

# Engineering Practices Working Group Charter

## PURPOSE

The purpose of the Engineering Practices Working Group (EPWOG) is to promote engineering excellence in the execution of Department of Energy (DOE) missions by sharing best industrial practices, applying lessons learned and providing integrated recommendations to Department of Energy officials.

EPWOG is a working committee whose intent is to facilitate the objectives of the Energy Facility Contractors Group (EFCOG) as it relates to Engineering Practices. EPWOG will serve as an umbrella organization and sponsor for various sub-groups and task groups that may be formed from time to time for the purpose of addressing specialized subjects.

The Group's scope will include the areas of engineering practice that are associated with DOE facilities, programs, and capital acquisitions. This includes the application of engineering practices throughout the lifecycle of DOE facilities, including initial design and construction, commissioning, operation and maintenance, decommissioning, and closure. Engineering practice is the application of engineering disciplines and processes as governed by national codes and standards, recognized quality standards, and DOE orders and regulations.

## OBJECTIVES

The objectives of EPWOG are to:

- Enable the success of DOE missions in terms of high quality engineering that supports program and project objectives in a cost effective and safe manner.
- Provide a forum for exchange of ideas, needs, and wants among the DOE complex-wide engineers that:
  - Increases awareness and involvement of senior contractor management
  - Increases awareness and involvement of senior DOE management
  - Increases awareness and involvement of middle and line management
- Provides information bridges within the DOE
- Provides proactive, value-added recommendations to the DOE
- Promote, coordinate, and facilitate the active exchange of successful engineering programs, practices, procedures, lessons learned, and other pertinent information of common interest to contractors and subcontractors.
- Enhance collaboration among DOE contractors and encourage early involvement of complex-wide experts, in order to maximize the probability of success for unique engineering projects.
- Promote employee development of participating companies' engineering talent, particularly young engineers, by sharing management and technical information

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among working group participants through mechanisms such as workshops, task groups, and seminars.

- Operate within the EFCOG Charter and the EFCOG Working Group Operating Manual.
- Provide planning and actions necessary to ensure that the overall objectives of EFCOG and the specific goals of the Engineering Practices Working Group are met.

### **SCOPE**

- EPWOG will facilitate interaction with outside agencies and organizations regarding application of engineering principles and methods in the DOE complex.
- EPWOG will communicate with other EFCOG groups to ensure that no duplicative work occurs. There will be close communication with other working groups, particularly the Project Management Working Group because of the inter-relationship between the two.
- EPWOG will facilitate the exchange of information through workshops, working groups, written materials, etc.
- EPWOG will not lobby, advocate independent positions, or try to change DOE policy. However, engineering practices as applied to DOE missions may be discussed and suggestions for improvement made to the DOE.

### **ORGANIZATION**

- Membership in the EPWOG is open to DOE contractors who are current EFCOG members or associate members and one or more DOE sponsor representatives.
- Each participating contractor in EPWOG will identify a single representative to facilitate communication.
- EPWOG will strive to maintain a balanced membership of DOE contractor representatives for all key missions from across the DOE complex.
- Initially, the EFCOG Executive Directors may assign the Chairperson. If elected from the group membership, the Chairperson position will require a majority vote by the active members. The Chairperson's term of office will be one year. If for any reason the Chairperson is required to terminate prior to the designated time, the EPWOG shall elect a new Chairperson.
- The duties of the EPWOG Chairperson include, but are not limited to, the items identified below:
  - Direct the overall actions of the working group.
  - Call meetings and establish subcommittees to carry out the objectives of the working group.

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- Serve as the single point of contact for official EFCOG communication. This is not intended to restrict other informal communications.
- Serve as the chairperson of the Steering Committee .
- Select Steering Committee members with input from the sponsoring director.
- Assume other roles as decided by a majority vote, when the need for such arises.
- A Steering Committee comprised of at least three contractors and one DOE executive will provide feedback and guidance on EPWOG tasks and deliverables. The sponsoring director is an ex-officio member of the Steering Committee, but is not counted as one of the contractor representatives.
- Sub-groups will be endorsed as needed and will operate within the EFCOG Charter and EFCOG Working Group Operating Manual. Authority to establish sub-groups must be granted on a case by case basis by the EFCOG Executive Council Directors.

### **PROCESS**

- EPWOG meetings will be held when needed, as determined by the EPWOG Chairperson, or when requested by three EPWOG members.
- If needed, a workshop committee is authorized to assess an activity fee to cover the cost of workshop activities. A daily surcharge will be levied on non-EFCOG member participants.
- The goals, objectives, and the cost/benefits of the EPWOG shall be reviewed annually by the chairperson and sponsoring director. These items will be documented in the annual report to the EFCOG Directors.
- A change to this charter requires approval from two-thirds of the active membership.

### **DELIVERABLES**

The minimum set of EPWOG annual deliverables will be as follows:

- At least one engineering practices workshop to share engineering experiences, accomplishments, lessons learned, best practices, emerging issues, quality and regulatory concerns from across the DOE complex.
- A report of key accomplishments and critical issues affecting engineering practices from across the DOE complex. The report will be completed by the first week of February and include:
  - Results of prior year activities
  - Potential cost savings, if quantifiable
  - Other benefits derived from EPWOG activities
  - Current year goals and objectives of EPWOG

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### **DURATION AND COST/BENEFITS**

It is anticipated that EPWOG will continue as long as the cost/benefit and sufficient interest are shown to exist.

At time of formation, it is anticipated that the cost of supporting this EPWOG will be minimal.