# Organization – key bodies and responsibilities

## Addendum 1 of the buildingSMART International (bSI) Process

## Contents

# Introduction

This document is an addendum to the bSI Process and needs to be understood in conjunction with it. It details the definition of the buildingSMART International (bSI) organizational structure that exists to deliver the bSI Process.

Recognized rooms and groups are published on the website. Each of these rooms and groups will be required to establish an initial charter, governance and enter into the appropriate agreements pursuant to the bSI Process.

Projects are the primary mechanism by which standards work is to be formally executed. Standards projects are expected to operate in a formal way in accordance with the bSI Process

A list of the standards-in-development that are currently recognized and their status with respect to the bSI is to be maintained by the Standards Committee Executive and published on bSI's communication platforms.

All new rooms, groups and standards development activities require Standards Committee (SC) approval according to the procedures set out in this document.

In broad terms the considerations will be:

- Interested parties discuss and create a shared value proposal
  - Issues to be resolved
  - Benefits to be achieved
  - How digital transformation will address these
- On-boarding of stakeholders to bSI Process & governance
- Value proposition becomes a Room Roadmap
- Stakeholders become a Room Steering Committee
- Stakeholders become members of bSI (if not already)
- Steering Committee identifies specific activities that come from the Roadmap
- Stakeholders sign consortium agreement with bSI and each other
- Funding for activity delivery is identified
- Activities launched as projects delivered through the bSI Process

# 1.0 Governing bodies

## 1.1 buildingSMART International Management Office (bSI MO)

The bSI MO is the small body of employed staff that form part of the buildingSMART Management Executive. They are led by the Chief Executive who is responsible to the Board of buildingSMART International.

The bSI MO are responsible for the implementation of the company byelaws, policies, processes and procedures decided by the Board and the appropriate committees.

The terms of reference for the Standards Committee, Standards Committee Executive and the Standards Committee Technical Executive are established in the bSI Byelaws.

## 1.2 Standards Committee (SC)

The Standards Committee (SC) is the senior governance body overseeing the bSI Process. It will comprise representatives from members and chapters according to the following list:

| | |
|---|---|
| Chapters (full): (one user vote and one technical vote) | 2 votes |
| Chapters (in development): | 1 vote |
| Strategic Advisory Council (SAC) Members: | 2 votes |
| International Members: | 1 vote |
| Standard Members: | 1 vote |

(This list may be updated from time to time by the bSI Management Executive after appropriate consultation.)

This body will

- Appoint a Chairperson (which shall be a two (2) year appointment, reappointment will be allowable). The appointment of the Chairperson shall be made by the Chief Executive normally based on a recommendation from the SC.
- Appoint the Standards Committee Executive through voting (with the exception of the staff member). See section *Elections*
- request and approve the development and implementation of a set of formal business processes for the Solutions & Standards Program and which shall be kept up to date and fit for purpose
- Approve the initiation of Rooms, groups and Solutions & Standards projects and acceptance of outcomes according to the bSI Process.

## 1.3 Standards Committee Executive (SCE)

The Standards Committee Executive is comprised by the Standards Program Leader and 6 members that are elected by the Standards Committee to have the executive oversight of the Standards Program, managing the day to day operations of it and address procedures and programmatic issues.

### Composition

- Up to 8 members and Standards Program Leader
- Include both technical and user representation
- The members are elected for a two year period
- Members may be re-elected

### Responsibilities

- To design and keep up to date appropriate business processes for the smooth and effective running of the Solutions & Standards program.

- To administer the day to day operation of the Solutions & Standards program.

- To maintain and keep up to date a schedule of activities which shall be known as the Solutions & Standards Work Program.

- To act as the formal liaison committee for the Standards Committee with third parties such as ISO and OGC

- to liaise with other standards bodies

- to maintain a list of the existing liaison relationships and their nature

## 1.4 Standards Committee Technical Executive (SCTE)

The Standards Committee Technical Executive (SCTE) shall

- Be comprised of two (2) neutral leaders
- Two (2) representatives from each Room
- Have executive responsibility for setting out the Technical harmonization rules across the Rooms and buildingSMART Community.

