



REC-108: Certificates of Appreciation – 19 October 2023

Purpose

INCOSE shall award Certificates of Appreciation, as appropriate, to INCOSE members and non-members to recognize notable individual contributions to INCOSE.

Eligibility

This award is applicable to INCOSE members and non-Members.

INCOSE Certificates of Appreciation are awarded to recognize significant and impactful individual contributions to INCOSE Boards, Chapters, Committees, Events, Panels, Symposia or other activities.

Nomination

INCOSE leaders (chairperson, committee chair, Assistant Director, etc.) or individual members may nominate an individual for a Certificate of Appreciation.

The responsible INCOSE leader (chairperson, committee chair, Assistant Director, etc.) shall accept nominations for Certificates of Appreciation from their respective organizations or individuals.

Selection

INCOSE Leaders may approve Certificates of Appreciation at their discretion.

- If the “thank you” is for an activity/role conducted at the international level, the CoA (Certificate of Appreciation) should be approved by the responsible Board of Director member. It doesn’t need to come to the BoD.
 - This covers TechOps, ServOps, CAB, CAG, Special Projects, etc.
- If the “thank you” is for an activity/role conducted at the sector level, the CoA should be approved by the responsible Sector Director.
- If the “thank you” is for an activity/role conducted at the Chapter level, the CoA should be approved by the responsible Chapter President.

For those nominees assessed as meeting the eligibility criteria, the INCOSE leader shall complete and sign a Certificate of Appreciation Form with the recipient’s name, date and a brief description of the reason for the award.

Completed forms shall be sent to the INCOSE President for countersignature. Countersigned forms shall be returned to the applicable INCOSE leader with copy to INCOSE Administrative Office for presentation to the nominee.



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

There is no restriction on the number of Certificates of Appreciation that may be awarded in a single year; however, due consideration shall be made to maintaining the prestige of the award.

The successful recipient is notified promptly by the approving INCOSE leader who also arranges for presentation at the International Workshop, International Symposium, or other event (conference, sector, or Working Group meetings, etc.).

Presentation

The INCOSE Administrative Office shall provide blank Certificate of Appreciation Forms and may assist in sending signed forms to the recipient. As a goal, Certificates of Appreciation are to be awarded to the nominees within 45 days of the completion of the contribution for which they are being recognized.

SUPERSEDES: REC-108 dated 15 April 2021

APPROVED BY: INCOSE Board of Directors, Virtual, 19 October 2023

MAINTAINED BY: (RACI Responsible R): President-Elect

POLICY OWNER: (RACI Accountable A): President