

UNITED KINGDOM SOFTWARE METRICS ASSOCIATION

ANNEXES

Document History

Issue	Date	Details of Changes	Author
1.0	05 April 1993	First Issue	I Drummond
2.0	13 Nov 2009	Corrections – agreed for issue	R Hewett et al
3.0	10 Sep 2010.	Full Membership Corrections	R Ratcliff et al
3.1	04 Nov 2010	Corrections	R Ratcliff et al
3.2	18 Jan 2011	Registered Address, Accountant and officers revised	R Ratcliff et al
3.3	07 June 2011	Officers updated and Neil Wordsworth removed	R Ratcliff et al

This document should be read in conjunction with **UKSMA Constitution**

ANNEX A

UKSMA Policies

1. Membership

There are two classes of membership; Associate and Full.

Associate Membership

Associate Membership of UKSMA is free, provided an individual registers on the UKSMA website. Registration requires as a minimum an individual's:

- Name,
- Country
- and eMail.

UKSMA reserve the right to decline membership. After registration and approval an applicant will receive an email confirming membership and providing a link to enable them access to the 'members only' area of the website. Associate members also have the right to 'discounts' to normal charges for;

- Products,
- Tutorials,
- Conferences,
- and Professional Qualification Certification

Full Membership

Full Membership of UKSMA is granted by the Management Committee to those individuals who meet the following criteria;

- they are domiciled in the UK or Ireland, and
- they have become an Associate Member, and
- attended Tutorials, or Conferences, in more than one year, or have made significant contribution to UKSMA workshops, projects or initiatives or served on any of UKSMA's committees in the last three years.
- Or they have been designated 'Honorary Member' by the Management Committee.

Full members have the right to;

- vote on UKSMA policies and practice as proposed by the Management Committee,
- and offer themselves for election to the UKSMA committees.

2. Measurement models and tools

UKSMA does not favour any particular measurement method or approach and will provide impartial information and support.

Where UKSMA does provide information or support this does not imply any endorsement of the supported method or approach.

3. Collaboration and sponsorship

The UKSMA committee will decide case by case whether or not to collaborate with commercial and non commercial organizations, based on a shared understanding of mutual and worthwhile benefits.

UKSMA will not sponsor events or organizations (including the exchange and dissemination of logos) as this may give the impression that UKSMA endorses the event or organization, over and above other events or organizations. This is not the case.

4. Conference

Travel Expenses

UKSMA will pay reasonable travel expenses to individual presenters and tutors traveling from within Europe to the UKSMA conference.

This includes rail or air fares, or the cost of fuel, parking fees and where applicable congestion charges for those travelling by road.

UKSMA will also pay reasonable rates for one night's accommodation in or near London for those presenters and tutors staying overnight.

¹(‘Reasonable’ means non-premium rates. UKSMA will determine whether expense claims are reasonable. If necessary please seek advice prior to booking)

Entrance into the UK

Conference and tutorial notifications and invitations are not, and should not be seen as sufficient authority to enter, or seek to enter the UK from abroad. UKSMA will not issue letters of invitation. Overseas visitors should follow the normal procedures for entering the UK as specified by HM Government.

Conference/Tutorial Cancellation

Conference and tutorial cancellations will be charged based on the following:

- Within one month – Full refund or no charge if no payment has been received.
- Less than a month – Part Refund, an administration charge of £25 will be levied.
- If no payment has been received then no admin charge will be levied.

Refunds will be made by cheque.

Conference/Tutorial Discount for Charities

Individuals who work for charitable institutions and request a discount for attending the Conference and/or tutorials will be offered up to 50% discount. However, this will be upon request and the specific discount will be reviewed case by case.

