|  |  |
| --- | --- |
| **A close up of a logo  Description generated with very high confidence** | **Awards 2023**  **Best Practice Stakeholder Engagement Award Nomination Form** |

Please read the Nomination Form Essentials in [2023 Awards | CIEEM](https://cieem.net/about-cieem/cieem-awards/2023-awards/) carefully before you begin to ensure you’re aware of all the submission guidelines and judging criteria.

# Nominator

|  |  |  |
| --- | --- | --- |
| Full Name: | |  |
| Membership Number:  *(If known)* | |  |
| Email: | |  |
| Connection to the project: | |  |
|  | I declare that to the best of my knowledge the information provided is accurate and complete. The supporting statement at the end of this form has been completed. | |
|  | I consent to the project being entered in an alternative category at the judges’ discretion. | |

# Project put forward for the Best Practice Stakeholder Engagement Award

|  |  |
| --- | --- |
| Project Name**\***: |  |
| Name of Implementor Organisation(s) / Partnership**\***: |  |
| Email Details for Project Lead**\*\***: |  |

**\* N.B.: These would be the details that would appear on any certificate/trophy should the nomination be shortlisted.**

**\*\* N.B.: This is the individual who will be contacted should the entry be Shortlisted.**

At CIEEM, we are always looking to expand our new webinar programme. If the project is shortlisted for an award, would you be interested in giving a webinar? Yes  No

**N.B.:** **Please ensure that the Supporter has completed their section, which can be found at the end of this application, before submission to CIEEM.**

**Nominator**

Please outline below, with reference to the three award criteria, why this project should receive a CIEEM Best Practice Award. **Please note: the total number of words for the project description and the 3 criteria boxes should be no more than 1,000 words. The Supporter’s summary of the impact of the project can be an additional 500 words.**

Your nomination text and supporting information will be the only pieces of information that the judges use in their shortlisting. Please be as specific and evidence based as possible when making the case for your project and be sure to address all the award criteria.

## Stakeholder Engagement

*Effectiveness of engagement with a range of stakeholders*

*Please provide a brief description of the project including the date in years that work was undertaken, and monitoring carried out.*

|  |
| --- |
|  |

## Project demonstrates transparent, effective and timely access to information for stakeholders, with enough time for decision-makers to fully understand and incorporate concerns and recommendations of all stakeholders: 20 points.

|  |
| --- |
|  |

## Project was culturally appropriate to facilitate dialogue and exchange of information and allow consensus building: 20 points.

|  |
| --- |
|  |

## Project demonstrates how potential tensions or conflicts were anticipated and, if relevant, how they were resolved or taken into account in appropriate ways: 10 points.

|  |
| --- |
|  |

**\*The number of words in the above 4 boxes combined, should total no more than 1,000.**

# Supporter

|  |  |  |
| --- | --- | --- |
| Full Name: | |  |
| Membership Number:  *(If applicable)* | |  |
| Organisation: | |  |
| Email: | |  |
|  | I have completed the supporting statement and declare that to the best of my knowledge the information provided is accurate and complete. I have not worked directly on the project. | |

Please summarise the impact of the project against the award criteria in **no more than 500 words**. The judges are looking for evidence of the project’s merits and achievements. If you are only able to provide a professional opinion about the project, please ensure this is relevant to the nomination and supported with a coherent explanation as to why you think it demonstrates best practice.

|  |
| --- |
|  |

**(Max 500 words)**

Please email this entry form and your supporting information (supporting information must be submitted as one PDF document, maximum of **six pages,** with no more than three external links included. Please ensure you include any photos, maps, graphs and diagrams within the 6 page limit) to [awards@cieem.net](mailto:awards@cieem.net) by the closing date of **Friday 20th January 2023**. If you have any queries, please email or call 01962868626

|  |  |
| --- | --- |
| **Nomination Check List** | |
| To be completed by the Nominator |  |
| Project details completed. N.B. These are the details that will appear on any certificate/trophy should the project be shortlisted. |  |
| Brief description of project, please note, words here are included in the word count for the criteria boxes |  |
| Ensure 3 criteria boxes are completed, clearly explaining how the project meets the criteria and adhering to the word count. |  |
| Supporter Statement – maximum 500 words, completed by a supporter (who can be a CIEEM member or non-member) who has not worked directly on the project but can complete a supporting statement summarising the impact of the project against the entry criteria. Judges will give weight to statement from independent supporter who can discuss the impact of the project. |  |
| Ensure any photos, maps, graphs and diagrams are only included within your 6 page supporting info PDF. Failure to comply with this may result in your nomination becoming ineligible. |  |
| Ensure your nomination form is submitted as a Word document. |  |