



Sellafield Ltd



WAVES 24/25

# CELEBRATING YOUR SUCCESSES

Your guide to entering the  
Wave Awards

A large, abstract graphic consisting of a thick, flowing wave shape. The top portion of the wave is a vibrant teal color, which transitions into a purple hue as it curves downwards and to the left. The background is a solid, dark teal color. The text is centered within the upper part of the wave.

**WELCOME TO THE  
WAVE AWARDS 2024/25  
– CELEBRATING YOUR  
ACHIEVEMENTS**

“The Wave Awards is one of the highlights of my year. I’m always amazed by the incredible passion and pride that you, our workforce, have in the work that you do, and the Wave Awards gives us the opportunity to celebrate this.

As with previous years, the award categories are aligned to our strategic objectives of safe, secure, sustainable site stewardship, progress at pace, and lifetime value for money.

The following pages are designed to help you to write the best award submission you can. Winning in your chosen category will inevitably be your aim as you submit your entry, but taking part in the Wave Awards also gives you the opportunity to:

- Pause and spend time with your colleagues talking about the fantastic work that you have delivered this year in supporting our mission.
- Make your work visible to our panel of short-listers from across the business.

If your entry is short-listed, you’ll then have an opportunity to present your project to a judging panel of Executive, business leaders and Next Generation Executive representatives, and to share your experience with colleagues across the business.

Having had the privilege of judging some of the award categories in the past and knowing some of the amazing things that have been achieved in the last 12 months, I’m really looking forward to seeing this year’s submissions.

**Very best of luck in this year’s awards.”**

**Euan Hutton,  
Chief Executive Officer**





# THE AWARDS ARE ALL ABOUT YOU

**This brochure gives you more information on this year's awards, including details of the categories, and the deadlines for entry.**

We've designed the awards so that whether you're working on our biggest risk reduction projects, or are shaving pounds or pence of unnecessary spending, you still have a chance to win.

Previously, we introduced virtual pitching to judges and this worked well, so we're continuing this.

All entries will be invited to an MS Teams announcement where you'll find out who has been shortlisted to present their work to our final judges.

We'll be hosting the Wave Awards celebration event in May 2025 where all entries who presented to the judges will be invited to the in-person event and find out the overall winners of each category.

You won't want to miss it.

If you have any questions, please send them to [support@awards.sellafieldsite.co.uk](mailto:support@awards.sellafieldsite.co.uk)

# WAVE AWARDS SCHEDULE

- Nominations for the Wave Awards are now open.
- The deadline for Wave Award entries is 5pm on Wednesday 8 January 2025.
- The Wave Awards shortlist will be announced via a MS Teams broadcast in February 2025.
- The Wave Awards final judging sessions will take place throughout March 2025.
- Winners of the Wave Awards 2024/25 will be announced at a celebration event in May 2025.

*All timings and arrangements are subject to change.*

# CATEGORIES

**The Wave Award categories remain unchanged this year.**

Whether your work is big or small, you could win. Everything that our employees, teams and partners do to help deliver our purpose could take away an award.





## AWARDS 1 TO 3: SAFE, SECURE, SUSTAINABLE SITE STEWARDSHIP

### 1. EXEMPLIFY PROACTIVE SAFETY, SECURITY, AND SUSTAINABILITY

Our purpose recognises the importance of the legacy we leave for future generations. This award is for work completed across our organisation that demonstrably had safety, security and/or sustainability at its heart.

### 2. REDUCE CARBON AND ENHANCE THE ENVIRONMENT

The expectations of the public are evolving quickly as we learn more about the challenges and impact of climate change. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Exemplary environmental leadership
- Embedding the waste management hierarchy
- Minimising radiological and other discharges to the environment
- A leader in low-carbon infrastructure project delivery

- Significantly reducing our lifetime carbon footprint
- Incorporating lifetime carbon and other environmental criteria into strategic decision making
- Optimising our demand for natural resources including energy and water
- Considering alternative waste treatment technologies to significantly reduce waste volumes

### 3. MANAGE A SMART, AGILE AND RESILIENT SITE

As set out in our Enterprise Strategy, we will deliver improvements in the provision of site services, infrastructure, transport and logistics. We will also prepare sites for future new build assets and maximise the use of existing waste treatment facilities. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Refurbishing and/or replace key facilities and/or equipment
- Making our site services future proof
- Establishing proactive and preventative maintenance and asset care
- Supporting agile working





## AWARDS 4 TO 9: PROGRESS AT PACE

### **4. CONTROL AND REPACKAGE SPECIAL NUCLEAR MATERIALS**

Our purpose requires us to safely and securely manage special nuclear materials. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Condition and package plutonium materials for long term safe and secure storage
- Safely and securely storing uranic material
- Enabling consolidation of materials at Sellafield
- To be recognised as leading the development of the UK alpha resilience and capability
- Transforming operational and storage facilities to enable reuse or decommissioning

