

INFRASTRUCTURE MANAGEMENT WORKING GROUP CHARTER

PURPOSE

The purpose of the Infrastructure Management Working Group (IMWOG) is to promote 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 in the areas of infrastructure management and modernization.

IMWOG is a working committee whose intent is to facilitate the objectives of the Energy Facility Contractors Group (EFCOG) as it relates to Infrastructure Management Practices. IMWOG will serve as an umbrella organization and sponsor for various subgroups 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 infrastructure management that are associated with DOE facilities and real property. This includes implementation of the Real Property Asset Management (RPAM) Order and assisting DOE in developing effective metrics for assessing the status of infrastructure management.

OBJECTIVES

The objectives of IMWOG are to:

- Operate within the EFCOG Charter and the Guidelines for Working Groups of EFCOG.
- Enable the success of DOE missions in terms of high quality infrastructure management 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 infrastructure management programs, practices, procedures, lessons learned, and other pertinent information of common interest to contractors and subcontractors for DOE facilities.

- Enhance collaboration among DOE contractors and encourage early involvement of complex-wide experts, in order to maximize the probability of success of emergent or unique infrastructure management initiatives.
- Serve as a consensus board for emerging standards proposed by DOE and for the interpretation and consistent application of existing DOE standards.
- Promote employee development of participating companies' Infrastructure Management talent, by sharing management and technical information among working group participants through mechanisms such as workshops, task groups, and seminars.
- Provide planning and actions necessary to ensure that the overall objectives of EFCOG and the specific goals of the Infrastructure Management Working Group are met.

SCOPE

- The IMWOG will operate within the scope of the EFCOG.
- IMWOG will facilitate interaction with outside agencies and organizations regarding application of infrastructure management principles and methods in the DOE complex.
- IMWOG will communicate with other EFCOG groups to ensure that no duplicative work occurs. There will be close communication with other working groups.
- IMWOG will facilitate the exchange of information through workshops, working groups, written materials, etc.
- IMWOG will not lobby, advocate independent positions, or try to change DOE policy. However, infrastructure management practices as applied to DOE missions may be discussed and suggestions for improvement made to the DOE.

ORGANIZATION

- Members in the IMWOG is open to current EFCOG members or associate members, and one or more DOE sponsor representatives.
- Each participating contractor in IMWOG will identify a single representative to facilitate communication.
- IMWOG will strive to maintain a balanced Members of DOE contractor representatives for all key missions from across the DOE complex. A review of representation will be conducted by the steering committee at least annually.

- Initially, the EFCOG Board of Directors may assign the Chairperson. If elected from the group Members, 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 IMWOG shall elect a new Chairperson.
- The duties of the IMWOG 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.
 - 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 IMWOG 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.
- Topic/Task subgroups will be approved by the EFCOG Board of Directors and operate under the guidance of the Chairman, the EFCOG Charter, and the EFCOG Executive Council and Working Group Manual.

PROCESS

- IMWOG meetings will be held when needed, as determined by the IMWOG Chairperson, or when requested by three IMWOG 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 IMWOG shall be reviewed annually by the chairperson and sponsoring director. These items will be documented in the Annual Report to the EFCOG Board of Directors.
- Change to this charter requires approval from the EFCOG Board of Directors.

DELIVERABLES

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

- At least one workshop to share infrastructure management 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 Infrastructure Management practices from across the DOE complex. The report will be completed by February 1 of each calendar year and include:
 - Results of prior year activities
 - Potential cost savings, if quantifiable
 - Other benefits derived from IMWOG activities
 - Current year goals and objectives of IMWOG

DURATION AND COST/BENEFITS

It is anticipated that IMWOG 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 IMWOG will be minimal.