

## Guidance Document

Please complete all questions on the form.

All submissions must be made in English using the official submission form available online. We do not accept submission forms in other capacity. The form is available for use by both members and non-members of the Water Innovation Network.

While filling out the submission form it is important to keep your answers as concise as possible and use simple, clear language taking care to explain any technical terms, acronyms and jargon that is specific to your innovation or industry sector.

### Your details

We need to know about you and your organisation. Please provide a telephone number and email address. We may need to contact you to confirm certain information contained in your form. Please ensure that your contact details are correct as incorrect details will cause delays in reaching you should we need to get back to you about your submission. All reasonable effort will be made to contact you but please be aware that after three failed attempts we will assume that you no longer wish to pursue your submission and the submission will be closed.

### Your innovation

The following advice relates to a number of specific questions on the form. If you have any additional queries please contact Nisa Tariq on 01733 311644 or [n.tariq@ukceed.org](mailto:n.tariq@ukceed.org)

#### **Provide a description of the key value attributes of the idea. What's new?**

Please answer this question in no more than 500 words, The more succinctly you can put across your idea the better. Concentrate on the innovative aspect of your solution. Detail the key selling points of your project. What sets your product apart from a similar product?

#### **What Anglian Water need does this idea address?**

Please tick the relevant boxes.

These boxes are for your guidance to help you to see your idea in the context of Anglian Water's current needs.

#### **What or who is the current solution or competition?**

If your product is a new product and does not have a current solution or competition please specify this.

#### **What is the benefit of your solution in achieving Anglian Water's goals?**

Focus your answer on how your solution addresses the earlier disclosed drivers or objectives. You do not need to provide any specific figures.

#### **What stage are you at with your innovation?**

Please select from the options in the drop down menu. If none of the options are applicable, please select 'Other' and specify further details in the box available.

# The Process

## The Steering Group

The diagram below illustrates the process for submissions. The steering group is comprised of representatives of Anglian Water, UK CEED and the supply chain and is held at the end of every month to review the forms submitted during that month. A full list of the steering group members will be published on the website once confirmed.

## Unique Reference Numbers

Every submission is assigned a unique number which can be found in the acknowledgment email that is sent out on receipt of a completed form and this number will also be used in all future communication from the network regarding the submission.

## Steering Group Outcomes

**NO** - After consideration at the steering group meeting, if the idea is not of interest to Anglian Water, the submitter of the idea will be informed of the decision with feedback on the reasons for the decision and where possible suggestions of other potential avenues.

**MORE INFORMATION** - If the steering group feels it requires further information or clarification in order to come to a decision, the submitter will be informed of the request and the additional information will be reviewed with the original form at the following steering group meeting. Submitters are therefore requested to try to answer all the questions on the form to the best of their ability when they make their initial submission.

**YES** - In the event that the idea is of interest to Anglian Water, the form will be passed to the relevant department within Anglian Water. An email will be sent to the submitter to inform them of this decision. The relevant member of staff within Anglian Water will then contact the submitter directly to agree the next steps.

## Ongoing Tracking

Once an idea has been approved by the steering group and has been passed into Anglian Water all contact between Anglian Water and the submitter of the idea will be direct. However the progress of the ideas will be monitored by the Network at the monthly steering group meetings to ensure that the appropriate actions are being taken and the idea is progressing. This information will be crucial for the understanding of the critical success factors involved in the adoption of innovation by Anglian Water and the creation of case studies that can be shared with members.

Where Anglian Water has tried, unsuccessfully, to contact an Idea Submitter on more than 3 occasions, the idea will be removed from the Ideas Submission Process. If the Idea Submitter would then like to progress the idea with Anglian Water, it will have to be resubmitted through the Innovation Portal.

## Contacting you regarding your submission

Anglian Water may need to contact you with regard to your submission. They will make a reasonable attempt to do so but after three failed attempts your submission will be closed. If you would like to re-submit you will need to complete a new form and start the process again.

**Non-Disclosure Agreement**

All ideas submitted for consideration by the network Steering Group will be covered by a non-disclosure agreement. The specific wording of the agreement is currently being confirmed and will be available on the website shortly.

**Contact**

For all queries relating to a submission, including a request to withdraw or amend a submission please contact Nisa Tariq on 01733 311644 or [n.tariq@ukceed.org](mailto:n.tariq@ukceed.org)