Welcome to the 2018 Election Special of ePreview.

The time to cast your votes on new Council members has come around again, with the position of President Elect, Professional Development Director, and Outreach Director up for election this year. If you are interested in running for a Council position and believe that you can bring something new to one of the open roles, head to page 2 to learn more.

Nominations for Outstanding Service Awards are now open. If you know someone in INCOSE UK that has gone above and beyond in volunteering and believe should be recognised for their efforts, we would like to hear from you. Page 10 has all the detail.

We’re right in the midst of staging the events that we bring to our members every year. In June, we held our annual Training Day at Marsh Farm Hotel which was hugely successful. We received great feedback from our attendees. Read additional news on page 12.

We are also looking forward to the Annual Systems Engineering Conference. Our dedicated ASEC website is now online. From there you can find out information as it develops and download the ASEC 2018 flyer.
INCOSE UK Council Elections
Call for nominations

INCOSE UK Council

To maintain continuity on the INCOSE UK Council, roles are three year terms with two roles up for election each year, (excluding roles of the President Elect, President, and Immediate Past President with succession each being a two year term). A retiring member of the Council can be eligible for re-election.

Elections for the INCOSE UK Council are held using an online voting system. The results of elections are announced at the AGM.

This year the roles of President Elect, Outreach Director, and Professional Development Director are up for election.

Previous incumbents are able to stand again against other INCOSE UK members.

The format of the INCOSE UK Council is shown in the diagram below.

INCOSE UK Council

If you would like more information about any of the available posts, please contact the Company Secretary or the incumbent using their official INCOSE UK email address: president-elect@incoseonline.org.uk, outreach-director@incoseonline.org.uk, and pdl-director@incoseonline.org.uk.
Election Process

These appointments automatically have places on the INCOSE UK Council. The election process is as follows:

Nominations can only come from current INCOSE UK members and must be submitted to the INCOSE UK Company Secretary by Monday 17th September 2018.

Nomination Papers must:

- Indicate the position being applied for
- Include the names and signatures of a proposer and a seconder (both of whom must be current members of INCOSE UK)
- Include a brief 250 to 350-word personal statement/election address giving the candidate’s qualifications and reasons for candidacy
- Include an up to date CV
- Include an image of yourself to display on the election website

Once the nominations and personal statements/election addresses have been received, they will be published on the election pages of the INCOSE UK website for members to read.

Nomination forms can be downloaded from the INCOSE UK Website.

Election timeline

Elections will take place online using the INCOSE UK website. Voting will commence on Friday 19th October 2018 and close on Sunday 18th November 2018. The results will be announced at the AGM on Tuesday 20th November, which will be held at ASEC 2018 at Cranfield University. Candidates do not have to attend the Conference or the AGM.

If only one candidate stands for a position then that individual, being unopposed, will be duly elected. In the event of no nominations being received for any of the positions by Monday 17th September 2018, the Council will appoint someone to the vacant position(s).

Terms of Reference

The Terms of Reference (TORs) for each of the roles are shown on the following pages. They give an indication of roles and responsibilities for each post, but may be subject to change. All of these roles are empowered to create a team of volunteers who work with the Directors to deliver the INCOSE UK objectives and are supported by the INCOSE UK Secretariat.

The incumbent of the role of President Elect will take on three distinct positions on the INCOSE UK Council. In total, the person who fills the role of President Elect will sit on the INCOSE UK Council for 6 years as President Elect, President, and Immediate Past President for 2 years before moving onto the next presidential role in line with the election cycle. The TORs on the following pages give the TORs for all three positions that will be held by the President Elect during their term on the Council.
Overview of positions

The Presidential team comprises three positions: President Elect, President, and Immediate Past President. While these are three distinct positions only the President Elect is voted by the membership. The other roles are undertaken by the same individual on a transitional basis as follows:

- President Elect: 2 Years [elected by membership]
- President: 2 Years [direct transition from President Elect]
- Immediate Past President: 2 Years [direct transition from President]

Therefore, candidates must note this is a 6 year commitment.

The INCOSE UK Presidential Team is responsible for the overall strategy, direction and operational management of the INCOSE UK Chapter and INCOSE UK Ltd.

Each role within the Presidential Team is a voting member of the INCOSE UK Council. Each role within the Presidential Team is a Director of INCOSE UK Ltd. Board of Directors.

