



Power, Utilities, & Infrastructure Sector Committee Charter

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1. PURPOSE & SCOPE

The purpose of the Power, Utilities, and Infrastructure (PUI) Committee is to facilitate collaboration between owners, service providers, and academia within the power, utilities and infrastructure sectors through the development and deployment of research designed to produce creative, innovative solutions that tangibly improve safety and environmental performance and capital efficiency.

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

The PUI shall:

- Include owners, service providers and researchers that develop, operate and sustain capital assets in the following industrial sectors:
 - **Power Generation** including: nuclear, thermal, hydro, wind, biomass, and solar
 - **Utilities** including: electric, gas, water, wastewater, steam, recycling and waste processing, and telecommunications. Note: oil and gas pipelines are included in the Upstream, Midstream and Mining sector.
 - **Infrastructure** including: rail and subway, ports and terminals, airports, bridges, tunnels, and roads
- Develop research and best practices that advance capital project governance, processes and technology adoption in ways that are valuable to the businesses represented in this sector.
- Determine how to deploy new and existing research in order to generate innovation and value for PUI businesses.
- Leverage the resources available in CII to develop deliverables that create business value.
- Support the objectives of CII by staffing research teams, Communities of Business Advancement (CBA's), and other working groups with sector personnel.
- Promote the work of CII within the PUI by accomplishing the following objectives:
 - Increase and retain CII and PUI Sector membership through engagement and outreach.
 - Develop member personnel through training and committee participation.
 - Identify and Promote innovative research and development.
 - Deliver value to PUI member organizations through the deployment of research, best practices and associated deliverables that research generates.
 - Measure the business improvement created by such deployments.
 - Participate in CII Knowledge Base reviews and updates.
- Provide PUI sector team building, networking and engagement activities to create additional PUI member benefits, including the following actions:
 - Invite 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 PUI.
 - Promoting team building by hosting PUI events (clinics, workshops, F2F meetings).



2. CRITICAL SUCCESS FACTORS

There are several key performance indicators that the PUI will develop using a balanced score card approach to assist it in meeting its stated purpose. Broadly, some of these indicators include:

- Active owner and service provider participation in forming, developing, deploying and sharing of research and industry best practices.
- PUI deliverables that members can regard as valuable contributions to their businesses and the construction industry.
- Activities supported by the SLC and that align with CII's Governance Plan.

3. ROLES & RESPONSIBILITIES

PUI will maintain the following leadership positions with specific responsibilities as follows:

3.1 PUI Chair shall develop agendas and preside over meetings and conference calls. The term of the Chair shall be a minimum of one year. During this term, the Chair also serves as a member of the SLC. The SLC will approve nominees and terms for the Chair position. Following this term, the Vice Chair will become Chair. The Chair and Vice Chair will report periodically to the Sector Leadership Committee on PUIC progress and activities.

The PUI Chair shall manage or assign:

- A balanced Scorecard to measure the level of strategy execution.
- Collaboration with CII's Deployment Committee to purpose fit CII performance management resources to PUI members' needs.
- The PUI annual budget to the committee membership, of funding provided by CII annually through the SLC. The PUI budget will reflect the approved and funded research commitments and other priorities set by the committee. The PUI Vice-Chair will collaborate with the Chair in this function.
- Working with CII designated staff to present the current year's performance against the budget, including variances and, to the greatest extent possible, value received against key budget line items.

3.2 PUI 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 PUI 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 PUI meeting prior to CII's annual Fall Board of Advisor (BOA) meeting or, failing that, at a meeting determined by the PUI Chair with the approval of the SLC. Votes will be collected only from PUI members in attendance, and endorsement of the new Vice Chair is required by the SLC.

The PUI Vice Chair shall manage or assign:

- The PUI Charter's annual review for updates based on input from the PUI CII Interface Manager (for Sector Alignment) and submit it to the PUI membership for final comments at a general meeting.
- Sector Subcommittee coordination and oversight of the work in collaboration with the Chair. In collaboration with the PUI Chair, the preparation and management of the annual PUI budget.

3.3 PUI Academic Advisor shall be appointed by CII and will complete the following tasks:

- Advise and facilitate the committee on developing research topics and conducting the research process.
- Act as a liaison between the PUI and the Funded Studies Committee (FSC).

3.4 CII-PUI Interface Manager is assigned by CII and will complete the following tasks:

- Develop and post PUIC meeting notes.
- Welcome new PUI members and provides an introduction at the next meeting.
- Act as CII Sector liaison between the PUI sector and other areas of CII (research, finance, other) to support progress and scheduling needs.
- Maintain the PUI committee and sub-committee rosters.
- Annually review the PUI Charter with the PUI Vice-Chair to provide for continued alignment with CII priorities.
- Maintains the PUI *WORKSPACE* 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.



4. SUBCOMMITTEES

PUI members are required to serve on a subcommittee(s) to support the PUI Critical Success factors. Each subcommittee will choose a **Lead** representative to act as the coordinating individual to help ensure that the subcommittee meets its mandate(s) and interacts with CII Standing committees as required. Leads will provide update reports to the PUI Vice-Chair.

PUI Sector subcommittees and their responsibilities:

4.1 Deployment Subcommittee

- Develops deployment strategies for PUI and CII research findings and identifies any resulting best practices that suit the needs of PUI members.
- Collaborates with other sector committees and CII Registered Providers, to share innovative ideas for improving implementation within PUI member organizations.
- Develops deployment resources specifically tailored to serve the PUI Sector by modifying existing CII materials as required. (Note: these modifications can be delivered through funding from the PUI as specialized research or proposed as minor research topics.)
- Organizes and develops clinics and/or workshops to promote awareness and use of CII research and to promote member outreach.

