innovation</b>	<p>Activities or decisions that have challenged the norm and sought new ways of doing business to achieve an improved outcome at the lowest cost: process innovation, performance innovation, value creation innovation, stakeholder management innovation. Submissions should be evidenced based, so the outcome of the innovation is evident.</p> <p>Particular credit should be given where innovation has been made sustainable e.g. activities that have innovated, produced improved outcomes at low cost and then been embedded into the way we work.</p>

## What should my submission include?

<p><b>1. Executive summary</b> (200 words)</p>	<ul style="list-style-type: none"> <li>▪ A summary of the entire submission. It should give the reader a flavour of your project or initiative.</li> <li>▪ Use this space to capture all of the important points. It should say why your submission is deserving of a Chairman's Award.</li> </ul>
<p><b>2. The project/initiative</b> (450 words)</p>	<p>Explain your project or initiative here including, as applicable:</p> <ul style="list-style-type: none"> <li>▪ Why did you start your project?</li> <li>▪ What did you do? (Strategy/solution)</li> <li>▪ How did you deliver/implement?</li> <li>▪ What was the outcome/measurement?</li> </ul>
<p><b>3. Benefits</b> (200 words per benefit)</p>	<p>Your submission will be judged on how the initiative or project affects the business now or in the future. Each submission will be marked against each of the following criteria and you must give a brief summary on each of these points:</p> <ul style="list-style-type: none"> <li>▪ Efficiency</li> <li>▪ Business impact</li> <li>▪ Innovation</li> <li>▪ Transferability</li> <li>▪ Sustainability</li> <li>▪ Reputation</li> <li>▪ Demonstration of values</li> <li>▪ Specific relevance to category</li> </ul>
<p><b>Efficiency</b></p>	<p>Show clearly how your project has demonstrated process excellence, made time savings or been efficient with resources.</p>
<p><b>Business Impact</b></p>	<p>What benefits has your project created for the business? It could be cost savings, enhancing reputation, driving innovation – think of all the ways your project has had an impact and set these out clearly in your submission.</p>
<p><b>Reputation</b></p>	<p>How does your project protect and enhance National Grid's reputation with our stakeholders? One of last year's finalists of the Community Contribution category demonstrated very strongly how they contributed to managing National Grid's external reputation.</p>
<p><b>Innovation</b></p>	<p>Have you thought outside of the box on this project? Show what you have done differently, why and what benefits this has created. It can be a large or small innovation. Our Environment category winner for 2013 wrote the USA's first ever conservation plan for the Karner Blue Butterfly – showing how in an area</p>

	outside of the innovation category you can still be forward thinking.
<b>Transferability</b>	Demonstrate how your work could be applied either somewhere else in your function, across other functions or even scaled up across the whole organisation.
<b>Sustainability</b>	Can your project be embedded into the way we work going forward? For example, 2013 Health & Wellbeing winner had sourced a new drill framework designed to eliminate Hand Arm Vibration Syndrome. This framework could be rolled out across National Grid once local testing had taken place.
<b>Demonstration of values</b>	Does your project and the way you have worked clearly demonstrate National Grid's values? Key values to demonstrate here would be working well as a team with respect for one another, taking ownership for your project and how it impacts upon business performance.
<b>Fulfils category requirements</b>	The judges often feel that submissions have been incorrectly entered. Make the link to the category very clear.
<b>4. Supplementary Information</b>  (up to 60MB)	<p>Please attach any supporting images, diagrams or footage of your project/initiative in action where you feel it will aid the judges' understanding of the project.</p> <p>You may only attach film footage of up to <b>60MB</b> (about 3 minutes of footage on an iPhone).</p> <p>Examples of supporting material:</p> <ul style="list-style-type: none"> <li>▪ images or maps of a site</li> <li>▪ footage of a process in practice</li> <li>▪ footage of external stakeholders benefiting from the project/initiative</li> <li>▪ images or footage of key milestones in the project/initiative</li> </ul> <p>If you are successful at becoming a finalist, we may incorporate this supporting material within the finalist interview films.</p>

**How do I enter?**

You must submit a nomination using the online submission form between **9 November and 31 January**. You can access the online submission form through our [Chairman's Award webpage](#).

- The online form is split into five sections and you must complete the first four sections to submit your nomination.
- You do not need to complete the nomination in one go or in the order presented. You can save, jump between sections, leave and return to the submission page to complete your nomination before submitting.
- Once complete, you will review your nomination before clicking the submit button.
- You can access the online form outside of the National Grid network on your PC or on a tablet.

**How can I make my submission stand out?**

- Make sure your submission clearly demonstrates that it meets all of the judging criteria.
- Include supporting information where possible – photos, diagrams etc create a great visual reference for judges.
- Carefully check all spelling, grammar and punctuation
- Try to keep information short, sharp and concise
- If writing isn't a strength for you ask someone else in the team to write the submission or ask someone to read it through before you upload it

**Stuck for words?** For comprehensive writing guidance visit <http://infony2/OurOrganisation/CorporateAffairs/ECB/Pages/WritingResourceCentre.aspx>

**What is the judging process?**

Submissions go through two stages of judging and judging panels:

**1. Making it to the shortlist**

The judging panel is made up of National Grid's Senior Leaders who review the submissions. These leaders are all experts in the categories they head up so they really know what they are looking for. Make sure you keep this in mind when writing your submission.

- Your entry will be made available for review by all category judges on the shortlist panel.
- The judges have time to look at the entries individually and together as a category team before putting forward their chosen submissions.
- A maximum of eight entries are put forward to the next stage. However the judges can put forward less than eight if the quality of the entries is not high enough.

## **2. Final shortlist judging**

- The shortlisted entries are printed and included in a pack that goes out to the final panel (different judges to the shortlist panel). This pack will also be seen by Sir Peter Gershon and Steve Holliday.
- Your entry is printed exactly as it is submitted so be sure to double check you are happy with how it looks/prints out/spellings etc before you submit it.
- These are sent out to the judges several weeks ahead of the final panel meeting for them to review and make recommendations.
- The category specialists make the recommendations for their category however all judges review all entries in order to debate any decisions made.
- To impress the judges enough to be a finalist your submission needs to clearly demonstrate activity over and above the day job.

Thank you for making a submission to the Chairman's Awards and good luck!