

Facilities & Healthcare Sector Committee Charter



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1. PURPOSE & SCOPE

The purpose of the Facilities & Healthcare Committee (FHC) is to facilitate collaboration between owners, contractors, service providers, and academia within the facilities and healthcare sectors through the development and deployment of research designed to produce creative, innovative solutions that tangibly improve safety, environmental performance and capital efficiency.

The FHC is sponsored by CII's Sector Leadership Committee (SLC), from which it receives guidance and oversight on compliance with this charter.

The FHC shall:

- Include owners, contractors, service providers and researchers that develop, operate and sustain capital assets in the Facilities and Healthcare industry sector, which includes government buildings, healthcare facilities, higher education institutions, hospitality, and commercial buildings.
- Develop research and best practices that advance capital project governance, processes and technology adoption in ways that are valuable to the businesses represented in this sector.
- Determine how new and existing research can generate innovation and value for FHC businesses.
- Leverage the resources available in CII to develop deliverables that optimize use with business impact.
- Support the objectives of CII by staffing research teams with sector personnel.
- Promote the work of CII within the FHC by accomplishing the following objectives:
 - Increase and retain CII and FHC sector membership.
 - Develop membership personnel through training and committee participation.
 - Promote innovative research and development.
 - Deliver value to FHC member organizations through the deployment of research and the CII Best Practices and associated deliverables that research generates.
 - Measure the business impact improvement created by such deployments.
 - Participate in CII Knowledge Base reviews and updates.
- Provide FHC sector team building and engagement activities to create additional FHC member benefits, including the following actions:
 - Inviting guest speakers to present on topics of interest to the members.
 - Facilitating engagement with peer companies to respond to industry conditions that present risks or opportunities to members of the FHC.

- Promoting team building by hosting FHC events, including clinics, workshops, face-to-face (F2F) meetings.

2. CRITICAL SUCCESS FACTORS

There are several key performance indicators that the FHC will develop using a balanced score card approach to assist it in meeting its stated purpose. Broadly, some of these indicators include:

- Active owner, contractor, service provider and academic participation in forming, developing, deploying and sharing of research.
- FHC deliverables that members can regard as valuable contributions to their businesses and the construction industry.
- Activities supported by the SLC and that align with CII's Next-Generation Governance Plan.

3. COMMITTEE MEMBERSHIP

Participation in the FHC is limited to employees of CII member organizations and academics with a research interest in the sector.

As an expectation of membership, the following responsibilities apply:

- Register with CII website and share information through the online FHC workspace.
- Actively participate on a regular basis in conference calls and at F2F meetings.
- Participate in at least one FHC subcommittee (See Section 5).
- Conform to CII Meeting Guidelines (See Section 9).

4. ROLES & RESPONSIBILITIES

FHC will maintain the following leadership positions with specific responsibilities as follows:

4.1 FHC Chair – The FHC Chair shall develop agendas and preside over meetings and conference calls. The term of the Chair shall be a minimum of two years. During this term, the Chair also serves as a member of the SLC. Following this term, the Vice Chair will become Chair. The Chair and Vice Chair will report periodically to the SLC on FHC progress and activities.

The FHC Chair shall manage or assign:

- A balanced Scorecard to measure the level of strategy execution.
- Collaboration with CII's Deployment Committee (DPC) to purpose fit CII performance management resources to FHC members' needs.
- The FHC annual budget to the committee membership, of funding provided by CII annually through the SLC. The FHC budget will reflect the approved and funded research commitments and other priorities set by the committee. The FHC Vice Chair will collaborate with the Chair in this function.
- Working with CII designated staff to present the current year's performance against the budget, including variances and, to the greatest extent possible, value received against key budget line items.

4.2 FHC Vice Chair – The FHC Vice Chair shall assist the Chair in the development of agendas for meetings and conference calls, assume leadership duties in the absence of the Chair, and become the next Chair. The Vice Chair is selected from the FHC membership. If the Chair is an owner member representative, the Vice Chair shall be a contractor or service provider member representative, and vice versa.

