

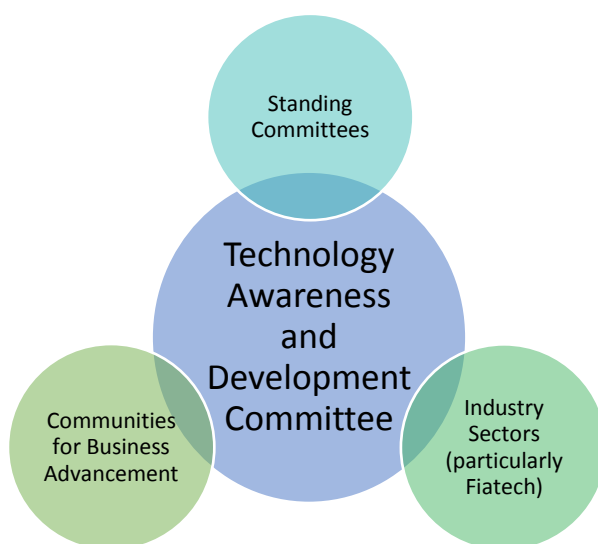
## Technology Awareness and Development Committee Charter (Final Draft)

### 1. Purpose

The Technology Awareness and Development Committee (TADC) provides two way technology awareness, communication and connections between Fiotech and other CII Sectors. The intent is that well informed and aligned sectors will jointly develop valuable research projects.

The Technology Awareness and Development Committee:

- Recommends technology involvement in Industry Sector research
- Recommends developments and research to be undertaken by Fiotech based on the needs of the Industry Sectors
- Promotes the use of technology across CII member companies where productivity and efficiency gains will be delivered
- measure and communicate the current technology maturity and capabilities of each Industry Sector
- Connects sector members with technology needs with those with skills



**Figure 1** – TADC's Role in Communicating Reaches all CII Groups

## 2. Scope

The Technology Awareness and Development Committee will:

- Work with Fiotech Sector to understand current technology developments and future possibilities
- Work with Industry Sectors to understand their planned projects and developments and coordinate Fiotech technology involvement
- Communicate to the Industry Sectors the current state of the art and future direction of technology relevant to their industry
- Work with Industry and Fiotech Sectors to develop a technology roadmap and a maturity measure
- Communicate the technology strategies, plans, maturity measures and projects with the CII leadership Committees on a regular basis so that they can provide direction to the Sectors
- Communicate externally, with relevant stakeholders, to share CII's technology positions
- Communicate with technology member companies to ensure that CII is serving their needs
- Promote the work of CII to increase membership, promote innovative research, knowledge sharing and deliver value to member organizations.

To be successful the TADC needs to work closely with Fiotech and the other Sectors along the lines of the following RASI Chart:

Item	TADC	Fiotech	Sectors	Comments
Technology Vision	S	R, A	S	
Technology Project Execution	S	R, A	S	
Sector Technology Plan	S	S	R, A	
Technology scanning (H360)	S	R, A	I	
Bi-Directional Communication and Awareness	R, A	S	S	
Technology Sector Maturity Metric	R	S	A	Initially TADC will lead then handoff to Sectors
Technology Conferences	R, A	S	S	
Technology Awards	R, A	S	S	
Communication of Technology Success Stories	R, A	S	S	

R=Responsible, S=Support, A=Accountable, I=Information

### 3. **Membership**

Participation in the Technology Awareness and Development is limited to the following:

- CII members, and
- Academics with a research interest in technology and/or communication

As an expectation of membership, the following responsibilities apply:

- Obtain access and set up alerts on the TADC collaboration site
- Participate on a regular basis (attend 75% conference calls, committee meetings)
- Participate in at least one TADC communication team
- Conformance to CII Meeting Guidelines

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

Leadership positions with specific responsibilities are as follows:

- **Technology Awareness and Development Committee Chair** – The TADC 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. The TADC 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, agendas and location for meetings and ensure they are effective
  - Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities.
  - Reports work of the TADC to the Leadership Committees as required.
- **Technology Awareness and Development Committee Vice Chair** – The TADC 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 TADC 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
- **Technology Awareness and Development Committee Academic Advisor** – The TADC Academic Advisor is appointed by CII and is the TADC's source for academic expertise. The TADC Academic Advisor is responsible for:
  - Advising and facilitating the committee on effective communication and alignment processes
  - Assumes the roles of Chair or Vice Chair in their absence

- Technology Associate Director – The TADC Associate Director is appointed by CII and is the TADC’s liaison with the CII organization and executives. The TADC Associate Director is responsible for:
  - Maintaining relationships with the CII organization and Standing Committees.
  - Assist in the identification and development of communication and alignment opportunities between the Sectors.
  - Coordination and allocation of financial and other resources to the pursuit of TADC specific research topics.
  - Onboarding new TADC members and maintaining the roster.
  - Developing and posting TADC team meeting notes.
  - Maintaining the TADC collaboration site to allow ease of access to collected documents
- Liaisons – TADC Liaisons may be assigned as needed to interact with Sector committees and other standing committees for collaboration and support of fully formed research initiatives.

## **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 TADC member or by CII and held in-between face-to-face meetings as needed to conduct TADC 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 TADC deliverables will be summarized and posted on the SharePoint site.

## **6. Deliverables**

- Give advice and counsel to other CII committees or Sectors on the development, deployment, and integration of new or existing technology.
- Recruit and retain TADC membership
- Arrange the Technology Conference
- Arrange the Celebration of Engineering & Technology Innovation (CETI) awards
- Maintain an updated TADC collaboration site
- Maintain success stories, case studies promoting the awareness and value of Technology
- Publicize the activities of the TADC to the CII membership

**7. Key Interfaces**

- Strategic Planning Committee
- Sector committees, particularly Fiotech
- Research teams
- Communities for Business Advancement
- Other CII standing committees, as required
- CII staff

**8. Critical Success Factors**

- To be determined with TADC committee and Associate Director once in place.

**9. Decision Rights/ Governance**

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