

Integrated Process Excellence Configuration Management 2

Global Congress Charter Concept of Operations



25 AUGUST 2019

V3.0

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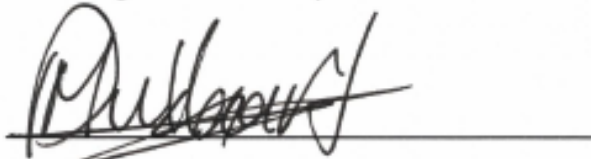


OWNER (APPROVER)

Michael A. McKinney
IPX Congress Secretary

25 August 2019

Date

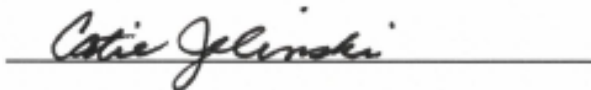


USER (APPROVER)

Martijn Dullaart
IPX Congress Chair

25 Aug 2019

Date



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25 AUG 2019

Date



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25 Aug 2019

Date

CHANGE RECORD

VERSION. REVISION NUMBER	DATE	*ACTION CODE	DESCRIPTION OF CHANGE	**CHANGE TRACKING NUMBER	CHANGED BY
0.1	2 Jun 2017	A	Initial Draft	NR; Brief notes created by Secretary	Crystal Reed
0.2	24 Jul 2017	C	Changed content to include topics from meeting held on 13 July 2017 and from the Operating Procedures brief. Updated logo to include new CM2 logo and approved IPE /CM2 Global Congress logo.	NR; Minutes from 13 July 2017	Crystal Reed
0.3	10 Aug 2017	C	Included statement that charter will not be used until it is released. Change the word must to shall per member input. Moved content from change page to the main document. Added decisions from meeting records 1 Aug and 8 Aug 2017.	NR; Minutes from 1 and 8 August 2017	Crystal Reed
0.4	22 Aug 2017	C	Included updates for the voting process, terms and special election requirements. Adding in decisions from 15 Aug and 22 Aug 2017 minutes. Submitted to Sub-Committee members for review and comment event.	NR; Minutes from 15 and 22 August 2017	Crystal Reed
0.5	28 Aug 2017	C	<ol style="list-style-type: none"> 1. Most all sections; format changes 2. §1 "...came together to create a cross-functional industry forum. The purpose is to benchmark CM..." was "...came together to create a cross-functional CM industry forum to benchmark CM..." 3. Table of Contents updated 4. § 4.7 "...a request for removal can be submitted." was "...a request for removal can be submitted." 5. §7.3 Logos grouped and moved to save space 	NR; from collected notes	Mike McKinney
0.6	29 Aug 2017	C	<ol style="list-style-type: none"> 1. Pg 2; Added IPX as an approver to the approver page 2. Table of Contents updated 3. Added hyperlink to CM2 Toolbox for the CR form 4. §4.1 "...utilizing CM principles fulfilling the charter." WAS "...industry utilizing CM principles fulfilling the mission and charter." 5. §5.2 "Corporate Sponsor" WAS "Stakeholder 6. §5.2 Added their right to veto IPE/CM2 decisions that could be detrimental to their company 7. "§6.1 ¶a. and b. "...a change request..." WAS "...an enterprise change request..." 8. §6.2 ¶a. Added process definition and responsibilities 9. §6.2 ¶d. "Each meeting record can be reviewed by all CM2C, CM2A, CM2S and CM2P professionals from the Congressional Record portal." WAS "Each meeting record will be reviewed by all the IPX Congress members for accuracy before being released to the portal." 	NR	Mike McKinney

