



2021

# RAIL PARTNERSHIP AWARDS

## ENTRY DRAFTING FORM

Use this form to draft your entries,  
then head to the website to enter.

[www.railpartnershipawards.com](http://www.railpartnershipawards.com)

# CATEGORY INFORMATION

## Best Collaboration

Recognises organisations and stakeholders that have collaborated to bring real and demonstrable benefits to the rail industry.

## Best Innovation

Recognises suppliers that have used new technologies to help transform Britain's railway. Entries could include new ways of working, cutting-edge technologies, novel approaches to benefit users or challenging standards and practices through innovative solutions.

## Best Project

Recognises projects that have helped deliver a safer, more reliable railway with greater capacity and efficiency. It is likely that this award will represent the work of a number of suppliers working in partnership to deliver lasting benefits to Britain's rail network.

## Contribution to Railway Heritage

The conservation, restoration and promotion of Britain's rich railway heritage are celebrated here – particularly with regard to Network Rail buildings and structures of national importance.

## Driving Efficiencies

Recognises companies that have made strides in designing and delivering work more efficiently, to generate cost savings and value for money to create a more efficient railway. Entries will clearly demonstrate how they have considered safety, reliability, capacity and value for customers and tax payers within their work.

## Investing in People

Recognises suppliers that truly value their people by respecting differences between individuals and creating an environment that promotes accountability, opportunity and diversity.

## Medium-sized SME of the Year

This award will recognise outstanding SME suppliers with headcount of <250 and either an annual turnover of less than or equal to €50m or a balance sheet of less than or equal to €43m. The winning supplier will need to evidence excellence and innovation in several award category areas, such as safety, sustainability, putting passengers first and community engagement, as well as being able to demonstrate successful collaborations or partnerships within the rail industry in 2019/20

## Putting Passengers First

Millions of people rely on the railway to get them to work, home and to friends and family. This award will celebrate suppliers who have put the needs of rail passengers and communities at the heart of what they do and can demonstrate that they are genuinely putting passengers first. This may include programmes that have improved local communities in Britain and brought about improvements in local businesses and social benefits.

## Regional Partner of the Year – Eastern

Recognises the partner that has exhibited the highest levels of collaboration with the Eastern region in delivering safety, performance, customer service, innovation or efficiency.

## Regional Partner of the Year – North West and Central

Recognises the partner that has exhibited the highest levels of collaboration with the North West & Central regions in delivering safety, performance, customer service, innovation or efficiency.

## Regional Partner of the Year – Scotland's Railways Regional Award for Exceptional Community Engagement

Recognises the partner that has put the focus on the passenger from the outset, recognising their needs in the delivery strategies, and building up exceptional stakeholder and community engagement that resulted in successful project delivery alongside a great passenger outcome.

## Regional Partner of the Year – Southern

Recognises the partner that has exhibited the highest levels of collaboration with the Southern region in delivering safety, performance, customer service, innovation or efficiency.

## Regional Partner of the Year – Wales and Western

Recognises the partner that has exhibited the highest levels of collaboration with the Wales & Western regions in delivering safety, performance, customer service, innovation or efficiency.

## Safety

Safety should never be taken for granted, and this award highlights organisations that show a continuous improvement towards safety within the workplace and on or near the railway.

## Small/Micro SME of the Year

This award will recognise outstanding SME suppliers with headcount of <50 and either an annual turnover of less than or equal to €10m or a balance sheet of less than or equal to €10m. The winning supplier will need to evidence excellence and innovation in several award category areas, such as safety, sustainability, putting passengers first and community engagement, as well as being able to demonstrate successful collaborations or partnerships within the rail industry in 2019/20.

## Sustainable Excellence

This award is open to organisations that can clearly demonstrate sustainable and responsible ways of working. It can cover anything from working effectively with lineside neighbours through to carbon off-setting and reduced waste and recycling innovations. Entrants should demonstrate how they have actively communicated with stakeholders to improve the reputation of Britain's railway.

## Partner of the Year

Only the winners from the above categories will be eligible for consideration into this award. Judges will give this award to the organisation that has demonstrated excellence and best practice in all work areas. Network Rail Key Performance Indicators measured throughout the year will be taken into account, where appropriate, in making the decision

# ENTRY INFORMATION

Entries must be completed online at [www.railpartnershipawards.com](http://www.railpartnershipawards.com) and **must be received by 5pm on Friday 26th February 2021.**

You should also upload at least one photograph - you can upload up to six photographs in total (full colour/ jpg format/max 1 MB per photo) and up to two drawings or plans (maximum A3 size/max1 MB/jpg format). There should not be any copyright or restrictions on the use of these photographs as they may be used on the awards website and in materials relating to the awards dinner on 6<sup>th</sup> May 2021.

