



## **REC-117: Product of the Year Awards – 29 January 2023**

### **Purpose**

INCOSE shall recognize efforts and achievements by any team creating an INCOSE Technical Product or INCOSE Affiliate Product, as defined below.

### **Applicability**

This policy applies to all INCOSE teams (including both INCOSE member and Delegates) applying INCOSE's product development process defined in TEC-107 to create INCOSE Technical Products or INCOSE Affiliate Products, as defined below.

### **Definitions**

**A Product:** Information made by a person/people which is intended to be given to other people to use, consume or learn from for free or for a price.

**INCOSE Technical Product:** INCOSE Technical Product is technical product which has been properly INCOSE branded, sufficiently reviewed by INCOSE for technical content, INCOSE business scope, and cleared for intellectual property. INCOSE owns the copyright for the product. The INCOSE central pricing and distribution of these types of products shall be in compliance with TEC-101 and its associated procedure.

**INCOSE Affiliate Product:** INCOSE Affiliate Product is technical product usually developed outside the INCOSE development process, which is made by an INCOSE member, chapter, partner(s), or in cooperation with partner(s); then allowed by INCOSE central to be distributed from INCOSE central channels. In this case, the author(s) own the copyright and take(s) primary responsibility for proper branding, intellectual property, content quality and appropriate citations with INCOSE central oversight based on this policy & related procedure. INCOSE reserves the right not to distribute the product in case it does not comply with INCOSE vision, mission, objectives and business scope. The INCOSE central pricing and distribution of these types of products will be decided on a case-by-case basis by the Publications Office with guidance from the INCOSE Board of Directors (or chartered delegates) and TEC-101.

### **Eligibility**

Any product that has been creating following INCOSE's product development process defined in TEC-107 shall be eligible for the Product of the Year (PotY) award if it meets the criteria stipulated below.



Chapter products shall be eligible if they have been approved by the Impactful Products Committee (IPC) (CMT-100, TEC-PROC-02).

The **PotY** award is presented to the INCOSE team that, either independently or working in collaboration with other INCOSE and/or non-INCOSE stakeholders, has developed and published the product which is considered to provide the most significant value to INCOSE's stakeholders. There may be multiple PotY awards per year.

### **Nomination**

The IPC members shall nominate candidate products 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 Technical Director.

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

### **Presentation**

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

Recipients will be notified by the TechOps 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**

CMT-100 Committees

REC-109 Working Group Awards

TEC-107 INCOSE Technical Product and Service Development and Delivery

### **Related Procedures, Templates, and Forms**

TEC-PROC-02 INCOSE Technical Products Development & Commercialization Procedure

**SUPERSEDES: REC-117, dated 1 February 2021**

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

**MAINTAINED BY: (RACI Responsible R): Technical Director**

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