

Constructing Excellence in Wales

Awards 2008

How to enter

1. Complete the entry form providing details of your project or organisation. Make sure your statement answers the specific criteria set out in the category descriptions. An electronic copy of the entry form is available to download at www.ceawards.org.uk
2. You are welcome to include any additional materials to support your submission. This could include KPI data, presentations, case studies, or even submissions for other awards.
3. Please include a set of good quality photographs. Photos should be of all aspects of the project/process including people. You may also enclose a floor plan, site location plan and a section if you wish. The photographs should be sent in jpeg format
4. You should provide one printed copy of all entry material. You must also provide an electronic copy of all material, including photographs and your company logo, saved on a CD.
5. Each individual entry should be sent to:
Eira Rowe, CEW Awards, Suite 3, Bay Chambers,
West Bute Street, Cardiff Bay. CF10 5BB

The closing date for entries is: 15.00 on 30th April 2008

**For clarification on any matter regarding the awards please call:
Eira Rowe on 01792 561001 or
awards@constructingexcellencewales.org.uk**

Specific Entry Considerations

- Clients must be made aware in advance of any entries that refer to them and the judges may require evidence of client endorsement
- Membership of Constructing Excellence or a Constructing Excellence Club is not a requirement of entry
- The organisers reserve the right to feature/display submitted material in any editorial or promotional work related to the work of Constructing Excellence in Wales.
- A précis of short-listed entries will feature on the Constructing Excellence website and elsewhere. Short-listed entrants may be requested to participate in Constructing Excellence related events or programmes of seminars and case history presentations.
- No materials will be returned
- Every project entered will be considered for Demonstration Project status
- Submissions should relate to either ongoing work or any project or example of organisational change that was completed by 1 January 2008 at the latest.

Entry Guidelines

- All submissions must be made by 15.00 on Wednesday 30th April 2008.
- Any organisation or project team submitting an entry for more than one category, is more than welcome to do so using one application form. Please ensure that all categories being applied for are clearly indicated.
- The judges have the authority to move entries into more applicable categories. Their decision is final and no correspondence will be entered into following the Awards
- Receipt of entries will not be acknowledged unless otherwise requested.
- The organisers reserve the right to reject any entry, if in their opinion, it fails to comply with the rules.

Judging

- The panel of judges will consider each submission against the category criteria
- Winners will be announced at the Awards Dinner on Friday 27th June 2008 at the Celtic Manor Resort Newport.
- All awards are made at the discretion of the judges.
- The right is reserved not to make awards in a particular category
- The judges reserve the right to refuse entries without giving reasons
- Information supplied by the judges, or discussed between the judges and entrants, will be treated in complete confidence, and confidentiality on the part of the entrants if requested.

Section 1 Entry Form

The purpose of this form is to tell the industry about what you are doing. It is just the starting point.

Entry Name
Key contact details
Name
Organisation
E-mail
Telephone
Mobile

Please indicate which category you are entering.

- | | |
|---------------------------------------|--------------------------|
| Integration and Collaborative Working | <input type="checkbox"/> |
| Leadership and People Development | <input type="checkbox"/> |
| Health and Safety | <input type="checkbox"/> |
| The Legacy Award – Sustainability | <input type="checkbox"/> |
| Innovation | <input type="checkbox"/> |
| Achiever's Award | <input type="checkbox"/> |
| SME Award | <input type="checkbox"/> |
| Client of the Year | <input type="checkbox"/> |
| Project of the Year | <input type="checkbox"/> |

Is your entry: a project
or an example of organisational change

If your application is for a project please complete Section 2

If your application is an example of organisational change please complete Section 3

To help you here is an idea of what we are looking for:

• Is it special?

We want to know if you are doing something that is common to the industry or are you doing something that is new. It needn't be technologically cutting edge, but it needs to be different. It could be how you manage a specific process or a wide ranging programme. Each entry will be assessed by an independent panel of judges.

• Does it have real benefit?

We want data. You needn't submit all your information, but we need to know that you have changed or achieved something, and the best way to show this is through some measurable information. Did you do it cheaper, better, or with increased satisfaction to your clients? These are only examples, but the important thing to remember is data will show us how effective your project was.

• Is it honest?

We are not looking for marketing information. We want real stories which give an honest picture which will show all of the issues that you have to overcome to deliver. The quality of information provided is more important than quantity.

Section 2

Project entries

Project Location

Who's involved/the team?

Client

Main contractor

Designer

Other

What are the project timescales?

What is the project contract value?

How do these costs break down?

Type of work (i.e. new build, refurb)

Type of client (i.e. housing association, developer, government department)

Construction product (i.e. school, housing, road)

Number of units (if housing)

Were the Constructing Excellence KPIs collected?

Why is the project special?

Please provide information on the business case for innovation; the expected benefits and how the project is performing against expectations, what barriers the project has come up against and how these have been overcome.

Please respond in a maximum of 1000 words (Please append a separate sheet if necessary).

Section 3

Organisational entries

Office address

Type of organisation (i.e. housing association, developer, government department)

Number of staff

Company turnover

Company overview

Please provide a brief company resumé

Please respond in a maximum of 100 words

Why is what you have done special?

Please provide information on the business case for innovation; the expected benefits and how what you have done is performing against expectations, what barriers the project has come up against and how these have been overcome.

Please respond in a maximum of 1000 words. (Please append a separate sheet if necessary).