### Composition:

- Shall include technical and user representation
- Be led as (Chair and Vice Chair) by a Technical Leader appointed by the Management Executive and a full time staff member
- The initial members have been appointed by the Management Executive for a two year period.
- Member, with the exception of the Chair and Vice Chair shall be nominated by their respective Room Leaders for two year periods.(needs more detail of the nomination procedure)
- Re-appointment may take place on a rolling basis.

### Responsibilities

- *To review the progress of the Solutions & Standards Activities and ensure a consistent technical approach is being maintained from project to project and across Rooms*
- *Project expert panel output endorsement*
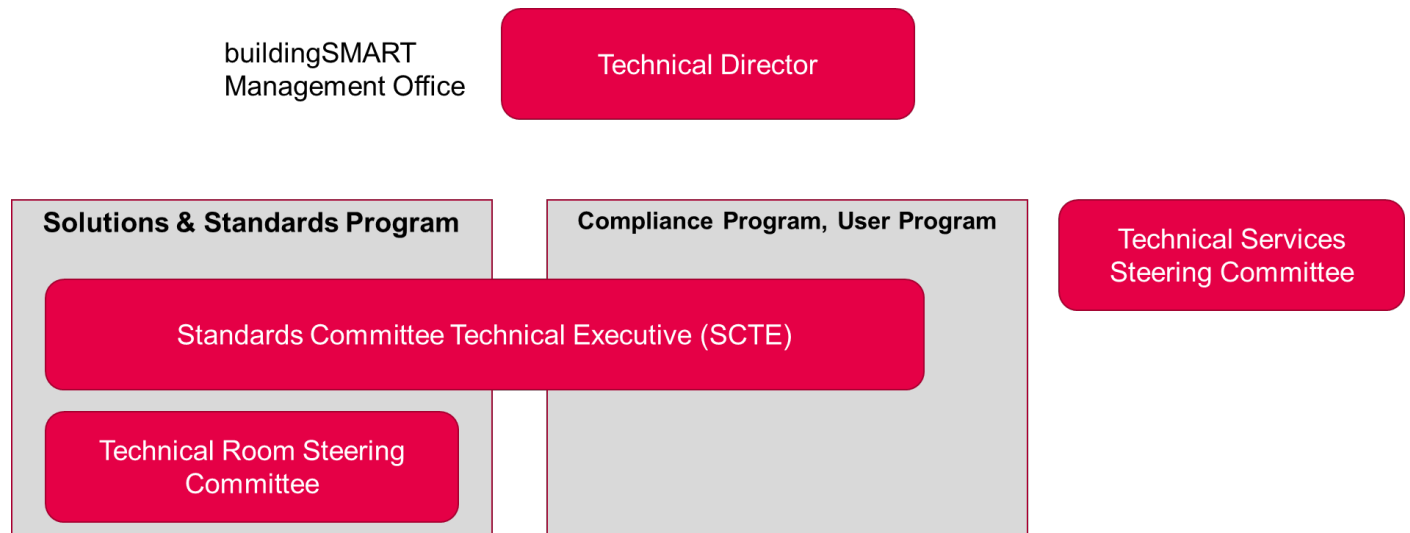- *To review the output of the projects expert panels*

- *To liaise with the SCE and provide technical assurance to allow the SCE to make fully informed decisions regarding Activities in the Standards Program*
- *To liaise with the Compliance Program leadership and provide technical guidance on the certification and capability accreditation approach*
- *The SCTE will meet monthly over the internet*

## SCTE within bSI Technical Organisation

The SCTE is distinct from the Technical Room Leadership and from bSI Technical Management.

The Room Technical Leadership has similar responsibilities to the other Room Leadership. This includes delivering new standards, current project support and oversight of the Room's Working Groups.

bSI Technical Management is a core function and not within the Standards Process. Responsibilities include: ISO & CEN liaisons, maintenance, tools and support (as a service), software implementation and academic liaison.

buildingSMART Management Office

**Technical Director**

**Solutions & Standards Program**

**Compliance Program, User Program**

Technical Services Steering Committee

Standards Committee Technical Executive (SCTE)

Technical Room Steering Committee

## 1.5 Rooms

The buildingSMART Room is an open forum where any interested party may attend. It is intended that they may comprise both user and technical parties. The Room is a forum for discussion.