### **5. EMPTY LEGACY PONDS AND SILOS**

As part of our clean-up of the Sellafield site, we must empty the legacy ponds and silos of waste as soon as reasonably practicable. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Removing waste at pace from ponds and silos
- Delivering waste treatment and storage plants without constraining retrievals timescales
- Delivering transport and packages without constraining retrievals timescales
- Demonstrating dewatering and decontamination of facilities following bulk retrievals

## 6. LEAD THE UK IN PREDICTABLE PROJECT DELIVERY

Our purpose requires new buildings that can hold waste, sludge and fuel, or that can process nuclear waste into stable forms for safe storage and eventual disposal. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Delivering projects predictably to meet business case commitments
- Designing agility and modular construction to facilitate the deployment of new technology
- Enhancing the environment through design, construction, equipment, logistics and materials
- Explicitly recognising uncertainty in planning, leading to better forecasting
- Developing intelligent client capability

## 7. SUPPORT NATIONAL IMPERATIVES

In support of our purpose, we use our unique capabilities to support a range of other government policies and NDA commercial obligations. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Concluding reprocessing and establish storage regimes for remaining fuel
- Supporting UK nuclear stations, during generation and defuelling
- Completing vitrification and waste returns
- Supporting NDA and government regarding plutonium disposition policy and strategy development
- Supporting NDA and government contracts and international relations (e.g. at Fukushima)
- Sharing learning and best practice with other UK public and private organisations

## 8. CREATE QUALITY WASTE PRODUCTS

Our purpose requires us to retrieve waste and decommission facilities, creating waste products which are passively safe and secure for the long term. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Applying the waste management hierarchy as a practical decision-making tool for dealing with waste
- Producing good quality waste products which meet the conditions for acceptance
- Developing smart records management and storage capabilities utilising technology effectively
- Optimising waste management by using existing and future treatment and disposal routes appropriately
- Enabling adequate waste routes to enable us to deliver our purpose such that no work is constrained

## 9. REMEDIATE SITE TOWARDS AGREED END STATES

In order to deliver our purpose, we must clean-up the site progressively, working towards agreed interim and final end states within appropriate timescales. As facilities reach the end of their operations, we will decontaminate and decommission them. We will manage the waste responsibly throughout and remediate land. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Developing an effective site decommissioning and remediation capability
- Characterising facilities and prioritise decommissioning activities holistically
- Enabling delivery of the site end state as soon as practicable
- Completing post operational clean out to avoid future intolerable facilities
- Enhancing contaminated land monitoring, management and forward planning



## AWARDS 10 TO 14: LIFETIME VALUE FOR MONEY

### 10. UNLOCK THE POTENTIAL OF OUR PEOPLE


To achieve our purpose, we will need a fully engaged workforce which includes the right people, in the right roles, at the right time, behaving in the manner set out in our manifesto. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Developing the right shared mindset for compliance, agility, and creative problem solving
- Engaging the workforce in a clear and positive purpose and vision for the future
- Creating a modern and vibrant workplace, with simple, easy ways to work
- Having leaders who create a high-performance environment
- Investing to build the capabilities we need to deliver our purpose
- Establishing strategic partnerships

### 11. DRIVE INNOVATIVE SOLUTIONS FOR THE FUTURE

To deliver our purpose, we will continue to use innovative technologies and approaches to achieve higher standards of safety, security and sustainability, to accelerate our delivery, and to make use more effective and efficient. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Progressing full-scale thermal treatment of waste
- Deploying generic substantiation principles enabling use of smart instruments systems, robotics and automation
- Using low-carbon construction materials
- Developing alternative approaches or technologies to remove human hands from gloveboxes



## 12. BE A SUPPORTIVE EMPLOYER, NEIGHBOUR, AND INDUSTRIAL PARTNER

A focus on creating a positive legacy for our communities is core to the sort of organisation which we want Sellafield to be. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Creating an attractive, diverse and inclusive workplace where everyone is valued
- Supporting projects creating sustainable self-reliance and inclusive growth
- Supporting projects increasing skills, knowledge and access to economic opportunity
- Making Sellafield a showcase to the world for UK innovation and talent
- Developing mutually supportive relationships with regional, industrial and other partners
- Contributing to delivery of the Nuclear Sector Deal targets

## 13. MINIMISE LIABILITY FOR FUTURE GENERATIONS

A focus on reducing the future liabilities we create is a critical element of the way in which we deliver our purpose. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Enabling appropriate and flexible waste routes in advance of need
- Optimising long-term safe secure storage on the site
- Prioritising innovation and investment based on lifetime impact on liabilities



