FIATECH Sector Committee Charter
(Final Draft)

1. Purpose

The purpose of the FIATECH Sector Committee (FIATECH) is to facilitate collaboration between owners, service providers, and academia to champion the development of technology within the capital projects industry. This will be accomplished through the development of "fully formed" research and technology projects designed to produce creative, innovative solutions that tangibly improve performance and capital efficiency. This includes the following:

- Selecting strategies that will improve technologies for the capital projects industry
- Serving the needs of technology based or inclined companies that are part of its membership
- Determining, prioritizing and conducting research and projects related to technology

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

2. Scope

The FIATECH Sector will:

- Include owners, service providers and researchers that develop, operate and sustain capital assets in all CII sectors.
- Research and develop technologies that advance capital project governance, productivity, processes and technology adoption in ways that are valuable to the businesses represented in the sectors.
- Determine how new and existing technology can generate innovation and value for all sector businesses.
- Leverage the resources available in CII to develop "fully formed" deliverables that optimize use with business impact.
- Support the objectives of CII by staffing research and solution development project teams with sector and industry personnel.
- Promote the work of CII within the FIATECH Sector by accomplishing the following objectives:
    - Increase sector membership.
    - Promote innovative research and technology development.
    - Deliver value to FIATECH Sector member organizations through the implementation of research and the best practices and associated deliverables that research generates.
    - Measure the business impact improvement created by FIATECH Sector solution implementations.
    - Develop membership personnel through training and committee participation.
- Provide FIATECH Sector team building and development activities to create additional FIATECH Sector member benefits, including the following actions:
    - Retaining focus on productivity improvement value delivery targets
    - 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 FIATECH Sector
    - Promoting team building by hosting social opportunities before, during, or after CII events.

3. Membership

Participation in the FIATECH Sector Committee is limited to the following groups of individuals:

- CII member employees
- Academics with research interests in the sector

As a condition of membership, the following responsibilities apply:

- Participate on a regular basis (attend conference calls and meetings).
- Participate in at least one FIATECH Sector subcommittee (section 5) or research team.
- Comply with CII Meeting Guidelines.

4. Key Roles and Responsibilities

The FIATECH Sector will maintain the following leadership positions with specific responsibilities as follows:

4.1 FIATECH Sector Committee Chair – The FIATECH Sector Chair, initially appointed by The FIATECH Integration Team (FIT), shall develop agendas and preside over meetings and conference calls. The term of the Chair shall be one year. Following this term, the Chair will join the Sector Leadership Committee for a minimum of one year and the Vice Chair will become Chair. The Chair and Vice Chair will report periodically to the Sector Leadership Committee on FIATECH progress and activities.

4.2 FIATECH Sector Committee Vice Chair – The FIATECH Sector 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 FIATECH Sector membership. If the Chair is an owner member representative, the Vice Chair shall be a service provider member representative, and vice versa.

When a serving Vice Chair resigns or becomes Chair, the committee membership will select the next Vice Chair from a nomination list provided in writing (each committee member may nominate one candidate for the list), and based on a confidential popular vote. Voting will be held during a FIATECH Sector meeting that coincides with CII's Fall Board of Advisors meeting or a meeting determined by the FIATECH Sector Chair with approval of the Sector Leadership Committee. Votes will be collected only from FIATECH Sector members in attendance, and endorsement of the new Vice Chair is required by the Sector Leadership Committee.

4.3 FIATECH Sector Committee Academic Advisor – The FIATECH Sector Academic Advisor shall be appointed by CII and will complete the following tasks:

- Advise and facilitate the committee on developing research topics and projects and conducting the research and project execution process.
- Act as a liaison between the FIATECH Sector and the Funded Studies Committee.
- Onboard new FIATECH Sector members and maintain the committee roster.
- Maintain the FIATECH Sector collaboration site 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.

      o   Develop and post FIATECH Sector meeting notes on the FIATECH Sector collaboration site.

4.4 FIATECH Sector Committee Liaisons – The FIATECH Sector Liaisons shall be assigned to interact with CII standing committees as required. These committee Liaisons may be nominated from the FIATECH Sector subcommittees. Liaisons to or from other sector committees may also be appointed to in an effort to share knowledge/lessons and research findings across all CII sectors.

5. FIATECH Sector Subcommittees

On an as-needed basis, FIATECH Sector members will be asked to serve on subcommittees to address specific topics or issues. These subcommittees will choose a lead representative to coordinate and help ensure that the subcommittee meets its mandate. The following list describes the inaugural FIATECH Sector subcommittees and their responsibilities:

5.1 Budget and Charter Subcommittee

- Presents the FIATECH Sector annual budget to the committee membership, of funding provided by CII annually through the Sector Leadership Committee. The FIATECH Sector budget will reflect the approved and funded research commitments and other priorities set by the committee.

- Working with the CII finance staff, the Budget and Charter Subcommittee presents the current year's performance against the budget, including variances and, to the greatest extent possible, value received against key budget line items.

- Acting on behalf of the committee membership, the Budget and Charter Subcommittee develops this FIATECH Sector charter based on input from the FIATECH Sector membership and the Sector Leadership Committee.

- Reviews the FIATECH Sector charter annually to ensure that it continues to meet the evolving needs of the FIATECH Sector members and CII.

