INCOSE UK Operating Plan

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1. Introduction

The purpose of the INCOSE UK Operating Plan is to describe the plan for Chapter operations for the period 1\textsuperscript{st} January 2014 – 31\textsuperscript{st} December 2014, consistent with the INCOSE UK Strategy Plan 2014 and the overarching INCOSE vision, mission and goals as published at http://www.incose.org.

This plan is a single point of reference for the operations of INCOSE UK, referring out to other documents and published material where relevant. This is to avoid duplication of material.

The Operating Plan comprising the following sections:

1. Introduction (this section)
2. Chapter goals/objectives/initiatives
3. Organization
4. Groups
5. Facilities
6. Budget
7. Schedule
8. Metrics and Reviews of Chapter Plans
9. Planned activities for member development

This Operating Plan is produced by the President and approved by the UK Council. This is the second year of using this plan, and this version is based on review of last year’s plan. The structure of this plan has also been reviewed against the new INCOSE Chapter Planning Workbook and Template, published in March 2014. This plan will be published via the member area of the INCOSE UK website.

The main areas of update of this plan are:

- Updates for consistency with the INCOSE UK Strategy Plan 2014
- Updates in line with the INCOSE Chapter Awards Criteria for 2014
- Refinement of how progress against plan will be assessed

The key ethos of INCOSE is volunteerism. This plan is a carefully constructed document, however the UK Council must always be aware that most activities are planned and conducted by volunteers – and that their contribution is conditional on the activity meeting their personal and professional priorities. Therefore it may be the case that some planned activities are changed or cancelled due to the lack of volunteer activity. The INCOSE UK Council aims to create a plan which is robust to this type of challenge, but some change is possible and will be reflected in updates to this plan.

1.1 Website

The INCOSE UK website is a key asset for the chapter and contains many of the documents and the information referred to in this Plan. It has both public and members-only areas, including private areas for the INCOSE UK Council and UKAB.

The main areas of the website relevant to this plan are as follows:

- About us
- Events
1.2 Related Documents

The following plans and documents are referred to in this plan:

<table>
<thead>
<tr>
<th>Document</th>
<th>Location</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan INCOSE UK Strategy Plan 2014</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Plan INCOSE UK Membership Recruiting and Retention Plan</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Plan INCOSE UK Communications Plan</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Plan INCOSE UK Organisational Positions</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Policy INCOSE UK Election process policy document</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Policy Guidelines for INCOSE UK Local Groups</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Policy Local Group Funding &amp; Governance Policy</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>TORS UK Advisory Board (UKAB) Terms of Reference</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Policy INCOSE UK Grievance and Disciplinary Process</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Policy INCOSE UK Chapter Expenses Policy</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Policy INCOSE UKAB Policy</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Policy Material Release Policy</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Policy INCOSE UK Ltd – Published Material Copyright Notice</td>
<td>Public website</td>
<td>Link</td>
</tr>
<tr>
<td>Policy INCOSE UK Policy on Continuing Professional Development</td>
<td>Public website</td>
<td>Link</td>
</tr>
</tbody>
</table>
1.3 Compliance with INCOSE criteria

This table shows how the content of this plan addresses the criteria for a Chapter Operations Plan contained in section B1 of the 2104 Chapter Awards Spreadsheet.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Criterion</th>
<th>Where addressed in this Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>100 pts. for chapter themes/program topics for three months following the plan’s approval or 200 pts. for chapter themes/program topics for six months following the plan’s approval along with specific goals</td>
<td>2. Chapter Mission, Vision, Goals and Objectives 7. Schedule</td>
</tr>
<tr>
<td>b</td>
<td>50 pts. for each tutorial planned, including approximate dates and specific goals</td>
<td>7.2 INCOSE UK Tutorial Day – comprises 4 separate tutorials</td>
</tr>
<tr>
<td>c</td>
<td>Communication plans - 50 pts. for website &amp; 50 pts. for chapter ambassador-promoters</td>
<td>INCOSE UK Communications Plan. Note that INCOSE UK does not have a formal ambassador programme, Officers and UKAB Representatives fulfil this role.</td>
</tr>
<tr>
<td>d</td>
<td>Membership plans • 50 pts. for recruitment • 50 pts. Retention • 50 pts. survey &amp; analysis of non-renewals</td>
<td>INCOSE UK Membership Recruiting and Retention Plan</td>
</tr>
<tr>
<td>e</td>
<td>100 pts. for specific responsibility assignments for all activities</td>
<td>3.2 Chapter Policies All INCOSE UK Policies are available from the INCOSE UK website, listed here for clarity.</td>
</tr>
</tbody>
</table>