### Role responsibilities

<table>
<thead>
<tr>
<th>President Elect</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at Council Meetings of INCOSE UK</td>
<td>Lead the INCOSE UK Organisation</td>
</tr>
<tr>
<td>Attendance at meetings of the Board of Directors of INCOSE UK Ltd</td>
<td>Chair the meetings of INCOSE UK Council</td>
</tr>
<tr>
<td>Fiscal responsibility for INCOSE UK in conjunction with other Directors of INCOSE UK Ltd</td>
<td>Chair the INCOSE UK Ltd. Board of Directors</td>
</tr>
<tr>
<td>Undertake activities required of a UK registered Director of a ‘not-for-profit’ business as necessary</td>
<td>Undertake activities required of a UK registered Director of a ‘not-for-profit’ business as necessary</td>
</tr>
<tr>
<td>Point of Contact for the Early Careers Forum</td>
<td>Development of INCOSE UK strategy</td>
</tr>
<tr>
<td>Liaise between the UKAB and the INCOSE UK Council, including attendance at UKAB Meetings</td>
<td>Confirmation and Appointment of Officers and Directors as appropriate</td>
</tr>
<tr>
<td>Nominated delegate of the INCOSE UK President in support of his or her activities</td>
<td>Operational Policy Signoff</td>
</tr>
<tr>
<td>Ensure that the INCOSE UK Strategy is appropriate and maintained</td>
<td>Overall fiscal responsibility for INCOSE UK in conjunction with other Directors of INCOSE UK Ltd</td>
</tr>
<tr>
<td>Co-chair the annual Joint Meeting of INCOSE UK Council, UKAB, Early Careers Forum and groups</td>
<td>Primary point of contact for other Professional Organisations, such as the Engineering Council</td>
</tr>
<tr>
<td>Council Point of Contact for the individual groups within INCOSE UK, including local groups, working groups, special interest groups</td>
<td>Board Liaison / point of contact for the wider INCOSE network, including EMEA Sector Directors, INCOSE Board of Directors, and Chapter Leaders</td>
</tr>
<tr>
<td>Support the President with respect to liaison with the EMEA Sector and the global INCOSE Network</td>
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</tbody>
</table>
Immediate Past President

- Fiscal responsibility for INCOSE UK in conjunction with Directors of INCOSE UK Ltd
- Provide support and advice as necessary to the INCOSE UK Council
- Attendance at INCOSE UK Council meetings as necessary
- Attendance at meetings of the Board of Directors of INCOSE UK Ltd

Authority

- Voting Member of the Council
- President has casting vote in event of a hung vote

Accountability

- As stipulated in INCOSE and INCOSE UK Bylaws and policies
- Compliance with directives on conflict of interest and all policies and procedures of the organisation
- Accountable for discharge of the above responsibilities, and achievement of the objectives, in discussion with the Council
- Member of Board of Directors of INCOSE UK Ltd

Benefits

The three members of the Presidential Team are directly responsible for leading a Professional Body that drives Systems Engineering in the UK. The holder of this role will engage with INCOSE UK’s membership, a wide international network of Systems Engineering Leaders, other professional engineering institutions, academia and the wider UK Industry.

It offers the experience of leading, and being legally responsible for, a not-for-profit business that operates on behalf of its membership.

The position of President Elect allows the holder to develop their understanding of the operational running of INCOSE UK before taking over the full leadership role as President.

Required skills

- Strong oral and written communication skills
- Ability to take into account wide ranging stakeholder views when forming decisions
- Ability to communicate effectively across international and cultural boundaries
- Confidence and capability to promote the values and mission of INCOSE UK
- Connection, collaboration, and negotiation skills to establish and facilitate alliances
- Leadership and teamwork skills to coordinate activities within a volunteer organisation
- Budgeting and planning skills including the ability to write and implement strategic and operations plans
Overview of position

The INCOSE UK Director for Outreach is responsible for the development and direction of a comprehensive portfolio to coordinate INCOSE UK’s outreach across UK Systems Engineering application domain boundaries including Government, Industry and Academia.

The Outreach Director leads the definition and execution of an outreach strategy aligned with and enabling INCOSE UK’s objectives, particularly to achieve improved impact beyond our current bases. This includes the identification and definition of outreach strategies and initiatives; coordination with other INCOSE UK Directors and INCOSE International community on the execution of outreach campaigns; the identification, facilitation, and management of alliances; and the establishment and leadership of an appropriate supporting volunteer structure.