5.2 Knowledge Management Subcommittee

- In 2018, oversee the successful movement of the FIATECH Sector Knowledge/Intellectual Property Base into CII Knowledge Base

- Performs periodic reviews of CII's Knowledge Base to determine its relevance to the FIATECH Sector.

- Updates the CII Knowledge Base with FIATECH Sector research, best practices, presentations, implementation resources, and tools that the FIATECH Sector created or developed by modifying existing CII resources. Partner with the Technology Development Awareness Committee to focus on technology implementation case studies and lesson learned.

- Collaborates with CII staff and personnel from other sector committees to ensure continued improvement to CII's Knowledge Base and easy access to sector-specific resources.

5.3 Membership Subcommittee

- Ensures the growth and long-term viability of CII and the FIATECH Sector through the retention of existing members and recruiting new members.

- Develops strategies and coordinates events that may include seminars, meetings, introductions, and social media campaigns for the benefit of FIATECH Sector members and to attract new FIATECH Sector members.

- Collaborates with CII's Associate Director of Membership and Communication and other sector committees' personnel to share innovative ideas and to have the FIATECH Sector contribute to combined membership participation.

5.4 Performance Management Subcommittee

- Develops and maintains a Balanced Scorecard to measure the level of strategy execution.

- Provides FIATECH Sector members with performance assessment resources for comparing their capital and maintenance projects with the "best in class," including by using CII's 10-10 Program and the Performance Assessment System.

- Collaborates with CII's Performance Assessment Committee to purpose fit CII performance management resources to FIATECH Sector members' needs.

5.5 Research and Development Subcommittee

- Selects projects and manages active research and project teams that are funded by the FIATECH Sector in accordance with guidelines set by CII and the Funded Studies Committee, including the following tasks:

  o Forming FIATECH Sector research and project teams from committee member nominations
  o Selecting academics and/or solution providers for each research and project team, using the resources of the Funded Studies Committee as required
  o Support Research and Project Team Kickoff Meetings
  o Provide Research and Project Team sponsorship
  o Review FIATECH Sector research and projects as each research and project team moves through its life cycle, from team formation to publications. Review draft research and project deliverables and provide feedback to the Research Team

- Manages the development and maintenance of a prioritized list of research proposals of interest to the FIATECH Sector, drawing upon talent from the FIATECH Sector and external sources. This list will assign new research and projects to "Doable," "Conceivable," "Bold," or other categories that may be developed from time to time. The topics list will also include proposals to modify existing CII Knowledge Base resources to improve their alignment with FIATECH Sector members' requirements.

- Collaborates with the Funded Studies Committee and other sector committees in sharing innovative research and project ideas and pursuing them as projects funded and conducted by CII or in conjunction with one or more other sector committees.

5.6 Projects Subcommittee

- Horizons 360
  o Seek and identify technology-based solutions and innovative practices that are implementable and cost-effective for both incremental and breakthrough industry advancement.
  o Scan the global economy to seek and identify technologies that will impact and benefit the construction industry.

- Interoperability
  - Research and develop technologies that leverage industry standards, such as ISO 15926, to facilitate information exchange between business partners and the systems they use to generate, maintain and store asset information.

6. Communications Format

- The FIATECH Sector's periodic face-to-face meetings will normally be held alongside other CII events. Initially, this will include Board of Advisors meetings and annual conferences.
- Conference calls and web meetings will be sponsored by a FIATECH Sector member or by CII, and held between face-to-face meetings as needed to conduct FIATECH Sector business.
- Email and the collaboration site will facilitate ongoing communication within the FIATECH Sector between scheduled meetings.
- Meeting notes, presentations, and any other FIATECH Sector deliverables will be summarized and posted on the collaboration site by CII staff and the Academic Advisor.

7. Key Interfaces

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

- Sector Leadership Committee
- Funded Studies Committee, Implementation Committee, Technology Awareness Development Committee, and other standing committees as needed to deliver "fully formed" research
- Communities for Business Advancement
- Research teams outside the sector
- Other associations, such as CMAA
- CII staff

8. Critical Success Factors

There are several key performance indicators that the FIATECH Sector will develop using a balanced scorecard approach to assist it in meeting its stated purpose. Some of these indicators include:

- FIATECH Sector facilitated or supported industry demonstration of technology based business value delivery
- Active owner and service provider participation in forming, developing, implementing and sharing of research and execution of projects
- FIATECH Sector deliverables that members can regard as valuable contributions to their businesses and the capital projects industry
- Activities that are supported by the Sector Leadership Committee and align with CII's Governance Plan

9. Definitions

- **Business Impact** – Quantifiable improvement to capital project processes in one or more of the following areas: financial, legal/contractual, regulatory, reliability, reputation, and safety.

- **Fully Formed** – Comprehensive research that follows CII's Funded Studies research processes and guidelines, and that develops deliverables by using CII resources that include

implementation resources, metrics, case studies, training materials, research summaries, presentations, templates, and other tools.

- **RPP** – Registered Provider Program. Members of CII, both individuals and companies that are qualified and approved by CII to provide consulting, training, and implementation assistance of CII Best Practices.

- **Sector Leadership Committee** – The CII body that provides oversight, communications, 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 ("fully formed") deliverables.

- **Service Providers** – Firms and organizations that provide services to sustaining and greenfield projects to Asset Owners. Service Providers include but are not limited to engineers, constructors, equipment and material suppliers, technology/software solution providers, consultants, attorneys, policy makers and other governmental organizations providing services or regulatory oversight and input.