0.7	1 Sep 2017	C	<ol style="list-style-type: none"> Removed the word "enterprise from the (**) footnote pertaining to Action Codes." "...via an email to Mike McKinney, Crystal Reed, Stephan Watts Andrew Johansing or Eddie Kolesar.A Change Request (CR) form located at: TBD." WAS "All requests for change shall be submitted to the IPX Congress via a Change Request (CR) located at: https://icmhq.com/cmii-tool-box/" §5.2 "...they will have veto power..." WAS "...they have will have veto power..." §6.2 Add a hyperlink to the Corporate Sponsor focal person Updated TOC 	NR	Mike McKinney
0.8	9 Sep 2017	R	<ol style="list-style-type: none"> Pg 4 Added "or https://icmhq.com/congress-focal-list/" §5.2 §6.2¶a. Fixed the color of the CM2 logo §5.2 "Corporate Sponsor in addition to the role and responsibilities listed below has a vested interest as the corporate stewards in the IPE/CM2 intellectual property about the decision-making process of the IPX Congress since they are provide the funding and infrastructure. In addition to the responsibilities below; the Corporate Sponsor provides the functional skeleton of the Website and data management warehouse; they have veto power on any decision made by IPX Congress that is deemed by the Corporate Sponsor as being potentially harmful to the Corporate Sponsor whether thru branding, release of intellectual property or exposure of liability." WAS "Corporate Sponsor in addition to the role and responsibilities listed below have a vested interest as the corporate stewards of the IPE/CM2 intellectual property in relation to, the decision-making process of the IPX Congress. In addition to the responsibilities below; as they are providing the funding and infrastructure; providing the functional skeleton of the Website and data management; they have will have veto power on any decision made by IPX Congress, that is deemed by the Corporate Sponsor as being potentially harmful to the Corporate Sponsor whether thru branding, release of intellectual property or exposure of liability." §7.1¶e. and §7.2¶c. "Voting duration is two weeks." WAS "Voting duration is one week." §7.2¶b. "Corporate Sponsor" WAS "Stakeholder" 	NR	Mike McKinney
1.0	17 Sep 2017	R	<ol style="list-style-type: none"> Add document number - GC-OP-00001 Approved; Release for use. 	NR	Mike McKinney
1.1	23 July 2018	A; C	<ol style="list-style-type: none"> §6.1¶a "This charter shall be reviewed for current and accurate information every two years to coincide with the Co-Chair..." WAS "This charter shall be reviewed for current and accurate information every two years to coincide with the Chair and Co-Chair..." §7.1¶ a. NEW "By default, only Co-Chairs will be elected whom will first fulfill the Co-Chair position for one year, followed by fulfilling the Chair position for one year. §7.1¶b "Every year an official term election will be held to vote in the new Co-Chair, while the sitting Co-Chair will take up the position of Chair," WAS "Every odd-numbered year an official term election will be held to vote in the Chair and Co-Chair." 	16JUL2018-01	Andrew Johansing

			<p>4. §7.1¶c "The election officiant shall be the sitting Co-Chair when voting for the new Co-Chair," WAS "The election officiant shall be the Secretary when voting for the Chair and Co-Chair."</p> <p>5. §7.1¶e "The election officiant shall be the sitting Co-Chair when voting for the Secretary," WAS "The election officiant shall be the Co-Chair when voting for the Secretary."</p>		
1.2	23 July 2018	D; A	Removed Crystal Reed & Eddie Kolesar as a recipient of any IpX Global Congress change requests and added Krupal Patel, Chrystie Spaulding, or Bill Woodman.	NR	Andrew Johansing
1.3	5 Aug 2018	A	<p>Table update</p> <p>1. §6.1 Added the following member types:</p> <ul style="list-style-type: none"> a. Emeritus b. Affiliate c. Liaison <p>2. §6.1 Added the following non-member type:</p> <ul style="list-style-type: none"> a. Contributor 	29JUL2018-02	Mike McKinney
1.4	12 August 2018	A	<p>New section sections:</p> <ul style="list-style-type: none"> 1. §5.0 Structure - §5.6 Liaison 2. §6.3 Executive Team 	19AUG2018-01	Mike McKinney
		C	Detailed revision history is available on request using the link below.		
2.0	16 September 2018	R	Updated release	19AUB2018-01	Mike McKinney
2.1	9 May 2019	C	<p>The mission statement was:</p> <p>To advance and promote the successful implementation of Integrated Process Excellence (IPE) and CM2 throughout all industries worldwide.</p>	09MAY2019-01	Mike McKinney
2.2	9 May 2019	C	Updated the logo and name in all points of the charter	09MAY2019-02	Mike McKinney
3.0	25 August	R	Incorporated changes.	25AUG2019-01	Mike McKinney

*Action Code Legend: A – Add, C – Change, D – Delete, R – Release

**Enter "NR" (Not Required) in the Change Tracking Number column for an original initial draft document; if applicable. Otherwise, enter the change tracking number of the approved change request.