The Director for Outreach is responsible for helping INCOSE UK connect to the UK engineering community where systems thinking and practice is needed or practiced differently. The Outreach should be open and bi-directional; bridging those communities through a mutual appreciation of and advocacy for systems objectives, perspectives, deployable work products, events and terminology.

The Director for Outreach is an elected position with a three-year term of office and is a voting member of the INCOSE UK Council.

Role responsibilities

- Develops an annual and strategic outreach plan to address UK application domain dimensions
- Leads volunteers and coordinates with other INCOSE UK Directors, the UK Advisory Board Chair and the Early Careers Forum Chair – in the execution of the outreach plan
- Contributes to the INCOSE UK Strategic and Annual Operating Plans
- Develops and maintains Policies and Guidelines for Outreach and Alliances
- Proactively identifies, facilitates, and oversees alliances to advance INCOSE UK’s strategic objectives
- Establishes and appoints members to a volunteer infrastructure as necessary to support the outreach portfolio, including but not limited to a UK Systems Engineering Academic Research Forum, External Relations Group and Industrial Outreach Group
- Promoting Systems Engineering Education, Training and Research with UK Government, Industry and Academia
- Has fiscal responsibility for activities related to Outreach within INCOSE UK
- Participates in all INCOSE UK Council meetings
INCOSE UK Council Elections
Outreach Director TOR

Authority

- Voting member on the INCOSE UK Council

Accountability

- As stipulated in INCOSE UK Bylaws and policies
- Compliance with directives on conflict of interest and all policies and procedures of the organisation
- Accountable for discharge of the above responsibilities, and achievement of the objectives, under the direction of the Council

Benefits

The INCOSE UK Director for Outreach meets with the INCOSE UK Council to set the direction of INCOSE UK, as a part of the Chapter leadership. The holder of this role will engage with other professional engineering institutions, academia and the wider UK Industry; will also have the opportunity to engage at the INCOSE International level. Engaging with stakeholders will broaden the professional networks of INCOSE UK Director for Outreach, with benefit to both the individual and their employer.

From a personal development perspective, it offers the opportunity to grow in the areas of strategic relationship development and is a key leadership position.

Required skills

- Strong oral and written communication skills
- Ability to communicate effectively across international and cultural boundaries
- Ability to understand business principles and usage patterns, translate and communicate effectively across application domain boundaries
- Confidence and capability to promote the values and mission of INCOSE UK
- Connection, collaboration, and negotiation skills to establish and facilitate alliances
- Leadership and teamwork skills to coordinate activities within a volunteer organisation, and identify suitable candidates to promote INCOSE UK Outreach
- Budgeting and planning skills including the ability to write and implement strategic and operations plans
INCOSE UK Council Elections

Professional Development Director TOR

Overview of position
The INCOSE UK Professional Development Director (PDD) is responsible for overseeing the direction, evolution and integration of INCOSE UK’s Professional Development programmes. They are expected to lead the definition and execution of a professional development strategy aligned with and enabling INCOSE UK’s objectives and in particular:

• Promoting Systems Engineering as a recognised profession in the UK
• Provision of opportunities for professional development for those interested in Systems Engineering in the UK

This work includes the identification and definition of professional development strategies and initiatives; coordination with other INCOSE UK Directors and the INCOSE International community on the development and execution of professional development activities; the integration of professional development activities to provide a coherent and comprehensive offering for those currently within or contemplating the Systems Engineering discipline; and the establishment and leadership of an appropriate supporting volunteer structure.

The PDD is responsible for helping INCOSE UK connect to the wider UK engineering community in matters relating to professional development of systems engineers.

The PDD is an elected position with a two-year term of office and is a voting member of the INCOSE UK Council.