Rooms are chartered by the Standards Committee to facilitate the development of standards and any required or associated tools or infrastructure for open interoperable working within the built environment within an agreed domain or focus area.

To hold an executive position within a Room or to contribute to one of its activities, the individual's employer will be a buildingSMART International member or a Chapter representative. Chapter representatives may only put forward the view of their Chapter and not their employer.

Exceptions to these rules of participation are; Expert panel members and contracted project staff who are not expected to be bSI members.

The buildingSMART are currently organized in the following Rooms supporting specific domain areas

- Building Room
- Infra Room
- Regulatory Room
- Product Room
- Construction Room
- Airport Room
- Railway Room
- Technical Room

There is no hierarchy amongst Rooms. Some Rooms are more focused on the technical aspects of bSI's portfolio and others are more focused on the User community. Some Rooms, such as Technical Room, provide a service to the other Rooms and the rest of the bSI organization.

Rooms can be formed or dissolved dependent on the needs of the bSI Community.

## 1.5.1 Room Steering Committee

Each Room is led by a Steering Committee and they are responsible for the Room Charter and a Roadmap on behalf of the bSI Community.

The Room Steering Committee is elected by representatives of bSI Members and Chapters. The SCE reserves the right to appoint members to the Room Steering Committee when the Room is in the early stages of formation or has issues with the ability to govern.

The Roadmap is a long term view (say 3 years) of the Room's plan and should reflect the requirements of the User Program

The activities that the Room delivers shall deliver for the Roadmap. The Room will also consider emergent activity proposals against its Charter and include these in the plan as and when they arise.

The Room Steering Committee:

- Has a maximum 10 members who lead the Room according to the charter.
- Has a **Room Leader** (or Chair) who will also lead the Room Steering Committee.
- Appoints its members to coordinate on specific activities which include but are not limited to:
  - Project Coordinator
  - Technical Leader (who sits on the SCTE)
  - Communications coordinator
  - ISO / CEN liaison
  - Summit coordinator
  - Road map coordinator
- may raise sponsorship income (over and above bSI membership fees). All fee and sponsorship revenues shall be managed through bSI MO. Project sponsorship may be handled separately where clear project teams have been established.
- adopts the bSI Process and executes the necessary agreements to enact these governance arrangements.
- Establishes a Room Project Steering Committee when the number of Projects active in the Room are sufficient

The Steering Committee election procedure is described below.

## 1.5.2 Room Project Steering Committee

The Project Steering Committee is a sub committee of the Room Steering Committee which meets on-line monthly and its terms of reference are:

- Overseer of the Room activities. Its remit is to receive dashboard reports on the projects, to review; progress, issues related to schedule and cost adherence, forthcoming milestones and discuss issues by exception.
- Only discusses projects that are endorsed by SC as a Working Draft Standard or beyond
- Requires all current Project Leaders to attend and present their up to date project dashboard
- Delivers the following outputs:
  - Decisions and guidance to Project Leaders on issues arising
  - Prioritization of activities taking other Room activities into account
  - Requests to the Room Steering Committee and bSI MO to manage payments to suppliers
  - Requests to bSI MO to establish contracts with suppliers

The attendees of the Room Project Steering Committee are:

- Room Project coordinator (nominated member of the Room Steering Committee)
- Room administrator

- Representatives from current project sponsors
- Representative from bSI Management Office (Program Leader or deputy)
- Other Room Steering Committee members are also entitled

### 1.5.3 Technical Services Steering Committee

This committee exists for the maintenance of the existing standards and tools and services to for creating standards.

There are several task groups which fall under the governance of the Technical Services Committee

These groups are; Implementors Support Group (ISG), Model Support Group (MSG), Software Certification Team and Ifc.DOC team.