All requests for change shall be submitted to the IPX Congress Operating Practices Subcommittee via an email to Opssc@ipxhq.com to request a change on request from Operating Practices Committee member.

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1.0 Introduction

At the 2015 CMII symposium, CMIIIP Leaders from Aviation, Automotive, Healthcare, Energy, Consumer Products, and Technology came together to create a cross-functional industry forum. The purpose is to benchmark CM best practices and provide a resource to the CMII community which formed the Integrated Process Excellence (IPE) Configuration Management 2 (CM2) Global Congress.

2.0 Mission

The IPX Congress mission is to achieve Integrated Process Excellence for industries worldwide by advancing and promoting the successful implementation of CM2.

3.0 Purpose

The IPX Congress is chartered to inspire, connect, mentor and support CM2 certified professionals in the successful implementation of CM2 and achieving IPE.

4.0 Membership

4.1 Qualification and Expectations

The IPX Congress membership shall be at the CM2P certification level and come from an industry utilizing CM principles fulfilling the charter. The IPX Congress membership relies on CM2P representatives from multiple industries at various roles and levels to be a part of the decision-making process. Each member and officer shall be willing and able to actively participate on a variety of IPE/CM2 topics by providing input to discussions; working on sub-committees, as needed; and ensuring timely submission of proxy / electronic votes during elections.

4.2 Terms of Service

A membership term is defined as two years. However, the membership term limit has not been invoked at this time for members and officers who serve as part of the IPX Congress. One person per industry meets the requirement to sustain core membership within the IPX Congress. Membership can be expanded to include more than one person per industry by approval of members and officers if the nominated person adds value and diversity to the IPX Congress mission and purpose. As members and officers transition according to the terms of service, it is recommended that nominations be selected that match the vacant industry to ensure the core membership requirements are met.

4.3 Nomination

- a. Any Congress member may nominate a CM2P to be considered for the IPX Congress membership. Any CM2P may self-nominate to be considered for the IPX Congress membership. All IpX executive staff personnel are eligible to nominate a new member to the IPX Congress for consideration.
- b. The new nominated member shall be voted into Congress (see [Congress Matters](#))
- c. The newly nominated member shall be assigned to an Industry Group based on their profile at the time of voting

4.4 Sponsorship

- a. All current IPX Congress members and officers are eligible to sponsor a new member. Transitioning members can recommend a successor member. When a new member is approved for membership, the new member is introduced by the sponsor within the recognized industry position during the next scheduled IPX Congress meeting to the rest of the membership team. The designated industry sponsor is recommended

to provide assistance and guidance to the new member for approximately two months as they prepare and take over the assigned responsibilities.

- b. For unplanned resignations or removals, any IPX Congress member can sponsor the new member and provide assistance and guidance while the new member takes over the responsibilities of the vacated industry.

4.5 Quorum

Each meeting will include a quorum of voting members critical to the decision-making process for the respective topic or change introduced for discussion or vote. One representative from each industry will be used as the quorum tally. If a quorum is not met, the meeting can proceed, but final decisions and voting results will have to be deferred until the next IPX Congress meeting when a quorum is present.