## **14. MAXIMISE PUBLIC VALUE AND RETURN ON INVESTMENT**

Our purpose requires us to develop and deploy a broad spectrum of skills and capabilities. By engaging with a diverse supply chain, we can create an environment in which we are able to integrate our own internal experience, capabilities and know-how with the expertise, capacity and capability of the support chain. This award recognises work done that helps us to achieve (or take a step closer to achieving) any of the following:

- Maximising social value through our procurements to create resilient communities and growth
- Increasing access to a resilient, sustainable, innovative and diverse supply chain
- Simplifying our processes to increase effectiveness and efficiency
- Embedding a fit-for-purpose and continuous improvement mindset
- Be recognised as a trusted, credible and reliable organisation by government



# HOW TO ENTER

## **You can enter all our awards using our online awards portal.**

Entry teams can include representatives from our supply chain partners, but must include at least one Sellafield Ltd employee. Only team members with a Sellafield Ltd email address can access the portal to submit award entries. Entries that use a Sellafield Ltd email address for submission but do not include Sellafield Ltd employees as part of the delivery team will be removed from the awards process.

The deadline for entries is 5pm on Wednesday 8 January 2025.

Entries received after this point cannot be accepted, and the portal will be closed.

You **should** receive an email confirmation that your entry has been accepted. **If you do not receive this within 24 hours of entry**, please email [support@awards.sellafieldsite.co.uk](mailto:support@awards.sellafieldsite.co.uk)





# THE ENTRY PORTAL

**We're once again using an online process to submit your entries. This means there are no paper entry forms.**

**All you need to do is go to [awards.sellafieldsite.co.uk](https://awards.sellafieldsite.co.uk) to complete your entry.**

The process remains quick and easy.

All you need to do is enter your Sellafield Ltd email address to gain access.

Once you're in, select the award you wish to apply for, and follow the simple instructions on screen.

To make this process even easier, we're limiting the number of words you can write for each section. This means you don't have to provide reams of information.

This should help you to focus on the key points of your achievement.

But don't forget that the judges still need to know what your entry is about, why it was a success and how it's achieving our purpose.

The next pages explain how to do this.

**TOP TIP: Write your application in Word, making use of the features such as spelling and grammar and word count, then once you and your team are happy with the entry you can cut and paste it into the award portal with confidence.**

# HOW TO WRITE A WINNING ENTRY

**If you follow this guidance, your entry is more likely to be successful. That's because the guidance that follows comes from our shortlisting panel and judges. It tells you what they're looking for, and the types of intro they expect to see in a winning entry.**

It might appear there is a lot to take in here, but it's all straightforward.

It can be summarised in the following four tips:

- 1. BE CLEAR ABOUT HOW YOUR PROJECT OR SUCCESS IS HELPING TO DELIVER OUR PURPOSE AND HOW OUR MANIFESTO HELPED**
- 2. FOCUS ON THE BENEFITS YOU HAVE DELIVERED**
- 3. KEEP YOUR ENTRY SIMPLE**
- 4. GET SOMEONE TO PROOF-READ YOUR ENTRY**

## **OUR PURPOSE AND MANIFESTO**

We are all here to deliver a clean and safe environment for future generations.

Your entry should reflect this. It should be explicit about how the work you've done helps achieve this in one of the following three areas:

- Safe, secure, sustainable site stewardship
- Progress at pace
- Lifetime value for money

If this isn't clear, your entry is less likely to succeed.

## IT'S ALL ABOUT THE BENEFITS

The Wave Awards are about the things our teams are doing to help deliver our purpose. That means the judges want to see clear benefits.

Not things that will be delivered in the future, but the things you have achieved now.

If you've not yet achieved the things your project is likely to, then it's probably too soon to enter. In fact, there were some entries like this last year. If that was you, try again this year.

Our shortlisting panel and judges come from across the business. They're a savvy bunch. They can see through smoke and mirrors. This means they'll quickly spot an entry that's light on benefits, or one that is trying to take credit for someone else's work.

## KEEP IT SIMPLE

Don't go into too much technical detail. The judges are from across the business. They might not be experts in your area. You need to make sure that those without specialist knowledge understand your entry and why it was a success.

Good entries are the ones which people quickly understand and can explain to a colleague.

## PROOF-READ

The shortlisting panel have to read through a lot of entries, and they have to do it quickly. Poorly written entries, that are difficult to read, make that job harder.

If your entry is hard to understand or worse, if it doesn't make sense, then it won't succeed.

The best way to avoid this is to ask someone independent to read your entry before you submit it. If they don't understand what you're talking about, you should amend it. If they do, that's a good sign.

