



THE IRISH
**LOGISTICS &
TRANSPORT**
AWARDS 2021

ENTRY GUIDE

 www.iltawards.ie

 team@iltawards.ie

 +353 1 906 0686



*All available categories for the awards are listed in this Entry Guide**

The Irish Logistics & Transport Awards

The Irish Logistics & Transport Awards recognise & celebrate excellence in this industry in Ireland.

The Irish Logistics & Transport Awards is a leading platform which aims to recognise key achievements and excellence in the industry and honour leading people.

The award categories represent a combination of leadership, development and management skills which underpin Ireland's role as a hub of world-class best practice in Logistics & Transportation.

With a wide variety of categories that reflect the main areas of excellence in the industry, we hope that you enter the ones most appropriate to you.

Shortlisted entrants and winners will have their national profiles raised. And of course, there's the beautiful trophy which the successful entrants will take away at the event.

The awards ceremony itself also offers a great opportunity to make new business connections and strengthen existing client relations.

As with previous years, there is no charge to enter The Irish Logistics & Transport Awards so get your thinking cap on and start putting your entries together!

We wish all our entrants the best of luck and we look forward to receiving your entries.

Entering

Entries must be made online at www.iltawards.ie.

There are **23 categories to choose from:**

Independent Transport Operator of the Year - Domestic

Independent Transport Operator of the Year - International

Own Account Transport Operator of the Year

Logistics & Transport SME Company of the Year

3PL Achievement Award

Passenger Transport Company of the Year

Freight Forwarding Company of the Year

Courier Company of the Year **(NEW)**

Logistics & Transport Team of the Year

Van Fleet of the Year

Employer of the Year

Future Achiever Award **(NEW)**

Client & Supplier Collaboration Award

Customer Focus Achievement Award

Supply Chain Achievement Award

Green Impact Award

Safety Award

Innovation in Technology & Systems

Communications Award

Excellence in Warehousing

Graduate Training Programme of the Year

Education Award

COVID-19 Crisis Response Award **(NEW)**

How to Enter

It is **free** to enter The Irish Logistics & Transport Awards.

When completing your entry, please follow these rules:

- All activities cited in support of your entries must have been ongoing **within the past 12 months** from the closing date of these awards.
- Please ensure your submission fits onto **no more than 5 A4** pages in portrait PDF format, including supporting materials such as pictures, graphs, tables etc.
- Please **answer each of the key criteria points** allocated to the category that you are entering. This is what the judges base their scores on. Back up your key points with other information such as tables, graphics, figures, pictures etc.
- You may enter as many categories as are relevant, however each entry must be **tailored to meet the category criteria**.
- The entering party **has to have an office in the ROI or NI**, and the projects that support their entry must have taken place in these areas, unless stated otherwise in the category criteria.

You will need the following to complete your entry

- Your **5 A4 page PDF** entry document.
- A **50 word summary** of your entry. This may be used in full in our Awards booklet or in our script. It must be relevant to the category you are entering. So, if you are entering a project, the summary must be about the project, if you are entering a person, it must be about that person.
- A **high resolution jpg (300dpi)** version of your organisation **logo**.
- **Please note:** All of the above items will be required in order to submit your entry, and **you will not be able to modify your entry once uploaded**.

Tips on Entering



1. Read the criteria and make sure you answer each point. The judges use the criteria points as a basis for their scores, so make sure you touch on each criteria point. You can use additional facts, figures and information to back up or add to these points. By following the criteria you stand a better chance of scoring highly and make the judge's job easier!

2. Enter the right categories. Some companies seem to enter certain categories, and then ignore the one that they would stand a much better chance of winning. To start, look through the categories carefully and choose the most relevant to you. This will give you a better chance of winning.

3. Facts are very powerful; and waffle or generalities cut very little ice with the judges. There are lots of ways of presenting data, and one may look a lot stronger than the others. For example, your sales figures may not be great, but your new enquiry levels could be through the roof, focus on these. We're not advocating you twist the truth; but we do feel it's within the rules for you to make the strongest possible case for your company.