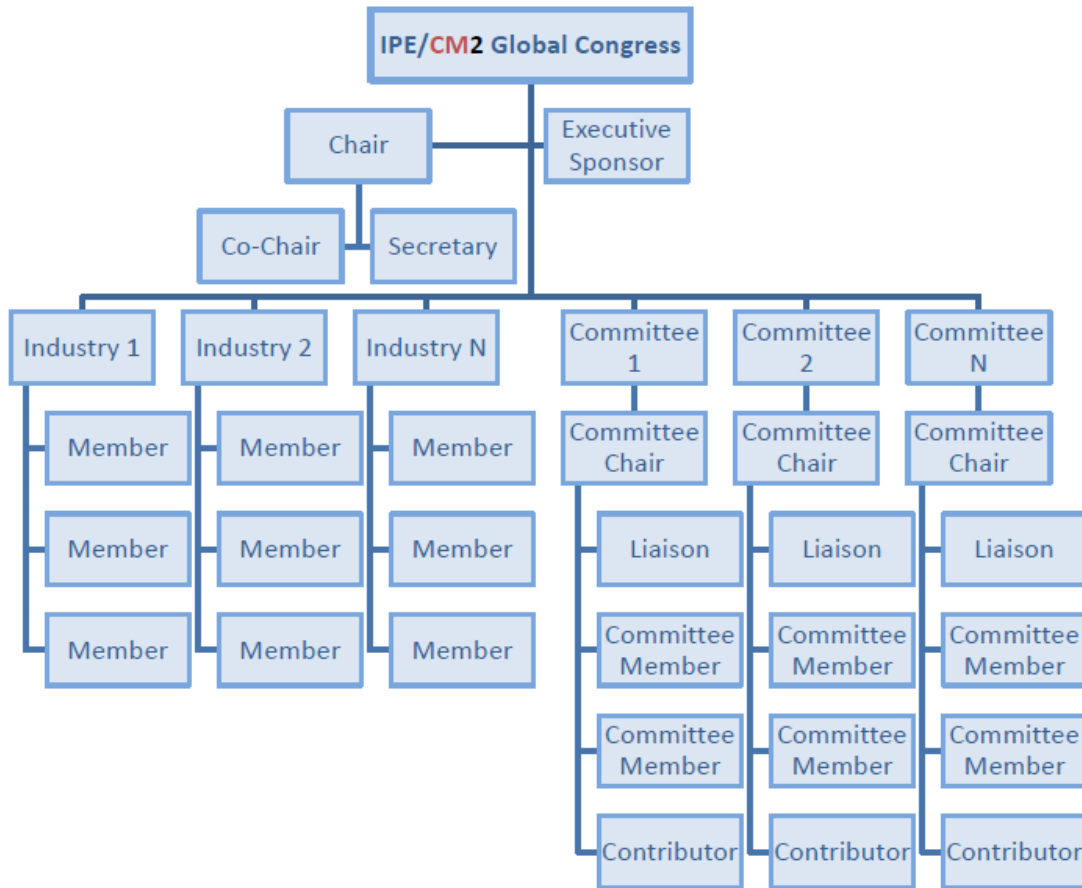
4.6 Resignation

- a. If a member of the IPX Congress resigns before completing a two-year term commitment, the Chair and Co-Chair is notified so that a suitable replacement can be nominated and/or sponsored. All previous submissions of nomination resumes will be considered first as suitable replacements. If previously submitted resumes cannot fill the vacancy, then new nominations will be requested so that resumes can be reviewed and considered for membership before voting.
- b. If an officer resigns before an official term election is completed, the following positions shall take precedence temporarily until a special election is held:
 - 1) If [Chair](#) is vacant: Co-Chair will assume Chair position and duties
 - 2) If [Co-Chair](#) is vacant: Secretary will assist with Co-Chair duties
 - 3) If [Secretary](#) is vacant: Co-Chair will assist with Secretary duties

4.7 Removal

If an officer or member is not fulfilling the mission and/or purpose of the IPX Congress by exhibiting misconduct or reflects no confidence by not maintaining the responsibilities as described in this section, a request for removal can be submitted. A current IPX Congress member or residing IPX Congress officer and an IpX executive staff (as an advisor) may submit the parties name for removal consideration. Once the request has been submitted, the allegations of misconduct or no confidence shall be investigated and documented before removal efforts. Upon completion, the named officer or member will be notified by the investigating IPX Congress officer of the initial removal submission, the investigation results and any pending decisions for a removal action.