| INCOSE UK Election process policy document | Public website | Link |
| Guidelines for INCOSE UK Local Groups | Public website | Link |
| Local Group Funding & Governance Policy | Public website | Link |
| UK Advisory Board (UKAB) Terms of Reference | Public website | Link |
| INCOSE UK Grievance and Disciplinary Process | Public website | Link |
| INCOSE UK Chapter Expenses Policy | Public website | Link |
| INCOSE UKAB Policy | Public website | Link |
| Material Release Policy | Public website | Link |
| INCOSE UK Ltd – Published Material Copyright Notice | Public website | Link |
| INCOSE UK Policy on Continuing Professional Development | Public website | Link |

3.3 Chapter Organization including roles and...
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>f</td>
<td>50 points for a top level schedule for the entire year</td>
<td>2. Chapter Mission, Vision, Goals and Objectives</td>
</tr>
<tr>
<td>g</td>
<td>50 pts. for budget plan by activity and month or quarter</td>
<td>7. Schedule</td>
</tr>
<tr>
<td>h</td>
<td>100 pts. for documented, approved plan by Leadership Team</td>
<td>6. Budget, and separate document “INCOSE 2013-14 Budget.xlsx”</td>
</tr>
</tbody>
</table>

This Document.
2. Chapter Mission, Vision, Goals and Objectives

The INCOSE UK Strategy Plan 2014 contains the Chapter Vision, Mission, Goals and Objectives supported by metrics. The metrics presented here relate to the individual initiatives. Succeeding versions of this plan will include success criteria for the goals themselves, so that INCOSE UK can take a view of strategic progress. During 2014 we will do this review at the September UK Council Meeting, so that it will be available as an input to the INCOSE UK AGM and to planning for 2015.

2.1 Vision

Systems Engineering is a recognized and valued professional engineering approach in the UK, and INCOSE UK is the respected authority for Systems Engineering in the UK.

2.2 Mission

To foster the definition, recognition, understanding and practice of world class systems engineering in Industry, Academia and Government and through this to achieve the INCOSE UK Vision

2.3 Goals

1. INCOSE UK is a recognized and respected authority for Systems Engineering in the UK.
2. Government, Academic and Industrial organizations in the UK increasingly apply and recognize systems engineering.
3. To improve the professional status of all persons engaged in the practice of systems engineering.
4. To promote improvements in practice of systems engineering, and share / communicate best practice.
5. To maintain our status as a sustainable and professionally managed Learned Society.
6. To operate as a respected, influential, and collaborative chapter within INCOSE globally, and the EMEA sector.

2.3.1 Goal 1: INCOSE UK is a recognized and respected authority for SE in the UK

The objectives and initiatives which are intended to contribute to this goal are listed below, based on the INCOSE UK Strategy Plan 2014, and identifying the people (roles) and/or teams responsible.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Initiative</th>
<th>Person Responsible</th>
<th>Metrics</th>
</tr>
</thead>
</table>
| A         | Deliver High Quality Technical Events | A1: Deliver a successful and profitable ASEC13 (18th-19th Nov.) | Events Team | • ASEC14 attendance – target is 170 per day  
• Attendee feedback - qualitative |
| B         | Establish and maintain value-adding strategic relationships, increasing external reference to Systems Engineering / INCOSE | B1: Grow IET relationship to increase IET linkage to INCOSE “offering” | President, President-Elect | • IET annual review meeting & action progress |
### 2.3.2 Goal 2: Government, Academic and Industrial organizations in the UK increasingly apply and recognize systems engineering.

