



REC-118: Service of the Year Awards – 29 January 2023

Purpose

INCOSE shall recognize efforts and achievements by any team creating, delivering, or updating an INCOSE Service for our members, as defined below.

Applicability

This policy applies to all INCOSE teams with an INCOSE Service Operations Plans to create value for our members. A Service Operations Plan is not required for eligibility for services created, delivered or updated prior to 1 December 2022.

Definitions

A Service: An act of helpful activity. Within INCOSE, service refers to an activity which supports the systems engineering community with professional development, recognition, networking, and/or engagement with systems engineering material.

Eligibility

Any service that has been created, delivered, or updated using INCOSE's Service Operations Plan defined in TEC-107 shall be eligible for the Service of the Year (SvcY) award if it meets the criteria stipulated below. Services created before 1 December 2022 are also eligible without Service Operations Plans.

A service must be available for all INCOSE individual members, not just a subset, and must have an approved Service Operations Plan (unless service created before 1 December 2022). The SvcY award is presented to the INCOSE team that, either independently or working in collaboration with other INCOSE stakeholders, has developed and created a service or provided operational delivery of an existing service which is considered to provide the most significant value to INCOSE's stakeholders. There may be multiple SvcY awards per year, and it does not have to be awarded every year.

Nomination

The Service Operations Leadership Team (Services Director & Deputy, Associate Director (AscD) Events, AscD Certification, and AscD Education & Training) shall nominate candidate services no later than Q4 BoD meeting minus 3 weeks.



Selection

Award recipients shall be approved by the Board of Directors at the Q4 BoD meeting upon recommendation of the Services Director.

The INCOSE Administrative Office shall be responsible for all administrative functions including award creation, distribution and maintenance of records of SvcY awards.

Presentation

The SvcY awards will be announced at the annual International Workshop with a reading of the citation.

Recipients will be notified by the SvcOps Director no later than one month after the Q4 BoD meeting in order to allow them the opportunity to arrange for representative(s) to receive the award.

Related Policies

SVC-100 Services Operations Infrastructure

TEC-107 INCOSE Technical Product & Service Development and Delivery

SUPERSEDES: None, initial policy

APPROVED BY: INCOSE Board of Directors, Q1 BoD Meeting, Torrance CA, 29 January 2023

MAINTAINED BY: (RACI Responsible R): Service Operations Director

POLICY OWNER: (RACI Accountable A): President-Elect