

***ANZISM Sustainability
Awards 2020***



Submission Guidelines for ANZISM Sustainability Awards 2020

Introduction:

The Australian & New Zealand Institute for Sustainable Management has established the Sustainability Awards program to honour and showcase the achievement and impact of individuals, business initiatives and projects in the advancement of sustainable development through the implementation of sustainability / sustainable management practices. The awards represent the achievement in implementing sustainability across all sectors including all aspects of the implementation of global principles such as “United Nations Sustainable Development Goals” and the impact on the globally recognised targets for each SDG.

(for further information refer: <http://www.un.org/sustainabledevelopment>)

Awards may be presented across a number of categories including:

- Project or Business Initiative of the Year – this is bestowed upon a project or business initiative that exemplifies the impact and relevance between sustainability and project or business success.
- Individual Award – this is for an individual for their efforts in advancing sustainability in business or project delivery
- Research Award - this is for research that supports the implementation or advancement of sustainability in particular sustainable management and principles.

All entries are judged solely against the published criteria by a team of industry specialists and peers who will be independent of all submissions. Judges decisions shall be final and no correspondence shall be entered into. Submissions will be assessed on the submitted material ONLY and in accordance with these Submission Guidelines. Logos and pictures are expected as supporting material but will not be formally assessed. All entries must demonstrate the achievement of sustainability and shall be measured against such guidelines as - the United Nations Global Compact’s ten principles (ie relating to aspects of people, planet, and profits), realization of the Sustainable Development Goals - and the use of relevant methodology to support sustainability.

THE ANZISM AWARDS HAS THREE LEVELS:

National Level: Winners are selected from within Australia and New Zealand

International Level: Awards may be given to submissions by International supporters of AISM

Institute Level: The national and international winners progress to the overall Institute awards

NOTE: Australian and New Zealand winners will be announced on 27 November 2020



1.1 Eligibility:

A winning submission will be one that demonstrates, through narratives and documentary evidence, excellence and/or innovation in the application of sustainability, climate change, sustainable management practices and procedures, within business initiatives, projects or programs of any size or value, from either the public or private sector anywhere in the world. The project must have an approved business or project plan and budget. The initiative must be recently completed or be a recently (generally within 18 months of submission closing date) completed discrete phase of a larger initiative, program or project. Commentary of the initiative by the sponsor / client / owner is mandatory inclusion in the submission. Submissions must address the impact of sustainable management in delivering the outcomes.



1.2 Project or Business Initiative of the Year - Categories

At the sole discretion of the Judging Panel, Achievement Awards maybe bestowed in industry based sector categories, such as but not limited to:

- Community Service and/or Development
- Internationally Funded Humanitarian Aid Projects (eg APEC, EU, NGO's, Uni/Bilateral Lending Agencies)
- Construction, Infrastructure and Engineering
- Telecommunications / Information Technology
- Banking and Finance
- Finance including Blockchain / Cryptocurrency
- Agriculture
- Organizational / Business Change Management
- Mining, and Energy
- Product Development
- Business Start-up
- Business Development



1.4 Format and Content of the Submission:

Submissions must be formatted in Arial 12 point font, single spaced in a Microsoft Word comparable document or pdf file. Submissions should follow the administrative section requirements closely and must address each selection criteria separately. For all submissions, indicative page limits are flexible; however total content is not to exceed a total of 35 A4 pages. Submissions MUST not include promotional, novelty or other material / items not related to or supporting the actual submission. Submissions must include the written consent of the project's owner/client to the submission of the entry in the awards, together with an overview of the client/sponsor's level of satisfaction of the outcomes (including any aspects of achieving corporate benefits outcomes) and

the standard of management undertaken to implement sustainability. Consent is also required for the use of information, photographs, company logos and the like including release of winner's details after the Awards presentation concludes. All written consents must be bound into the submission. Non - conforming submissions may be rejected. Note: your evidence is scored during judging and therefore the scoring will be commensurate with the level of appropriate supporting evidence submitted.

The submission should address the following four sections.

