TEC-102: Approval of Collaborations - July 15, 2010

This policy defines the review and approval criteria applicable to collaborations, which are professional agreements between INCOSE and one or more other organizational entities external to INCOSE for purposes of information exchange as defined in TEC-101, joint projects, and/or standards development. Entities within INCOSE, including chapters, working groups, technical committees, and administrative committees may initiate collaborative agreements, all of which require approval. A two step approval process shall be used where the intent to collaborate is approved at one level of the organization, and the formal collaboration agreement is subsequently approved at a higher level of the organization.

When an entity within INCOSE wishes to form a formal collaboration, it should provide a memo, or other mutually agreed upon form, describing the intent to collaborate to the appropriate INCOSE endorsing agent as provided in Table 1. The Intent to Collaborate Memo should include:

a. Proposed collaboration description
b. Justification
c. Objectives satisfied
d. Anticipated joint activities/products
e. Dependencies, risks, and issues
f. Anticipated schedule
g. Relationship to existing/planned products
h. Names of INCOSE/partner representatives

If the Intent to Collaborate is approved, a formal collaborative agreement such as a Collaboration Agreement, Memorandum of Understanding, Memorandum of Agreement or other form, shall be drafted to the satisfaction of each party, and approved by the INCOSE Board of Directors and the other party’s appropriate level of authority. The formal agreement should include the following:

a. Statement of purpose
b. Description of information/products to be produced / exchanged
c. Ground rules for initiative, ownership, implementation, and termination of joint projects/products
d. Ground rules for sharing and distribution of completed projects/products

e. Methods for settling any disputes

f. Ground rules related to standards development and distribution

g. Ground rules related to copyrights, intellectual property and sales rights

h. Terms of termination of the agreement

If the formal collaborative agreement is approved by the appropriate level of authority, and the agreement is signed by both parties, it will be filed with the INCOSE Administrative Office. Regular status of the collaboration shall be monitored by the officers of INCOSE, and should the collaboration cease to be of mutual benefit, the collaboration shall be terminated.

The allowable collaborations and levels of authority for collaboration are shown in Table 1.

**Table 1: Allowable Collaborations and Levels of Authority**

<table>
<thead>
<tr>
<th>INCOSE Entity</th>
<th>Purpose</th>
<th>Endorsing Agent: Intent to Collaborate</th>
<th>Approval Authority: Collaboration Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter</td>
<td>joint project/information sharing</td>
<td>Chapter Entity</td>
<td>Chapter President</td>
</tr>
<tr>
<td>Technical Infrastructure</td>
<td>joint project/information sharing</td>
<td>Technical Director</td>
<td>INCOSE Board of Directors</td>
</tr>
<tr>
<td>Administrative Committee</td>
<td>joint project/information sharing</td>
<td>Administrative Committee Chair</td>
<td>INCOSE Board of Directors</td>
</tr>
<tr>
<td>INCOSE</td>
<td>joint project/information sharing</td>
<td>Member of the Board of Directors</td>
<td>INCOSE Board of Directors</td>
</tr>
<tr>
<td>INCOSE Technical Operations</td>
<td>standards development</td>
<td>Technical Director</td>
<td>INCOSE Board of Directors</td>
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</tbody>
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