



2024 NOMINATION FORM FOR INCOSE UK Diversity & Inclusion Award

Diversity and Inclusion are essential in fostering a culture where varied perspectives and experiences drive innovation and problem solving. This award is for individuals who have showcased efforts to create an inclusive environment that values every voice.

Full Name of Nominee

INCOSE UK Membership Number (if known).....

Details of why I, the nominator, believe that the nominee should be awarded for their service to INCOSE UK, including details of the areas of INCOSE UK which have benefitted from their work

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Declaration of Nominator

I confirm that the nominee has been a member of INCOSE UK for a minimum of 3 years and that I have known the nominee as an INCOSE UK member during this time. I believe that the nominee has volunteered significant time and effort to INCOSE UK and I declare that the information I have provided about the nominee is accurate and fair.

Signature Date

Name of Nominator

Name of Seconder

(Print) (Print)

Signature Signature

Email address Email address

Date INCOSE No Date INCOSE No

Completed form **must** be received by the INCOSE UK Secretariat **by Monday 9th September 2024 AT THE LATEST** to: INCOSE UK Secretariat, 21 Silver Street, Ilminster, Somerset, TA19 0DH or by email to emmajane@incoseuk.org.

Criteria

The criteria listed below outlines the reason an individual should be considered for the Diversity & Inclusion Award, including:

- Inclusivity and Culture – this could be team culture, embracing inclusion in the team, perhaps also recognising systems thinking in others and encouraging them into Systems Engineering.
- Advocacy – Actively promoting diversity and inclusion within INCOSE UK, raising awareness and driving cultural change.
- Collaboration – Working collaboratively with diverse teams and external organisations to promote and enhance diversity and inclusion.

Nomination Process

1. INCOSE UK Members will receive a notice inviting nominations for the Diversity & Inclusion Awards, stating that nomination forms are available from the INCOSE UK Website and Secretariat.
2. Completed nomination forms must be signed by the nominator and seconder and must be received by the INCOSE UK Secretariat by the due date.
3. An individual who is a current Council Member cannot be nominated for an award.

Selection and Notification

The INCOSE UK Secretariat will collate all nominations, review them against the required information, and pass them to the UK Council for review and approval.

Notification:

- INCOSE UK Secretariat will notify nominators of those who did not receive an award.
- INCOSE UK Secretariat will notify nominators and award recipients.
- Recipients will be invited to attend the INCOSE UK Annual Systems Engineering Conference to be presented with their award (attendance by the recipient will be at their own expense).
- Recipients will be asked to keep the information confidential until presentation.

Presentation

- Award recipients will receive a certificate presented at the INCOSE UK Annual Systems Engineering Conference (at their own expense).
- If the recipient is not available to receive the certificate in-person, a nominee or proxy will receive the certificate on their behalf, or the certificate will be sent to the recipient following the event.
- The award will be announced via a press release, social media announcements on INCOSE UK's social media channels and on ePreview, the INCOSE UK newsletter.