# TOP TIPS ON HOW TO ENTER

**Want to ensure your entry is award winning? Then follow the tips from the judges below, which tell you exactly what they're looking for. If you stick to the guidance, you won't go far wrong.**

## 1. START NOW

Give yourself plenty of time to put together a solid entry. Don't leave it too late and be forced to rush something – start now.

## 2. KEEP IT SIMPLE

Be clear and specific. Ensure your entry is easy to explain. Give some background and outline your objectives and strategy. Give specific examples, facts not fluff, and avoid jargon.

## 3. KEEP IT CLEAR

Answer the questions, they are designed to structure your entry. Say what the issue was, what you did and what the outcome was. Be consistent, logical and tell a story. Creating a narrative will help to keep the attention of the judging panel. As the portal for entries is being hosted externally, we cannot accept any Official-Sensitive content. You should write your entry in a way that you could communicate it externally.

## 4. ANSWER THE QUESTION

Think about what the category is about, and make sure your entry shows how you have succeeded in that category. If you plan to enter more than one category, you should tailor your entry to each. If you include supporting information, you must ensure it is relevant to the category you're entering. The judges will discount any information that isn't relevant – however nicely produced or technically detailed it is.

## 5. PROVIDE EVIDENCE

If you are making a claim, provide the evidence to back this up. This will make your entry far stronger.

## 6. THINK ABOUT TIMESCALES

If you are still in the middle of an initiative, make sure you can demonstrate some results, rather than simply speculating what the impact might be in the future. The judges will favour work that has already delivered results.



## 7. REMEMBER THE BUSINESS AND THE BENEFITS

Try to relate your submission to the requirements of the business.

Tell us what business problem you were trying to resolve and how your solution helped. Show how the initiative was delivered for the whole business and mission, not just for your department. Be clear about the benefits you have delivered.

## 8. BE PASSIONATE

Ask someone objective to read your entry. If they are not impressed, we won't be either. Tell us why you are passionate about your project and why we should care about it. If your project has saved money, what is that money worth to the organisation? Provide context so we can understand the scale of what you have achieved.

## 9. PROOF-READ

Make sure your entry has been carefully read by at least one other person not directly involved in compiling it. Spelling mistakes and typos can ruin an otherwise excellent entry.

## 10. DON'T FORGET

### What's the story?

Start with an opener that sets the scene and try to think about the wider picture.

### What makes the story unique?

Statements such as the first, the only, the biggest etc. can help you get this point across.

### What's the impact?

This is so important. It's all about making sure you include evidence to back up what you claimed to have achieved. Give quantitative figures, qualitative anecdotes and even include graphs. We need to have the facts in front of us to be truly blown away by your achievements.

### WHAT'S IN A NAME?

One final plea – to make things easier for everyone involved in the awards, please keep the name of your entry as short and simple as you can.

Don't include acronyms and remember that titles are intended to let people know what your entry is about – not to give them every detail.

A shorter, snappier title is more likely to stick in the minds of the judges than something long and hard to understand.

Your name also shouldn't include any information that is sensitive or which would need a security marking – because we wouldn't be able to shout about your success.



## SOME TECHNICAL TIPS

**To ensure the process of submitting your entry is smooth, please note the following:**

- Each section of the entry form has a word limit. If you exceed this, you will not be able to submit your entry
- Write your entry before you log on to the portal to submit it. The portal has a session time limit of 20 minutes without a click. If you don't submit your entry in this time, you will lose it
- You can save and return to your entry. Make sure you have saved before you leave the site, because you will need to click on the link this generates to return to your entry. If you don't, you will lose your entry
- You should receive an email confirmation that your entry has been accepted. If you do not receive this within 24 hours of entry, please email [support@awards.sellafieldsite.co.uk](mailto:support@awards.sellafieldsite.co.uk)

# THE NEXT STEPS

**If your Wave Award entry is shortlisted, you will be invited to present your entry to a panel of judges.**

We'll let you know more about this process if you are successful. But in the meantime, you should think about what you'd like to tell the judges over and above what you've put in your written entry.

As this is the first time you'll be presenting to the panel, they'll be looking for:

- A simple explanation of your entry and why it matters
- Details of the benefits delivered and why they matter
- Your passion and enthusiasm for the work you've delivered



## CHOOSING YOUR AWARD TEAM

**Collaboration and teamwork means that tens if not hundreds of people will have helped you deliver your potentially award-winning work. So, give some thought to who should be included in your award submission team.**

We'll need a nominated lead to act as point of contact for communications throughout the awards process.

To help us manage the judging process, if you are shortlisted then a maximum of three people will be asked to present to the judges.

### CELEBRATING YOUR SUCCESS

One of the main benefits of these awards is sharing learning and best practice across the business. By entering the Wave Awards you agree to promoting your project and the awards. This may include photography and videography.