5.0 Structure



5.1 Industry Group

- a. The Industry Group supports the sustainable growth of the Congress and ensures that each Industry Group will have one vote when voting on Congress matters
- b. Existing industries will be accepted as is.
- c.

Congress Industry Groups	Congress Industry Groups
Aerospace	Heavy Industry/Agriculture
Automotive	Infrastructure/Energy
Consulting/Services	Medical/Healthcare
Consumer/Commercial/Industrial Products	Semiconductor Equipment
Defense	Telecommunications
Education	

5.2 Committee

All deliverables to share with the community are created in Committees. Committees are always represented by cross-industry members as we want to learn from other Industries Groups to create a common understanding of what CM is about and how to implement it.

- a. A Committee Chair leads a Committee.
- b. A Committee executes the Committee Charter.
- c. Any Congress member can propose a new Committee.
- d. The Congress will vote (see [Congress Matters](#)) on new proposed Committees.
- e. A Committee must be a cross-industry collaboration.
- f. A Committee should consist of four to eight members (including the [Chair](#) and Liaisons).
- g. A Committee reports to the Congress on their progress

5.3 Committee Chair

Ensures alignment within the Committee and responsible for driving the Committee Charter. The Committee Chair is an Industry Group Member.

5.4 Committee Member

Contributes to activities within the Committee and has voting rights on Committees matter by a simple majority.

5.5 [Contributor](#)

Are not IPX Congress Members and need not be CM2 certified. Contributors could be industry or subject matters experts that have agreed to advise a Committee as needed without compensation.

5.6 [Liaison](#)

Special Committee Member that aligns with other Committees on shared topics. A Liaison has the same voting rights as Committee Member on Committee matters. A Liaison is an Industry Group Member.

6.0 Participant and Corporate Sponsor Roles and Responsibilities

6.1 Participant

The participant roles and responsibilities listed below are critical to the successful execution of the IPX Congress.

Participant	Role	Participant Responsibilities
Officer	Chair	<ul style="list-style-type: none"> ➤ Serve as the IPX Congress Leader. ➤ Chair IPX Congress virtual/onsite meetings unless delegated to the Co-Chair. ➤ Provide recommendations on proposed membership, topics, action items or other business proposals. ➤ Coordinate with the IpX Executive Staff. ➤ Vote during elections. ➤ Contribute relevant material to the portal. ➤ The Chair is an Industry Group Member. ➤ May belong to only one Industry Group.
Officer	Co-Chair	<ul style="list-style-type: none"> ➤ Serve as the IPX Congress Co-Leader. ➤ Chair IPX Congress virtual/onsite meetings when delegated by the Chair. ➤ Assume Chair position if vacant. ➤ Assist with officer duties as assigned. ➤ Provide recommendations on proposed membership, topics, action items or other business proposals. ➤ Coordinate with the IpX Executive Staff. ➤ Vote during elections. ➤ Contribute relevant material to the portal. ➤ The Co-Chair is an Industry Group Member. ➤ May belong to only one Industry Group.