Role responsibilities

• Acts as a point of contact for Systems Engineering Professional Development within the UK Chapter and between the UK Chapter and the wider INCOSE
• Develops an annual and strategic Professional Development plan to address UK Chapter requirements
• Coordinates initiatives with INCOSE UK Directors, the UK Advisory Board Chair and the Early Careers Forum Chair
• Works closely with Professional Development and Membership Manager regarding professional development activities, communications and member enquiries
• Works with volunteers to promote and execute the professional development plan and associated initiatives

• Establishes and appoints members to a volunteer infrastructure as necessary to support the professional development portfolio, including but not limited to volunteers supporting Professional Registration, Certification and Competence Assessment
• Has fiscal responsibility for activities related to Professional Development within INCOSE UK
• Participates in all INCOSE UK Council meetings
• Contributes to the INCOSE UK Strategic and Annual Operating Plans
• Develops and maintains Policies and Guidelines for Professional Development
INCOSE UK Council Elections
Professional Development Director TOR

Authority
- Voting member on the INCOSE UK Council

Accountability
- As stipulated in INCOSE UK Bylaws and policies
- Compliance with directives on conflict of interest and all policies and procedures of the organisation
- Accountable for discharge of the above responsibilities, and achievement of the objectives, under the direction of the Council

Benefits
The role holder will have an opportunity to influence the strategic direction of INCOSE UK through their role on the INCOSE UK Council.

The role offers an opportunity to both influence and grow understanding of systems engineering competence and competencies and associated career paths.

As part of the Chapter leadership, the holder will engage with INCOSE UK members seeking to develop their careers, systems engineering function leaders, other professional engineering institutions, academia and the wider UK Industry. The role holder will also have a significant opportunity to collaborate and influence ongoing professional and competence development initiatives within INCOSE internationally.

Engaging with stakeholders will broaden the professional networks of the role holder, with benefit to both the individual and their employer.

Required skills
- Strong oral and written communication
- Ability to communicate effectively across international and cultural boundaries
- Knowledge of current Systems Engineering competency needs for differing professional development pathways so that they can offer advice to individuals and organisations on career structures and career options
- Knowledge of best practices around competency frameworks, competence-based assessment
- Confidence and capability to promote the values and mission of INCOSE UK
- Ability to understand business principles and usage patterns, translate and communicate effectively across application domain boundaries
- Connection, collaboration, and negotiation skills to establish and facilitate alliances
- Leadership and teamwork skills to coordinate activities within a volunteer organisation and identify suitable candidates to promote INCOSE UK Professional Development activities
- Budgeting and planning skills including the ability to write and implement strategic and operations plans
Outstanding Service Awards
Call for nominations

Nominations

In 2014, the INCOSE UK Outstanding Service Awards were introduced. The idea behind the awards is to recognise our members who have contributed significant volunteer time and made a difference to INCOSE UK.

This year, we are asking you, as INCOSE UK members, to nominate individuals that you believe deserve recognition for their efforts.

Authority

Nominators must be INCOSE UK members and may not self-nominate. Posthumous nominations should not be submitted and will not be accepted.

Nomination forms can be downloaded from the INCOSE UK website and will require the following information:

- Name of the nominee
- Why they deserve to be recognised with an Outstanding Service Award, with details of the areas which benefitted from their work
- Name of the nominator
- Name of the seconder
- Email addresses of the nominator and seconder in order to acknowledge the nominations and to follow-up
- Basis of your knowledge about the nominee, i.e. how long you have known them and in what capacity

Nominees must have been INCOSE UK members for at least three years. Under exceptional circumstances, the INCOSE UK Council may waive this requirement. Nominees must have volunteered significant time and 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

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

Nominations must be sent to the INCOSE UK Secretariat by Monday 17th September 2018 for consideration. Nominations received after that date will not be considered for this award. The INCOSE UK Secretariat will acknowledge all nominations. Please send nominations to:

Company Secretary
INCOSE UK Secretariat
The Dyers Building
21 Silver Street
Ilminster
TA19 0DH

Or email emmajane@incoseonline.org.uk
Review process

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

- INCOSE UK Company Secretary will notify nominators of those who did not receive an award
- INCOSE UK Company Secretary will notify successful 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

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

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.

To give potential nominators an idea of the standard we are looking for, details of the 2017 winners are listed below:

The Bristol Local Group presented with an Outstanding Service Award—
For consistently striving to maintain the continuity of the group through delivery of high quality, interesting events.

The MBSE Working Group being presented with an Outstanding Service Award—
This group goes from strength to strength and has been so hugely successful that they have now made the decision to split in two. They prioritise engagement and regularly command large turnouts. They ensure that at least one paper a year is put forward for ASEC and as a result disseminate knowledge and expertise throughout the INCOSE UK community.