4. Don't write more than you've been asked to supply. There is a limit on the number of pages you can submit (5 A4 Pages). Don't go above this as the judges won't read reams of supporting information. In the same way don't do ultra-minimal entries and simply rely on your profile to get yourself noticed.

5. Put yourself in the judges' shoes. Think about what would really impress them? What makes you special and distinctive? Our judges are all senior people and you need to think about your entry from their perspective. In many cases we see entries prepared by junior members of the team who can miss key selling points. The best entries have input from someone at Board level.

6. Check everything carefully. Many entries include fundamental errors – mainly spelling or grammatical errors.

7. Phone a friend. The events team working on the awards are happy to talk through draft entries and are always willing to give guidance. So if you want to try something a bit different, and would like our thoughts on that before you submit your entry give us a call – we'll do our best to give you a sensible steer.

8. Good presentation pays dividends. You are not judged on how pretty your entry looks, but busy judges are inevitably attracted to easy-to-read, neatly laid out entries. Some of the better submissions include simple, summary bullet points. The best presented entries often incorporate a range of small photographs, clever charts or graphs and other visual material that makes it very easy to absorb and digest.

9. Boast, don't be modest! Your positive opening words are crucial - so begin with the end! This is the hook which will encourage those judging to delve deeper. Don't ramble; get to the point, every word should count. Be proud of what you have done, this is one time when it is absolutely right to boast. Testimonials are very powerful too!

10. Promote your business. It is not often you are given the chance to generate free publicity; so encourage and praise your team and you might be surprised to discover that you can win one of the most prestigious awards in the sector. And if you win, think of the huge marketing advantage that will give you.

Judges & Judging Process

A distinguished panel of Judges will be drawn from state, academic and private sectors to co-ordinate the Irish Logistics & Transport Awards judging. This includes judges based in Ireland who bring their expertise and experience to the judging process.

To view who will be judging this year's Awards, visit www.iltawards.ie.

Shortlisting

- Once the entry deadline is reached, all entries will be carefully examined and scored using the criteria by the shortlisting panel of experts.
- The highest scoring submissions will be selected to go forward to the shortlist for each category.
- You will receive an email from the Event Team letting you know if your entry was successful or not.
- The shortlist of finalists will be published on the Awards website, www.iltawards.ie.

Judging

- Judges are divided into panels, based on their expertise, to ensure any possible conflict is avoided.
- All judges score finalists based on the relevant category criteria.
- Scores are then collected by the event team and collated.
- Scores are sent to the judging coordinator who checks and verifies all scores.
- The highest scoring entrant is declared the winner of that category.

Categories & Criteria



This award recognises the independent operator in Ireland who transports goods domestically - whether it be by road, rail, air, or water - that can best demonstrate excellence or the achievement of a significant goal over the past 12 months.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics with measurable outcomes, that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the organisation such as when it was established, number of employees, key skills within your team, and relevant industry achievements and accreditations. Please also provide an indication of your turnover over the past three years.*
- *Key Projects & Initiatives: Outline significant projects or initiatives that have been undertaken over the past 12 months. Highlight any challenges faced, including the scale of these challenges, and how they were overcome.*
- *Operational Excellence: Please outline steps taken by the organisation to boost operational performance, including any resulting tangible benefits to your customers. Please also highlight any Health & Safety initiatives introduced providing clear and measurable results.*
- *Innovation: Please include details of any unique efforts or processes that have been employed, demonstrating the degree of innovation and benefit to the organisation or society.*
- *Corporate and Social Responsibility: Please outline the societal impact of the work carried out over the past year, highlighting how sustainability and environmental factors were successfully factored into your planning.*
- *Outcomes & Results: Summarise the outcomes of these efforts including the contribution to business growth, benefits to the organisation and the environment, client/customer satisfaction. Include measurable results and year-on-year statistics, where possible.*
- *Supporting Facts & Testimonials: Include any other facts or statements that you feel are relevant to support the entry, including client or customer testimonials where possible.*