The Technical Services Steering Committee (TSSC) is supplemented with representatives of each of these teams and the bSI Management. The TSSC has oversight of the deliverables and advises the SCTE and the Technical Room Steering Committee
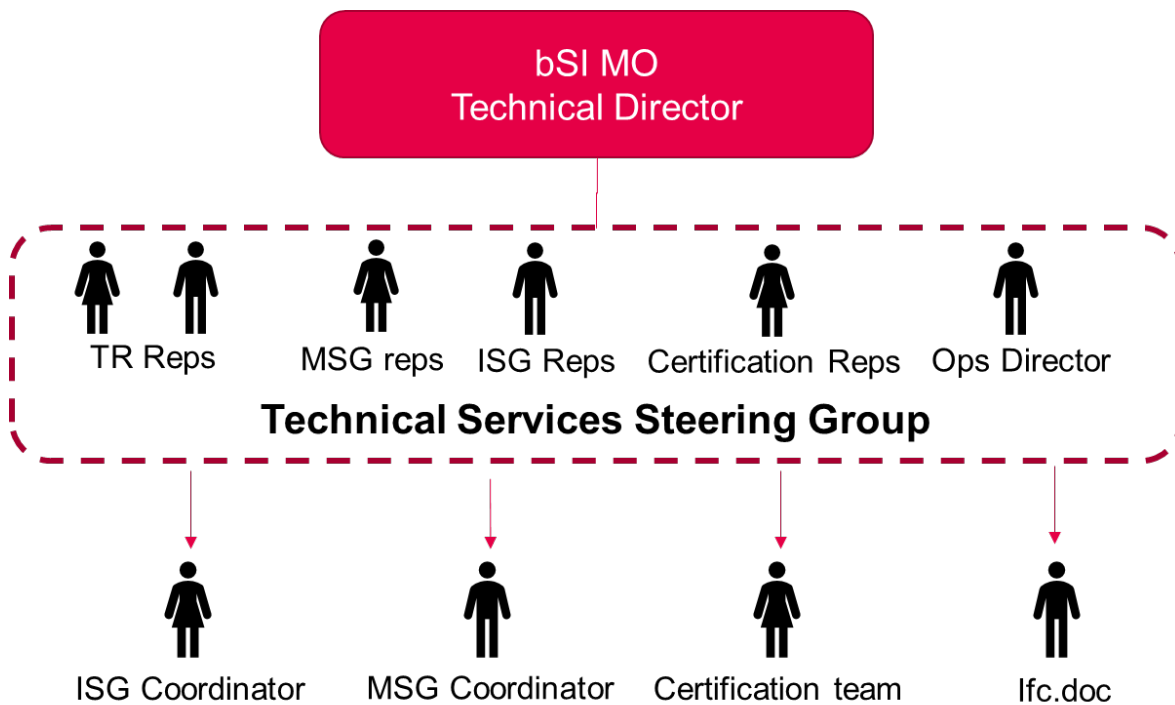


### 1.5.4 The Implementation Support Group – ISG

The ISG is responsible to support the implementation and certification activities for buildingSMART standards.

ISG reports to the Technical Room and has specific responsibility to support the compliance program. It also has an implementation oversight responsibility across the entire standards community.

The purpose of the Implementation Support Group is:

- To support and coordinate Industry Foundation Classes IFC software implementers by providing an appropriate forum and distribute information.
- To serve as a forum to exchange experiences in IFC software implementation and to discuss technical issues and resolve issues with noncompliance.
- To promote software implementation by organizing demonstrations, participating in tradeshows and communicating the benefits of IFCs for end users.
- To facilitate, together with the Modelling Support Group MSG, the certification process for IFC software interface implementations.
- To monitor software implementation activities around IFC and to report on its status to other groups of buildingSMART.
- To represent software implementers and their interests within the buildingSMART organization.

## 1.5.5 The Model Support Group – MSG

The MSG is an expert group to support the building and maintenance of buildingSMART IFC data model standards. MSG is responsible for the integrity and maintenance of the IFC specification and related specifications.

MSG is sponsored by the Technical Room, is a permanent working group and has responsibility across the entire standards community.