We encourage resubmission in the following year for consideration if your nomination is not awarded this year.
INCOSE UK Training Day

On 6th June 2018, INCOSE UK held the annual Training Day at Marsh Farm Hotel, near Swindon. INCOSE UK always aims to provide informative, enjoyable, and professional events and the response from this year’s Training Day delegates was overwhelmingly positive.

We extend our gratitude to our Training Day Providers—Ian McClellan, Douglas Craig, and Kees Van Haperen—for their brilliant and informative courses. We always encourage courses from those with industry experience of Systems Engineering (even if they have not provided a course for an event before) and INCOSE UK were not disappointed by the quality of the providers at this year’s Training Day. Without them, our Training Days would not be as successful as they are and we hope to see them again at future INCOSE UK events for more “high quality” courses and “useful and applicable” sessions (as reviewed by our attendees!).

We would also like to thank our delegates for taking the time to fill out the feedback forms: many attendees had high praise for the “excellent” venue and staff, and with this feedback INCOSE UK look forward to next year’s Training Day—which we only hope to improve and expand into an even bigger and better event.

We look forward to welcoming you next year.

SEP Examination

INCOSE UK was pleased to again offer our members the opportunity to participate in a certification examination which was held alongside the INCOSE UK Training Day on Wednesday 6th June 2018.

The examination is based on the INCOSE Systems Engineering Handbook V4 and is valid for applicants at both the ASEP and CSEP levels of certification.

INCOSE UK hope to be able to continue offering the exam at the Training Day. If your organisation would like to host a SEP Exam please contact profdev@incoseonline.org.uk for more information.
Agile Systems Engineering Document

INCOSE UK have released our latest Guide from the Agile Systems Engineering Working Group.

This new publication provides some high level guidance in what is meant by Agile SE and how it should be approached and is based on practice from a range of sectors.

Even effective Systems Engineering can be time consuming and expensive. Businesses and governments are always looking for more efficient approaches. The adoption of Agile approaches from software offers potential for radical improvements.

This guide takes the ‘True Agile’ world view and describes the principles needed to be able to apply it.

It is available on the INCOSE UK online store now as a hard copy and is also available in PDF format.

ASEC 2018

INCOSE UK are currently putting all the details together for the Annual Systems Engineering Conference 2018.

The ASEC 2018 booking system will be going live on the INCOSE UK website in September. Until then, find out general information such as date, location, and theme—and follow information and programme updates as they develop—on our dedicated Annual Systems Engineering Conference website here.
**APM North West branch conference - Project Initiation: Set up for Success**

9th October 2018

Alderley Park Conference Centre, Alderley Edge, Macclesfield SK10 4TG

More often than not, a project that is not set up effectively at the outset struggles to achieve its objectives. Like building a house, if the foundations of the project—which are developed, defined and set at project start up—are not robust, the delivery of the rest of the project will be more challenging, acrimonious, less collaborative, and increasingly contractual in nature.

The importance of project initiation is exemplified by the National Audit Office findings following the review of 40 government projects: “One clear lesson we have learned from the evidence base which our back catalogue provides is that the quality of project initiation is highly predictive of project success”.

This year’s APM North West branch conference seeks to address a number of the key elements that are critical for ensuring projects are effectively initiated – having a robust foundation is essential for ensuring project success.

Key factors that will be focussed on in this conference include team set up and development, stakeholder engagement and management and the role of the sponsor. The agenda for this year’s conference, including this year’s guest speakers, can be found here. Other excellent presenters, talk overviews, and bios for this must-attend event will be released over the coming weeks.

"The workshop with the actors carrying out different scenarios incorporating the audience was fantastic and a great way of learning and seeing how different approaches can lead to different outcomes." - 2017 delegate.

"Overall a great conference, not like any I have been to before." - 2017 delegate.

APM North West branch has this year collaborated with the APM and INCOSE UK Systems Engineering and Project Management Joint Working Group to develop another distinctive, educational, and interactive day conference, different to any other you would have attended.

Join us for what will be a fun, informative, and collaborative event!

Sponsorship and exhibitor opportunities are available. Please contact APM’s Sponsorship and Development team.

Previous presentations and webinars can be viewed on the APM Slideshare and YouTube channels.

This event is suitable for professionals with any level of experience.

The APM North West Branch Conference is also open to INCOSE UK members. Visit the event website to see prices and get updates on the programme as it evolves.

The APM member rate will be extended to INCOSE UK members. To secure this rate, please call Isabella Schembri on 01844 276783.