When a serving Vice Chair resigns or becomes Chair, the committee membership will nominate and approve the next Vice Chair.

The FHC Vice Chair shall manage or assign:

- The annual FHC charter review, updating based on input from the FHC Project Manager (for Sector Alignment) and submitting it to the FHC membership for final comments at a general meeting.
- Sector Subcommittee coordination and oversight of the work.
- In collaboration with the FHC Chair and CII FHC Project Manager, the preparation and management of the annual FHC budget.

4.3 FHC Academic Advisor – The FHC Academic Advisor shall be appointed by CII. The term of the Academic Advisor shall be a minimum of two years. The Academic Advisor will complete the following tasks:

- Advise and facilitate the committee on developing research topics and conducting the research process.
- Act as a liaison between the FHC and CII's Funded Studies Committee (FSC).

4.4 CII FHC Project Manager – The FHC Project Manager is assigned by CII and will work with the FHC leadership to complete the following tasks:

- Develop and post FHC meeting notes.
- Welcome new FHC members and provides an introduction at the next meeting.
- Act as CII Sector liaison between the FHC sector and other areas of CII (research, finance, other) to support progress and scheduling needs.
- Maintain the FHC committee and subcommittee rosters.
- Annually review the FHC Charter with the FHC Vice Chair to provide for continued alignment with CII needs.
- Maintains the online FHC workspace to allow ease of access to collected documents, including the following specific tasks:
 - Determine the quality and appropriateness of documents to be posted on the site.
 - Obtain permission from authors whose copyrighted documents or other intellectual property are posted on the site.

5. SUBCOMMITTEES

FHC members are required to serve on a subcommittee(s) to support the FHC critical success factors. Each subcommittee will choose a **Lead** representative to act as the coordinating individual to help ensure that the subcommittee meets its mandate(s) and interacts with CII Standing committees as required. Leads will provide update reports to the FHC leadership.

5.1 Benchmarking Subcommittee

- Oversees the FHC benchmarking data collection efforts.
- Trains FHC sector companies on CII benchmarking process and FHC questionnaire.
- Provides feedback to CII and its Benchmarking Advisory Group on data platform.

5.2 Deployment Subcommittee

- Develops deployment strategies for FHC and CII research findings and identifies any resulting best practices that suit the needs of FHC members.
- Collaborates with the DPC, other sector committees and CII Registered Providers, to share innovative ideas for improving implementation within FHC member

organizations.

- Develops deployment resources specifically tailored to serve the FHC Sector by modifying existing CII materials as required. (Note: these modifications can be delivered through funding from the FHC as specialized research or proposed as minor research topics.)
- Organizes and develops clinics and/or workshops to promote awareness and use of CII research and to promote member outreach.

5.3 Knowledge Base Subcommittee

- Performs a quarterly review of selected CII's Knowledge Base areas to determine its relevance and value to the FHC sector
- Shares findings and makes recommendations to the sector to modify or adapt CII Knowledge, practices, and/or tools, to better suit the sector and promote implementation.

5.4 Membership Subcommittee

- Ensures the growth and long-term viability of CII and the FHC through the retention of existing members and attraction of new members from FHC industry sectors.
- Develops strategies and coordinates events that may include seminars, meetings, introductions, and social media campaigns for the benefit of FHC members and to attract new FHC members.
- Collaborate with CII's Associate Director of Membership and Communications and other sector committees to share innovative ideas and contribute to CII member participation.

5.5 Research and Development Subcommittee

- Manages active research and development (R&D) teams that are funded by the FHC in accordance with guidelines set by CII and the FSC, including the following tasks:
 - Form FHC research teams from committee member nominations.
 - Select academics for each research team, using the resources of the FSC as required.
 - Support R&D Team Kickoff Meetings.
 - Provide R&D Team sponsorship.
 - Review FHC research as each R&D Team moves through its life cycle, from team formation to publications. Review draft research deliverables

and provide feedback to the R&D Team.