This award recognises the independent operator in Ireland who transports goods internationally that can best demonstrate excellence or the achievement of a significant goal in an international market over the past 12 months.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics with measurable outcomes, that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the organisation such as when it was established, number of employees, key skills within your team, and relevant industry achievements and accreditations. Please also provide an indication of your turnover over the past three years and the markets operated in.*
- *Key Projects & Initiatives: Outline significant international projects or initiatives that have been undertaken over the past 12 months. Highlight any challenges faced, including the scale of these challenges, and how they were overcome.*
- *Operational Excellence: Please outline steps taken by the organisation to boost operational performance, including any resulting tangible benefits to your customers. Please also highlight any Health & Safety initiatives introduced providing clear and measurable results.*
- *Innovation: Please include details of any unique efforts or processes that have been employed, demonstrating the degree of innovation and benefit to the organisation or society.*
- *Corporate and Social Responsibility: Please outline the societal impact of the work carried out over the past year, highlighting how sustainability and environmental factors were successfully factored into your planning.*
- *Outcomes & Results: Summarise the outcomes of these efforts including the contribution to business growth, benefits to the organisation and the environment, client/customer satisfaction. Include measurable results and year-on-year statistics, where possible.*
- *Supporting Facts & Testimonials: Include any other facts or statements that you feel are relevant to support the entry, including client or customer testimonials where possible.*



Own Account
Transport
Operator
of the Year

This award recognises the company that operates its own fleet of vehicles to distribute their own goods - whether it be by road, rail, air, or water - that can best demonstrate excellence or the achievement of a significant goal over the past 12 months.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics with measurable outcomes, that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the organisation such as when it was established, number of employees, key skills within your team, and relevant industry achievements and accreditations. Please also provide an indication of your turnover over the past three years and the markets operated in.*
- *Key Projects & Initiatives: Outline significant projects or initiatives that have been undertaken over the past 12 months. Highlight any challenges faced, including the scale of these challenges, and how they were overcome.*
- *Operational Excellence: Please outline steps taken by the organisation to boost operational performance, including any resulting tangible benefits to your customers. Please also highlight any Health & Safety initiatives introduced providing clear and measurable results.*
- *Innovation: Please include details of any unique efforts or processes that have been employed, demonstrating the degree of innovation and benefit to the organisation or society.*
- *Corporate and Social Responsibility: Please outline the societal impact of the work carried out over the past year, highlighting how sustainability and environmental factors were successfully factored into your planning.*
- *Outcomes & Results: Summarise the outcomes of these efforts including the contribution to business growth, benefits to the organisation and the environment, client/customer satisfaction. Include measurable results and year-on-year statistics, where possible.*
- *Supporting Facts & Testimonials: Include any other facts or statements that you feel are relevant to support the entry, including testimonials where possible.*



Logistics
& Transport
SME Company
of the Year

This award recognises the Small to Medium Enterprise that has displayed excellence and/ or innovation in any area of Logistics & Transportation over the past 12 months and can demonstrate the results achieved. We define a SME as having fewer than 250 employees.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Background: Please provide a brief background of the organisation, including when the company was established, number of employees, turnover, key team members and their roles, and relevant industry achievements and accreditations.*
- *Key Projects & Initiatives: Outline significant projects or initiatives that have been undertaken over the past 12 months. Highlight any challenges faced, including the scale of these challenges, and how they were overcome.*
- *Operational Excellence: Please outline steps taken by the organisation to boost operational performance, including any resulting tangible benefits to your customers. Please also highlight any Health & Safety and CSR initiatives introduced, where relevant, providing clear and measurable results.*
- *Innovation: Please include details of any unique efforts or processes that have been employed, demonstrating how innovation in the Business or Organisations strategy and/or execution helped the outcome.*
- *Outcomes & Results: Summarise the outcomes of the efforts including the contribution to business growth and/ or benefits to the company, client/customer satisfaction. Include measurable results and year-on-year statistics, where possible.*
- *Supporting Facts & Testimonials: Include any other facts or statements that you feel are relevant to support the entry, including client or customer testimonials where possible.*



