Welcome

Welcome to the 2019 Election Special of ePreview.

The time to cast your votes on new Council members has come around again, with the position of Technical and Financial 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 9 has all the details.

We are also looking forward to the Annual Systems Engineering Conference. Our dedicated ASEC website is now online, where you can view the conference programme and register to attend.
INCOSE UK Council Elections

INCOSE UK Council Elections.

Now is the perfect time to decide if you would like to have greater involvement with INCOSE UK. Two roles for the INCOSE UK Council are due to be contested every year, this year it is the positions of Technical Director and Financial Director. Becoming part of the Council gives you a wide range of benefits. It means you have a greater say over how the Chapter is run, you can help to set the direction of INCOSE UK and it allows you to network with a wide range of senior System Engineering stakeholders. Undertaking one of these roles will help broaden your professional knowledge and develop wider networks within the SE community, in turn benefiting both you and your employer.

On a more personal level it’s a way of demonstrating to your employer or future employers that you have been actively engaged in furthering System Engineering in the UK.

To maintain continuity on the INCOSE UK Council, roles are three year terms with two roles up for election each year. 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.

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

The structure of the INCOSE UK Council is shown in the diagram below.
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 16th September 2019.

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 nomination forms and additional information has been received by the Company Secretary, they will be reviewed against the requirements for the relevant positions to select those who will be placed on the ballot paper.

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 18th October 2019 and close on Sunday 17th November 2019. The results will be announced at the AGM on Wednesday 20th November, which will be held at ASEC 2019 at the Royal Armouries Museum, Leeds. Candidates do not have to attend the Conference or the AGM.

If only one candidate stands for a position and they meet the Terms of Reference as discussed above, then that individual, being unopposed, will be duly elected. In the event of no nominations being received for any of the positions by Monday 16th September 2019, 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.
Overview of position - Technical Director

The INCOSE UK Technical Director (TD) is responsible for overseeing the direction and evolution of INCOSE UK’s technical activities and programmes.

The Technical Director is expected to lead the definition and execution of a Technical Development Strategy and associated Technical Development Plan aligned with and enabling INCOSE UK’s objectives.

Role responsibilities

- Develops and maintains a Technical Development Strategy that supports the wider INCOSE UK Strategy.
- Develops an annual Technical Development Plan to address UK Chapter requirements.
- Coordinates initiatives with INCOSE UK Directors, the UK Advisory Board (UKAB) Chair and the Early Careers Forum Chair.
- Financial responsibility for activities related to Technical activities and programmes in INCOSE UK.
- Responsible for contributing to the INCOSE UK Strategic and Annual Operating Plans.
- Responsible for development and maintenance of Processes, Policies and Guidelines for Technical activities and programmes.
- Responsible for Event technical content, including executing review and assessment process for all papers, posters and tutorials.
- Responsible for INCOSE UK Technical products, including executing review and assessment process for all submissions for technical publications. This covers all technical books, z-guides, omega-guides, posters, etc. Any Technical publication from INCOSE UK is under the overall control of the Technical Director.
- Responsible for overall direction of all Working Groups, Special Interest Groups and Local Groups. Day-to-day management of the groups is the responsibility of the President-elect, but overall responsibility lies with the Technical Director.
- Responsible for management of all INCOSE UK Technical Services. This includes the identification, development and running of all Technical Services, such as the forthcoming Endorsed training provider programmes and competency framework assessment programme.
- Responsible for engaging with the UKAB and, where appropriate, taking action to ensure that the UKAB’s aims are met.

Authority

- Voting Member of the Council.
- Member of Events Management Team.
- International Working Group liaison.
- INCOSE UK Council Meeting attendance.
- Attendance at annual Joint meeting between Council and UKAB.

Accountability

As stipulated in INCOSE UK Bylaws and policies.

- Compliance with directives on conflict of interest and all policies and procedures of the organisation.
INCOSE UK Council Elections

Technical Director TOR

- Accountable for discharge of the above responsibilities, and achievement of the objectives, under the direction of the Council.
- Acts as a point of contact for all technical activities and programmes within the UK Chapter and between the UK Chapter and the wider INCOSE.

Benefits

The Technical Director has the opportunity to influence the strategic direction of INCOSE UK through their role on the INCOSE UK Council.

The role also offers an opportunity to both influence and grow understanding of all technical aspects of Systems Engineering in the UK.

The role provides the opportunity to raise the personal profile of the Technical Director in the wider Systems Engineering community, both nationally and internationally.

