



ASME GOVERNMENT RELATIONS PUBLIC POLICY TASK FORCES

CHARTER

Background

In September 2015 the ASME Board of Governors (BOG) approved a new enterprise-level strategy which calls for integration of all ASME efforts and a continued focus through the lens of technology. In November 2015, the BOG approved the initial tactics for implementation of the strategy, which included a methodology for selection of a technology portfolio, which was the first critical step toward accomplishment of enterprise strategic goals and objectives and a prerequisite to tactics aimed at becoming more market facing, creating business development competency and product sophistication, and engaging constituents to deliver value.

The following five strategic technologies were approved by the BOG in June 2016:

- Advanced Manufacturing
- Bioengineering
- Clean Energy
- Pressure Technology
- Robotics

In addition to these five technologies, a set of Enabling/ Cross-Cutting Applications that impact the technologies were identified in the 2015 strategy, as follows:

- Internet of things
- Big data analytics
- Artificial intelligence
- Cybersecurity
- Sustainability
- Materials
- Nanotechnology
- Design engineering

Effective July 1, 2016, ASME Government Relations began aligning our public policy issues with ASME's new technology strategy. Discussions and activities related to research and development (R&D) and Science, Technology Engineering and Mathematics (STEM) Education are now included in "Enabling/Cross-Cutting Applications" as these topics pertain to each of the five technology areas.

Purpose

ASME Government Relations is establishing Public Policy Task Forces that will be aligned with the ASME's top five technologies and cross-cutting application areas to serve as the central focal point to provide balanced, technically sound information on public policy matters impacting ASME, our membership and the nation as a whole. The Task Force Chairs and Co-Chairs will report to the Chair

of the Committee on Government Relations (CGR). The duration of each task force is two years, although each task force can be extended at the discretion of the Chairs and Co-Chairs, with the approval of the Chair of CGR.

Objectives

The task force members will be responsible for identifying opportunities, developing strategies, providing recommendations and initiating public policy activities specifically pertaining to:

- Clean Energy
- Advanced Manufacturing
- Robotics
- Bioengineering
- Pressure Technology
- Enabling/ Cross-Cutting Applications and R&D

Each task force will provide subject matter expertise for positions similar to the Executive and Legislative Branches of the US Government within the technical and professional competence of ASME as they pertain to the technologies listed above, including but not limited to:

- Serve as a Technical Resource to Policymakers.
- Support for Increased Investments in Federally Funded Research.
- Support for the Development and Adoption of New and Advanced Technologies.
- Foster a Technically Literate Workforce through Education & Outreach to Policymakers

While the main focus of the task forces will be on public policy issues, each task force should also leverage its collective understanding of market trends and needs to identify opportunities for ASME to develop new and expand existing products and services, as appropriate.

Membership

Each task force will consist of a Chair and Co-Chair, as designated by the Chair, CGR. The Task Force Chair and Co-Chair will be responsible for appointing 5-10 task force members (voting members) chosen from ASME volunteers and staff, representing various ASME Sectors with the appropriate expertise in the five technology areas. There will also be a single task force addressing Enabling/Cross-Cutting Applications.

Operating Norms

Each task force will primarily communicate via email and monthly, bi-monthly or quarterly teleconferences. Members must be actively engaged and willing to commit the time required to this effort. Members must also recognize that, while they represent their specific disciplines, they also represent ASME and the many diverse perspectives of its membership. In performing their work on the task force, members may find it necessary at times to subjugate their own specific positions in consideration of the greater and broader interests of ASME. This will be a collaborative effort, so it is important to value and respect the knowledge, expertise, and skills of both volunteers and staff.

Task force meetings shall be conducted in a spirit of cooperation, and decisions will be made by a consensus of the members participating in the meetings. In a limited number of cases, it may be necessary to resort to a vote by members of the task force to resolve an issue. A formal vote may

be called at the discretion of the Chair. A simple majority of the total number of voting task force members is required to approve a motion offered by the Chair.