Section 1 General Information

In this section of the submission, the following information must be submitted:

- Value of project / initiative
- Name of Company (making the submission)
- Name of Project / initiative
- Location of initiative / project
- Name and contact details of owner/client
- Names of key stakeholders
- Name of sustainable team contact
- Name and contact details of the project owner/client representative
- Name and contact details of the Submission Manager
- Confirmation that consent to use the project has been received from the client/owner
- Confirmation that consent to use photographs, company logos and the like has been received
- Confirmation that the initiative / project has an approved plan and budget
- Confirmation that the initiative / project / phase has been accepted by the client/owner



Section 2. Summary of the Business Initiative / Project

All submissions must provide a summary of not more than 100 words of the work, its outcomes, level of complexity and the reasons or purpose of the initiative. This summary may be used in any audio-visual presentation compiled by ANZISM for the Awards program. NOTE: Summaries may be amended at the sole discretion of ANZISM to suit the technical requirements of any awards marketing presentations.

Section 3. Outline of the Initiative / Project:

In this section provide an outline (indicatively three pages), to state the purpose and objectives of the management methodology applied, its level of complexity, principles of sustainability incorporated and any other relevant information. Details must also be provided of the success of the project by comparing the planned sustainable corporate and project outcomes against achieved sustainable outcomes.



Section 4. Outstanding Achievement and/or Innovation in applying Sustainability / Sustainable Management Best Practice:

Submissions should address three aspects in management (which should be individually addressed), demonstrating the inclusion of sustainable management practices in each aspect (indicatively 2 pages on each item) :

- Sustainability Competency / Knowledge Areas (a total of at least 4 areas)
- Issues or Challenges (a total of at least 2 issues)
- Lesson Learned / Innovation (a total of at least 2 items)



PART 2: AWARDS FOR INDIVIDUAL SUSTAINABLE MANAGER

2.1 Eligibility

Any sustainable business / program / project director, or manager is eligible to enter, or be entered in, the awards. A winning individual will be one who demonstrates, through the submission, excellence and/or innovation in sustainability, climate change, sustainable management over a cumulative period of not less than two years, with the works undertaken to be any size or value, from either the public or private sector and can be located anywhere in the world. Individuals should possess suitable qualifications to demonstrate their competency in sustainability and how they have impacted on various aspects of the implementation of both the SDG's and their associated targets.

(for further information refer: <http://www.un.org/sustainabledevelopment>)

2.2 Submission details

Where an individual makes his/her own submission, it must be endorsed by the individual's supervisor or by the client/owner. As a guideline, a successful manager would be one that:

- Advances sustainability in management
- Advances sustainability and climate change initiatives
- balances sustainable technical and management skills
- incorporates corporate goals, backgrounds and personalities.

The Award will recognize the individual's demonstrated application of sustainable management competences, no matter the scale, number or type of initiative / projects referenced. It is the individual qualities exemplifying the practice of Sustainability that will be evaluated, not necessarily those of any project worked on.

2.3 Format and Content of the Submission

Submissions must be formatted in Arial 12 point font single spaced in a Microsoft Word comparable document or pdf file. Submissions are to be lodged electronically. Indicative page limits are flexible; however, total content is not to exceed 23 A4 pages. Submissions may refer to other projects undertaken by the individual, however, written consent to the use of any project in the submission must be provided from the client/owner. The written consent and any endorsements or referee reports must be included in the submission. Consent is also required for the use of information,

photographs, company logos and the like, used within the submission. Non-conforming submissions may be rejected.

THE SUBMISSION SHOULD ADDRESS THE FOLLOWING FIVE SECTIONS:

Section 1. General Information

In this section of the submission, please include the following information:

- Name and contact details of the individual.
- Name of Company/employer.
- Name and contact details of the individual's supervisor.
- Name and contact details of the project owner/client representative.
- Confirmation that consent to use the project(s) has been received from the client/owner
- Confirmation that consent to use photographs, company logos and the like has been received
- Confirmation that the initiative / project(s) have an approved plan and budget.



Section 2. A Summary of the Individual

Provide a summary of not more than 100 words of the individual, including performance, outcomes, and responsibilities. This summary may be used in any audio-visual presentation compiled by ANZISM for the Awards program. NOTE: Summaries may be amended at the sole discretion of ANZISM to suit the technical requirements of the awards or relevant marketing presentation.

