

Horizon 360 Subcommittee Charter

1. Purpose

The purpose of the Technology Committee's Horizon 360 Subcommittee (H360) is to seek and identify technology-based solutions and innovative practices that could advance CII sectors. Selected technologies should be implementable and cost-effective for both incremental and breakthrough industry advancement. The subcommittee is expected to be forward thinking and non-restrictive in the recommendations it provides.

2. Scope

The H360 Subcommittee will:

- Include a balanced number of members from industry SMEs and academia
- Promote innovative research and technology development within CII
- Work individually and as a group to scan the global economy, looking for innovative technologies, processes and procedures that should be monitored and tracked for maturity and readiness for industry implementation. Input from Academic members may include applied research currently within the Academic community.
- Take the perspective of why new technologies will work to improve productivity in the industry rather than the status quo, risk oriented view that prevents us from utilizing technologies
- Seek collaborations with interested third parties (e.g., other industries, academic or government) to identify new technologies
- Review and assess all input received to the Future Scan Matrix/Wiki
- Report on a monthly basis those technologies, processes and procedures which the Horizon 360 Team assesses as being worthy of being passed along to CII's Technology Committee for their review and possible further action
- Maintain and update the H360 Wiki
- Technology captains will monitor and support technology project execution (refer to Technology Committee charter)
- Promote technologies through scheduled webinars, presentations, CII Events and others

3. Membership

Participation in the H360 Subcommittee is limited to the following groups of individuals:

- CII members
- Academics with research interests in innovative technologies

As a condition of membership, the following responsibilities apply:

- Participate on a regular basis (attend conference calls and meetings)
- Participate in at least one H360 subgroup
- Comply with CII Meeting Guidelines

4. Key Roles and Responsibilities

The H360 Subcommittee will maintain the following leadership positions with specific responsibilities as follows:

4.1 H360 Subcommittee Chair – The H360 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 H360 Chair's duties and responsibilities include, but are not limited to, the following:

- In consultation with the Director and 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 H360 to the Leadership Committees as required.

4.2 H360 Subcommittee Vice Chair – The H360 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 H360 members. If the Chair is an industry member representative, the Vice Chair shall be an academic 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.

4.3 H360 Subcommittee Liaisons – H360 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. H360 Work Groups

5.1 Scan Matrix & Wiki Work Group

- Oversees the input and update of the **Scan Matrix/ Wiki**
- Manages Wiki administration

5.2 Technology Transfer to Technology Committee Work Group

- Coordinates with Technology Committee and CBAs and survey their technology needs
- Annual Conference booth planning and preparations

6. 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 H360 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 H360 deliverables will be summarized and posted on the Wiki site.

7. Key Interfaces

Listed below are the key interfaces that the H360 Subcommittee and members will work with as it delivers its mandate.

- Strategic Planning Committee
- Technology Committee
- Sector committees
- Funded Studies Committee, Implementation Committee, and other standing committees as needed
- Communities for Business Advancement
- Research teams outside the sector
- Other associations such as ASCE
- CII staff

8. Critical Success Factors

There are several key performance indicators that the Horizon 360 Subcommittee will develop using a balanced scorecard approach to assist it in meeting its stated purpose. Some of these indicators include:

- Number of technologies handed over to the Technology Committee and CII Sectors
- Number of technology-related research problem statements developed for RFP in the various CII sectors or as overarching research
- Business value realized from using the technology-based solutions (cost savings, productivity, efficiency, safety, risk reduction, quality, and others)

9. Definitions

- **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.
- **Wiki:** Wiki is a collaboration platform to share ideas, discussions and documents in one place.

