Harmonization Technical Sub-Group Charter

Revised: January 20, 2017

Purpose

The mission of the Harmonization Technical Sub-Group is to support the HPDC in coordination and harmonization with other organizations, standards, certifications, and tools in the ecosystem.   The objective is to establish the HPD Open Standard as the standard in the built environment for a common reporting language, format and methodology that can be used by all participating organizations to simplify and streamline the process and of data collection about building product contents and associated health information. As the Material Health Evaluation Programs Harmonization Update states: "Harmonization of program data needs and assessment protocols into a unified ecosystem will reduce entry barriers and confusion for manufacturers and product end-users alike." (p.2)

Role and Responsibilities

The Harmonization Technical Sub-Group is responsible for:
- Providing a forum for open discussion among sponsors of standards, certifications, and other tools that are engaged in product content and health information reporting, analysis, assessment, and certification, as well as organizations that rely on the results of these activities.
- Encouraging dialog and consensus on consistent and harmonized definitions, data analysis, data reporting, and other relevant issues.
- Bringing forward proposals to the Technical Committee for adjustments to the HPD Open Standard that are considered appropriate to further harmonization.
- Working with the Technical Committee and HPDC Board of Directors to establish and maintain a "Harmonization Roadmap." This Roadmap will be updated on an ongoing basis, and will describe the range of potential harmonization collaborations, as well as the priorities for work by the HPDC in developing these collaborations.

This work will build on and carry forward the work initiated by the Material Health Harmonization Task Group, 2012-2015.

The Harmonization Technical Sub-Group is chartered to produce whatever materials are consistent with the Sub-Group's mission and scope. As a Standing Sub-Group, it will develop a Work Plan for each year and a Progress Report at the completion of the year. These documents will be delivered to the HPDC Technical Committee and will be shared with all participating organizations.

Lifecycle

The Harmonization Technical Sub-Group is a Standing Sub-Group with no sunset date. It will continue in operation until the HPDC Technical Committee votes to change its charter.

Membership

Appointment to the Harmonization Technical Sub Group will be made by the Technical Committee, following an open call for applicants among the HPDC Membership. Any HPDC member representative may apply. Appointment to the TSG will be made, based on the applicant's qualifications, in one of the following two constituencies:

1. The first constituency within this TSG will consist of organizations actively engaged in the harmonization of product ingredient and health information reporting and disclosure with their own systems. Organizations who are participants in the ongoing "Harmonization Task Group" will be invited to provide a participant for the Sub-Group membership, subject to meeting Sub-Group membership criteria outlined above. Others who have similar efforts/interests are also invited to apply for membership.
2. The second constituency within this TSG will be representatives of member organizations who are experienced in working with the systems of the Harmonization Task Group participants, but are not themselves representatives of these organizations. Typically, these will be representatives from manufacturer and user member categories, and also may include ecosystem members who bring relevant perspectives.

The call for applicants will provide additional criteria for selection, related to technical expertise and work experience.

Leadership

The Technical Committee will appoint Co-Chairs for the Sub-Group. The Co-Chairs may be a member of the Technical Committee. It is preferred that that Co-Chairs be representatives of General Members. The role of the Co-Chairs is to establish agendas for calls, facilitate discussion on calls, and work with HPDC staff to prepare the annual Work Plan and Progress Report. The Sub-Group Co-Chairs will serve as non-voting members of the Technical Committee and will be invited to attend TC meetings, participate in discussions, and contribute to work products as appropriate. In the absence of one of the Co-Chairs the other is fully authorized to conduct the work of the Sub-Group.

Terms and Term Limits

Appointments to the Sub-Group will be for a two-year term. When the Sub-Group is being established participants may be randomly selected for a one-year initial term in order to stagger terms. Appointments to the Sub-Groups may be made at any time. There are no limits on reappointment.

Appointed leaders of the Sub-Group may serve 2 one-year terms, until either he or she resigns from the role, or is remove by the Technical Committee. In the event that the leadership term of the Chair or Vice Chair expires prior to their term of appointment to the Sub-Group, they will remain a member of the Sub-Group if they so desire

Meetings

The Harmonization Technical Sub-Group will meet, typically via teleconference, on a monthly schedule on a day and at a time that is mutually agreeable to members. As needed, the Sub-Group will hold interim meetings in between regular meetings. Sub-Group members will also be asked to review documents and other tasks between meetings as needed. *HPDC Operating Procedures for Groups* provides guidance on procedures, attendance, and other policies.

Work of the Sub-Group typically will be accomplished by establishing a consensus position. In cases where there is not consensus on a proposal, a vote will be taken and a majority of those present will be required for approval. A quorum consists of a simple majority of members of the group. The Chair can also elevate these issues to the whole Technical Committee.

History of this Document

1. First Revision – January 20, 2017