The purpose of the MSG is to:

- Provide technical development roadmap for the IFC specification including setting strategic technical goals and IFC specification architecture.
- Consolidation and final integration of new model specification requirements put forward by IFC extension projects.
- Continuous work to maintain the IFC model specification, improve its documentation, its property set content. Add or Review IFC Issues on the bSI GitHub <https://github.com/buildingSMART> database.
- Maintain the issue resolution database, comment on issues and resolve them at the next appropriate IFC schema release.
- Work on the necessary accompanying documents, implementation guides, model guides, tutorials, reader guide, and others.
- Support the work of the ISG Implementation Support Group and help with the publishing of implementer agreements.
- Work with other buildingSMART committees and support the development of other buildingSMART standards IFD and IDM activities.
- Work with other external standardization groups to harmonize IFC definitions with other ISO standard deliverables.

## 1.5.6 New Rooms

The proposal for a new Room needs to be made by a bSI member or Chapter representative. If the proposal is made by a non-member, the proposer shall become a bSI member once the Charter for the Room is granted.

In broad terms the sequence for starting a new Room is:
1. Industry organizations collaborate to formulate a new Room in buildingSMART
2. Room roadmap is developed and consensus is reached
3. Contributing parties become the Steering committee and activities and projects are identified
4. Official consortium agreement signed between all parties
5. Activities and projects are launched through the bSI Process

The Standards Committee Executive (SCE) will need to know who the proposer of the Room and how committed they are to forming an international and open Steering Committee before the Room formation is endorsed.
There is a buildingSMART process for electing a Steering Committee, but the SCE retain the right that in the early stages of the Rooms life the Steering Committee will be appointed from the initial interested parties.
The Room Steering Committee is obliged to create the Room Charter and Roadmap (3 year workplan)
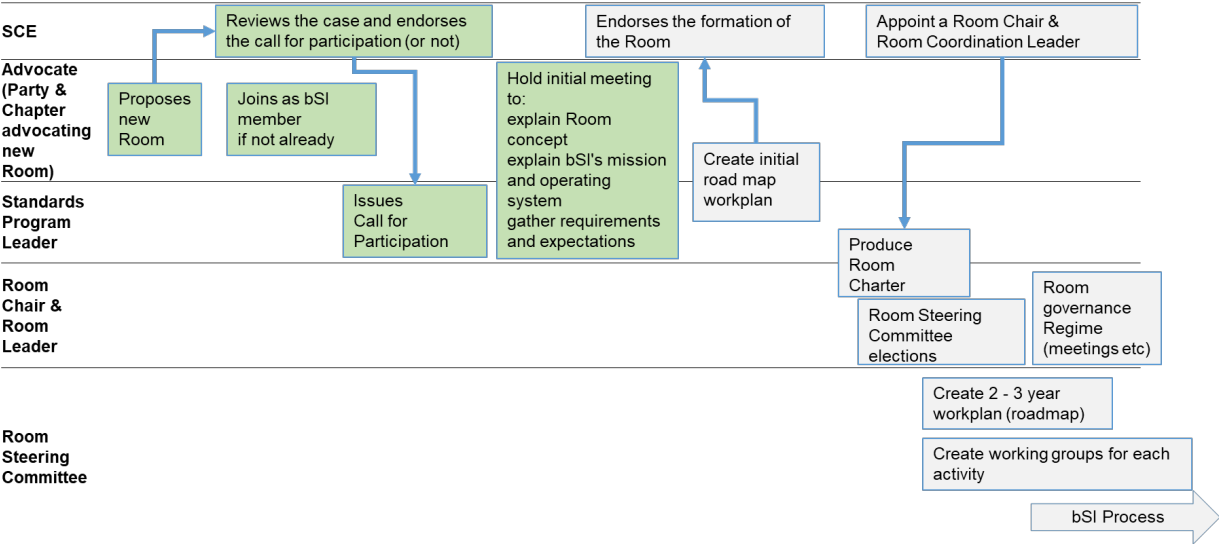


## 1.5.7 Room Charters

The Room Charter describes the mission and governance

It is the Room Steering Committees responsibility that the Room has an updated Charter, and that the room is steered accordingly. The Charter should contain:

- Domain or Interest Area to be addressed by the Room

- Steering Committee composition and details
- Contact person or lead manager for the Room
- The meeting mechanism and frequency
- The voting arrangements where needed
- Any identified overlaps / opportunity with other Rooms or Working Groups
- Any existing working program being adopted or proposed by the Room
- Any special financial arrangement proposed for the Room

