



INCOSE UK Outstanding Service Awards Policy

Eligibility

Nominees must have been INCOSE UK members for a minimum of three years. Under exceptional circumstances, the UK Council may waive this requirement.

Nominees must have volunteered significant effort on behalf of INCOSE UK either in one act of outstanding service or through extended contributions in one or more areas including:

1. Leadership at Chapter, UKAB organisation, or group level (local, working, interest).
2. Contribution to INCOSE UK technical products, groups or events.
3. Service in any other capacity within the scope of INCOSE UK activities.

Service compensated by INCOSE UK may not be used as qualification for this award.

Nomination

Nominators must be INCOSE UK members and may not self-nominate. Posthumous nominations will not be accepted. The Nominee should not be informed that they are being nominated

Nominations shall be by a letter/email containing the following information:

1. Name of nominee
2. Description of why you believe they deserve to be recognised with an INCOSE UK Outstanding Service Award, including details of the areas which benefited from their work.
3. Nominator name
4. Name of Seconder
5. Nominator and Seconders email address for acknowledgement and follow-up
6. Basis of your knowledge about the nominee, i.e. how long you have known them and in what capacity.

Nominations should be sent to the INCOSE UK Secretariat no later than 30 September for consideration. Nominations received after that date will not be considered for this award. INCOSE UK Secretariat will acknowledge all nominations.

Nominations that are not awarded in the year they are submitted may be resubmitted for consideration the following year if the nominator so desires.

To nominate an individual please submit your letter to the INCOSE UK Secretariat, First Floor, The Dyers Building, 21 Silver Street, Ilminster, Somerset, TA19 0DH or email enquiries@incoseonline.org.uk by 30 September.

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 (at their own expense).
- Recipients will be asked to keep the information confidential until presentation

Presentation

There is no limit to the number of INCOSE UK Outstanding Service Awards that may be presented each year.

Award recipients will receive a framed certificate.

INCOSE UK will prepare a press release to coincide with the presentation of these awards which will occur at the INCOSE UK Annual Systems Engineering Conference.