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**InterNational Committee for Information Technology Standards (INCITS)**

Secretariat: Information Technology Industry Council (ITI)

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To: INCITS/SSE, *Software and Systems Engineering*  
INCITS Executive Board

Reply To: [Jennifer Garner](#)

**Subject:** **Final Follow-Up to INCITS LB7438 - Appointment of Mike Gayle as Chair of INCITS/SSE –  
*Software and Systems Engineering* - Training Due March 1, 2022**

**Due Date:** **March 1, 2022**

Action: As required by INCITS procedures, an appointed INCITS Subgroup officer must attend INCITS Subgroup Officer Training within one year of their appointment - not later than the date indicated above.

INCITS LB7438 - Appointment of Chair of INCITS/SSE – *Software and Systems Engineering* closed on November 4, 2020. Mike Gayle received the required level of support (majority) to secure appointment for second term as Chair of INCITS/SSE – *Software and Systems Engineering*. Mike's second term begins March 1, 2021 upon conclusion of his current term and will expire in March 2024.

As required by INCITS procedures, an appointed INCITS Subgroup officer must attend INCITS Subgroup Officer Training within one year of their appointment. As Mike Gayle last received training on May 17, 2018, he must receive INCITS Officer Training within one year of his latest appointment - not later than March 1, 2022.