*Any confidential information within the award entry should be clearly marked.*

## HOW TO WRITE A GOOD ENTRY

First consider whether your entry meets the criteria of the category you are entering. Then concentrate on demonstrating the value of the entry, for example, the degree to which your project has brought benefits to the organisation and the rail industry.

When writing about your project(s), you need to identify:

- The goal your project was trying to achieve
- Why you wanted to achieve it
- How the project was delivered
- What impact the project had

In addition, you should also comment on the lasting contribution of your project, drawing upon the environmental, social and economic impacts of your efforts.

## Entry rules and conditions

1. The awards are open to any organisation that has worked with Network Rail on or near Britain's rail network, maintained and operated by Network Rail.
2. Projects completed by alliances should be entered on behalf of the alliance and not by each of the individual companies within the alliance.
3. All entries should relate to work completed between 1st January 2019 to 31st December 2019.
4. Organisations may enter as many categories as they wish.
5. An entry can be submitted for more than one category but must be treated as a separate entry each time, with its own online entry and photograph.
6. Should you be selected for the shortlist you may be asked for additional material if necessary to meet the judges' criteria.
7. The organisers reserve the right to submit your entry into another category if it is deemed appropriate.
8. The shortlist will be announced by Thursday 28th May 2020.
9. The awards presentation event will take place on Tuesday 30th June 2020 at The Vox, Birmingham.  
All winners will be announced on the night.

## SUGGESTED ENTRY STRUCTURE

Use the following guide to help you structure your entry:

### Entry overview

- What was the project about?
- What prompted you to act?
- What task did you set yourselves?
- Where did the project take place?
- Who was involved?

### What the project entailed

- What was your plan of action?
- What considerations did you have to make?
- What resources did you draw upon?
- What steps were taken to achieve your goal?
- What difficulties or risks were involved?

### Project objectives

- What exactly did you want to achieve?
- How did you plan to measure your impact?
- What was the scale of the challenge you faced?
- What would constitute real success?
- How sustainable were your targets?

### End results

- Did the project fulfil its objectives?
- What evidence do you have to support the success of the project?
- How has the project brought benefits to the industry and Network Rail?
- What has been the response of the community and the media?
- Did the project deliver any knock-on effects?

### Conclusions

- What lasting commitments has the project created?
- Did the project deliver any lessons for the future?
- Has the project triggered a change in people's behaviour?

# ENTRY DRAFTING

**Best Collaboration**

**Best Innovation**

**Best Project**

**Contribution to Railway Heritage**

**Driving Efficiencies**

**Investing in People**

**Medium-sized SME of the Year**

**Putting Passengers First**

**Regional Partner of the Year  
– Eastern**

**Regional Partner of the Year  
– North West and Central**

**Regional Partner of the Year – Scotland's  
Railways Regional Award for Exceptional  
Community Engagement**

**Regional Partner of the Year  
– Southern**

**Regional Partner of the Year  
– Wales and Western**

**Safety**

**Small/Micro SME of the Year**

**Sustainable Excellence**

## Entry title

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Company or alliance name

*If this is an alliance, please list all companies.*

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## Entry overview

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- What was the project about?
- What prompted you to act?
- What task did you set yourselves?
- Where did the project take place?
- Who was involved?

*Please summarise your entry in 250-350 words,  
letting us know the scope, works and outcome.*

# ENTRY

## What the project entailed?

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- What was your plan of action?
- What considerations did you have to make?
- What resources did you draw upon?
- What steps were taken to achieve your goal?
- What difficulties or risks were involved?

*Please summarise your entry in 450-550 words, letting us know the scope, works and outcome.*

# ENTRY

## Project objectives

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- What exactly did you want to achieve?
- How did you plan to measure your impact?
- What was the scale of the challenge you faced?
- What would constitute real success?
- How sustainable were your targets?

*Please summarise your entry in 450-550 words, letting us know the scope, works and outcome.*

# ENTRY

## End results

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- Did the project fulfil its objectives?
- What evidence do you have to support the success of the project?
- How has the project brought benefits to the industry and Network Rail?
- What has been the response of the community and the media?
- Did the project deliver any knock-on effects?

*Please summarise your entry in 450-550 words, letting us know the scope, works and outcome.*

# ENTRY

## Conclusions

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- What lasting commitments has the project created?
- Did the project deliver any lessons for the future?
- Has the project triggered a change in people's behaviour?

*Please summarise your entry in 450-550 words, letting us know the scope, works and outcome.*