INCOSE UKAB Policy

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1 Introduction

1.1 Purpose & Scope

This document defines the INCOSE UK policy for the operation and governance of the UK Advisory Board UKAB), including, membership, working groups, and the disciplinary and grievance processes.

2 Membership

The UKAB is open to organisations (government, private, public, academic) with an interest in Systems Engineering and a full-time UK presence

'Applications for membership will be registered by the INCOSE UK Secretariat and circulated to the whole INCOSE UK Council for consideration. Agreement to either accept or reject the application will be decided by the majority.'

Membership fees are payable annually and will be published three months in advance of renewal by the INCOSE UK Secretariat. Payment is to be made in advance and non-payment after 3 months from the renewal date will result in removal of benefits.

Membership benefits are as outlined in the 'INCOSE UKAB Membership Benefits' document dated February 2016.

The terms and conditions of membership are defined in the INCOSE UKAB Memorandum of Understanding, a copy of which can be obtained from the INCOSE UK Secretariat.

3 UKAB Governance

The UKAB is responsible for determining and agreeing its internal governance and operating procedures within the bounds of this policy, see 'UKAB Terms of Reference' document. Detailed governance procedures shall be mutually agreed by the UKAB and discussed with the INCOSE UK Council to confirm that they do not restrict the rights of individual UKAB member organisations as defined in this policy.

4 Liaison between UKAB and INCOSE UK Council

One of the key benefits to both INCOSE UK and the UKAB member organisations is for the INCOSE UK Council to ask the UKAB for advice and corporate direction on Systems Engineering issues. Where general advice from UKAB is required, for example to inform a future decision, review an output, etc. the UKAB will be given a minimum of 2 weeks to be able to respond.

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The UKAB may also provide recommendations from their meetings to the INCOSE UK Council, which will be formally submitted via their meeting report. The INCOSE UK Council shall provide a formal response to the UKAB recommendations.

The UKAB will be given visibility of the agenda and UKAB report prior to Council Meetings so that they may raise any points with the UKAB Chair that they feel appropriate, or be given the opportunity to use one of the available UKAB seats.

UKAB should have the outcome of any discussions (minutes, etc.) circulated to them within 2 weeks of the Council meeting.

The UKAB Chair is a member of INCOSE UK Council and is therefore invited to attend INCOSE UK Council meetings. Additional UKAB representatives are invited to attend the INCOSE UK Council meetings, with additional seats offered at the following rate:

- 1 to 19 UKAB member organisations = Chair
- 20 to 29 UKAB member organisations = Chair plus one other
- 30 to 39 UKAB member organisations = Chair plus two others
- 40+ UKAB member organisations = Chair plus three others

A representative from the INCOSE UK Council is invited to attend ordinary UKAB meetings (normally this will be the INCOSE UK President-Elect).

4.1 INCOSE UK Strategy Meeting

At least one combined UKAB / INCOSE UK Council strategy meeting will be coordinated per year, to which all UKAB representatives will be invited.

4.2 Voting Rights

It may be necessary for the INCOSE UK Council to take a formal vote on matters under discussion. The UKAB has one vote which is made through the UKAB Chair or their nominated representative, irrespective of the number of UKAB representatives present.

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The policy for placing a UKAB vote should be as follows:

- The UKAB need a notice period (2 weeks recommended) before any formal vote is cast in their name, in order to provide a considered, coherent view

- The formal vote cast on the UKAB's behalf needs to be the majority verdict, with best endeavours to obtain responses from 1/3 of the UKAB

- In the event of a 50-50 split, the UKAB chair (or in their absence the nominated deputy) has the casting vote

There may be exceptional circumstances where a very short notice (e.g. same day) formal vote needs to be made. In these circumstances, each UKAB representative will be emailed with the decision that needs to be made and a given time frame (e.g. half a day) in which to respond.

The majority response received within the given time frame will be considered valid. However, these exceptional circumstances must be justified to the UKAB.

There may be exceptional circumstances where an unexpected vote maybe called during a Council meeting. In these circumstances, the UKAB Chair in consultation with the UKAB representatives present will decide on how to vote. However, these exceptional circumstances must be justified to the UKAB.

5 Working Groups

Members of the UKAB may nominate staff from their organisations (subject to availability) to join working groups set up by INCOSE UK. The INCOSE UK Technical Director will notify the UKAB of, and provide access to, the Working Group reports.

The UKAB may also set up its own Working Groups as it deems appropriate. The running of these Working Groups must be in accordance with any INCOSE or INCOSE UK guidelines/terms of reference. Membership of such Working Groups is not limited to members of the UKAB but must be agreed by the UKAB. Working Groups established by the UKAB shall report their progress to the UKAB and, where relevant, to the INCOSE UK Council. Any products developed by Working Groups that were established by the UKAB shall be published through INCOSE UK and be made available to the general membership, however the copyright / IPR remains with the contributors, with INCOSE UK having publication / distribution rights.

6 Disciplinary & Grievance Process

6.1 Conditions of Association

Membership of the UKAB does not imply that INCOSE UK is formally endorsing that organisation's products, services or its ability to carry out Systems Engineering. It is recognition that the organisations involved with the UKAB are performing Systems Engineering and therefore may have a valid and valued input/opinion on the progression of Systems Engineering. Whilst membership of the UKAB will give the member organisations a raised profile in Systems Engineering it should not be used as an opportunity to "push" their products or services.

6.2 Disciplinary Process

The disciplinary process may be initiated by any member of the UKAB or the INCOSE UK Council if they believe that there is misconduct by any UKAB representative(s) or member organisation(s). The process involves the INCOSE UK Council convening to resolve the issue by negotiation and if the issue still persists, deciding on the course of action to be taken. The INCOSE UK Grievance and Disciplinary process can be accessed using this link.
http://incoseonline.org.uk/Documents/Groups/UKChapter/20100118_INCOSE_UK_Greivance_Process.pdf.

6.3 Grievance Process

In a similar way, any UKAB representative or member organisation may raise a grievance with the UKAB and/or the INCOSE UK Council. The process involves the INCOSE UK Council, with the exception of any INCOSE UK Council member who may be involved in the grievance complaint, convening to resolve the issue. The INCOSE UK Grievance and Disciplinary process can be accessed using this link.
http://incoseonline.org.uk/Documents/Groups/UKChapter/20100118_INCOSE_UK_Greivance_Process.pdf.