Participant	Role	➤ Participant Responsibilities
Officer	Secretary	<ul style="list-style-type: none"> ➤ Document the details of each IPX Congress virtual/onsite meeting. ➤ Incorporate approved changes to charter and release. ➤ Assist with officer duties as assigned. ➤ Provide recommendations on proposed membership, topics, action items or other business proposals. ➤ Coordinate with the IPX Congress Members and Officers. ➤ Vote during elections. ➤ Contribute relevant material to the portal. ➤ The Secretary is an Industry Group Member. ➤ May belong to only one Industry Group.
Member	Member	<ul style="list-style-type: none"> ➤ Regularly attend IPX Congress virtual/onsite meetings as scheduled. ➤ Provide recommendations on proposed membership, topics, action items or other business proposals. ➤ Share topics and ideas with IPX Congress Members and Officers. ➤ Vote during elections. ➤ Contribute relevant material to the portal. ➤ To fulfill the role of Congress Chair, Co-Chair or Secretary; it is expected of a Member to participate in one or more Committees in one of the following capacities: <ul style="list-style-type: none"> o Committee Chair o Liaison o Committee Member ➤ Is an Industry Group Member. ➤ May belong to only one Industry Group.
Member	Emeritus	<ul style="list-style-type: none"> ➤ Current members that are retired from industry but wish to remain updated and active in their industry of expertise on the IPX Congress activities. ➤ Regularly attend IPX Congress virtual/onsite meetings as scheduled. ➤ Provide recommendations on proposed membership, topics, action items or other business proposals. ➤ Share topics and ideas with IPX Congress Members and Officers. ➤ Vote during elections. ➤ Contribute relevant material to the portal. ➤ Is an Industry Group Member. ➤ May belong to only one Industry Group.

Participant	Role	➤ Participant Responsibilities
Member	Liaison	<ul style="list-style-type: none"> ➤ Current member that works between two or more Committees. ➤ They report progress and help coordinate processes or issues between the Committees. ➤ Does not need to be a Primary Member of a Committee
Non-Member	Contributor	<ul style="list-style-type: none"> ➤ Individuals that contribute to various committees. ➤ Attend the IPX Congress virtual/onsite meetings when invited. ➤ Provide recommendations on topics, action items or other business proposals. ➤ Share topics and ideas with IPX Congress Members and Officers. ➤ Does not have any voting privileges. ➤ Contribute relevant material to the portal. ➤ Contribute without compensation.

6.2 Corporate Sponsor

Corporate Sponsor in addition to the role and responsibilities listed below has a vested interest as the corporate stewards in the IPE/CM2 intellectual property about the decision-making process of the IPX Congress since they provide the funding for the infrastructure (No Congress Member is paid to participate). In addition to the responsibilities below; the Corporate Sponsor provides the functional skeleton of the Website and data management warehouse; they have veto power on any decision made by IPX Congress that is deemed by the Corporate Sponsor as being potentially harmful to the Corporate Sponsor whether thru branding, release of intellectual property or exposure of liability.

Corporate Sponsor	Role	Corporate Sponsor Responsibilities
IpX	Corporate Sponsor	<ul style="list-style-type: none"> ➤ Endorse the IPX Congress operations and support virtual/onsite meetings. ➤ Provide advice on proposed membership, topics, action items or other business proposals. ➤ Coordinate with the IPX Congress Chair. ➤ Vote during elections. ➤ Provide and manage the IPX Congress portal.

6.3 Executive Team

Executive Team	Roles	Responsibilities
Members	Corporate Sponsor Chair Co-Chair Secretary	➤ Provides leadership to the Congress as whole and guidance to Committees when asked

7.0 Operations

7.1 Charter Review and Update

- a. This charter shall be reviewed for current and accurate information at least once every two years. If no changes are required, an official entry will be annotated by the residing [Secretary](#) on the change record page of this document, indicating the review was completed and no changes are required. If changes are required, a change request will be submitted by the requesting member to the [Secretary](#) for approval by the Congress before the incorporating changes.
- b. Any IPX Congress member or IpX staff member can submit a change request to update, change, or correct business rule information within this charter for the IPX Congress to review and approve. No change will be incorporated until it is approved. This charter shall not be used by any IPX Congress member until it is formally released.

7.2 Data and Document Management

- a. Members can upload documents into the appropriate IPX Congress Document Manager portal for use by all CM2P Congress members. All uploaded documents shall be free of a specific company or proprietary information and in an editable format. Copies of any materials loaded to the document manager that a Congress Member wanting to have loaded to the external IPE/CM2 Website for use by all certified CM2C, CM2A, CM2P professionals will send a notification to the [Corporate Sponsor focal person](#) for review of content to validate removal of all individual company references, proprietary information or anything that could open their respective company or our Corporate Sponsor to liability. Upon successful validation, a PDF non-editable version of the material will be created and loaded to the IPE/ CM2 Toolbox portal by the Corporate Sponsor on the IpXHQ.com Website for review by the larger community.

