



Charter
for the
GIDEP
Industry Advisory Group

Office of the Assistant Secretary of the Navy
(Research, Development and Acquisition)
1000 Navy Pentagon
Washington, D.C. 20350-1000

Government-Industry Data Exchange Program
Office of the Assistant Secretary of the Navy
(Research, Development and Acquisition)
1000 Navy Pentagon
Washington, D.C. 20350-1000

GIDEP - INDUSTRY ADVISORY GROUP (IAG) CHARTER

1. **PURPOSE:**

To define the composition, duties and responsibilities of the Government-Industry Data Exchange Program (GIDEP) Industry Advisory Group (IAG), and set forth the by-laws under which the group will be organized and operated. The primary purpose of the IAG is set forth in the GIDEP Program Charter. (See II Authority, below)

2. **AUTHORITY:**

The GIDEP Program Manager has issued this IAG Charter as authorized by the Department of Defense Joint Logistics Commanders, and as provided for in the GIDEP Program Charter, dated 14 March 1991.

3. **SCOPE:**

The IAG will work closely with the Government Advisory Group (GAG), the GIDEP Operations Center, and the Program Manager as well as other industry organizations to achieve the following:

- a. Provide the Program Manager with the Industry users' perspectives on issues related to technical information exchange.
- b. Promote key metrics for defining effective utilization of GIDEP within the industrial community that promote the core competencies of the community.
- c. Monitor and coordinate GIDEP participation and utilization within and between member organizations by updating the annual communications plan that supports networking/mentoring through active GIDEP participation and utilization between the membership.
- d. Provide interface with Industry Associations and Societies to maintain current awareness of industry thoughts and trends in data collection, storage, retrieval, and dissemination.
- c. Provide feedback, independently or in coordination with the GAG, to the Program Manager for the improvement of program operation and procedures.
- d. Monitor new requirements or requests for data/information exchange within and among Industry participants and demonstrate possible solutions for incorporation into GIDEP.
- e. Coordinate the annual GIDEP workshop and GIDEP clinics in cooperation with the Program Office and the Workshop Committee.

f. Assist in an annual systematic compilation and formulation process in updating the GIDEP Strategic Plan (Industry perspective) for short and long term review.

4. ORGANIZATION:

The IAG shall be structured to best represent the views of the GIDEP Industry Representatives.

a. The IAG shall commission, from within its membership, such officers and committees as necessary to coordinate efforts and focus issues to the degree appropriate for the IAG at large to fulfill its scope and to provide feedback to the Program Manager.

b. The IAG shall ensure that a balance of industry views and disciplines is maintained within its membership.

c. GIDEP Representatives from participating companies shall be eligible for IAG membership, in accordance with the By-Laws.

5. BY-LAWS:

The IAG shall be organized and operated in accordance with these by-laws.

ARTICLE I - MEMBERSHIP

1. **MEMBERSHIP** - The IAG shall consist of eleven voluntary, elected GIDEP Industry Representatives chosen by vote of the Industry GIDEP Representatives. Vacancies to the IAG may be filled by appointments made by the Chairperson of the IAG with concurrence of a majority of the IAG. The duration for a board member Appointee shall be for the remainder of the term of the board membership that the appointee is being assigned.

2. **TERM OF MEMBERSHIP** - Terms of membership shall be for a two year period, commencing at the close of each workshop.

3. **CANADIAN REPRESENTATION** - At least one IAG representative from the Canadian industry should be maintained, whether by vote of the Industry Representatives or appointed by either the Chairperson of the IAG or the GAG Canadian Representative.

4. **PROXY** - IAG Board Members may appoint Alternate IAG Industry Representatives to act in their stead temporarily. In advance of the appointment, the IAG Member must contact the Chairperson stating the condition and term of the appointment.

5. **COMMITTEES** - Industry Representatives may be appointed by the Chairperson to serve on committees or otherwise assist the IAG.

6. **IAG TERMINATION** - IAG membership will terminate upon the cessation of that member's company as a participant in GIDEP or by resignation tendered to the IAG or Committee

Chairperson. Termination can also be consistent with gross misconduct while as a member/officer due to conduct or practices deemed unethical. Punishment for offenses may be a reprimand or expulsion. Documented actions may be forwarded to the sponsoring company or organization. A three-fourths (3/4) majority vote of the board is required for expulsion of a member. Disciplinary procedures shall be consistent with Robert's Rules of Order.

ARTICLE II - IAG ELECTIONS

1. **BALLOT** - The IAG, elected at-large for terms of two years, shall be elected by the Industry GIDEP Representative membership by a secret letter ballot from a slate comprising all eligible Industry GIDEP Representatives who express a willingness to serve and whose companies will support them in serving. One half (1/2) of the board shall be elected each year, or the number required to fill the board to the 11 member and 1 alternate capacity.

2. **ELECTION OF IAG MEMBERS** - Each Industry Organization or Company with a specific Participant Code, recorded in the GIDEP Roster shall have one vote for purposes of IAG membership elections. If more than one individual is shown under the participants code in the GIDEP Roster because of interchange responsibility then a single coordinate vote is required.

3. **ELECTION COMMITTEE** - An Election Committee, appointed by the IAG Chairperson, will compile a list of candidates, communicate candidate qualifications to voters, arrange balloting, count votes, and certify results to the outgoing IAG Members at each annual Workshop. Ties shall be resolved by the Chairperson.

4. **ELECTION OF OFFICERS** - The new IAG shall elect a Chairperson, a Vice-Chairperson, an Executive Secretary, and a Treasurer from among its members. The terms of office for all officers shall be for one year, commencing at the close of the workshop.