3PL
Achievement
Award

This award recognises the third-party logistics company that, over the past 12 months, can best demonstrate excellence or the achievement of a significant goal.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the organisation such as when it was established, number of employees, key skills within your team, and relevant industry achievements and accreditations. Please also provide an indication of your turnover over the past three years and the markets operated in.*
- *Services to clients: please provide a brief background of the organisation's key clients, outlining the range of services provided to them and how integrated the relationship is between the 3PL and client.*
- *Outstanding Achievement: Outline significant projects undertaken over the past 12 months and why you think they were exceptional. Highlight any challenges faced, including the scale of these challenges, and how they were overcome.*
- *Operational Excellence: Please outline steps taken by the organisation to boost operational performance, including any resulting tangible benefits to your customers. Please also highlight any Health & Safety and CSR initiatives introduced, where relevant, providing clear and measurable results.*
- *Innovation: Please include details of any unique efforts or processes that have been employed, demonstrating the degree of innovation and benefit to the organisation or society.*
- *Outcomes & Results: Summarise the outcomes of the projects, detailing the benefits to the 3PL and its clients. Include measurable results and year-on-year statistics, where possible.*
- *Supporting Facts & Testimonials: Include any other facts or statements that you feel are relevant to support the entry, including client testimonials where possible.*



This award recognises the Passenger Transport Operators of all types that, over the past 12 months, can best demonstrate excellence or the achievement of a significant goal.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the organisation such as when it was established, number of employees, key skills within your team, and relevant industry achievements and accreditations. Please also provide an indication of your turnover and the number of passengers carried over the past three years.*
- *Key Projects & Initiatives: Outline significant projects or initiatives that have been undertaken over the past 12 months. Highlight any challenges faced, including the scale of these challenges, and how they were overcome.*
- *Operational Excellence: Please outline steps taken by the organisation to boost operational performance, including any resulting tangible benefits to your customers. Please also highlight any Health & Safety initiatives introduced providing clear and measurable results.*
- *Innovation: Please include details of any unique efforts or processes that have been employed, demonstrating the degree of innovation and benefit to the organisation or society.*
- *Corporate and Social Responsibility: Please outline the societal impact of the work carried out over the past year, highlighting how sustainability and environmental factors were successfully factored into your planning.*
- *Outcomes & Results: Summarise the outcomes of these efforts including the contribution to business growth, benefits to the organisation and the environment, client/customer satisfaction. Include measurable results and year-on-year statistics, where possible.*
- *Supporting Facts & Testimonials: Include any other facts or statements that you feel are relevant to support the entry, including client or customer testimonials where possible.*



This award recognises the Freight Forwarding Company that, over the past 12 months, can best demonstrate excellence or the achievement of a significant goal.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the organisation such as when it was established, number of employees and key skills within your team. Please also provide an indication of your turnover over the past three years and the markets operated in.*
- *Key Projects & Initiatives: Outline significant projects or initiatives that have been undertaken over the past 12 months. Highlight any challenges faced, including the scale of these challenges, and how they were overcome.*
- *Operational Excellence: Please outline steps taken by the organisation to boost operational performance, including any resulting tangible benefits to your customers. Please also highlight any Health & Safety and CSR initiatives introduced, where relevant, providing clear and measurable results.*
- *Professional Standing and Accreditation: Please outline any relevant industry achievements and accreditations.*
- *Innovation: Please include details of any unique efforts or processes that have been employed, demonstrating the degree of innovation and benefit to the organisation or society. E.g., unique services or products, innovative use of technology, staff training, client acquisition, business growth strategies or new business models.*
- *Outcomes & Results: Summarise the outcomes of these efforts including the contribution to business growth, benefits to the organisation and the environment, client/customer satisfaction. Include measurable results and year-on-year statistics, where possible.*
- *Supporting Facts & Testimonials: Include any other facts or statements that you feel are relevant to support the entry, including client or customer testimonials where possible.*



