

NUCLEAR PRIMAVERA USERS' GROUP (NPUG) CHARTER

Revision 2
August 12, 2013

The Nuclear Primavera Users' Group (NPUG), hereafter referred to as the Users' Group, is a not for profit group formed for the development and exchange of technical information on the testing and use of Primavera products in the utility industry for increased reliability of operation and safety of nuclear power plants and standardization of best practices.

A. MEMBERSHIP

1. Membership Requirements
 - a. Any plant site or utility having an operating license or construction permit for a nuclear power plant and using or planning to use Primavera may be a member of the Users' Group.
 - b. Representatives should actively participate in committee and User Group activities as permitted by the individual's work load.
 - c. All members may be requested to provide technical information as necessary in response to generic efforts by the group.
 - d. "Utility" is defined as an entity having an operating license or construction permit for a nuclear power plant.
2. Associate Membership Requirements
 - a. Any non-utility organization having a legitimate interest in the application of Primavera products in the nuclear power industry may be an Associate Member of the Users' Group.
 - b. Associate members shall refrain from direct marketing of related activities during the conduct of general sessions and activities outside of vendor exhibits and hospitality periods.
 - c. Associated members shall have no formal voting privileges.
3. Administration of Membership
 - a. Each plant site or utility shall designate a primary and alternate (secondary) representative who shall have voting privileges as outlined in Section E – Voting.
 - b. A roster shall be established and maintained that identifies the member plant sites and the primary and alternate representatives.
 - c. A roster shall be established and maintained that identifies the Associate Members.
 - d. Guest participants/speakers may attend meetings at the discretion of the Steering Committee (for example, invited Keynote Speaker).

B. FUNCTION

- Discuss and establish mechanisms to ensure that use of Primavera is continuously improving and the business processes are optimized
- Benchmark best business practices and processes
- Provide consolidated input to Primavera for improvements that support the industry
- Establish standardized performance indicators and targets
- Optimize Primavera operational performance within nuclear
- Ensure that self-assessment activities are effective in identifying Primavera scheduling application and process weaknesses
- Ensure that internal and external operating experience is built into the use of Primavera products.
- Monitor Primavera costs (OM&A, capital and project) and evaluating return on investment versus best industry practices
- Identify and assess business risk from application changes. Develop risk management strategies
- Identify needed Information Technology support for infrastructure
- Benchmark program performance against others in the nuclear industry and in industries outside of the nuclear business where relevant
- Establish partnerships with other User Groups as possible.
- Design common configuration structures to support Primavera use within Nuclear
- Ensure relevant regulatory and licensing requirements are considered in the design of the Primavera

C. ORGANIZATION

1. Users' Group
 - a. The Users' Group shall be a non-profit organization directing activities through a membership elected Steering Committee.

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- b. The utility members shall elect a Users' Group Chairperson to serve a term of 2 years and may serve a maximum of 2 consecutive terms.
 - c. The utility members shall elect a Users' Group Vice Chairperson to serve a term of 2 years and may serve a maximum of 2 consecutive terms.
 - d. The Users' Group Chairperson and Vice Chairperson shall be elected by a majority vote of the attending utility members.
 - e. Elections for Chairperson and Vice Chairperson should not be held in the same year, goal is to stagger elections for leadership continuity.
 - f. The term of elected officials shall begin at the conclusion of the meeting at which the vote was taken.
 - g. Any vacancy occurring in any elected office shall be filled at the meeting following the occurrence of such vacancy, except for the position of Chairperson, which shall be filled by the Vice Chairperson. Interim appointments to working committees can be made as discussed in Section D "DUTIES AND RESPONSIBILITIES" Paragraph 4 "Steering Committee."
 - h. The Chairperson will appoint a treasurer, if necessary, who shall maintain responsibility for all accounting and financial activities.
 - i. In the event that the Vice Chairperson is elected as the new Chairperson, the new Chairperson will select a NPUG member to fill the Vice Chairperson position until the next Vice Chairperson Election is held the following year.
2. Steering Committee
 - a. The Steering Committee shall consist of the Users' Group Chairperson and Vice Chairperson and a minimum of three additional utility members.
 - b. The additional members to the Steering Committee shall be elected by a majority vote of the attending utility members.
 - c. The Steering Committee members, other than the Users' Group Chairperson and Vice Chairperson, shall serve a term of 2 years and may serve any number of consecutive terms.
 - d. In the event that the NPUG Steering Committee falls below the minimum of three additional utility members, the remaining Steering Committee members shall select additional members to reach the minimum required. This will be done by majority vote of the remaining Steering Committee members. Should a tie in the voting exist, the NPUG Chairperson will have the deciding vote. These will be interim members of the Steering Committee until elections can be held at the next NPUG meeting where a vote by members can be held.
 3. Committees
 - a. Committees shall be established, as determined by the membership, to address issues relating to the Users' Group.
 - b. A Chairperson and Alternate shall be elected for each committee and can serve for the life of the committee.
 - c. Committee membership, including duly elected chairperson and alternate, can include both utility and associate members.

