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DRAFT USER GROUP CHARTER

1. Role of the International User Group (IUG)

1.1 It is the aim of the International User Group and the Regional User Group to promote and stimulate use of buildingSMART deliverables in order to improve the interoperability in the construction industry, and share experiences among its members in a bidirectional way in which there is a balance between giving and taking.

1.2 The International User Group (IUG) reports to the International Council (IC). The International User Group is lead by the International User Group Chair. The International User Group consists of representatives from the Regional User Groups (RUG), which each is lead by a User Group Coordinator (UGC).

2. Mission

2.1 The User Group has two main objectives:

- Operational issues: Improve interoperability based buildingSMART solutions in construction, operation, maintenance, and facility management industries and thereby related educational activities.
- Strategic and tactical: By collecting views on strategic and tactical priorities regarding interoperability from clients and the industry. Gain critical mass in the industry and among clients to influence acceptance of buildingSMART based solution by commercial companies, authorities and other relevant organizations.

2.2 All activities in the User Groups should only relate to usage or wished functionality of the buildingSMART deliverables or implemented solutions.

2.3 The User Group can publish positive results as well as critical issues of the buildingSMART specifications or implementation of its deliverables.

2.4 Main focus areas:

- Sharing experiences: Sharing experiences with other members of buildingSMART is an important purpose of the group, as well, as it is a prerequisite for supporting other buildingSMART activities, like contributing to development of Information Delivery Manuals (IDM), Model View Definitions (MVD) etc. The User Group should stimulate its members to play an active role and act as a community, in which problems, questions, tips etc. should be

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exchanged and answered. Software vendors are welcome to provide information in relation to buildingSMART related issues.

- buildingSMART Aquariums: The UG should provide guidance as to what Aquariums should be prioritized. In principle Exchange Requirements (ER)/ Information Delivery Manuals (IDM)/Model View Definitions (MVD) should only be developed in the context of defined and prioritized Aquariums.
- Information Delivery Manuals (IDM) and Guidelines: The User Group should take part in development and coordination of IDM and user orientated guidelines as much as possible according to the available resources.
- Specifications: Stimulate necessary extensions to the buildingSMART deliverables (like IFC) by specifying content to IDMs and motivating involvement from the industry in making IDM. The User Group should provide input to decisions regarding the content and release cycle of the buildingSMART deliverables.
- Model View Definition, Implementation Guidelines and certification: The User Group should in relation to IDM play a role in order to insure implementation of the buildingSMART deliverables by stimulating creation of Model View Definitions, Certification of software products according to the views.
- Data: Stimulate members to share data (models, configuration etc.) among members but still respect ownership of the data.
- Publish: The User Group should publish results, guidelines and other relevant material as wide as possible and as a minimum on the buildingSMART web site.

3. Membership

3.1 All members of buildingSMART can join the Regional User Groups. A fee for participating in the groups can be collected by the regional buildingSMART organizations. Typical members of the Regional User Group are from organizations (private, public and universities), who are solely or mainly using buildingSMART deliverables in their production, like using IFC for data exchange between IFC compatible software products.

3.2 The International User Group Coordinator and the International Council can take the necessary steps to exclude members from the User Groups if they misuse or not are acting in accordance to the intentions in the Charter for the User Group.

4. Processes

4.1 IUG employs a decision making process based on consensus. Consensus means that 80% of the chapters present have to agree on a proposal, based on a "one vote per chapter" basis. At least two thirds of all chapters need to be present in international meetings (including international telecons) in order to make decisions.

4.2 A "Proxy" may take the place of an UGC of a chapter, provided that a minimum advance notice of 48 hours is given by the UGC or the Chapter Chairman (email or fax).

4.3 Participation in IUG meetings include IUG members and invited guests.

4.4 Other buildingSMART members will be welcome to observe the meetings, but participation will be at the discretion of the chair.

5. Role of the IUG Chair (IUGC)

5.1 The IUGC is appointed by IC.

5.2 Represent the UG in IC.

5.3 The authority of the IUGC is a result of the authority of the IUG which he has to represent.

5.4 The IUGC is responsible for the agenda of IUG meetings and telecoms.

5.5 The IUGC acts as the primary facilitator for each meeting, meeting topic or telecom. IUGC has to make sure that decisions requested by ExCom, Council or IUG itself are made.

5.6 If a UGC from a chapter continuously fails to participate in decision making telecoms or meetings (less than 50 %) the IUGC is responsible to notify the appropriate Chapter about this situation and request that it is resolved.

The following text is not a part of the Charter, but recommendation for setting up User Groups.

6. Establishing of the IUG

6.1 buildingSMART International should create a model for Regional User Groups and also provide web infrastructure for their efficient operation.

6.2 Regional User Groups should be created with respect of the local needs, interest from the industry and existing user organizations. In some regions collaboration with existing User groups maybe of great importance, while in other regions companies, state clients or professional organization can found the basic for setting up a Regional User Group.

6.3 buildingSMART Nordic is willing to start activities within the proposed framework of the User Group based on interest from clients, industry and non-profit membership organizations in the Nordic region.

Slogan? SHARING EXPERIENCES WILL MAKE INTEROPERABILITY BETTER or
SHARING EXPERIENCES WILL MAKE INTEROPERABILITY (MORE) SMOOTH

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