This award recognises the company providing parcel delivery and courier services who, over the past 12 months, can best demonstrate excellence or the achievement of a significant goal.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the organisation such as when it was established, number of employees, key skills within your team, and relevant industry achievements and accreditations. Please also provide an indication of your turnover over the past three years and the markets operated in.*
- *Key Projects & Initiatives: Outline significant projects or initiatives that have been undertaken over the past 12 months. Highlight any challenges faced, including the scale of these challenges, and how they were overcome.*
- *Operational Excellence: Please outline steps taken by the organisation to boost operational performance, including any resulting tangible benefits to your customers. Please also highlight any Health & Safety initiatives introduced providing clear and measurable results.*
- *Innovation: Please include details of any unique efforts or processes that have been employed, demonstrating the degree of innovation and benefit to the organisation or society.*
- *Corporate and Social Responsibility: Please outline the societal impact of the work carried out over the past year, highlighting how sustainability and environmental factors were successfully factored into your planning.*
- *Outcomes & Results: Summarise the outcomes of these efforts including the contribution to business growth, benefits to the organisation and the environment, customer satisfaction. Include measurable results and year-on-year statistics, where possible.*
- *Supporting Facts & Testimonials: Include any other facts or statements that you feel are relevant to support the entry, including customer testimonials where possible.*



This award recognises an outstanding team from any organisation in Ireland's Logistics, Transport, Passenger Transport and Freight Forwarding sectors that can best demonstrate initiative, creativity, leadership, and the ability to be a positive force for change and improvement. The team can be nominated by themselves or a third party, but please ensure you have their permission to do so.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Team Background:* Please outline the members of the team, including definition of roles, skills and expertise, allocation of tasks and how the team communicated.
- *Projects and Initiatives:* Summarise the projects and initiatives the team have undertaken over the past 12 months including the objectives, budgets and results achieved. Include measurable results and year-on-year statistics, where possible.
- *Teamwork:* Outline any challenges faced and how the team demonstrated initiative, creativity, and leadership to overcome them.
- *Contributions and Achievements:* Summarise the contribution and achievements of the team, including any innovations introduced and the benefits of their work.
- *Supporting Facts & Testimonials:* Include any other statements or facts that support the entry, and a testimonial from the team's head of department or supervisor where possible.



This award recognises the company in Ireland that operates a fleet of commercial vans to distribute goods that can best demonstrate excellence or the achievement of a significant goal over the past 12 months.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Organisation background:* Please provide a brief description of the organisation, e.g. when it was established, no. of employees, key skills within your team, range of vans in your operation, relevant industry achievements and accreditations. Please also provide an indication of your turnover over the past three years.
- *Key Projects & Initiatives:* Outline significant projects or initiatives involving your van fleet that have been undertaken over the past 12 months. Highlight any challenges faced, including the scale of these challenges, and how they were overcome.
- *Operational Excellence:* Please outline steps taken by the organisation to boost operational performance, including any resulting tangible benefits to your customers. Please also highlight any Health & Safety initiatives introduced providing clear and measurable results.
- *Innovation:* Please include details of any unique efforts or processes that have been employed, demonstrating the degree of innovation and benefit to the organisation or society.
- *Corporate and Social Responsibility:* Please outline the societal impact of the work carried out over the past year, highlighting how sustainability and environmental factors were successfully factored into your planning.
- *Outcomes & Results:* Summarise the outcomes of these efforts including the contribution to business growth, benefits to the organisation and the environment, client/customer satisfaction. Include measurable results and year-on-year statistics, where possible.
- *Supporting Facts & Testimonials:* Include any other facts or statements that you feel are relevant to support the entry, including client or customer testimonials where possible.



This award recognises the organisation within Ireland's Logistics and Transportation industry that can best demonstrate an excellent working environment.