4.2 Knowledge Base Subcommittee

Performs a quarterly review of CII's Knowledge Base to determine its relevance and value to the PUI sector, and share their findings and make recommendations to the sector to modify or adapt CII Knowledge, practices, and/or tools, to better suit the sector and promote implementation.

4.3 Membership Subcommittee

- Ensures the growth and long-term viability of CII and the PUI through the retention of existing members and recruitment of new members from PUI industry sectors. Recruitment includes new CII member companies as well as new PUI members from existing CII member companies.
- Develops strategies and coordinates events that may include seminars, meetings, introductions, and social media campaigns for the benefit of PUI members and to attract new PUI members.
- Collaborate with CII's Associate Director of Membership and Communications and other sector committees to share innovative ideas and contribute to CII member participation.
- Ensures that new members comply with the following responsibilities:



- Obtain a CII logon.
- Share reports by posting them to PUI *Workspace*.
- Actively participate on a regular basis in conference calls and at F2F meetings.
- Participate on at least one PUIC subcommittee or PUI research team. [Any PUI Member not electing to participate on a committee of their choice shall be assigned to the KB Subcommittee.]
- Comply with CII Meeting Guidelines.
- Support the development of member companies CII participation model.

4.4 Research and Development Subcommittee

- Manages active research and development (R&D) teams that are funded by the PUI in accordance with guidelines set by CII and the Funded Studies Committee (FSC), including the following tasks:
 - Form PUI research teams from committee member nominations
 - Select academics for each research team, in consultation with the FSC
 - Support R&D Team Kickoff Meetings
 - Provide R&D Team sponsorship
 - Review PUI research as each R&D Team moves through its life cycle, from team formation to publications. Review draft research deliverables and provide feedback to the R&D Team
- Manages the development and maintenance of a prioritized list of R&D proposals of interest to PUI, drawing upon talent from the PUI, CII, and external sources. The topics list will also include proposals to modify existing CII Knowledge Base resources to improve their alignment with PUI members' requirements.
- Collaborates with the FSC, other sector committees and Committees for Business Advancement (CBAs) in sharing innovative research ideas and pursuing them as R&D projects funded and conducted by CII as a whole, or in conjunction with one or more other sector committees.

5. KEY INTERFACES

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

- CII Sector Leadership Committee
- CII Standing Committees
- CII Communities for Business Advancement
- CII R&D teams from other sectors and overarching research
- CII Staff
- Other associations as needed and approved by CII.



6. COMMUNICATIONS

- The PUI’s periodic face-to-face meetings may be held alongside other CII events or be member hosted.
- Conference calls and web meetings will be sponsored by a PUI member or by CII, and held between face-to-face meetings as needed to conduct PUI business.
- Email and *Workspace* shall facilitate ongoing communication within the PUI between scheduled meetings.
- Meeting notes, presentations, and any other PUI deliverables will be summarized and posted on the *Workspace* site by CII PUI PM and other PUI members as needed.

7. DEFINITIONS

- 7.1 Business Impact** – Quantifiable improvement to capital project processes in one or more of the following areas: financial, legal/contractual, regulatory, reliability, reputation, and safety.
- 7.2 Construction Industry Institute (CII)** - A consortium of leading owners, engineering and construction contractors, and suppliers collaborating on important industry issues by providing guidance on practices discovered through research and offering deployment, education, and other programs. CII is based at the Cockrell School of Engineering at The University of Texas at Austin.
- 7.3 Communities for Business Advancement (CBA)** - CBAs are online groups that bring together CII members to share knowledge and learn from one another on a specific topic. Each community is led by experts whose in-depth knowledge ensures that the content and resources will meet member needs.
- 7.4 Membership** - PUI Sector Committee participation is comprised of CII member employees and academics with research interests in the sector.
- 7.5 Registered Provider Program** – A RAP (Registered Advisor Provider) or REP (Registered Education Provider) who is a member of CII and is qualified and approved by CII to provide deployment assistance of CII Best Practices.
- 7.6 Sector Leadership Committee** – The CII body that provides oversight, support, 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 deliverables.
- 7.7 Service Providers** – Firms and organizations that provide project services. Service Providers include but are not limited to equipment, software and material suppliers, consultants, attorneys, policy makers and other governmental organizations providing services or regulatory oversight and input.



8. CII MEETING GUIDELINES

The following statement regarding business development activities has been adopted by the CII Executive Committee and is provided for your information.

The following guidelines shall be followed in the conduct of formal and informal meetings and conferences of the CII. CII, its committees, teams, sections, and activities shall:

- not discuss prices of good or services of any particular company or companies.
- not disparage the goods or services of any particular company or companies.
- not recommend the selection of specific companies as suppliers.
- not urge any participating company to engage in a concerted activity to accomplish any unlawful purpose.
- not discuss matters that may be trade secrets to any company.
- not propose secret sessions after official meetings to discuss matters that cannot lawfully be discussed at official meetings.
- not engage in any lobbying activities.
- inform guests of these guidelines and the need to comply fully with them.
- keep accurate records of all meetings and conferences.
- understand that the adoption and deployment of research and related materials is voluntary and no agreement to adhere to developed materials shall be solicited.