

Downstream and Chemicals Sector Committee Charter

1. Purpose

The purpose of the Downstream and Chemicals Sector Committee is to facilitate collaboration between owners, service providers, and academia within the Downstream and Chemical sector through “fully formed” research designed to produce creative, innovative solutions that tangibly improve safety and capital efficiency and effectiveness.

The Downstream and Chemical Sector Committee (DCC) is sponsored by CII’s Sector Leadership Committee (SLC) from whom it receives guidance and oversight on compliance with this charter.

2. Scope

The Downstream and Chemicals Sector Committee will:

- Advance capital project effectiveness through the continuous development and improvement of a portfolio of practices and tools.
- Determine new research and use of existing research to generate innovation and value for DCC businesses.
- Use the resources available in CII to develop “fully formed” deliverables that optimize use with business impact.
- Support the objectives of CII with sector personnel to staff research teams.
- Promote the work of CII within the DCC to increase sector membership, promote innovative research and deliver value to DCC member organizations.
- Create and promote a DCC “community approach” to actively encourage new and existing participation within the Sector.

3. Membership

Participation in the Downstream and Chemicals Sector Committee is limited to the following:

- CII members, and
- Academics with a research interest in the sector

As a condition of membership, the following responsibilities apply:

- Obtain a UT Electronic Identification (EID) logon
- Familiarize with DCC SharePoint site
- Participate on a regular basis (attend conference calls and meetings)

- Participate in at least one DCC focus area (e.g. research, membership, knowledge management, etc.)
- Conformance to CII Meeting Guidelines

4. **Key Roles and Responsibilities**

Leadership positions with specific responsibilities are as follows:

- **Downstream and Chemicals Sector Committee Chair** – The DCC Chair is initially appointed by CII, and shall develop the agenda and preside over meetings and conference calls. The term of the Chair shall be a minimum of one year. Following this term, the Chair will join the Sector Leadership Committee for another one-year term, and the Vice Chair will become the Chair. The Chair and Vice Chair will report periodically to the Sector Leadership Committee on DCC progress and activities.
- **Downstream and Chemicals Sector Committee Vice Chair** – The DCC Vice Chair shall assist the Chair in the development of the agenda for meetings and conference calls, assume leadership duties in the absence of the Chair, and will become the next Chair. The Vice Chair is selected from the DCC members. If the Chair is an owner member representative, the Vice Chair shall be a service provider member representative, and vice versa.
- **Downstream and Chemicals Sector Committee Academic Advisor** – The DCC Academic Advisor is appointed by CII and is responsible for:
 - Advising and facilitating the sector on the research process and developing research topics
 - Acting as a liaison to the Funded Studies Committee
- **Sector Committee Associate Director Advisor** – The DCC AD Advisor is appointed by CII and is responsible for:
 - Maintaining the DCC SharePoint site to allow ease of access to collected documents, including:
 - Determining the quality and appropriateness of documents to be posted on the site.
 - Obtaining permission from authors whose copyrighted documents or intellectual property are posted on the site.
 - Developing and posting DCC meeting notes.
 - Onboarding new DCC members and maintaining the roster.
- **Liaisons** – DCC Liaisons may be assigned as needed to interact with other standing committees.
 - DCC Liaisons will be assigned in teams of two, one team per Value Center. Each team will have a Primary and Secondary Liaison such that no one individual is tasked to make every meeting or correspondence. While DCC

will liaison with all Value Centers, the following Value Centers have specific criteria:

- Performance Assessment Committee: Perform periodic reviews of CII's PAC Dashboard to determine relevance to the sector.
 - Implementation Committee: Actively review and discuss ongoing DCC research and deliverables in order to design-in implementation.
- Downstream and Chemicals Sector Subcommittees – on an as-needed basis, members may be asked to serve for a specified duration on subcommittees to address specific topics or issues.

5. Communications Format

- Periodic face-to-face meetings will normally be held alongside other CII events. Initially, this will include Board of Advisor meetings, Annual Conference and the leadership meeting.
- Conference calls and web meetings will be sponsored by CII and held in-between face-to-face meetings as needed to conduct DCC business.
- Email and SharePoint communications will be an ongoing mechanism of communication that will take place between scheduled meetings.
- Meeting notes, presentations, and any other DCC deliverables will be summarized and posted on the SharePoint site.

6. Activities and Deliverables

- Research Process: Define the research priorities for the DCC sector and support the staffing of research teams. Develop and keep a list of relevant research topics that will bring business value to DCC members.
- Submit DCC research topic nominations to the Sector Leadership Committee and participate as a resource.
- Membership: Recruit and retain members within the DCC to expand the sector and CII membership.
- Knowledge Management: Perform periodic reviews of CII's Knowledge Base to determine relevance to the sector. (Portfolio...)
- Performance Assessment Committee: Perform periodic reviews of CII's PAC Dashboard to determine relevance to the sector.
- Maintain an updated SharePoint site that documents DCC activities.
- Measure and report periodically to the Sector Leadership Committee on DCC research, membership, activities, and other deliverables.
- Publicize the activities of the DCC to the CII membership.
- Develop a community a DDC community, professional development and knowledge share program.

7. Key Interfaces

- Sector Leadership Committee
- Other CII standing committees as needed to deliver fully formed research and accomplish our objectives
- Research teams outside the sector
- CII Staff
- Other industry organizations, for example: PIP, COAA, etc.
- Communities of Practice

8. Critical Success Factors

- Process and Occupational Safety and Environmental Stewardship foremost in all that we do.
- Active owner, service provider and academic participation and knowledge sharing.
- DCC deliverables are viewed by its members as a valuable contribution to their businesses and the construction industry.
- Activities are supported by the Sector Leadership Committee and align with CII's Next-Generation Governance Plan.