ANNEX B

UKSMA COMMITTEE MEMBERS

Officers:

Chairman:	Rosemary Hewett
Vice Chairman:	Mike Eagles
Secretary:	Clifford Shelley
Treasurer:	Sauda Eagles

Other Committee members:

Membership Secretary:	Kristina Masuwa-Morgan
Website Secretary:	Kristina Masuwa-Morgan
Committee:	Grant Bayne
	Tony Rollo
	Carol Buttle
	Rob Ratcliff
	Peter Fagg

ANNEX C
UKSMA REGISTERED OFFICE

UKSMA's registered office is:

47, Common Road,
North Leigh,
Oxfordshire.
OX29 6RE

Tel. +44 (0) 1993 700878

Fax. +44 (0) 1993 774132

Email : admin@uksma.co.uk

~~36, The Street,
Spurle,
Kings Lynn,
Norfolk,
PE32 2DR~~

~~Tel: +44(0) 1760 723458~~

~~Fax: +44(0) 1760 723458~~

ANNEX D
UKSMA ACCOUNTANT

UKSMA's accountant is:

Sauda Eagles
45 The Drive
Worthing
West Sussex
BN11 5LN

~~Godfrey Laws & Co Ltd
69 Knowl Piece
Wilbury Way
HITCHIN
Herts
SG4 0TY~~

ANNEX E
UKSMA SUBGROUPS

UKSMA has the following active sub groups in 2009:

- Certification Sub Committee
- Metronos Working Group

ANNEX F

UKSMA Conference Planning Template

This template is the result of many years work and represents the majority of tasks necessary for the administration of the conference. In any given situation it should be considered a guide, there may be unnecessary tasks or additional tasks could be required.

CA represents a Conference Administrator if one is appointed.

Task/Milestone	Responsibility	Start date	End date
Agree Venue & Date	UKSMA	12/12/2008	12/12/2008
Management Planning Meeting	UKSMA	12/12/2008	12/12/2008
Create Call for Papers	UKSMA	05/01/2009	05/01/2009
Search for Main Speaker	UKSMA	12/01/2009	27/02/2009
Send Call for Papers (SEWORLD/SPIN/Contacts)	UKSMA	23/01/2009	23/01/2009
Send Call for Papers (Members)	UKSMA	23/01/2009	23/01/2009
Management Planning Meeting	UKSMA/CA	23/01/2009	23/01/2009
Receive & Assess Submissions	UKSMA	26/01/2009	13/03/2009
Confirm Venue	UKSMA	30/01/2009	30/01/2009
Create list Speakers/Tutors	UKSMA	13/02/2009	03/07/2009
Send Second Call for Papers (Members)	UKSMA	03/03/2009	03/03/2009
Decide Conference Content	UKSMA	13/03/2009	13/03/2009
Call for Tutors	UKSMA	13/03/2009	13/03/2009
Management Planning Meeting	UKSMA/CA	13/03/2009	13/03/2009
Star Speaker	UKSMA	13/03/2009	13/03/2009
Speaker Personal Approach	UKSMA	13/03/2009	13/03/2009
Agree Pricing	UKSMA	13/03/2009	13/03/2009
Programme Outline	UKSMA	13/03/2009	13/03/2009
Obtain speakers Abstracts	CA	13/03/2009	13/03/2009
Agree Speakers	UKSMA	27/03/2009	27/03/2009
Call End 2	UKSMA	27/03/2009	27/03/2009
Call for Papers End 1 (Deadline for precis)	UKSMA	27/03/2009	27/03/2009
Obtain List of Local Caterers	UKSMA	01/04/2009	01/04/2009
Obtain Quotes from Caterers	UKSMA	01/04/2009	01/04/2009
Agree Catering Contract	UKSMA	01/04/2009	01/04/2009
2nd Call for Tutors	UKSMA	14/04/2009	14/04/2009
Tutor Personal Approach	UKSMA	14/04/2009	29/05/2009
Confirm with Speakers	UKSMA	30/04/2009	30/04/2009
Conference Detail Planning	UKSMA/CA	08/05/2009	10/07/2009
Management Planning Meeting	UKSMA/CA	08/05/2009	08/05/2009
Agree Tutors	UKSMA	08/05/2009	08/05/2009
Compile Speakers/Tutors Final List	UKSMA	08/05/2009	10/07/2009
Revise Programme	UKSMA	08/05/2009	08/05/2009
Initial CONFERENCE Notification	UKSMA/CA	12/05/2009	12/05/2009
Preparation Period	UKSMA/CA	14/05/2009	13/07/2009
Call for vendors	CA	14/05/2009	14/05/2009
Monitor Budget, Costs and Booking	UKSMA	18/05/2009	13/11/2009

