

## 2024 NOMINATION FORM FOR INCOSE UK Outstanding Service Awards

*This award celebrates individuals who have gone above and beyond in their service, demonstrating unwavering commitment, leadership, and excellence. Their efforts not only advance the mission of INCOSE UK but also significantly impact the broader field of systems engineering. This recognition serves as a testament to their hard work and passion, inspiring peers and future generations to strive for similar excellence.*

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 2022 AT THE LATEST** to: INCOSE UK Secretariat, 21 Silver Street, Ilminster, Somerset, TA19 0DH or by email to [emmajane@incoseuk.org](mailto:emmajane@incoseuk.org).  
INCOSEUK-2024-FM-GOV-143

## Criteria

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:

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

Additionally, to be considered for an Outstanding Service Award within these areas, individuals must meet one or more of the following criteria:

- **Inspirational** – A Systems Engineer who is an inspirational figure to their colleagues/junior systems engineers, someone who we could learn from and want to aspire to.
- **Innovation** – An example where Systems Engineering was used to prove or promote an innovation in the design.
- **Environmental & Sustainability** – An example where Systems Engineering was used to drive an improvement in any environmental or sustainable situation or project.
- **Technical Excellence** – Researcher or technical specialist in a given area of Systems Engineering who is striving to improve overall understanding/process of that area.
- **Collaboration** – An active collaboration with 2 or more other teams or organisations to improve the overall capability of the project that is being worked on.

## Nomination Process

1. INCOSE UK Members will receive a notice inviting nominations for Outstanding Service 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.