Required skills

- Outstanding Systems Engineering knowledge, skills and experience.
- Must have Professional Qualifications such as Chartered Engineer, CSEP or equivalent.
- Proven track record in promoting Systems Engineering in the wider community.
- Must be an acknowledged expert in their chosen field of Systems Engineering expertise
- Broad knowledge of current Systems Engineering practices, such as MBSE, Agile Systems Engineering, etc.
- Knowledge of MBSE for the development and maintenance of Technical processes, services and the INCOSE UK Enterprise Architecture
- Strong oral and written communication skills.
- Experience in publications.
- Confidence and capability to promote the values and mission of INCOSE UK.
- Budgeting and planning skills including the ability to write and implement strategic and operational plans.

Duties

The TD must be able to attend each year:

- 4x meetings of the INCOSE UK Council
- 1x face-to-face Events Committee meeting and the regular Events telephone meetings (typically 1.5 to 2 hours).
- 2x INCOSE UK ‘Joint Meetings’
- The Annual Systems Engineering Conference (ASEC)
- INCOSE UK Annual General Meeting

The TD may also be asked to attend ‘ad-hoc’ meetings where the Technical Direction or Output of INCOSE UK is to be discussed.
Overview of Position – Finance Director

The Finance Director (FD) takes the lead in managing INCOSE UK Ltd finances by setting budgets, monitoring expenditure and advising the rest of the UK Council on the financial position of the company. As a member of the UK Council and of the Events Committee, the FD plays an integral part in Council discussions and decision-making. The primary role of the FD is to advise the Council of the financial sustainability of initiatives, which demands close involvement with development of strategy and operations.

The FD is a Director of INCOSE UK Ltd, the not for profit company that is responsible for managing operational support for the INCOSE UK Chapter. Collectively, the Directors of INCOSE UK Ltd have a fiduciary duty to ensure that the company is run in accordance with its MOU and Articles of Association and, in particular, ensure that company finances are managed responsibly. Therefore, the FD must not be disqualified from being a Company Director under UK Law.

Role Responsibilities

- **Financial Planning:**
  - Preparing the annual operating budget for INCOSE UK Ltd for agreement by the Council, taking into account the activities planned for the year.
  - Preparing budgets for events, bearing in mind the net income that is required to contribute to the annual operating budget.
  - Reviewing any proposals for additional expenditure and advising the UK Council regarding their affordability and ability to deliver net income (where relevant).
  - Advising the UK Council on the scale of the accumulated funds and the amount available for one-off investments.

- **Financial Management:**
  - Providing direction for the Secretariat and accountants regarding their contribution to financial management, and ensuring that they are working together efficiently.
  - Commissioning and receiving monthly and annual reports from the company accountants as necessary to monitor income and expenditure.
  - Authorising VAT returns that are prepared and submitted by the company accountants.
  - Preparing a financial report in advance of each Council meeting or as agreed with the Council.
  - Organising changes to account signatories when Directors retire or join the Council.

- **Cash Management:**
  - Overseeing the various company bank accounts and payment accounts.
INCOSE UK Council Elections

Finance Director TOR

- Organising payments to debtors either by obtaining the necessary signatures for a cheque or by making an electronic on-line payment.
- Purchasing USD when the exchange rate is favourable.
- Transferring funds into or out of the savings account as necessary.

**General Management:**
- Attending Council meetings to report on Company finances, respond to any questions and contribute to Council business with particular regard to the financial aspects involved.
- Attending Events Committee meetings to provide financial support.
- Contributing to the preparation of the annual operational plan.

**Authority**
- Director for INCOSE UK Ltd.
- Voting Member of the 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 FD is a key role within the Council and works closely with the President Elect, President and Past President to shape INCOSE UK and set the direction of travel for the Professional Body. This is an influential role within the Council and as a Director of INCOSE UK Ltd the FD has legal responsibility for the management of the company.

The FD role provides an opportunity for professional development in Financial Management within Systems Engineering.
INCOSE UK Council Elections
Finance Director TOR

Required Skills

- The FD must be able to work within the team environment of the Council, and must be able to communicate effectively in person (at meetings) and by email. As a volunteer organisation, a significant proportion of Council business is accomplished outside of face-to-face meetings.

- The FD must be able to assimilate and analyse numerical data to monitor financial trends and assess future financial demands.

- The FD must be able to understand financial reports and financial cycles. Basic experience of bookkeeping is desirable but not essential because the accountants provide the necessary expertise and advice on financial issues.

- Generating budgets demands a moderate level of spreadsheet skills, however well tried templates are available for re-use. The FD must also be able to access on-line accounts which may require use of home internet access (depending on corporate IT policies).

Duties

The FD must be able to attend each year:

- 4x meetings of the INCOSE UK Council per year
- 4x meetings of the INCOSE UK Ltd Board of Directors (typically immediately preceding INCOSE UK Council meetings.
- 1x annual face-to-face Events Committee meeting and the regular Events telephone meetings (typically 1.5 to 2 hours).
- 2x INCOSE UK ‘Joint Meetings’
- INCOSE UK Annual General Meeting

The FD may also be asked to attend ‘ad-hoc’ meetings where finances are to be discussed. Other meetings may be required with the Secretariat and the accountants (both are currently based in Ilminster), however most financial business is conducted by telephone, on line or via email. The day-to-day demands of the role are characterised by small tasks that need to be attended to within a reasonable timescale (e.g. payments to debtors). The peaks of activity are annual budget preparation (Jan to Apr) and preparation of the annual accounts (May / Jun).