### 1.5.8 Room Organization

The Rooms are organized in a way that secures but flexibility and openness, but also maintains the right level of governance to ensure the progress and deliverables of the activities and projects in the Room.
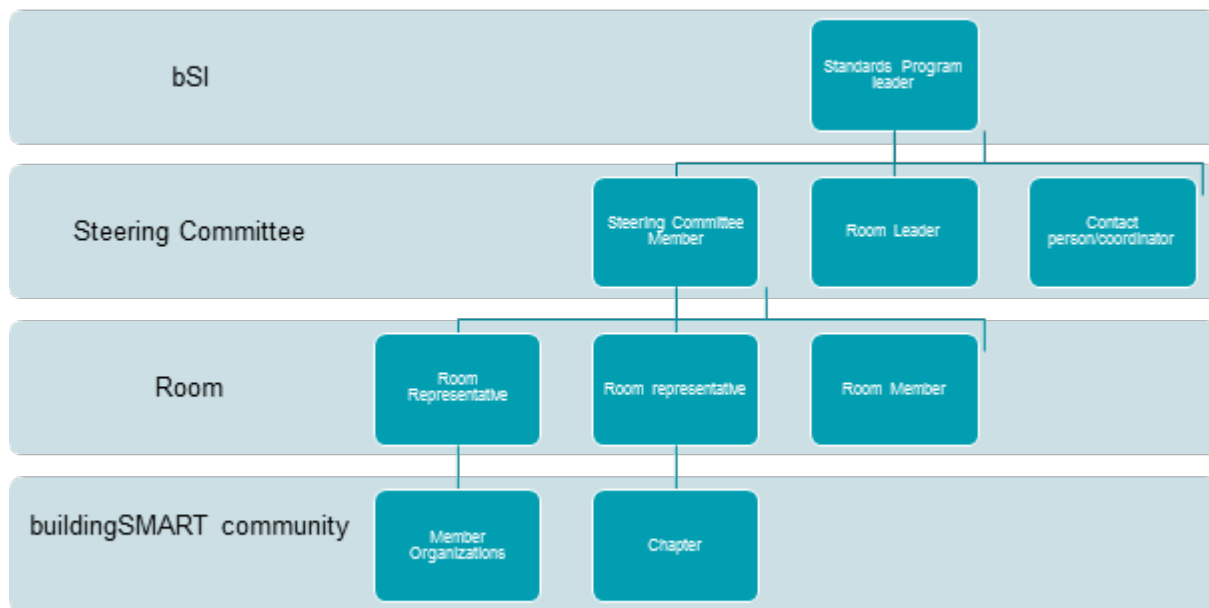


## 2.0 Roles and responsibilities summary

- **The Room**
  - Is open to all interested parties.
  - The Chapter and the Member organizations are offered to have chosen representatives that can vote and elect the Steering Committee.

- **Room Member**
  - are any interested party who wish to be informed and updated on the rooms projects and activities.
  - If they are members of a Chapter or Member Organization, they can also take an active part and contribute in the Rooms activities and projects.

- **Room Representatives**
  - are the endorsed representative who the Member Organization and Chapters endorses as their representative in the Room. They can vote in the Steering Committee Election and may also present themselves as candidates for the Steering Committee
  - are expected to play an active role in the information flow between the Chapter or Organization they represent and to give feedback to the Room to make sure the Room is at all times answering to the needs in the industry.
  - It may be that there are many members from the Organisations and Chapters who are actively participating in the Room's activities. The number of these people is not restricted. They are Room Members.