- b. The IPX Congress agenda content shall be uploaded to the portal 30 days before the next scheduled IPX Congress meeting. Any late content can be deferred by the [Chair](#) until the next regularly scheduled IPX Congress meeting if the agenda is full.
- c. All content in the portal will be reviewed by each IPX Congress member every two years to ensure existing datasets are relevant and valid for the CM community to use.
- d. Every IPX Congress meeting will have a meeting record document that is contained on the IPX Congress Toolbox portal for release as a reference to existing members and future members. Each meeting record can be reviewed by all CM2C, CM2A, and CM2P professionals from the Congressional Record portal.
- e. All member nomination resumes submitted will be kept on the portal in a proprietary group to keep personal identification information private. Once selected, reviewed and approved, the resume will be deleted from the portal.
- f. European Union (EU) General Data Privacy Regulation compliance. Any member wishing to have their personal data removed must submit a Change Request (CR) for that purpose.

8.0 Communication Procedures

8.1 Term Elections

- a. By default, only [Co-Chairs](#) will be elected whom will first fulfill the [Co-Chair](#) position for one year, followed by fulfilling the [Chair](#) position for one year.
- b. Every year an official term election will be held to vote in the new [Co-Chair](#) while the sitting [Co-Chair](#) will take up the position of [Chair](#).
- c. The election officiant shall be the sitting [Co-Chair](#) when voting for the new [Co-Chair](#).
- d. Every even-numbered year an official term election will be held to vote for the [Secretary](#).
- e. The election officiant shall be the sitting [Co-Chair](#) when voting for the [Secretary](#).
- f. Voting duration is two weeks.
- g. Voting actions will commence two weeks before the annual symposium.
- h. Voting results shall be submitted by members using one or two:
 - 1) Paper or email proxy to the election officiant
 - 2) Electronic submission
- i. All voting is confidential.

- j. Each member shall vote on every officer position during elections by selecting one of the following results:
 - 1) One person from a list of name(s) for the identified position
 - 2) Abstain
- k. Each member is credited with participating in elections by ensuring a timely submission. Late votes will not be counted for the election held.

8.2 Special Elections

- a. The [Secretary](#) will officiate the vote.
- b. A special election can be requested to fill an officer vacancy if it is more than six months before the normal term election which is held two weeks before the annual symposium.
- c. A special election shall be requested to fill an officer position when there is a conflict of interest for the standing officer or if a standing officer becomes a Corporate Sponsor.
- d. Voting duration is two weeks.
- e. Voting actions will commence upon approval by the standing officers and announced to the members with voting instructions.
- f. Voting results shall be submitted by members using the electronic submission.
- g. All voting is confidential.

8.3 Congress Matters

- a. Members have the right and responsibility to their vote.
- b. The [Secretary](#) will officiate the vote.
- c. Each Industry Group has one vote.
- d. To reach a quorum on Congress matters at least a 3/5ths of the Congress Industry Groups must cast a ballot.
 - 1. Members vote as a block by industry.
 - 2. Within the block, a simple majority of members voting is all that is required.
 - 3. An unresolved tie by members of an industry by the voting deadline will be considered a vote to abstain.
 - 1. The [Secretary](#) or [Co-Chair](#) will notify the all the industry members of the tie to allow ample opportunity for the industry to meet and resolve the tie and re-vote.
 - 2. The amount of time to resolve shall not exceed five days.
- e. Once a quorum is reached a simple majority applies.
- f. Voting duration is two weeks.
- g. Voting actions will commence upon approval by the standing officers and announced to the members with voting instructions.

- h. Voting results shall be submitted by members using the electronic submission.
- i. All voting is confidential.

8.4 Logo and Signature Titles

All members and officers are eligible and encouraged to use a signature title bar that includes the IPX Congress logo with dates served for recognition of membership as per the example below.