The objectives and initiatives which are intended to contribute to this goal are listed below, based on the INCOSE UK Strategy Plan 2014, and identifying the people (roles) and/or teams responsible.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Initiative</th>
<th>Person Responsible</th>
<th>Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Engage with interested Government Departments, Academia and Industries to inform and influence on “need for “SE</td>
<td>A1 Brief non-traditional organization or audience on INCOSE UK/SE – as part of of INCOSE UK 20th anniversary</td>
<td>UK Council</td>
</tr>
<tr>
<td>B</td>
<td>Ensure a vibrant and effective UKAB.</td>
<td>B1 Run two effective joint Workshops between UKAB and UK Council</td>
<td>UKAB Chair, President-Elect</td>
</tr>
<tr>
<td>C</td>
<td>Continue to grow and diversify UKAB membership</td>
<td>C1 Maintain effective UKAB value proposition and promotional material</td>
<td>UKAB Chair</td>
</tr>
<tr>
<td>D</td>
<td>Help develop organisational SE capability</td>
<td>D1 Develop assessment for “SE competence” of an organization</td>
<td>UKAB Chair</td>
</tr>
</tbody>
</table>

### 2.3.3 Goal 3: To improve the professional status of all persons engaged in the practice of systems engineering.

The objectives and initiatives which are intended to contribute to this goal are listed below, based on the INCOSE UK Strategy Plan 2014, and identifying the people (roles) and/or teams responsible.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Initiative</th>
<th>Person Responsible</th>
<th>Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Promote Professional Registration &amp; INCOSE SE Certification to all Systems Engineers</td>
<td>A1 Run two Professional Registration Workshops with IET and support registrants through the process</td>
<td>Professional Development Director</td>
</tr>
<tr>
<td>Objective</td>
<td>Initiative</td>
<td>Person Responsible</td>
<td>Metrics</td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>--------------------</td>
<td>---------</td>
</tr>
<tr>
<td>A2</td>
<td>Run an INCOSE SE Certification Workshop and support applicants through the process</td>
<td>Professional Development Director</td>
<td>Number of UK members with ASEP / CSEP / ESEP</td>
</tr>
<tr>
<td>A3</td>
<td>Run a SE Certification Boot Camp</td>
<td>Professional Development Director</td>
<td>Number of attendees at Boot Camp</td>
</tr>
<tr>
<td>A4</td>
<td>Develop competency / Systems thinking based SE certification (multi-year objective)</td>
<td>Professional Development Director</td>
<td>Competency-based scheme established, First registrants assessed via this process.</td>
</tr>
<tr>
<td>B</td>
<td>Maintain Continuing Professional Development policy and provide good practice guidance to members</td>
<td>B1 Review CPD Policy, publish guidance and promotional material.</td>
<td>INCOSE UK CPD Policy updated, CPD supporting material published and available via INCOSE UK website.</td>
</tr>
<tr>
<td></td>
<td>Conduct a membership survey on CPD</td>
<td>Professional Development Director</td>
<td>Survey conducted, CPD responses analysed and published.</td>
</tr>
</tbody>
</table>

2.3.4 Goal 4: To promote improvements in practice of systems engineering, and share / communicate best practice

The objectives and initiatives which are intended to contribute to this goal are listed below, based on the INCOSE UK Strategy Plan 2014, and identifying the people (roles) and/or teams responsible.

The summary action plan in this area is to address:

- **Systems Engineering Research.** Aim is to: understand the extant UK research strategy and current programme focus; develop a view on collaborative research priorities, informed by industry; engage with funding bodies to promote views on priorities.
- **Linking Academia and Industry.** Aim is to: identify the community of potential academic/industry collaborators; capture case study and reference material for sharing by an appropriate mechanism; facilitate collaborative paper writing; facilitate industrial input to education/training.
- **Student Members.** Aim is to: survey student members to establish a viewpoint baseline; develop proposals for increasing the value of student membership; explore mature student needs; develop new engagement models/activities.
- **Schools.** Aim is to: understand the role of Systems Thinking in education, the national curriculum and specific Systems Engineering courses; survey what other professional bodies are doing; develop some standard education material; identify INCOSE members willing to brief to schools; solicit input for ASEC, Preview or other communications channels.

The Academic and Education Director is forming a new Academic Group (AG) to take forward the Action Plan, with the purpose of:

- Acting as a means of bringing together a network of interested parties within academia, industry and government;
8th April 2014

INCOSE UK Operating Plan

- Being a catalyst for improving the quality and coherence of UK SE research and education, initially by taking forward the action plan in the four Topics identified above;
- Developing new initiatives and action (change) plans as appropriate.