- Manages the development and maintenance of a prioritized list of research proposals of interest to FHC, drawing upon talent from the FHC, CII, and external sources. The topics list will also include proposals to modify existing CII Knowledge Base resources to improve their alignment with FHC members' requirements.
 - Collaborates with the FSC and other sector committees and Communities for Business Advancement (CBAs) in sharing innovative research ideas and pursuing them as research projects funded and conducted by CII as a whole, or in conjunction with one or more other sector committees.

5.6 Technology Subcommittee

- Collaborates with CII's Technology Committee and other sector Technology subcommittees to share innovative ideas and align technology awareness.

6. KEY INTERFACES

Listed below are the key interfaces that the FHC, its subcommittees and members will work with as it delivers its mandate.

- CII Sector Leadership Committee
- CII Standing Committees
- CII Communities for Business Advancement
- CII Research teams from other sectors and overarching research
- CII Staff
- Other associations as needed and approved by CII

7. COMMUNICATIONS

- The FHC's periodic face-to-face meetings may be held alongside other CII events or be member hosted.
- Conference calls and web meetings will be sponsored by a FHC member or by CII, and held between face-to-face meetings as needed to conduct FHC business.
- Email and FHC Workspace shall facilitate ongoing communication within the FHC between scheduled meetings.
- Meeting notes, presentations, and any other FHC deliverables will be summarized and posted on the FHC Workspace site by CII FHC PM and other FHC members as needed.

8. DEFINITIONS

- 8.1 Business Impact** – Quantifiable improvement to capital project processes in one or more of the following areas: financial, legal/contractual, regulatory, reliability, reputation, and safety.
- 8.2 Construction Industry Institute (CII)** - A consortium of leading owners, engineering and construction contractors, and suppliers collaborating on important industry issues by providing guidance on practices discovered through research and offering deployment, education, and other programs. CII is based at the Cockrell School of Engineering at The University of Texas at Austin.
- 8.3 Communities for Business Advancement (CBA)** - CBAs are online groups that bring together CII members to share knowledge and learn from one another on a specific topic. Each community is led by experts whose in-depth knowledge ensures that the content and resources will meet member needs.
- 8.4 Registered Provider Program** – A RAP (Registered Advisor Provider) or REP (Registered Education Provider) who is a member of CII and is qualified and approved by CII to provide deployment assistance of CII Best Practices.
- 8.5 Sector Leadership Committee** – The CII body that provides oversight, support, and coordination across the sector committees to ensure that their activities—particularly research selection and use—are rationalized, prioritized, and resourced appropriately for fully developed and finished deliverables.
- 8.6 Service Providers** – Firms and organizations that provide project services. Service Providers include but are not limited to equipment, software and material suppliers, consultants, attorneys, policy makers and other governmental organizations providing services or regulatory oversight and input.

9. CII MEETING GUIDELINES

The following statement regarding business development activities has been adopted by the CII Executive Committee and is provided for your information.

The following guidelines shall be followed in the conduct of formal and informal meetings and conferences of the CII. CII, its committees, teams, sections, and activities shall:

- not discuss prices of good or services of any particular company or companies.
- not disparage the goods or services of any particular company or companies.
- not recommend the selection of specific companies as suppliers.
- not urge any participating company to engage in a concerted activity to accomplish any unlawful purpose.
- not discuss matters that may be trade secrets to any company.
- not propose secret sessions after official meetings to discuss matters that cannot lawfully be discussed at official meetings.
- not engage in any lobbying activities.
- inform guests of these guidelines and the need to comply fully with them.
- keep accurate records of all meetings and conferences.
- understand that the adoption and deployment of research and related materials is voluntary and no agreement to adhere to developed materials shall be solicited.