D. DUTIES AND RESPONSIBILITIES

1. Users' Group Representatives
 - a. Meet as deemed appropriate by the Steering Committee.
 - b. Establish committees for specific issues.
 - c. Vote on recommended actions.
2. Users' Group Chairperson
 - a. Preside at Users' Group and Steering Committee meetings.
 - b. Arrange the order of business at all Users' Group and Steering Committee meetings.
 - c. Act as the Users' Group spokesperson during meetings with other organizations. The chairperson may delegate this responsibility for certain issues (e.g., Vice Chairperson, Steering Committee member, or committee Chairperson).
 - d. Conduct the official correspondence of the Users' Group, unless delegated.
 - e. Notify the Users' Group members and the Steering Committee members of the time and place of meetings.
 - f. Facilitate communications between the Steering Committee, the Users' Group members, and the various working committees.
3. Users' Group Vice Chairperson
 - a. Perform the duties of the Users' Group Chairperson in the absence of the Chairperson.
 - b. Serve as member and Vice Chairperson of the Steering Committee.
 - c. Ensure that accurate minutes of the proceedings of all Users' Group and Steering Committee meetings are taken, recorded, and distributed. Provide the coordination of recording and distribution services, if delegated.
 - d. Maintain a current roster of all members.
4. Steering Committee

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- a. Direct the activities of the Users' Group.
 - b. Collectively set the agenda for the Users' Group meetings.
 - c. Review and/or recommend issues to be presented to the Users' Group.
 - d. Recommend projects with outside agencies when considered in the best interest of the Users' Group.
 - e. Ensure arrangements are made for the Users' Group meetings.
 - f. Review the findings of committees of the Users' Group and ensure the Users' Group members are kept informed.
 - g. The Steering Committee may appoint interim chairpersons to working committees upon loss of an existing elected chairperson. The interim chairperson will serve until an opportunity for a committee election occurs.
5. Committees
- a. Each committee shall elect a committee Chairperson from the committee members.
 - b. Each committee shall develop a program plan with clear objectives and supporting schedule. The program plan shall be submitted to the Steering Committee for review and approval.
 - c. Committees shall report progress of their activities to the Users' Group.
 - d. Minutes of committees meetings shall be prepared and transmitted to committee members.

E. MEETINGS

1. The Users' Group shall meet at a minimum of annually at a time and place designated by the Chairperson and approved by the Steering Committee. The agenda for the meetings will be determined by the Steering Committee.
2. Attendance at some portions of general meetings or working committee meetings may be limited. The Steering Committee or the working committee Chairperson/Vice Chairperson, as appropriate, shall determine when the attendance shall be limited.
3. Written or electronic notice of each meeting should be sent to utility representatives and associate members at least thirty (30) days prior to the scheduled meeting. The notice should include a tentative agenda for the meetings.
4. Meeting minutes summarizing the presentations made at each User's Group meeting shall be prepared and distributed.

F. VOTING

1. Each nuclear plant site shall have one vote, to be cast by the primary representative or in his absence, the alternate representative.
2. In the absence of both the designated primary and alternate representative, a plant representative shall notify a Steering Committee member with the name of a designated person with voting authority for the plant site.
3. A vote will be presented on an approval or denial basis (yes/no) and can be requested by "voice", "show of hands" or ballot.
4. A two-thirds majority vote is required for approval of formal Users' Group actions.
5. When requested by the Steering Committee, a vote can be conducted by roll call, mail ballot, email, or telephone, and shall require a two-thirds majority for approval.
6. A majority vote of Steering Committee members is required for approval of Steering Committee actions.
7. A majority vote of the attending committee members is required for approval of committee actions.
8. Associate members shall have no voting privileges.

G. FUNDING REQUIREMENTS

1. At no time shall a member utility or associate member be required to participate in funding requirements.
2. Expenses incurred for reproduction and postage of other correspondence or documents shall be at the expense of the initiator(s).
3. In the event that activities of the Users' Group go beyond administrative needs, the Users' Group membership shall determine the need for additional funding and the methods to be utilized to satisfy the requirement.
4. The Users' Group shall not receive or disburse funds without appropriate controls in place.
5. Clerical and/or Accounting services may be delegated by the Steering Committee on a contracted basis. All such contracts will be reviewed and approved by a two-thirds majority vote of the Steering Committee membership.
6. At least two Steering Committee members – the Vice Chairperson and one other member will have access to account information at all times.
7. Any and all monies collected for NPUG will be held in a separate account. An annual financial report shall be prepared each year and reviewed by the Steering Committee.

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H. USERS' GROUP TECHNICAL POSITIONS

1. Position statements issued by the Users' Group are not to be considered binding on the utilities and do not necessarily represent the position of member utilities. Under no circumstances shall positions adopted by the Users' Group be interpreted or considered to be commitments by member utilities toward any course of action.
2. If a Users' Group representative feels that the Users' Group position lacks merit, or an alternate position needs to be presented, alternate positions will be acknowledged by the Steering Committee and provided with the issuance of the Users' Group position, upon written request of the presenter.
3. Reports or position statements of the various working committees shall be presented to the Steering Committee by the committee Chairperson. If a committee member feels that the committee position lacks merit, or that an alternative position should be presented, the alternate position will be acknowledged by the committee Chairperson and provided with the committee position to the Steering Committee.

I. CHANGES TO CHARTER OR PRINCIPLES OF OPERATION

1. Requests for changes to the Charter or Principles of Operation shall be presented to the Steering Committee.
2. Changes to the Charter shall be approved by a unanimous vote of the Steering Committee. Quorum for the Steering Committee shall be a minimum of four members.
3. In the event of non-unanimous votes of the Steering Committee, or at the discretion of the Users' Group Chairperson, changes to the Charter shall be approved by two-thirds majority roll call vote of all the attending plant/utility representatives.