- **Room Steering Committee**
  - Shall consist of minimum 3 and maximum 10 people, which is elected by the Room Representatives
  - Members must be Room Representatives nominated to represent either Member organizations or Chapters

- **Room Leader/Chair of Steering Committee**
  - Is chosen by the Room/Steering Committee and the SCE in collaboration
  - Room leaders are expected to play an active role in building consortia and recruiting resources and support for standards projects or working group

- **Contact Person**
  - Is appointed by the Room (or the Steering Committee?)
  - will interface between the room, its members and groups and with other rooms and groups and the SCE and buildingSMART management as required

- **Other roles and responsibilities**
  - The Steering Committee can also choose to appoint roles and delegate specific responsibilities to the members of the Room and/or the Steering Committee if this is appropriate. For details see Room Charter.

| Role | Description | Formal results |
|---|---|---|
| Room (#R) | The Room is an open fora or interest group where any interested party may attend. Attendance is most likely at a bSI Summit.<br><br>It is intended that they may comprise both user and technical parties.<br><br>The Room is a forum for discussion. | Appointment of Steering Committee (any representative may stand, but only voting delegates vote). |
| Room Steering Committee (#RSC) | Developing and owning the Room Charter (policies) and work plan (roadmap) for the enhancement of openBIM in built asset management.<br><br>Ensuring Room activities are conducted with adherence to the bSI Process<br><br>Coordinating with bSI management office, SCE, other Rooms, other standardization bodies.<br><br>Endorsing activities that deliver for the Room Roadmap<br><br>Establishing projects to deliver the activities through the bSI Process and project leads (after approval of SCE).<br><br>Assisting to raise sponsorship income.<br><br>Appointing the Room Project Steering Committee<br><br>Endorsing milestone payments on projects | BR Policy and work plan.<br><br>Appointment of BR Project Steering Committee.<br><br>Appointment Project coordinator<br><br>Established project, project lead.<br><br>Approves outcomes from projects as delivered by #RPSC and forwards to SCE |
| Room Technical Leader | Supports the Steering Committee and room to ensure that th projects and activities are aligned to the bSI technical strategy and work. Reports to the SCTE | |
| Room Project Steering Committee (#RPSC) | The Room Project Steering Committee oversees the governance of all projects, gives advice on project plans and deliverables, keeps track of progress, and reports to #R Steering Committee in accordance with its Terms of Reference. The Project Coordinator acts on behalf of the #RPSC as a liaison for day-to-day coordination of Projects. | Progress report<br><br>Assessment report on both project plans and deliverables |
| Project Manager | Is responsible for the projects management and deliverables. Reports to the #RPSC on time, cost and quality and raises issues and risks in good time. | Project deliverables e.g. a report or a proposed standard |
| Project Team | Executes a project based on a project plan and delivers the results according to plan. Reports to the Project Manager.<br><br>Room members and Room Representatives are welcomes to join. | Progress report<br><br>Project deliverables e.g. a report or a proposed standard |

| | | |
|---|---|---|
| Expert Panel | Supports a project team and gives advice on domain-specific or standard-specific issues within the context of a project execution.<br><br>Is open to anybody. | |
| Working Group | A working group is established to address an identified work item. It may develop a project plan, find funding, and propose a project leader. | Reports to the BRPSC |
| Standards Committee Executive (SCE) | Have executive oversight of the standards program. Supervises the standards process. Coordinates the balloting by SC. | |
| Standards Committee Technical Executive | Review the technical deliverables and the quality of the software approval testing/validation work. In particular the SCTE will sign off the Expert Panel Outputs | |
| Sponsor | Provides funding or work in kind resource for a project. Is required to be a bSI member. Signs a consortium agreement with bSI and other sponsors for a particular project.<br><br>Has representatives that sit on the #RPSC | Work in kind and / or cash funding of activities. |
| Standards Committee (SC) | Approve the initiation of rooms, groups and standards projects and approve outcomes in accordance with the standards process. | Approval of the initiation of rooms, groups, and standards projects and approval of outcomes |
| bSI Management Office (bSI MO) | Includes the Chief Executive, Operations Director, Marketing Director, Technical Director and management staff<br><br>Sets strategic direction in association with the Board and Strategy Advisory Council<br><br>Accountable for the delivery of strategic direction<br><br>Accountable for the governance process, policies & procedures of bSI<br><br>Accountable for financial control of the organisation<br><br>Provides the Program leadership<br><br>Provides the management resource to enable the Rooms and their activities to engage with the bSI Process | |

## 3.0 Participation and eligibility

The eligibility of persons to participate in various bodies within the standards process depends on the body and the membership status of the organization or chapter to be represented by the person. The rules governing eligibility are set out here:

Nominated Contact Persons:

Each Chapter / Organizational Member must nominate a primary contact person. This will normally be the Managing Director, General Secretary or Business Manager depending on the Chapter's governance arrangements. Similarly, each Member must nominate a primary contact person.