The specific strategy-based objectives in this area are presented in the table below.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Initiative</th>
<th>Person Responsible</th>
<th>Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Help create a national SE research agenda (multi-year objective).</td>
<td>A1 Identify gaps in SE practice / capability, and propose “generic” research themes to address.</td>
<td>Academic &amp; Education Director, Academic Group</td>
<td>Draft gap report with initial generic research themes identified</td>
</tr>
<tr>
<td></td>
<td>A2 SE research agenda event held, baseline position paper published</td>
<td>Academic &amp; Education Director, Academic Group</td>
<td>SE education/research event held, report issued. number of attendees.</td>
</tr>
<tr>
<td>B Establish approach and start to actively recruit Student members.</td>
<td>B1 Establish strategy for effective engagement with students.</td>
<td>Academic &amp; Education Director, Academic Group</td>
<td>Student engagement strategy published. Number of student members and level of engagement (initial engagement only expected in 2014)</td>
</tr>
<tr>
<td>C Enhance / influence inclusion of SE in Engineering education</td>
<td>C1 Review / baseline level of SE in Undergrad / graduate Education</td>
<td>Academic &amp; Education Director, Academic Group</td>
<td>Review report published</td>
</tr>
<tr>
<td></td>
<td>C2 Engage with schools – “middle years programme”</td>
<td>Academic &amp; Education Director, Academic Group</td>
<td>Plan created, further metrics TBC at this time.</td>
</tr>
<tr>
<td>D Enhance access to SE “state of art”</td>
<td>D1 Update INCOSE UK website to make core SE Information easily available</td>
<td>Academic &amp; Education Director, Academic Group, Tech Director</td>
<td>Core SE portal created on INCOSE UK website – public and member-only pages; portal reviewed and updated at least quarterly.</td>
</tr>
</tbody>
</table>

2.3.5 Goal 5: To maintain our status as a sustainable and professionally managed Learned Society

The objectives and initiatives which are intended to contribute to this goal are listed below, based on the INCOSE UK Strategy Plan 2014, and identifying the people (roles) and/or teams responsible.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Initiative</th>
<th>Person Responsible</th>
<th>Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Individual membership grows 5% per annum.</td>
<td>A1 Update membership retention and renewal plan</td>
<td>Administrative Support</td>
<td>Membership Plan updated and issued by 15th April.</td>
</tr>
<tr>
<td></td>
<td>A2 Review new member/joining pack.</td>
<td>Administrative Support, UK Council</td>
<td>Review by 11th June Council meeting</td>
</tr>
<tr>
<td>B Ensure high quality Technical Working Groups.</td>
<td>B1 Ensure Working &amp; Interest Groups have current agreed TORS &amp; plans.</td>
<td>Technical Director</td>
<td>Ongoing</td>
</tr>
<tr>
<td>C Define clear communication and engagement strategy</td>
<td>C1 Publish high quality and timely Preview and ePreview</td>
<td>Communications Director, Comms Team</td>
<td>Ongoing, note that we are only issuing a single Preview in 2014 because of the re-issue of SEASON.</td>
</tr>
</tbody>
</table>
### Objective 2.3.6: Goal 6: To operate as a respected, influential, and collaborative chapter within INCOSE globally, and the EMEA sector

The objectives and initiatives which are intended to contribute to this goal are listed below, based on the INCOSE UK Strategy Plan 2014, and identifying the people (roles) and/or teams responsible.

<table>
<thead>
<tr>
<th>Objective</th>
<th>Initiative</th>
<th>Person Responsible</th>
<th>Metrics</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A1</td>
<td>President, UK Council, UKAB</td>
<td>IW and IS discussed at preceding Council meeting, UKAB, Attendance at IW/IS 14, number of papers / session chairs / panellists from UK - relative to chapter size.</td>
</tr>
<tr>
<td></td>
<td>A2</td>
<td>President, President Elect, other attendees</td>
<td>Report provided to UK Council and UKAB after IW and IS.</td>
</tr>
<tr>
<td>B</td>
<td>B1</td>
<td>President, President-Elect</td>
<td>Participation in EMEA sector telecons, action completion.</td>
</tr>
<tr>
<td></td>
<td>B2</td>
<td>President, President-Elect</td>
<td>UK issues / ideas raised, info provided to UK.</td>
</tr>
<tr>
<td>C</td>
<td>C1</td>
<td>President-Elect, Administrative Support UK Council</td>
<td>Chapter award submission at Gold level (upload by 4th Jan 2015).</td>
</tr>
<tr>
<td>D</td>
<td>D1</td>
<td>President, Finance Director</td>
<td>Financial margin to fund future initiatives</td>
</tr>
</tbody>
</table>
3. Chapter organization

