



## Standards Users Awards Criteria & Nomination Process 2020

### Introduction

The BSI Standards Makers Awards have been running since 2014 and exist to recognize of exceptional contributions to standards-making. 2020 will be the second year for the **BSI Standards Users Awards** which recognize **how organizations have used a voluntary standard(s)** to achieve a particular outcome(s) for a specific project, product or service. The awards do not constitute any form of certification or kitemark but simply offer a means of recognizing the benefits of using voluntary standards.

The BSI Standards Users Awards are managed by the Standards-Makers Engagement and Inclusion team and all enquiries regarding the awards criteria and procedures and/or the awards ceremony should be sent to [standardsmakers@bsigroup.com](mailto:standardsmakers@bsigroup.com).

### Nomination Rules & Process

#### Rules for all nominations

- ❖ Nominations are open to all businesses / organizations regardless of size, type, sector etc. or relationship to BSI.
- ❖ Organizations can nominate themselves / their own project, product or service for the BSI Standards Users Awards or they can be nominated by a third party.
- ❖ The online nomination form should be completed in full in order to be considered for an award. If you need an alternative format for submission of your nomination, please contact us on the e-mail address above.
- ❖ Nominees can only be nominated for one award per year, but nominees not selected may be nominated again in the following year.
- ❖ Nomination forms should be completed according to the instructions here-in, including the criteria for the supporting statements.
- ❖ Nominator's must select a reason why they are submitting a nomination - i.e. select a category of award - from the options provided (see below for more details).
- ❖ It is the nominator's responsibility to ensure they are nominating a project, product or service for the outcome most relevant to what was achieved and to give relevant evidence.
- ❖ Nominators will need to provide details about themselves and their organization / the organization they are nominating.
- ❖ All nominations must include one supporting statement of no less than 100 and no more than 300 words and must provide the information specified in the nomination process.
  - \* Anything over 300 words will be cut prior to review by the selection panel.
- ❖ Nominators must also provide additional evidence of how the nominee embedded the use of the standard(s) within the development of the project, product or service.
  - \* Evidence should be provided following the guidance detailed in the nomination process.
  - \* Additional evidence must not exceed 10 sides (5 pages) of A4
  - \* Additional evidence must be collated into one document (Word or PDF) to uploaded to the nomination form
- ❖ BSI will review all nomination forms and contact nominators if the form they have submitted is incomplete or has been incorrectly completed.
- ❖ Nominations submitted after the closing date will not be considered.
- ❖ All correct, complete nomination forms will be submitted to the BSI Standards Users Awards Selection Panel for their consideration.
- ❖ Nominees will be notified by BSI of their nomination and a public announcement to recognize all the nominees will be made.



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- ❖ BSI reserves the right to occasionally amend the categories and the criteria for the BSI Standards Users Awards, so please ensure that you have downloaded the latest version of this document from the BSI website.
- ❖ BSI reserves the right to not make an award for one or all categories of award in a particular year, or to make multiple awards for a single category.

### Nomination Process

#### Step 1

- Provide your details as the nominator
- Provide the details about your organization / the organization you are nominating (e.g. sector, address, size, etc.)
- Provide the name of the project, product, service, department, etc. which benefitted from the use of a voluntary standard(s)
- Cite which voluntary standard(s) was used to achieve the outcome

#### Step 2

Select the reason why the nominee (i.e. the award category) opted to use a voluntary standard(s) for the project, product or service by selecting **one** of the following options:

**Trust** – used a voluntary standard(s) to increase the trust from their clients, in their supply chain, from consumers, etc.

**Productivity** – used a voluntary standard(s) to improve/increase the productivity of a team, department or the entire organization

**Safety** – used a voluntary standard(s) to ensure the project, product or service they offer is safe for people

**Sustainability** – used a voluntary standard(s) to ensure they are operating in an environmentally sustainable / responsible way

**Resilience** – used a voluntary standard(s) to increase the resilience of their business and mitigate risks

**Innovation** – used a voluntary standard(s) to deliver an innovative project, product or service and / or to take it to scale

**Cost savings** – used a voluntary standard(s) to deliver cost savings for a project, product, service or across their entire organization

**Business performance improvement** – used a voluntary standard(s) to deliver business performance improvement for a project, product, service, team, department or across their entire organization

**International trade / market access** – used a voluntary standard(s) to improve the international trade / market access for a project, product or service.

#### Step 3

Write a supporting statement including the following information:

- ✓ Brief description of the project, product or service which benefitted from the use of a voluntary standard(s)
- ✓ Why a voluntary standard(s) was chosen to deliver the specific outcome (e.g. trust, cost savings etc.)
- ✓ How the voluntary standard(s) helped deliver the specific outcome (e.g. trust, cost savings etc.)
- ✓ Evidence of how using a voluntary standard(s) for the specified project, product or service brought wider benefits to the organization



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**NB:** We recommend you write your statement in a word document before you start completing the online form so that you can simply copy and paste it into the appropriate space.

### Step 4

Attach additional evidence to support the nomination. The evidence must not exceed 10 sides (5 pages) of A4 and may, for example, include:

Testimonials / references from individuals at other organizations

Screen shots of intranet pages referencing the use of a voluntary standard(s) for the project, product or service, department, etc. being nominated

Copies of pages from guidance, operating, procedures, etc. type manuals referencing the use of a voluntary standard(s) for the project, product, service, department, etc. being nominated

Or other relevant / appropriate evidence

[Click here to make a nomination](#)

★ Nominations close 18 September

## Selection Process & Awards Presentation

### Selection process

- ❖ The BSI Standards Users Awards Panel will be responsible for reviewing nominations and selecting award winners.
- ❖ The Panel will be selected and chaired by the Director of Standards and the Director of Information Solutions.
- ❖ The decision of the BSI Standards Users Awards Panel will be final.
- ❖ To select the award winners the panel will consider:
  - \* the way the voluntary standard(s) were used
  - \* the impact the use of a voluntary standard(s) had on the outcome
  - \* the wider benefits gained by the organization through their use of a voluntary standard(s) for the cited project, product, service etc. which was nominated

### Awards presentation

- ❖ The BSI Standards Users Awards will be presented at the Standards Conference and Awards event held in November, usually in London.<sup>1</sup>
- ❖ Representatives from the award winners' organizations will be invited to the event, although acceptance of an award does not require attendance.
- ❖ All BSI stakeholders (e.g. standards-makers, subscribing members, etc.) are invited to attend the Standards Conference and Awards and the event usually brings together approximately 300 people from across the UK.
- ❖ The full programme for the day along with the booking form will be available online.

**NB:** We do not, as a rule, notify winners in advance but we do announce all the nominees and encourage all of them to attend. Under certain circumstances, we may tell winners about their award in advance of the event.

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<sup>1</sup> The 2020 event is likely to be an online event but we are keeping options open and will follow UK Government Advice.