

# **CAIS USERS GROUP CHARTER**

(April 2005)

## **I. Purpose**

The Condition Assessment Information Systems (CAIS) Users Group is a self-directed group of professionals comprised of Management and Operations (M&O) Contractors and Laboratory Operations personnel of the Department of Energy (DOE) facilities. The GROUP exists to promote excellence in the DOE use of CAIS as a tool to support the Condition Assessment Survey (CAS) Program, Facility Information Management System (FIMS), and Real Property Asset Management (RPAM) implementation through the sharing of program development requirements to support both the DOE mission and the individual site requirements. The GROUP is not an advocacy organization and therefore will not take or promulgate independent positions on issues, regulations or DOE orders, but will offer opinions when solicited by the DOE.

## **II Scope**

GROUP activities shall focus on all aspects of the CAS Program:

- Implementation of standardized inspection methods
- Data accumulation in the CAIS database
- Compliance with DOE Order 430.1B
- Interface with other DOE developed programs that can utilize the data developed.

Exchange of information shall be facilitated through workshops, seminars, written materials, committees, in independent meetings and at the semi-annual business meetings.

## **III Objectives**

The objectives of the GROUP are primarily to:

- A. Promote, coordinate, and facilitate the active exchange of CAIS site specific implementation, procedure development, inspection methods, lessons learned, inspector safety preparations, and other pertinent information of common interest that have been utilized by the GROUP membership and can be adapted to enhance operational excellence and cost effectiveness by other GROUP members.
- B. Interface with similar organizations in order to promote cooperation and exchange of information as appropriate and to minimize duplication of effort.
- C. Focus on active personal exchange of technical and management information among contractors through workshops, working groups, seminars, training, etc.
- D. Provide an organized method of communication for the exchange of ideas, needs, and wants among the Group membership.
- E. Develop a long-range plan for the GROUP.

#### **IV. Organization**

- A. GROUP membership shall be open to all DOE contractors, and other government agencies/contractors, which use CAIS.
- B. A GROUP Chairperson (CHAIR) will be elected for a term of one (1) year by a majority of the GROUP members attending the meeting. The (immediate) past CHAIR shall act as the Vice Group Chairperson (VICE CHAIR).

#### **V. Roles & Responsibilities**

A. The CHAIR shall:

- a. Preside over all GROUP and Executive Committee meetings.
- b. Provide primary liaison between the GROUP and DOE for all GROUP activities.
- c. Provide guidance for future professional development of the GROUP.
- d. Foster the development of ideas and suggestions for the improvement of the GROUP meetings, evolution of the GROUP scope of activities, and interface with DOE Program Managers.
- e. Be responsible for coordination of all GROUP full membership meetings, and develop a tentative meeting agenda for distribution prior to the meeting.
- f. Form special committees as necessary, using volunteers within the GROUP, to support GROUP objectives. Member of the committee will elect a committee chairperson.
- g. Maintain the official membership roster, to include mailing and e-mail addresses, and telephone and fax numbers.
- h. Provide sufficient notice of meeting and other activities to the membership.
- i. Forward appropriate records of all meetings, proceedings, and activities the GROUP to members.
- j. Maintain the official GROUP copy of the charter.

- B. The VICE CHAIR shall assume all duties and responsibilities of the CHAIR in the event of the CHAIR absence or incapacitation, and shall assist the CHAIR as requested. Additional duties may include, but are not limited to:

- a. Conducting the non-routine business of the GROUP, or make emergency charter changes, which are temporary until the next full membership business meeting. All Charter temporary changes shall not exist beyond the next full membership business meeting unless approved as permanently by Charter amendment vote.
- b. Interpret and rule on questions involving the provisions of this charter.
- c. Provide for an orderly transition to new leadership and elections for GROUP officers.

**VI. Procedures**

- A. Amendments to this Charter shall require approval by two-thirds of the attending membership at a full membership business meeting.
- B. The GROUP shall meet semi-annually. Focus of the meetings will be driven by new or evolving requirements, issues and concerns from the membership, and long range planning objectives. The fall meeting will include election of the Chairperson.
- C. Special Committees will be agenda driven and meet on an as-needed basis as determined by the Chairperson. Telecommunicating and other communication alternatives shall be utilized to conserve time and resources when practical. Committee reports, after review and concurrence by the GROUP, will be distributed to the full GROUP membership and other interested parties by the Chairperson.
- D. Full GROUP membership meetings shall be conducted using an agenda driven schedule.

**VII. Approval**

**This CAIS USER GROUP Charter has been voted on in the GROUP business meeting on \_\_\_\_\_ and approved by two-thirds vote of the attending membership.**

**Testified By:**

**Verified By:**

\_\_\_\_\_  
**GROUP CHAIR**

\_\_\_\_\_  
**GROUP VICE CHAIR**