

Facilities & Healthcare Sector Committee Charter (Revised Draft, 2/10/17)

1. Purpose

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

The Facilities & Healthcare Sector Committee (FHC) is sponsored by CII’s Sector Leadership Committee (SLC), from whom it receives guidance and oversight, in compliance with this charter.

2. Scope

The Facilities & Healthcare 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 FHC 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 FHC to increase sector membership, promote innovative research and deliver value to FHC member organizations.

3. Membership

Participation in the Facilities & Healthcare 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
- Set up Alerts on the FHC SharePoint site
- Participate on a regular basis (attend conference calls and meetings)
- Participate in at least one FHC 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:

- Facilities & Healthcare Sector Committee Chair – The FHC 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 FHC progress and activities.
- Facilities & Healthcare Sector Committee Vice Chair(s) – The FHC Vice Chair(s) 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 FHC members. If the Chair is an owner member representative, the Vice Chair shall be a service provider member-representative and vice versa.
- Facilities & Healthcare Sector Committee Academic Advisor(s) – The FHC 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
- Liaisons – FHC Liaisons may be assigned as needed, to interact with other standing committees.
- Facilities & Healthcare 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 a FHC member or by CII and held in-between face-to-face meetings as needed to conduct FHC 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 FHC deliverables will be summarized and posted on the SharePoint site.

6. Deliverables

- Research Process: Define the research priorities for the FHC sector and support the staffing of research teams. Develop and keep a list of relevant research topics that will bring business value to FHC members.
- Submit FHC research topic nominations to the Sector Leadership Committee and participate as a resource.
- Membership: Recruit and retain members within the FHC 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 FHC activities.
- Report periodically to the Sector Leadership Committee on FHC research, membership, activities, and other deliverables.
- Publicize the activities of the FHC 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
- Subcommittee Leads
- Industry Liaisons / Member Institute Liaisons

8. Critical Success Factors

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