Submissions can be made by the organisation directly or nominated by a staff member. If you are nominating the organisation you work for, please ensure you have their permission to do so.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Organisation background:* Please provide a brief description of the organisation such as when it was established, number of employees, key teams in the organisation, relevant industry achievements and accreditations.
- *Personnel Strategy:* Outline how your organisation recruits, develops and retains staff, demonstrating how the strategy has benefited the organisation.
- *Employee Engagement:* Outline how the organisation communicates and engages with employees and how this made a difference to the organisation's performance.
- *Benefits and Rewards:* Outline the employee benefits package and other rewards, including details of any unique offerings.
- *Employee Support:* Provide details of specific supports in place to manage employee health and well-being, including supports provided to managers.
- *Key Challenges:* Outline any challenges faced in implementing your HR initiatives and how they were overcome.
- *Employee Satisfaction:* Please include facts and figures outlining employee satisfaction, including any downward trends in annual figures.
- *Include any other facts or statements that you feel are relevant to support the entry.*



This award recognises excellence beyond that which is normally expected from an industry professional who, on 31st December 2020, is not more than 35 years old.

The nominee can come from any organisation in Ireland's Logistics, Transport, Passenger Transport and Freight Forwarding sectors, provided they are showing evidence of outstanding achievement, creativity, and contribution to success.

The individual can be nominated by themselves or a third party, but please ensure you have their permission to do so.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Career History:* Summarise the nominee's career to date including qualifications achieved and age.
- *Achievements:* What makes this individual stand out from colleagues? Outline their achievements to date, highlighting any creativity shown.
- *Sample Project:* Highlight a recent project or initiative they were heavily involved from the past 12 months and quantify its success.
- *Business Growth:* Outline how they have contributed to the success of their team and the organisation as whole.
- *Supporting Statements & Testimonials:* Include any other statements or facts that support the entry, and a testimonial from the nominee's head of department or supervisor where possible.



This award recognises the collaborative efforts of a logistics or transport operator of any kind and an external supplier or service provider that has led to a best in class operation, process or supply chain solution over the past 12 months.

This award is only open to submissions made by the client.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Background:* Please provide a brief background of the organisations involved, the project or initiative collaborated on, including budget and timeline, and key team members involved.
- *Execution & Challenges:* Describe how the brief was fulfilled, including any challenges faced and how the team worked together to overcome them.
- *Innovation:* Please include details of any unique efforts or processes that were employed.
- *Outcomes & Results:* Summarise the outcomes of the project, detailing the benefits to both organisations.
- *Supporting Facts & Testimonials:* Include any other facts or statements that you feel are relevant to support the entry, including testimonials where possible.



This award recognises the logistics or transport operator of any kind in Ireland that has met the highest standards of customer service in the last 12 months.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Strategy:* Please describe your customer service strategy. Outline specific initiatives you have taken to ensure excellence in customer service, highlighting any especially innovative processes or uses of technology.
- *Research:* Outline any market and customer research carried out and how this information was used to improve customer service.
- *Customer Satisfaction:* Describe how customer satisfaction is measured, including how you handle complaints and act to resolve them.
- *Maintenance:* Outline how customer service is maintained at a minimum standard, detailing any training undertaken to raise the knowledge and skills of staff.
- *Supporting Facts & Testimonials:* Include any other statements or facts that support the entry, and customer testimonials where possible.



This award recognises the logistics company, or organisation with an internal logistics division, that has made exceptional progress over the past 12 months through innovations in its supply chain or the adoption of best supply chain practices.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Background: Describe the supply chain including the organisations within it and how far it extends.*
- *Supply Chain Strategy: Outline your overall secure supply chain strategy and how you have achieved progress with it.*
- *Strategy Implementation: Describe how the brief was implemented, any solution or innovation introduced, as well as the benefits to the organisations within the supply chain and the environment. Highlight how you ensure security, implement monitoring, and what happens if any are not up to standard.*
- *Innovation: Highlight any especially innovative secure solutions that have been developed.*
- *Customer Impact: What has been the impact of your secure supply chain initiative on your customers and sales?*



This award recognises the organisation in Ireland's Logistics and Transportation industry that can demonstrate a comprehensive programme of actions or initiatives which promote sustainability.