3.1 Legal Entity and Jurisdiction
The INCOSE UK Chapter was authorised on 12th December 1994, the first chapter outside the USA.

The INCOSE UK Chapter operates as INCOSE UK Limited (referred to as INCOSE UK in this Plan), a not for profit company limited by guarantee. INCOSE UK Ltd is registered in England under no. 3641046. INCOSE UK’s registered address is 56 Adams Meadow, Ilminster, Somerset, TA19 9DD.

INCOSE UK complies with UK companies and tax regulations. INCOSE UK is a Professional Affiliate of the Engineering Council (http://www.engc.org.uk), and complies with the requirements of their Professional Affiliates Guide.

3.2 Chapter Policies
All INCOSE UK Policies are available from the INCOSE UK website, listed here for clarity.

<table>
<thead>
<tr>
<th>Policy Description</th>
<th>Website Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOSE UK Election process policy document</td>
<td>Public website Link</td>
</tr>
<tr>
<td>Guidelines for INCOSE UK Local Groups</td>
<td>Public website Link</td>
</tr>
<tr>
<td>Local Group Funding &amp; Governance Policy</td>
<td>Public website Link</td>
</tr>
<tr>
<td>UK Advisory Board (UKAB) Terms of Reference</td>
<td>Public website Link</td>
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<tr>
<td>INCOSE UK Grievance and Disciplinary Process</td>
<td>Public website Link</td>
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<td>INCOSE UK Ltd – Published Material Copyright Notice</td>
<td>Public website Link</td>
</tr>
<tr>
<td>INCOSE UK Policy on Continuing Professional Development</td>
<td>Public website Link</td>
</tr>
</tbody>
</table>

3.3 Chapter Organization including roles and responsibilities
INCOSE UK is run by the UK Council on behalf of the membership. In accordance with the INCOSE UK Ltd’s Memorandum & Articles of Association, the organisation is managed by a Council that is elected by the membership (see figure below). INCOSE UK contracts for secretariat support from Dot The Eye limited, who provide essential services to the Council and members.

This Council consists of the following roles, Terms of Reference (TORS) and the contact details for incumbents, are held on the INCOSE UK website (link). These TORS include specific responsibilities for each role and expected outputs.

- President,
- President Elect,
- Immediate Past President,
- Finance Director,
- Company Secretary,
- Events Director,
- Technical Director,
- Communications Director,
- Academic & Education Director,
A subset of the INCOSE UK Council are also legal directors of INCOSE UK Ltd. These posts along with the Company Secretary constitute the Board of INCOSE UK Ltd and are responsible for the legal aspects of the Company. These are:

- President,
- President Elect,
- Immediate Past President,
- Finance Director,
- Events Director.

Elections to the INCOSE UK Council are managed in line with INCOSE UK Election process policy.

**3.3 UK Advisory Board (UKAB)**

INCOSE UK is supported by the 33+ organizations which form the UK Advisory Board (UKAB, a local Corporate Advisory Board). The UKAB members bring a corporate view of Systems Engineering to INCOSE UK and promote INCOSE within their organizations as well as initiating working groups on matters of interest such as SE Competencies and Systems Architectures.

The Chair of the UKAB attends the UK Council, as do additional UKAB representatives depending on the number of UKAB members.

UK AB Terms of Reference can be found [here](#).
3.3 Management Meetings and Action Tracking

The principal management meetings of INCOSE UK are as follows:

- INCOSE UK Council – minutes held here ([private link])
- UKAB – minutes held here ([private link])
- Joint Council/UKAB Workshops – minutes held here ([private link])

Meeting calling notices, agendas, minutes and action trackers are held in the private INCOSE UK file areas for Council and UKAB respectively. Dot The Eye are responsible for all of these. Action logs are maintained at each meeting. In order to hold efficient meetings, INCOSE UK Council Members submit written reports in advance of each meeting, uploaded to the INCOSE UK file area for the Council.

