



# Charter

CHARTER ADOPTED SEPTEMBER 14, 2000



## Process Power & Marine

### Opening Statement

The Process and Power Client Community (**P<sub>2</sub>C<sub>2</sub>**) is a global organization that provides a forum for members to communicate their technical and business needs and their interest in Intergraph Process & Building Solutions software and services directly to the company and the industry.

**P<sub>2</sub>C<sub>2</sub>** is sponsored by Intergraph Process & Building Solutions and is based on a partnership approach.

### Section I: Mission

The mission of **P<sub>2</sub>C<sub>2</sub>** is to further clients' knowledge, product use, solution success, and interaction with Intergraph Process & Building Solutions and other clients worldwide. It aims to create and maintain official opportunities for involvement, including international conferences, global communication channels, peer networking, regional/local

interest groups, and educational programs. The key objectives are to strengthen client relationships, implement a forum for exchange of information and enhance productivity with Intergraph PBS products. These objectives will be met by creating a streamlined organization for formal communication between Intergraph PBS clients and top management, and developing an organization that functions consistently around the world. This concept allows formal communications to Intergraph PBS management, while encouraging informal day-to-day communications among the client community.

**P<sub>2</sub>C<sub>2</sub>**'s charter includes these cornerstones:

- **Productivity:** Enhance clients' productivity with Intergraph Process & Building Solutions products, solutions, and services.
- **Enthusiasm:** Encourage clients to be actively engaged in their Intergraph PBS communities – locally, regionally, and internationally.
- **Education:** Communicate business and technical information in a consistent, effective manner to Intergraph PBS clients worldwide.
- **Dialog:** Facilitate client feedback to Intergraph PBS regarding business and industry needs, future product needs and capabilities, product and process problems, and other issues of mutual concern.
- **Networking:** Provide a forum in which clients can easily share expertise with their peers.
- **Mutual Benefits:** Ensure that both clients and Intergraph PBS receive maximum advantage from the interaction, with clear benefits at both the business and technical levels.

## Section II: Membership

Membership in **P<sub>2</sub>C<sub>2</sub>** includes personnel of a client company that uses Intergraph Process & Building Solutions integrated life cycle engineering software and services for the design, construction, maintenance, and operation of process and power plants. Membership includes, but is not limited to, design and technical professionals, CAD managers, plant or project managers, engineers of any discipline, and senior management, such as chief executive officers, presidents, vice presidents, and chief information officers. There is no cost to join **P<sub>2</sub>C<sub>2</sub>**, although members are responsible for all costs associated with participating in **P<sub>2</sub>C<sub>2</sub>** activities (time, travel, accommodations, and registration fees).

## Section III: Organizational Structure

The Process and Power Client Community is divided into three organizational layers: international, regional, and local.

### International

- The International Process and Power Client Community is the umbrella organization for all members of **P<sub>2</sub>C<sub>2</sub>**. Any personnel of a client company that uses Intergraph Process & Building Solutions integrated life cycle engineering software and services for the design, construction, maintenance, and operation of process and power plants is considered to be a member of the community. Intergraph Process & Building Solutions hosts

the Web site for the International **P<sub>2</sub>C<sub>2</sub>** organization. Promotions and highlights for all **P<sub>2</sub>C<sub>2</sub>** activities will be made available at [www.p2c2.org](http://www.p2c2.org). Other forms of online communication also may be used to inform the client community.

- The International Advisory Council sets the vision and mission for the International **P<sub>2</sub>C<sub>2</sub>**. It provides input and feedback to Intergraph Process & Building Solutions on business direction and high-level technical and product direction. It oversees and monitors international, regional, and local activities. Specific policies and procedures for the council can be found in the International Advisory Council Operating Document.

### Regional

- A regional client community is a subdivision of the **P<sub>2</sub>C<sub>2</sub>** international organization. There are three regional client communities: Americas, Asia-Pacific, and Europe and Africa.
- Each regional advisory council oversees group activities in its respective region (Americas, Asia-Pacific, and Europe and Africa). The regional advisory council is responsible for contributing members to special-topic focus teams as required. It collects technical and industry issues and disseminates information to and from the International Advisory Council and the local advisory councils. Regional advisory councils may have individual operating rules to allow for cultural diversity. However, these rules cannot contradict the International **P<sub>2</sub>C<sub>2</sub>** charter and are subject to the agreement of Intergraph Process & Building Solutions management.
- Additional regional client communities can be created only if Intergraph Process & Building Solutions management recognizes a need for expansion.

## Local

- A local client community is a subdivision of the **P<sub>2</sub>C<sub>2</sub>** regional organization in its area. For example, in the Americas, there are now eight local client communities: Houston, Northeast, Upper Midwest, West Coast, Canada East, Canada West, Mexico, and Latin America.
- Each local advisory council oversees group activities in its respective area. The local advisory council nominates members for special-topic focus teams and provides those members to the regional advisory council. It collects and disseminates information to and from its local group's members and its respective regional advisory council chairperson. Local advisory councils operate under the regional operating policies document established and set forth by their respective region. However, regional operating policies documents cannot contradict the international charter and are subject to the agreement of Intergraph Process & Building Solutions management.
- Additional local client communities may be created if Intergraph Process & Building Solutions management recognizes the need for expansion. A regional advisory council may make evaluation and recommendation for new local client communities to the International Advisory Council for consideration. Guidelines for establishing a new local client community can be found in the Regional Operating Document, Section 7.1.