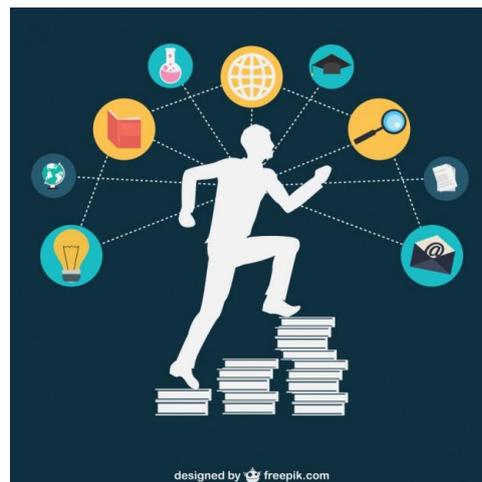
Section 3. Submissions must include:

- Curriculum Vitae
- Outline of any project content (scope)
- Performance Narratives which reflect the management performance of the individual in achieving or exceeding desired sustainability outcomes through the application of best practice and the demonstration of outstanding achievement and innovation.
- Contextual and Technical Skills (a total of at least 2 skills) including the incorporation of sustainable management methodology employed (how technically it was delivered).
- Behavioural / Interpersonal Skills. (a total of at least 3 skills) including the incorporation of sustainable management methodology employed (how it was delivered in regard to such aspects as social, community and communication).

PART 3: Research Awards

3.1 Eligibility

Any Research undertaken within the field of Sustainable Management or Sustainability Practices is eligible to enter. A winning submission will be one who demonstrates, through narratives and documentary evidence, excellence and/or innovation in researching sustainable management that has been undertaken within two years of the submission date. The research undertaken may be of any size or value, from either the public or private sector and can be located anywhere in the world.



3.2 Submission details – format and content

The Award will be evaluated on the details included in the submission and will be based on:

- Evidence of the application of sustainability methodology applied to the research undertaking
- Clarity and succinctness of processes used to manage the research and the research outcomes achieved
- Evidence of industry relevance of sustainability research outcomes
- Relevance to international principles of sustainability, such as United Nations Sustainable Development Goals
- Submissions must include the written consent of the research sponsor's to the submission of the research outcomes, together with an overview of the research sponsor's level of satisfaction with the research outcomes and the standard of management undertaken. The written consent must be bound into the submission. Consent is also required for the use of research information, photographs, research institute logos and the like. The written consent must be bound into the submission. Non-conforming submissions may be rejected.

The submission should include the following information:

- Title of Research
- Name of Institution where it is being conducted
- Location of research i.e. city, and country
- Name and contact details of the Research Sponsor
- Names of key Stakeholders
- Name of Research Team contact
- Confirmation that consent to use the research has been received from the sponsor
- Confirmation that consent to use photographs, logos and the like has been received
- Confirmation that the research has an approved plan and budget
- Confirmation that the research has been accepted by the sponsor



3.3 Submission Judging:

All Research Submissions will be evaluated by an academic panel qualified in the field. Winners will be selected solely by the Academic Panel.

Areas tested will be:

- The Purpose and Objectives of the Research
- The Methodology used and its relation to Sustainability
- Evidence of the use of Management Methodology for the research project
- The Level of Complexity of the Research
- The Level of Innovation the Research Shows
- The Challenges the Research faced (at Least Two)
- The Research Outcomes in relation to Sustainability
- The Value of the Research in Advancing Sustainability in Industry and Government

PART 4: General Conditions relating to all Submissions

4.1 General Submission Requirements

Submissions need to be concise yet contain sufficient information for the judging panel to adequately assess the merits of the entry. All entries must be submitted in English language. All necessary clearances and permissions required for the release of all information submitted including any proprietary, confidential, technical or commercial information must be obtained by the applicant, with no restrictions on the use of the submitted information in any promotion of the awards program. All submissions become the property of ANZISM and are not returned to applicants. "Documentary evidence" is required to support and validate all claims made in the submission. Photographs and quotes from clients or managers substantiating claims, or extracts from documents may be used.

For all Submissions - a Word or PDF document file containing the full submission must be provided.

All supporting information must be contained within the submission document file - All criteria must be addressed and submitted within the submission document file.

For Business / Project submissions - a minimum of five and a maximum of 10 high resolution project / business related photographs in JPG format are to be provided.

For Individual submissions - a minimum of five and a maximum of 10 high resolution photographs in JPG format, including a head-and-shoulders photograph of the individual are to be provided.

All digital photos/drawings are to be of high resolution quality (i.e files of 1 MB+) and are submitted as full colour JPG files. Photos with caption information are preferred. They are to be numbered in the order they are to appear in the submission.

Company Logos- Company logos are to be provided in EPS format or other similar format.



5.2 The Submission Process

All entries for the awards are to be submitted by close of business on 6 November 2020 and submitted to ANZISM Awards Office through ANZISM website at: www.anzism.com

Late entries will NOT be considered. Entries must be submitted in accordance with these guidelines.

Contact

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