These meetings are listed in the INCOSE UK Schedule (Section 7), and summarised here for clarity.

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Date</th>
<th>Venue</th>
<th>UKAB Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK Council</td>
<td>11th Feb 2014</td>
<td>BAE Systems, Farnborough, Hants</td>
<td>Yes</td>
</tr>
<tr>
<td>Joint UKC/UKAB</td>
<td>15th April 2014</td>
<td>Lydiard House, Swindon, Wilts</td>
<td>No</td>
</tr>
<tr>
<td>UKAB</td>
<td>4th June 2014</td>
<td>TBC</td>
<td>Yes</td>
</tr>
<tr>
<td>UK Council</td>
<td>11th June 2014</td>
<td>Lydiard House, Swindon, Wilts</td>
<td>No</td>
</tr>
<tr>
<td>UKAB</td>
<td>3rd Sept 2014</td>
<td>TBC</td>
<td>Yes</td>
</tr>
<tr>
<td>UK Council</td>
<td>9th Sept 2014</td>
<td>BAE Systems, Farnborough, Hants</td>
<td>Yes</td>
</tr>
<tr>
<td>INCOSE UK AGM</td>
<td>18th Nov 2014</td>
<td>Cosford Aerospace Museum, Shrops</td>
<td>No</td>
</tr>
<tr>
<td>Joint UKC/UKAB</td>
<td>20th Nov 2014</td>
<td>Park Inn, Telford</td>
<td>No</td>
</tr>
<tr>
<td>UK Council</td>
<td>9th Dec 2014</td>
<td>Rolls Royce, Bristol</td>
<td>Yes</td>
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Each team (e.g. Events, Communications, Academic, and all groups) plan and manage their meetings locally. Meetings available to all members are publicised on the INCOSE UK Events page [link]; team meetings are communicated internally.

4. Groups

The INCOSE UK website has an area dedicated to groups ([link]). This section contains a summary of that information.

INCOSE UK supports a number of local groups and working groups to provide its members with opportunities to play an active part in the development of systems engineering in the UK.

4.1 Local Groups

The purpose of the local groups is to provide a local forum for networking, supporting professional development and to socialise with like-minded people, whether they are members of INCOSE or not.

Recognising that not all members are able to make the main showpiece events each year, but may still wish to be active participants in the various live issues that INCOSE addresses, INCOSE UK actively encourages members to form Local Groups where it is felt that a sufficient number of
members (and potential members) are located within a reasonably well defined geographical area (e.g. Bristol and the surrounding area).

The aims of the Local Groups are:

- To provide a forum for existing INCOSE members to network in a less formal environment;
- To promote and improve the practice of Systems Engineering;
- To foster connections with other professional bodies within the same regional area and thereby promote cross fertilisation of knowledge and experience across sectors and community disciplines; and
- To promote awareness of INCOSE UK and encourage membership.

Currently there are 4 active local groups, each with an area on the website here:

- Bristol
- Midlands
- South Coast
- London

The following procedures apply:

- Guidelines for INCOSE UK Local Groups
- Local Group Funding & Governance Policy

4.2 Working Groups and Interest Groups

Over the years INCOSE UK has also initiated a number of Working Groups to address issues of relevance to particular sets of practitioners. New groups are created when there is interest and enthusiasm for collective activity; equally groups may be wound down once the participants feel that they have adequately addressed whatever issues they were looking at, or the group may stay together to build upon what they have done.

Working Groups are encouraged to work towards the production of reports or other deliverables which are then made available to other INCOSE UK members as part of a growing body of recommendations and best practice.

Interest Groups differ from Working Groups in that they do not produce outputs; they are more likely to establish a community of interested parties and arrange events aimed at furthering the interests of the community.

INCOSE UK currently has a number of Working Groups and Interest Groups, each with its own area on the INCOSE UK website here:

- Architecture
- Enterprise Systems Engineering Interest Group
- Railway Interest Group
- Service Systems Engineering
• Model Based Systems Engineering (MBSE) UK

INCOSE UK encourages all of its members to take part in Local Groups and Working/Interest Groups as they provide a real opportunity to help advance the profession and bring INCOSE to a wider audience.