This may be through a reduced carbon footprint, a change process within the organisation, a new partnership that demonstrates tangible evidence of environmental benefit or the use of energy saving products and methods.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Background: Please provide a background of the sustainability programme including the key team members behind it, the level of senior management buy-in and how it was rolled out across the organisation.*
- *Training: Describe any relevant training or employee initiatives offered through your organisation, including the levels of staff engagement.*
- *Execution & Challenges: Describe how the brief was fulfilled in the most sustainable possible manner, including any challenges faced and how the team worked together to overcome them.*
- *Outcomes & Results: Summarise the outcomes of the programme, detailing benefits to the environment and the organisation in areas such as fuel and CO2 savings, waste minimisation and recycling and the use of sustainable products. Please include facts and figures to back this up, including any downward trends in annual figures.*
- *Include any other facts or statements that you feel are relevant to support the entry.*



The award recognises the organisation who has demonstrated the best commitment to both Transport Safety & Occupational Safety throughout the year. This may include programmes which lead to a demonstrable improvement in safety standards either within one organisation, trading partners or the wider community; particularly those which are sustainable, transferable or which demonstrate an innovative approach.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Initiatives & Objectives: Please outline planned initiatives & objectives in relation to your organisation's transport and occupational safety.*
- *Implementation: Please outline the processes put in place to tackle work-related safety showcasing areas like risk assessment, training, implementation, and outcomes.*
- *Targets: Please provide evidence showing the improvement of safety levels and the reduction in incidents, maintenance costs, fuel costs, vehicle costs, driver costs, property damage, third party costs, personal injury, or worker absence.*
- *Staff Engagement: Provide information to show how the programme engaged with the organisation's staff and how senior management took responsibility for the initiative.*
- *Impact: Please outline the business and economic impact that your organisation has experienced through from the implication of transport safety & occupational safety strategies.*



This award recognises the most effective use of a system or technology in Ireland's logistics & transportation industry.

Submissions must be made by the end user, demonstrating how they used the nominated technology/system over the last year.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Background: Please outline the technology/system nominated including a summary of its uses and benefits.*
- *Key Projects & Initiatives: Please provide a brief description of significant projects or initiatives that utilised the technology/ System nominated, detailing how it was successfully integrated by the organisation.*
- *Innovation: Please include details of any unique efforts or processes that have been employed, demonstrating how the technology/ system helped the outcome or was a positive force for change.*
- *Outcomes & Results: Summarise the outcomes of these efforts including the contribution to business growth and benefits to the end user.*
- *Include any other facts or statements that you feel are relevant to support the entry.*



This award recognises the best communications campaign undertaken in Ireland's logistics and transportation industry over the past 12 months. This can be either an internal or external campaign, and can include anything from advertising and PR campaigns, TV, and Radio, to Digital and other techniques.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Campaign Background: Please describe the communication campaign including how long it has been in existence, the platforms used and any unique features or benefits.*
- *Objectives: What was the objective of the communication campaign?*
- *Innovation: Please include details of any unique efforts or processes that were employed.*
- *Examples: Please provide examples of creative materials used.*
- *Outcomes & Results: Outline how the campaign objectives were met, using facts and figures to back it up.*
- *Supporting Facts & Testimonials: Include any other facts or statements that you feel are relevant to support the entry, providing employee or customer feedback where possible.*



This Award recognises the efforts made by a player within the logistics and transportation industry towards the efficient and successful running of a warehouse operation over the past 12 months. Their role in the operation of the warehouse must demonstrate both initiative and excellence.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Organisation background: Please provide a brief description of the organisation such as when it was established, number of employees and key skills within your team. Please also provide an indication of your turnover and staff growth since inception.*
- *Key Projects & Initiatives: Please detail significant and specific activities that have contributed to business growth. This can include specific investment, financing, or licensing deals, launch of product or expansion.*
- *Operational Excellence: Please outline steps taken by the organisation to boost operational performance in this time, including any resulting tangible benefits to your customers.*
- *Health & Safety: Please demonstrate your organisation's commitment and strategy towards occupational health and safety providing clear and measurable results.*
- *Innovation: Please include details of any unique efforts or processes that have been employed, demonstrating the degree of innovation and commercial potential.*
- *Corporate and Social Responsibility: Please outline the societal impact of the work carried out over the past year, highlighting how sustainability and environmental factors were successfully factored into your planning.*
- *Outcomes & Results: Summarise the outcomes of these efforts and outline the organisation's future goals. Please also include testimonials, where possible.*