6th Software Measurement European Forum (Rome)	Info	28/05/2009	29/05/2009
Update Website	CA	01/06/2009	01/07/2009
Speaker guidelines (Paper/Website)	UKSMA	01/06/2009	05/06/2009
Design Programme - Tutorials/Conference	CA	01/06/2009	01/06/2009
SPICE Finland Promotional material	CA	02/06/2009	02/06/2009
SPICE Finland	CA	02/06/2009	04/06/2009
Design Booking Form	CA	02/06/2009	02/06/2009
Design Booking Confirmation Form	CA	03/06/2009	03/06/2009
Design Joining Instructions Form	CA	04/06/2009	04/06/2009
Obtain Speaker Bio and Photo	CA	05/06/2009	05/06/2009
Construct Conference Web Environment	CA	14/06/2009	14/06/2009
2nd Call for Vendors	CA	29/06/2009	29/06/2009
Support Staff site Familiarity Visit	CA	01/07/2009	01/07/2009
Reminder of material submission deadline	UKSMA	01/07/2009	01/07/2009
Request Catering Menu	UKSMA	01/07/2009	01/07/2009
Management Planning Meeting	UKSMA/CA	10/07/2009	10/07/2009
Go/No Go Decision	UKSMA	10/07/2009	10/07/2009
Agree Vendors	UKSMA	10/07/2009	10/07/2009
Vendors Personal Approach	UKSMA/CA	10/07/2009	10/07/2009
Obtain speakers notes/Presentation	UKSMA	13/07/2009	14/08/2009
Conference Publicity/Mail shot	CA	16/07/2009	16/07/2009
Receive bookings	UKSMA/CA	01/08/2009	12/01/2010
Design Feedback Form	UKSMA	01/08/2009	28/08/2009
Review Presentations	UKSMA	13/08/2009	23/09/2009
Management Meeting	UKSMA/CA	11/09/2009	11/09/2009
Assign Roles at Conference	UKSMA	11/09/2009	11/09/2009
Map rooms to event	UKSMA	11/09/2009	17/09/2009
Print Handouts	UKSMA/CA	21/09/2009	25/09/2009
Confirm signage	CA	29/09/2009	29/09/2009
Stream Management	UKSMA	30/09/2009	30/09/2009
Welcome Room / Registration	CA	30/09/2009	30/09/2009
Agree Catering Menu	UKSMA	01/10/2009	01/10/2009
Produce Attendees List	CA	12/10/2009	12/10/2009
Confirm numbers with caterers	UKSMA/CA	12/10/2009	12/10/2009
Name Badges	CA	12/10/2009	12/10/2009
Produce feedback form	CA	13/10/2009	13/10/2009
Conference site setup	UKSMA/CA	13/10/2009	13/10/2009
Entrance Control (List to Security UJC)	CA	13/10/2009	13/10/2009
Entrance Control	UKSMA/CA	14/10/2009	15/10/2009
Conference	UKSMA/CA	15/10/2009	15/10/2009
Conference Dinner	UKSMA/CA	15/10/2009	15/10/2009
Tutorials	UKSMA/CA	16/10/2009	16/10/2009
Publish Conference Proceedings	CA	31/10/2009	31/10/2009
Assess Delegate feedback	UKSMA	31/10/2009	31/10/2009
Write Lessons Learned Report	UKSMA/CA	31/10/2009	31/10/2009
Management Planning Meeting 2010 Conf	UKSMA/CA	13/11/2009	13/11/2009