1 Noting that most of the annual expenditure is on recurring activities such as membership renewals.
2 The accountants are responsible for day-to-day bookkeeping transactions. The FD needs to retain enough visibility of the bookkeeping to maintain awareness and be ready to respond to anomalies.
3 The USD account is to ‘hedge’ against exchange rate volatility when paying the annual dues invoice from INCOSE Central Office.
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 16th September 2019 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
Outstanding Service Awards
Call for Nominations

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 2018 winners are shown below:

The Railway Interest Group presented with an Outstanding Service Award—
For the promotion of good Systems Engineering practice and raising the INCOSE profile through regularly held interest group meetings.

Michael Morua presented with an Outstanding Service Award—
organising and hosting a joint IRSE-INCOSE UK RIG conference of Birmingham following the success of the same event the previous year with an attendance of 100 people, with a waiting list to attend.

We encourage resubmission in the following year for consideration if your nomination is not awarded this year.
Professional Development Update

INCOSE UK offers a professional certification programme for its members. Certification is based around the need to ensure that those working in a given discipline have a basic level of competence and experience to call themselves practitioners. For UK systems engineers, it provides recognition of competence in Systems Engineering which may be a useful specialist differentiator when applying for work in combination with professional registration (CEng, IEng etc.). Certification also gives INCOSE UK members the opportunity to engage in Professional Development in the early stages of their Systems Engineering career, then progressing towards CSEP and eventually ESEP.

Interest in SEP certification continues to grow. INCOSE UK held the first of two paper examinations in June 2019, kindly hosted by UKAB company Atkins in Bristol. Registration for the September SEP examination is available now on the INCOSE UK Website.

We would like to offer congratulations to the following INCOSE UK members have achieved SEP certification accreditation since the last publication of Preview.

**ASEP**

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**CSEP**

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**CEng**

INCOSE UK would also like to congratulate Christopher Rogers who achieved CEng with INCOSE UK in June 2019.
We are pleased to announce that the Manufacturing Technology Centre (MTC) has recently become a member of UKAB.

The MTC opened in 2011 as an independent Research and Technology Organisation and provides an agile, low risk environment for developing and proving innovative manufacturing processes and technologies, and delivers bespoke manufacturing system solution for its customers. Its primary aim is to bridge the gap in R&D between experimental research conducted with their academic partners and the technology implementation required by their industrial customer base.

Click here for more information about becoming a member of UKAB.
INCOSE UK Immediate Past President sworn in as Freeman of the Worshipful Company of Engineers

At a ceremony at the Merchant Taylors Hall in the City of London on Tuesday 30th April 2019, Immediate Past President Ivan Mactaggart was sworn in as a Freeman of the Worshipful Company of Engineers.

The Engineers Company is one of the ‘modern’ livery companies in the City of London and is formed of Chartered Engineers and Fellows of the Royal Academy of Engineering, representing all professional disciplines of engineering. The purpose of the Company is to “exchange cross-disciplinary thinking at prestigious city venues and support the Engineers Trust in its educational, engineering excellence, and charitable objectives”.

“I am deeply honoured to become a Freeman of the Worshipful Company of Engineers and look forward to playing a full and active part in supporting the Company’s aims and objectives and its Charitable Trust Fund, the Engineers Trust. I am very privileged to join a membership that includes some of our finest and prominent engineers and to being a voice for Systems Engineering in supporting and promoting engineering excellence”.

Following swearing in (see photo) at the Installation Dinner for the new Master and Wardens Ivan will now attend a ceremony at Guildhall in London to be sworn in as a Freeman of the City of London.
I'm A Systems Engineer and I...News

The series of "I'm a Systems Engineer" and "I'm a Volunteer" articles give an illuminating insight across a diverse range of both Systems Engineers and Volunteers involved with INCOSE UK. All these articles are now available online.

In our two most recent articles we spoke to Manpreet Puri who, amongst other things, discusses how he got his start in his career as a Systems Engineer, and Amelia Jephson who explains the many benefits for volunteering for INCOSE UK.

ASEC 2019

The ASEC 2019 Booking System is now open.

The Annual Systems Engineering Conference (ASEC) is INCOSE UK’s flagship event that brings together a wide range of professionals from a variety of backgrounds, with the common interest of building upon their Systems Engineering knowledge.

We have a very special ASEC this year, not only is it our 10th annual conference, it is also INCOSE UK’s 25th anniversary.