This award will go to the organisation working in Ireland's logistics and transportation industry that has been offering a best-in-class graduate training and development programme over the past 12 months.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Demonstrate how the graduate training programme was developed and outline its objectives.*
- *Provide an overview of how the programme has been implemented over the past 12 months, giving specific examples. Also, outline any challenges faced in the implementation process and how your team demonstrated initiative, creativity, and leadership to overcome them.*
- *Demonstrate the real business benefits of the programme and ROI, providing positive feedback (i.e., internal, or external stakeholders) where appropriate.*
- *Demonstrate how the programme benefits the graduate, providing positive feedback (via internal surveys or testimonials) where appropriate.*
- *Provide evidence of how you monitor and measure its success against the stated objectives.*
- *Excellence in Training & Development: Provide examples where your organisation has gone beyond curricular requirements to facilitate the graduates, including the number of hours per week devoted to training.*



This award recognises any third level institution, technical training college or organisation relevant to the logistics & transportation industry that is involved in the delivery and development of industry knowledge or skills on the island of Ireland.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Background: Please outline the size and nature of your organisation.*
- *Programme Overview: What is the curriculum or programme? Please detail curriculum development, student/participant numbers and course accreditation and affiliation.*
- *Development: How does the course prepare or develop the students or delegates for their career in the logistics and transportation industry?*
- *Excellence in Education & Training: provide examples where an individual or institution has gone beyond curricular requirements to communicate and facilitate the teaching of students or participants.*
- *Challenges: outline the challenges your organisation has faced over the last year and how your team demonstrated initiative, creativity, and leadership to overcome them.*
- *Industry Exposure: outline the exposure of students/participants to the wider logistics and transportation community. This may include listings of invited speakers, details of site visits nationally and globally or case studies undertaken.*
- *Dissemination of Studies: Please provide details on dissemination of studies to the broader community: this can include publications, workshops and student awards or details of any competitions entered and prizes attained.*



Over the past year, Ireland's logistics and transportation industry has rapidly had to shift to build new capabilities and ways of working that deliver continued value to customers, clients, partners, and shareholders.

This award will recognise and reward the most effective and outstanding initiatives created/developed by any organisation in Ireland's Logistics, Transport, Passenger Transport and Freight Forwarding sectors in response to the COVID-19 pandemic.

Entry is by a 5 A4 page submission (11pt font size minimum); the judges will be looking for clear information backed up by facts, supporting materials and statistics, that pays particular attention to the criteria listed below.

- *Challenges faced: Please briefly outline the implications of COVID-19 on your operations, services, business performance.*
- *Initiatives: Please describe the initiatives taken by your organisation during this period to strengthen your operations, supply chains, logistics divisions, etc., and why you think they were exceptional.*
- *Risk mitigation: Describe how you managed and mitigated risk in an effective way (e.g., in health and safety, supply chains), providing clear and measurable results.*
- *Innovation: Please include details of any unique efforts or processes arising out of the current COVID-19 pandemic that have been deployed.*
- *Outcomes & Results: Summarise the outcomes of these efforts, including clear and measurable results, where possible. Please also elaborate on how your efforts will help to future-proof your business.*
- *Supporting Statements: Include any other facts or statements that you feel are relevant to support the entry.*

Sample Entry Template

Introduction

Company Background

Summary of Project Team

Submission Overview— Aims & Objectives

Main Body of Entry

Address the Category Criteria Points:

- *Point 1*
- *Point 2*
- *Point 3*
- *Point 4*
- *Point 5*

Supporting Materials

Graphs, Tables, Pictures, Screenshots,
Testimonials etc. that supports the entry

Summary

Main Outcomes & Achievements
of Submission

Need Help?

If you need any further assistance, please contact us using the details below.

 www.iltawards.ie

 team@iltawards.ie

 +353 1 906 0686

*The categories listed in this Entry Guide for the Irish Logistics & Transport Awards 2021 are subject to change at the organiser's discretion.