Chapter and Member representatives:

Must be appointed in accordance with the relevant local rules or delegated powers and communicated by the primary contact person for that Chapter or Member.

## 4.0 Elections

### 4.1 Election of the Room Steering Committee

The purpose of having a Steering Committee election procedure is to ensure that all members of bSI have an appropriate level of input to the decisions of the Standards Program.

To ensure effective governance of the Room, the number of members of the Room Steering Committee is limited to up to 10 persons.

Salient points:

- Only Room Representatives who are formally endorsed as such by their respective Chapter or Member Organization may be elected to the Room Steering Committee
- Voting rights are restricted to the Room Representatives of Members and Chapters
- Members of the Steering Committee are elected for a term of 4 years and may stand for re-election after that time
- To maintain continuity, a 2-year voting cycle operates - half the positions are declared vacant and new members are appointed
- The bSI Standards Committee Executive appoints the Steering Committee Chairperson in collaboration with the in-coming Steering Committee. If needed the SCE can also appoint a technical leader to support the Steering Committee.

## 4.1.1 Election Procedure

The Room Leader informs the buildingSMART Process Leader that an Election is due and will send out information to the buildingSMART Community.

The Chapters and Member Organization are asked to appoint a Room Representative. This is the person that is primarily informed and asked to vote on behalf of the Chapter or Member Organization. In cases there is no appointed Room Representative, it will be the Business Manager that is informed and asked to ensure participation in the election from the Chapter or Member Organization.

The Primary Business contacts from each bSI Organisation Member and bS Chapter will have already specified who their Room Representatives are.

**Nomination**

- The Chapters and Member Organizations are asked to nominate their candidates for the Steering Committee and provide a short candidate statement to be published when the candidates are presented for voting.
- The Chapters and Member Organization are given 4 weeks from nomination starts to submit their candidate

**Voting**

- Room Leader presents the nominated candidates to the community and starts the voting process by informing about the Election Process and publish the link to the online voting tool.
- The Chapters and Members are given 4 weeks to vote. Only Room Representatives endorsed by Chapters or Member Organizations are allowed to vote (or Business Manager in case no one is appointed)
- The Room Representatives are given the same number of votes, reflecting the free seats in the Steering Committee. This means that if there are 4 seats open for election, the Room Representatives are given 4 votes and asked to vote on up to 4 candidates.
- The voting reflects the voting rights of the Chapter or Member Organization represented, meaning:

    •The representatives from developing chapters and international and standards members have single votes and their vote counts 1 time on each candidate

    •The representatives from full chapters and from the SAC members have double votes, meaning their vote counts 2 times on each candidate

The candidates with the most votes are elected to be the new members of the Steering Committee. If there is not possible to appoint the members based on votes, the buildingSMART Program Leader will ask the SCE to advise and the number of members of the Steering Committee can be adjusted.

**Results and consolidation of the Steering Committee**

After the Election, the Room Leader compiles the results and informs the community within one week by:

- Informing all the nominees and confirm the newly elected members of the Steering Committee
- Publish information to the organization about the new Steering Committee.

The new Steering Committee schedule their first consolidating meeting where the roles and processes/workflow of the new Steering Committee will be agreed.

If the elected members of the Room Steering Committee do not turn up to meetings for three consecutive months without notification, then the Room Leader will ask the bSI Operations Director to contact the non-attending member.

If the member continues to not attend or declares that they no longer wish to be on the Steering Committee then a replacement will be sought.

If the member was elected within a 12-month period then the voting register will be consulted and the unsuccessful candidate with the most number of votes will be asked if they wish to take up a position.

If the election was longer than 12 months previously then a fresh election will be held.

## 4.2 Election of the SCE

The SCE is the executive body of the Standards Committee and will be elected (or appointed) by the Standards Committee.

The election process is the same as for a Room Steering Committee.