Members who do not participate in a majority of the task force teleconferences and/or are not active on proposed projects shall be subject to replacement at the discretion of the Chair.

Chair and/or Co-Chair Responsibilities:

Each Task Force Chair and/or Co-Chair will provide strategic guidance to the members of the task force and will work closely with Government Relations to develop agendas, discuss potential strategies, lead meeting discussions, assign member responsibilities and initiate other actions as appropriate within the scope of this Charter.

While a consensus of the task force will be obtained on the majority of position statements issued, the Chair and/or Co-Chair will also have the authority for sole approval on statements requiring a rapid-response, such as for Coalition Statements.

Task Force Members Responsibilities

- Be actively engaged.
- Attend a minimum of four teleconferences annually.
- Review all relevant material before task force meetings.
- Make contributions and voice objective opinions on issues.
- Accept and complete individual assignments, if requested by the Chair and/or Co-Chair, or identify appropriate designees to carry out assignments.
- Represent ASME in meetings, roundtables, conferences, events, etc., as appropriate. If necessary, identify other ASME members who are experts and can serve in this capacity.

Appropriate financial support will be provided by ASME Government Relations for travel reimbursement if a task force member is asked to represent ASME at a hearing, meeting, roundtable, conference or event.

ASME Government Relations Representative

An ASME Government Relations Representative (Staff/Non-Voting Members) will participate as a member on each of the task forces and will have the rights and responsibilities of other members of the task force. They will also assume responsibility for the following:

- Scheduling teleconferences, as appropriate, for each task force.
 - Doodle polls will be sent to members a minimum of one month in advance of the teleconferences to ensure a majority of the members are available to participate.
- Working closely with the Chair and Co-Chair to develop agendas and issuing appropriate materials in advance of the meeting.
- Providing an oral and/or written report on the latest policy developments pertaining to their technology.
- Developing and distributing the minutes for all meetings.
- Maintaining an active roster for each task force that includes the names, addresses and contact information, along with areas of expertise, for all members.
- Maintaining electronic and paper copies of all meeting minutes and documents during the term of the task force.
- Organizing policy webinars and congressional briefings, in collaboration with each task force.

Functions

Specific functions of each of the task forces aligned with the new technologies may include, but may not be limited to the following:

- Each task force will prepare an ASME General Position Paper on their specific technology for approval by the ASME Board of Governors. *This paper will serve as the foundation for future position statements that are issued by ASME or ASME Government Relations.*
- Advocate for increased federal investments for each of the five technologies in both authorization and appropriations legislation.
- Review policy proposals from the Administration and Congress and provide recommendations, as appropriate, on public policy positions ASME should support and actions that may need to be taken.
- Work with Government Relations to prepare position statements to support increased federal investments in both authorization and appropriations legislation, in accordance with ASME Society Policy 15.1. *At times, position statements may need to reflect a balance of technical judgment and economic viability, while taking the political feasibility into consideration to ensure progress can be made (e.g., “What is achievable in the current political climate?”)*
- Identify knowledgeable spokespersons to present and discuss technology policy legislation, regulations, and policy-related issues to members of the Executive or Legislative Branch, as appropriate. *Any statements, whether written or oral remarks, must always clearly distinguish between official ASME positions and the personal convictions of the spokespersons.*
- Increase the visibility of each of the five technologies by increasing ASME representation at appropriate hearings, roundtables, meetings, events (Government, University, and/or Industry), etc., as identified by the Chair and/or Co-Chair, in conjunction with ASME Government Relations.
- Identify opportunities for collaboration with internal and external entities (Government/Universities/Industry/Professional Societies, etc.) in order to increase recognition and support of the five technologies.
- Communicate the value of the ASME Federal Government Fellowship program and ASME Fellows who are engaged in addressing public policy issues in the Executive and Legislative Branch, to ASME and our membership.
- Ensure that statements drafted by a Task Force always emphasize technical expertise and not political viewpoints.

CHANGES

This Charter and any changes thereto must be approved by the Chair of the Committee on Government Relations.

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Charter: Approval Required by Lester Su, Chair, CGR
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