There also are seven advisory groups/positions in the organizational structure:

- **Corporate Executive Sponsor:** The corporate executive sponsor is the chief operating officer or designee of Intergraph Process & Building Solutions and is appointed by the president of Intergraph PBS. The corporate executive sponsor oversees all **P<sub>2</sub>C<sub>2</sub>** activities throughout the regions and is responsible for presenting

technical or business-related issues to the International Advisory Council and responsible for resolving technical or business-related issues presented by the regional advisory councils and/or the regional special interest group sponsors (see below).

- **Regional Sponsor:** The regional sponsor is the Regional Business Unit manager or designee of Intergraph Process & Building Solutions. The regional sponsor is appointed by the Intergraph PBS president and represents Intergraph PBS as liaison with the respective regional advisory council. The regional sponsor facilitates regional client community activities to further the **P<sub>2</sub>C<sub>2</sub>** mission as outlined in the charter. The regional sponsor is responsible for collecting technical and business-related issues from the regional advisory council and disseminates information back through proper regional and/or local channels.
- **Local Sponsor:** The local sponsor is appointed by the regional sponsor and serves as local liaison between the local client communities, local chapters of special interest groups, and Intergraph Process & Building Solutions. The local sponsor is responsible for the overall well-being of the local client community. The local sponsor assists in organizing and coordinating all aspects of local client communities' meetings, including resolving any language and technology barriers.
- **Special Interest Groups:** Special interest groups (SIGs) are regionally based groups formed by members of the local client communities representing specific areas of interest. The purpose of a SIG is to provide a forum in which clients with similar interests can share their expertise, enhance productivity through networking, and provide technology feedback to Intergraph PBS to reflect industry segment-specific needs and influence product direction. Six special interest group categories have been identified:

- Piping/Equipment, HVAC, and Visualization (i.e. 3D)
  - Structural Engineering
  - Instrumentation and Electrical
  - Information Management
  - Process Design & Engineering (i.e. P&IDs/2D)
  - Basic CAD (i.e. SmartSketch/MicroStation)
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- **Corporate SIG Sponsors:** Corporate SIG sponsors are employees of Intergraph Process & Building Solutions who handle technical and/or product specific concerns from local community members as directed through the appropriate regional and local channels. The corporate executive sponsor appoints corporate SIG sponsors.
  - **Regional SIG Chairpersons:** Regional SIG chairpersons are members of the client community. Local and regional SIG members elect their chairpersons. The chairpersons act as a conduit of information between members of the local communities and the specific **P<sub>2</sub>C<sub>2</sub>** regional SIG sponsors.
  - **Focus Teams:** Special-topic focus teams will be formal international working groups established to analyze new products and initiatives and recommend plans or action and/or solutions to industry, business, and technology issues. A focus team will be created, as needed, by the International Advisory Council. A focus team may be formed at the request of Intergraph Process & Building Solutions or the client community to provide a formal communication channel workflow. The corporate executive sponsor is responsible for identifying the Intergraph PBS focus team sponsor. A regional advisory council may make recommendations for focus teams. The teams will be disbanded when their tasks are complete.



## **Section IV: Activities**

The International Process and Power Client Community will meet annually for its worldwide conference. Annual regional conferences and/or seminars and other educational programs will support the yearly international meeting.

## **Section V: Duties and Contributions**

**P<sub>2</sub>C<sub>2</sub>** should be self-sustaining and receive contributions from both Intergraph Process & Building Solutions and its clients.

Intergraph PBS contributions include:

- Staff support from its offices in Huntsville, Alabama, USA
- People to support international and regional conferences, seminars, and educational programs
- Internal travel expenses
- Equipment to support technical program-, workshop-, and conference-related areas as approved by Intergraph PBS
- Logistics and infrastructure for event coordination, World Wide Web servers, list servers, and communication mechanisms

Client community contributions include:

- Conference fees
- Regional and local activities promotion
- Organizational recruitment
- Speaker recommendations
- Focus team participation
- Other special promotions

## Section VI: Expenses

Intergraph Process & Building Solutions and the International **P<sub>2</sub>C<sub>2</sub>** members understand the need to financially assist advisory council members in their duties. This charter sets forth the follow guidelines:

- Intergraph PBS Corporate will cover **P<sub>2</sub>C<sub>2</sub>** registration fees for the International **P<sub>2</sub>C<sub>2</sub>** conference for the international and regional advisory councils' members.
- Intergraph PBS Corporate will coordinate and cover the cost for the International Advisory Council members' air travel and hotel accommodation expenses (room plus tax) to the annual meeting or, upon approval by Intergraph PBS, any International **P<sub>2</sub>C<sub>2</sub>** event sanctioned by Intergraph PBS (should the two be different or there is a need to meet outside the conference timeframe).
- Intergraph PBS Regional Business Units will coordinate and cover the cost for the respective regional advisory council members' air travel and hotel accommodation expenses (room plus tax) and registration fees to attend, upon approval by Intergraph PBS, any International **P<sub>2</sub>C<sub>2</sub>** event sanctioned by Intergraph PBS. Exceptions are

the three regional advisory council chairpersons who also serve on the International Advisory Council. Intergraph PBS Corporate will cover the chairpersons' air travel and hotel accommodation expenses.

- Intergraph PBS Regional Business Units will coordinate and cover the cost for the respective regional advisory council members' air travel and hotel accommodation expenses (room plus tax) and registration fees for their regional conferences and other approved activities.

## **Section VII: Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* will govern all **P<sub>2</sub>C<sub>2</sub>** meetings as long as they are applicable and are not in conflict with either this charter or individual operating documents.

## **Section VIII: Charter Changes**

Any member of **P<sub>2</sub>C<sub>2</sub>** can make a motion to amend this charter during a meeting of the International Process and Power Client Community. A written copy of the amendment must be presented when the motion is made. A two-thirds vote of the majority of members present is required to amend this charter. All changes to this charter are subject to approval by Intergraph Process & Building