ARTICLE III - IAG MEETINGS

1. **IAG MEETING SCHEDULE** - There shall be not less than three regularly scheduled GIDEP IAG Management Meetings per year and one scheduled IAG Teleconferencing Management Meeting per month. The regularly scheduled IAG Management Meetings shall be approximately equally spaced throughout the calendar year and should be in conjunction with the meetings of the GAG. These meetings will normally be at the call of the Program Manager, who will chair joint sessions of the GAG and IAG. The IAG Teleconferencing Management Meetings shall be held the first Monday of each month commencing at 1300 EST/EDT unless otherwise addressed by the IAG Chairperson. The IAG Chairperson will chair these meetings and minutes will be prepared and submitted by the IAG Executive Secretary.

2. **SPECIAL MEETING** - Meetings may be held at any time at the call of either the Program Manager or the IAG Chairperson.

3. **STATUS OF MEETING** - Meetings may be open or closed to non-IAG members, at the discretion of the Chairperson of the IAG.

4. **RULES OF MEETING** - Meetings shall be conducted in accordance with this Charter and Robert's Rules of Order.

ARTICLE IV - VOTING

1. IAG ISSUES - IAG issues under discussion, with the exception of the IAG Charter, that are not unanimously agreed to shall be decided by a simple majority of those IAG members present. Amendments to the IAG Charter shall require 60% majority vote of all IAG members.

2. PROXY - An IAG Member, unable to attend a voting session, may elect to grant a proxy to an IAG member by communicating that proxy to the Chairperson in advance of the voting session.

3. QUORUM - A quorum (i.e. more than half of the IAG members) will exist at any meeting of the IAG which is called to order by the Chairperson. If the number of voting members present at a meeting does not represent a quorum, minutes will be annotated to identify the voters represented.

4. TIES - Tie votes and other very close votes should be translated to the Program Manager and recorded in the minutes to reflect the issues at hand and the lack of clear consensus. Advocates of minority opinions are welcome to present their recommendations to the IAG Chairperson.

ARTICLE V - DUTIES

1. Chairperson

- a. Supervise activities of the IAG
- b. Preside at IAG meetings.
- c. May establish IAG Committees and appoint IAG Committee Chairperson
- d. Serve as spokesperson for the Group to the Program Manager and other interested organizations and parties.
- e. Interface with other data organizations regarding matters of mutual interest.
- f. Propose dates, locations and duration of Management Meetings, Clinics and Workshops to the Program Manager.
- g. Approve meeting minutes and IAG related correspondence.
- h. Sign Group originated correspondence.
- i. Call special IAG meetings as required.
- j. Oversee Workshop planning and operation, coordinating with the Program Office and Workshop Committee as appropriate.
- k. Approve expenditures of funds from the IAG Treasury.
- l. IAG focal point for the ANNUAL Strategic Plan.

2. Vice-Chairperson:

- a. Act for and in the absence of the Chairperson.
- b. Act as Good Will Administrator for the IAG.
- c. Coordinate the Workshop Session agenda and presentations with the Workshop Committee.

3. Executive Secretary:

- a. Act for and in absence of the Chairperson and Vice-Chairperson.
- b. Ensure the preparation and maintenance of full and complete records of the activities of the Group, including agenda and minutes of meetings, records of votes taken, charters of the IAG committees, recommendations made to/from other GIDEP elements, and such archival information as necessary.
- c. Prepare correspondence as directed by the IAG Chairperson.

4. Treasurer:

- a. Act as financial advisor to the Chairperson, providing quarterly financial statements, projections of financial status and cost estimates of projects when requested.
- b. Establish and maintain appropriate financial accounts.
- c. Investigate and identify to the Chairperson when requested alternate approaches to accomplishing projects requiring resources.
- d. Evaluate IAG policies, procedures and practices to ensure all statutory requirements are met. Advise the Chairperson concerning financial regulations related to the IAG.
- e. Submit any financial records of the IAG to audit by two non-Officer IAG members at the first Management Meeting following the Workshop. Provide results of the audit and make available any financial records requested to the Chairperson and the Program Manager.

ARTICLE VI - COMMITTEES

1. TYPES - Within GIDEP, there may be IAG, GAG, Joint GAG-IAG, Operations Center, and Program Manager Committees. These committees may be ad hoc or standing committees.

2. PURPOSE - IAG Committees may be established to investigate issues, provide a forum for cooperation, or monitor particular subjects as they apply to GIDEP. Committees are not intended to preclude informal communications and should be utilized only to increase GIDEP's effectiveness or

efficiency.

3. PARTICIPATION - The Chairperson of the IAG and each committee chairperson may solicit participation for committees and must keep a roster of current committee members from the Advisory Groups, GIDEP Operations Center, the GIDEP Program Manager, and other GIDEP participants and/or organizations whose support is relevant to the committee's carrying out its purpose.

4. MEMBERSHIP RESPONSIBILITIES - Membership on committees is encouraged and is voluntary and dependent on acceptance by the Committee Chairperson.

VI. CHARTER REVIEW

The IAG Charter shall be reviewed every five years or at the suggestion of the IAG Chair, The PM, or by petition from the IAG members regarding a specific line item or section. The chair will notify each incoming Program Manager of this clause within 30 days of a confirmed appointment of a new Program Manager.

8 JUN 2001
Date

ORIGINAL SIGNED
M. B. Newton
Commander, U.S. Navy
GIDEP Program Manager