Each of the Groups is open to all INCOSE UK members by invitation, so if you want to participate in a Group simply contact its chairperson, which you will find in the Group’s committee contact details, stating your interest in the group.

The UKAB also has a new working group focussed on Organisational SE Capability, being led and supported by members of the UKAB.

4.3 Setting up a Group
Guidelines for setting up a new group, including agreement of scope with the INCOSE UK Technical Director can be found here.

5. Facilities
Dot The Eye Limited provides the roles of Company Secretary and Administrative Support for INCOSE UK, including provision of all associated IT, website and email hosting. This includes secretarial duties (calling notices, admin and minutes for all INCOSE UK Council and UKAB meetings, including the two annual Joint Workshops.

The only other type of facility needed is to enable meetings and events. The differentiation is that attendance at meetings is free, whereas attendance at events is chargeable.

• Meetings
  o UK Council and UKAB meetings
  o Working Group meetings
  o Local Group meetings

• Events
  o Annual SE Conference (18th-19th Nov 2014)
  o Tutorial Day (11th June 2014)
  o Local/Working Group events
  o Joint events with other organisations

Facilities for meetings are usually provided by UKAB organisations as contribution-in-kind which is valued greatly as it saves INCOSE UK the costs of hiring accommodation. When it is not possible to access free facilities, INCOSE UK makes use of cost-effective venues and covers costs from the annual budget. Section 3.3 lists the venues for 2014 management meetings – showing that most are at UKAB organisation locations.

Facilities for Events are selected and assessed by the Events Director and team, and the chapter has a significant body of experience in the criteria applied to these choices.
6. Budget
INCOSE UK finances operate on a year which runs from 1st June to 31st May each year, and annual accounts are reported at the INCOSE UK Limited Annual General Meeting held in November each year. Professional bookkeeping and accounting services are provided by Brook Financial Management Ltd, including the preparation of the annual accounts to the standards required by HMRC and Companies House. Financial status is reported to INCOSE annually as required.

The Finance Director sets and maintains the INCOSE UK budget on behalf of the Chapter and INCOSE UK Ltd. As not for profit company limited by guarantee it is vital that INCOSE UK does not undertake activities which could result in a loss because it has no ability to borrow funds. Therefore the annual budget is established to break even in-year at worst, desirably making a profit which can be used to deliver member benefit. Reserves are held in an interest bearing savings account to provide a buffer in the event of in-year losses.

The INCOSE UK Budget is held in the Finance area of the private INCOSE UK file areas for the Council.

7. Schedule
INCOSE UK operational planning is conducted on the calendar year, in common with INCOSE’s fiscal year. A schedule (below) has been established based on the INCOSE UK Strategy Plan 2014, showing:

- Meetings – UK Council, UKAB, Joint UK Council/UKAB workshops
- Events – ASCEC13, Tutorial Day, CSEP Boot camp
- Participation in INCOSE International Events – IW, IS, and EMEA Sector events when they take place.

The schedule maps the initiatives described in section 2.3 (originally from the Strategy Plan) across the year, including a small number of initiatives that are not specifically date-related but will be assessed at the end of the year.

Note that groups meetings and events (local, technical and interest) are not shown on this INCOSE UK-level schedule, but can be found on the Events page on the INCOSE UK website (here).
# INCOSE UK Operating Plan

## Initiatives not linked to schedule dates

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<th>Jan-14</th>
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<th>Apr-14</th>
<th>May-14</th>
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<th>Jul-14</th>
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## INCOSE UK Meetings

- **UKC Meeting**: 11
- **INCOSE UK AGM**: 4
- **UKAB Meeting**: 15
- **UKC/UKAB Workshop**: 20

## UKC Meeting

1. **INCOSE UK is a recognized and respected authority for Systems Engineering in the UK.**
   - A2, B3
   - A1, B1
   - B2 (ongoing), C1 (ongoing)

2. **Government, Academic and Industrial organizations in the UK increasingly apply and recognize systems engineering.**
   - A1, B1, D1
   - A1, B1
   - Remaining A1 dates TBC at this issue, C1 (ongoing)

