

# **Manufacturing and Life Science Sector Committee Charter (Revised Draft, 10/03/16)**

## **1. Purpose**

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

The Manufacturing and Life Science Sector Committee (MLS) is sponsored by CII’s Sector Leadership Committee (SLC) from whom it receives guidance and oversight on compliance with this charter.

The MLS sector is a group of companies whose primary purpose is to engineer, design and build or revamp a facility that includes a manufacturing process that produces a product to the market.

## **2. Scope**

The Manufacturing and Life Science Sector Committee will:

- Develop policy and programs to advance capital project practices such that they are valuable to the businesses represented in this sector.
- Determine new research and use of existing research to generate innovation and value for MLS 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 MLS to increase sector membership, promote innovative research, knowledge sharing and deliver value to MLS member organizations.

## **3. Membership**

Participation in the Manufacturing and Life Science Sector Committee is limited to the following:

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

As an expectation of membership, the following responsibilities apply:

- Obtain access and set up alerts on the MLS SharePoint site
- Participate on a regular basis (attend 75% conference calls, sector and committee meetings)
- Participate in at least one MLS focus area (research, membership, product review, benchmarking and implementation)
- Conformance to CII Meeting Guidelines

#### 4. **Key Roles and Responsibilities**

Leadership positions with specific responsibilities are as follows:

- **Manufacturing and Life Science Sector Committee Chair** – The MLS 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 MLS progress and activities. The MLS Chair's duties and responsibilities include, but are not limited to, the following;
  - In consultation with the Associate Director, or other committee members, schedule dates, times and location for meetings.
  - Ensure meetings are called and held in accordance with the MLS's Charter.
  - In consultation with the Associate Director, establish and confirm an agenda for each meeting.
  - Ensure the meeting agenda and relevant documents are circulated to the members of the committee 3-5 days in advance of the meeting.
  - Officiate and conduct meetings.
  - Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities.
  - Ensure there is sufficient time during the meeting to fully discuss agenda items.
  - Ensure that discussion on agenda items is on topic, productive and professional.
  - Ensure minutes are complete and accurate, retained, included and reviewed at the next meeting.
  - Delegates responsibilities to committee members.
  - Reports work of the MLS to the Sector Leadership Committee as required.
- **Manufacturing and Life Science Sector Committee Vice Chair** – The MLS 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 MLS members. If the Chair is an owner member representative, the Vice Chair shall be a service provider member representative, and vice versa. The Vice Chairs duties and responsibilities include, but are not limited to the following;
  - Assumes the role and responsibilities for the Chair in their absence.
  - Will transition into the Chair role at subsequent vacancy

- Manufacturing and Life Science Sector Committee Academic Advisor – The MLS Academic Advisor is appointed by CII and is the MLS sectors source for academic expertise. The MLS Academic Advisor is responsible for:
  - Advising and facilitating the sector on the research process and developing research topics, including
    - Active participation in the pre-qualification of principal investigators.
    - Evaluation of research methodology and offer suggestions for obtaining quantitative data
  - Acting as a liaison to the Funded Studies Committee
  - Maintaining the MLS 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 MLS research team meeting notes.
  - Onboarding new MLS research members and maintaining the roster.
  - Assumes the roles of Chair or Vice Chair in their absence
  
- Manufacturing and Life Science Sector Committee Associate Director – The MLS Associate Director is appointed by CII and is the MLS sectors liaison with the CII organization and executives. The MLS Academic Advisor is responsible for:
  - Maintaining relationships with the CII organization and Standing Committees.
  - Assist in the identification and development of funding opportunities from other research sponsors, which may include governments, industry, universities, and associations.
  - Developing and posting MLS meeting notes
  - Coordination and allocation of financial and other resources to the pursuit of MLS industry specific research topics.
  - Onboarding new MLS members and maintaining the roster.
  
- Liaisons – MLS Liaisons may be assigned as needed to interact with other standing committees for collaboration and support of fully formed research initiatives. Fully formed research is defined as having established implementation methods and tactics, training, and performance measurement metrics.

Manufacturing and Life Science 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 eg

- Membership
- Benchmarking
- Research
- Product Review
- Implementation

- Safety

## **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 a MLS member or by CII and held in-between face-to-face meetings as needed to conduct MLS 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 MLS deliverables will be summarized and posted on the SharePoint site.
- The order of business at every business meeting of the Section shall be as follows:
  - Reading of the minutes of the preceding meeting.
  - Committee reports
  - Other business

## **6. Deliverables**

- Research Process: Define the research priorities for the MLS sector and support the staffing of research teams. Develop and keep a list of relevant research topics that will bring business value to MLS members.
- Submit MLS research topic nominations to the Sector Leadership Committee and participate as a resource.
- Membership: Recruit and retain members within the MLS to expand the sector and CII membership.
- Knowledge Management: Perform periodic reviews of CII's Knowledge Base to determine relevance to the sector.
- Maintain an updated SharePoint site that documents MLS activities.
- Report periodically to the Sector Leadership Committee on MLS research, membership, activities, and other deliverables.
- Publicize the activities of the MLS to the CII membership.

## **7. Key Interfaces**

- Sector Leadership Committee
- Other CII standing committees as needed to deliver "fully formed" research
- Research teams outside the sector
- CII Staff

## **8. Critical Success Factors**

- Active owner and contractor participation and knowledge sharing.
- MLS 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.

## **9. Decision Rights/ Governance**

- One vote per MLS member company
- Proxy votes are accepted from members in good standing