

The FAA integrated Process Group (iPG) Charter **Approved by the iPG December 5, 2001**

FAA-iPG Purpose

- To advocate, coordinate, integrate and support process improvement activities across the agency in support of agency performance goals. The iPG provides guidance for improving FAA processes in a systematic and integrated way.

iPG Sponsors

The iPG is responsible to all sponsoring associate and assistant administrators.

iPG Membership

The iPG is made up of organizations within the FAA that meet the following criteria:

- the organization is a directorate or office within a Line of Business (LOB) or staff office that has a definable product or service and is headed by a director-level executive
- the organization is dedicated to organizational process improvement goals, and
- the organization has experience in implementing process improvement or a need to do so.

The iPG members consist of the Chair, Deputy Chair, Executive Members, and Senior Representatives.

- Chair – The Deputy CIO chairs the iPG and has one vote. The chair designates a Deputy Chair.
- Deputy Chair – The Deputy Chair is responsible for the day-to-day management of the support effort for the iPG and in the absence of the Chair is designated to lead iPG meetings. This person does not have a vote unless acting in proxy for the Chair.
- Chief Engineer for Process Improvement – The Chief Engineer for Process Improvement is an ex-officio member of the iPG. The Chief Engineer provides technical leadership and serves as the technical advisor to the iPG.
- Executive Members – There is one executive member for each Office or Directorate. Each has one vote. The Executive member is normally a director or deputy director of the organization, however, the director may appoint a member of the organization's management team to the position. Executives are empowered to speak for the organization and commit resources. Executive members are expected to be responsible for sponsoring and overseeing the process improvement initiative in their organizations. They are expected to attend all iPG meetings. It is the responsibility of the Executive members to provide the resources to the working groups. (See addendum for current Offices or Directorates represented)
- Senior Representatives – The Office or Directorate may designate and empower a senior FAA employee as their representative to act in behalf of the executive member whenever the executive member is not present. The senior representatives are empowered to speak for their directorate and commit resources when acting as the executive member. They do not vote unless acting in place of executive member. Senior representatives are responsible for leading, supporting and mentoring process improvement initiatives in their organization. They are expected to attend all iPG meetings.
- Working Groups are the vehicle the iPG uses to address specific issues. They are chartered by the iPG and sponsored/mentored by an iPG member. A working group's purpose, duration, and products are specified in a charter approved by the iPG. Working group members may participate on the iPG but are not considered voting members of the iPG. Working group members may be contractors. All working group members are designated by their appropriate iPG members. They are expected to attend iPG meetings only as needed. Working Group leads are approved by the iPG

Operating Guidelines

- Each member organization and the iPG chair will have one vote for each issue.
- Quorum and Decision Making:
 - A quorum is defined as at least 50% of iPG member organizations
 - Decisions to be made at any iPG meeting will be announced ahead of the meeting in the agenda
 - Decisions will be made by a consensus of iPG organizations present at the session, assuming quorum requirements have been met.
 - All decisions and meeting minutes will be formally recorded.

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Addendum Updated March 6, 2002

Current iPG Sponsors:

AIO-1, ARA-1, and ATS-1

Current Organizations represented on the iPG:

AIO [AIO, AIS], ATS [AOP, AOS, ARS, ATB, ATQ], ARA [AAR, ABZ, ACT, AND, ASD, ASU, and AUA], ACM, AHR and AMI