3. **To improve the professional status of all persons engaged in the practice of systems engineering.**
   - B1
   - B2
   - A1, A2, A3, A4

4. **To promote improvements in practice of systems engineering, and share / communicate best practice.**
   - D1
   - D1
   - A1, A2, B1, C1, C2

5. **To maintain our status as a sustainable and professionally managed Learned Society.**
   - C1
   - A1, D1
   - A2, C2, C3, D1
   - A1, D1
   - A2
   - D1
   - C1
   - B1, B2 (both monthly)

6. **To operate as a respected, influential, and collaborative chapter within INCOSE globally, and the EMEA sector.**

## INCOSE UK Events

- **ASEC13**: 11
- **Tutorial Day**: 11
- **INCOSE Workshop**: 15
- **INCOSE IS**: 18
- **EMEASEC**: 27-30
- **INCOSE UK AGM**: 11
- **UKC Meeting**: 11
- **UKAB Meeting**: 4
- **UKC/UKAB Workshop**: 15
- **CSEP Bootcamp**: Date TBC

## INCOSE UK Events

- **UKC Meeting**: 11
- **INCOSE AGM**: 4
- **UKAB Meeting**: 15
- **UKC/UKAB Workshop**: 20

## INCOSE Events

- **INCOSE IS**: 30-3
- **INCOSE IW**: 27-29
- **EMEASEC**: 27-30
7.1 Annual SE Conference
The INCOSE Annual SE Conference (ASEC) is the principal event held each year, a two-day multi-track residential conference with over 150 delegates per day, conference banquet, keynote speakers and after dinner speaker. ASEC14 will be held at the RAF Museum Cosford, Shropshire on 18th-19th November. The Events Team manage all of the details of ASEC through their team meetings.

The theme for ASEC14 is “Systems Engineering then and now – celebrating 20 years of INCOSE UK”

As befits our 20th Anniversary ASEC14 will have carefully chosen keynote speakers, after dinner speakers, and celebratory elements.

7.2 INCOSE UK Tutorial Day
INCOSE UK holds a Tutorial Day each year to provide an opportunity for members to extend or reinforce their SE skills by learning from acknowledged experts. The 2014 tutorial options are being finalised at the time of this plan. The day typically focusses on subjects of practical use in the workplace and includes four separate tutorials.

There are a maximum of 15 places per tutorial, with a minimum of 6 registrants to ensure that each tutorial runs.

8. Metrics and Reviews of Chapter Plans
The INCOSE UK Strategy Plan 2014 contains the metrics that will be used to review progress against 2014 Initiatives. The metrics will be assessed at INCOSE UK Council Meetings.

INCOSE UK maintains the following plans:
- Strategy Plan - President
- Operations Plan (this plan) - President
- Communications Plan – Communications Director
- Membership Recruiting & Retention Plan – Company Secretary

Review and Update
- 1st UK Council meeting of the year – review and agree annual updates to Strategy Plan and set context for update of the other plans
- UK Council reviews and agrees the planning set ex committee with sign-off at the UK Council/Joint Working Group on 15th April.
- During the September 2014 UK Council meeting we will review progress towards each of the INCOSE UK goals, and as an input to the INCOSE UK AGM and the Annual Report.

As was stated earlier, INCOSE UK Council members submit reports as read-ahead for each meeting. From the June 2014 Council meeting onwards, Council members will include a status table for each of the Operations Plan activities that they lead. The statuses used will be:
- Blue – complete
- Green – on schedule (either ongoing or not started yet)
- Amber – behind schedule (either ongoing or not started yet)
- Red – major issues requiring UK Council discussion and resolution.
9. Planned Activities for Member Development

The INCOSE UK Membership Recruiting and Retention Plan details how the Chapter plans to build individual membership by a combination of improving our retention rates, and attracting new members through a range of tactics and provision of an effective online application process.

Our recent initiative to offer a cost-effective route to obtain and maintain Professional Registration in the UK, together with the launch of support to UK members in INCOSE SE Certification is already attracting new members and will grow a set of members who are required to retain membership in order to maintain their Professional Registration and/or Certification via INCOSE UK. At the date of this plan, INCOSE UK is at a record level, with the Feb 2014 membership report showing over 800 members and a high renewal rate.

Ends.