

IFD Library Group Charter

General

IFD Library Group (IFDLG) is a standing committee of buildingSMART International (formerly IAI International) operating as an externally funded group under the regulations of buildingSMART International¹. IFDLG is established according to the decisions made at the buildingSMART International Council meeting #21 in London April 2007.

Objective

The overall objective of IFDLG is to:

- To manage and develop an open, international and multilingual IFD Library based on the principles of ISO 12006-3, 2007.
- To establish and operate IFD Library as financially nonprofit but also self supporting component of buildingSMART technology as a group under buildingSMART International².
- Provide support for implementation of BuildingSmart technology in the global building and construction industry through extension of IFC and integration of IFC with IDM.

Organization

The IFDLG consists of a Business Management Group and a Technical Group. IFDLG has Partners, Affiliates and Observers.

- **Business Management Group (BMG):**
 - Is responsible for the advancement of the IFD Library
 - Directs the Business Management of the IFD Library
 - Develops a Global Strategy/ Business Plan for IFD Library.
 - Develops and approves administrative, input and technical procedures
 - Reviews Regional Strategies for IFD Library from Partner Organizations.
 - Reviews all new IFD Library projects by partners and approves all new Initiatives by Affiliates (unanimous approval required). BMG will retain rights to terminate or change any project/initiative that fails to meet Regional or Global Strategies, or if the project/initiative fails to meet the proposed terms.
 - Is responsible for all IFD Library Workshops, demonstrations, and general meetings.
 - Approves new Partners and Affiliates (unanimous approval required)
 - Responsible for the content and the development of the IFD Library official websites (www.ifd-library.org)
 - Appoint members to the Technical Group
 - Approves all Technical Group activities and budgets

¹ Articles of association of IAI International Council Limited, May 16th 2003

² IFD Library Outline Business Plan, 09.10.07

- Reports to the buildingSMART International Council
 - Responsible for liaising with ITM on technical matters
 - Membership to BMG: Partners only.
 - Shared leadership (may appoint chair in future)
- **Technical Group (TG):**
 - Acts under the direction of and reports to the BMG
 - Proposes technical development activities to BMG.
 - Is responsible for progress of technical development projects approved by BMG
 - Develops content management procedures
 - Reviews technical aspects of all proposals from Affiliates and provides recommendations to BMG.
 - The TG consists of at least one representative from each Partner and Affiliate organizations as appointed by BMG
 - Technical meetings are open to all partners, affiliates, observers and others as invited by the TG
 - The TG will elect a Leader from its membership for a two year term.
- **Partner:**
 - Is a permanent member of the BMG.
 - Must sign the official Memorandum of Understanding.
 - Partners individually develop Regional Strategies for IFD, with review of the BMG.
 - Region/Language gatekeeper for the IFD.
 - Regionally responsible for Quality Assurance of content.
 - Jointly responsible and committed to the technical development, content development and the implementation of IFD Library regionally and globally.
 - CSI, CSC, buildingSMART Norway, STABU Foundation are the founding partners of the IFDLG .
 - The intention is to expand the partner group over time.
- **Affiliate:**
 - Organization which has applied and been approved by the IFD Partners to execute a project to extend or enrich the IFDL. The Affiliate Project Proposal must:
 - Be complete, and include execution, funding, scope, and timeline plans.
 - Follow the IFDL global strategy, and must not conflict with any of the Regional Strategies.
 - Conform to accepted IFDL standards
 - Affiliate status is dependent upon the existence of an approved current or planned project.
 - Must provide regular reports to the Business Management and Technical Groups.
 - Affiliates can attend all IFD Library meetings with the exceptions of BMG meetings.
 - Must agree to allow IFDLG to publish their names as “IFD Library Affiliates”



- Must provide a statement why the IFD Library is interesting/ useful, and allow the statement to be published.
 - Must sign a simple, brief agreement, outlining these responsibilities.
 - Affiliates may be considered for Partnership.
- **Observer:**
- Organization which has expressed an interest in the IFD Library.
 - Must agree to allow IFDLG to publish their names as “IFD Library Observers”
 - Must provide a statement why the IFD Library is interesting/ useful, and allow the statement to be published.
 - Will receive periodic information about the IFD Library
 - Optionally participate in workshops and demonstrations
 - Must sign a simple, brief agreement, outlining these responsibilities.
 - Observer status does not automatically imply eventual Partnership.
- **buildingSMART Chapters:**
- In their participation in the buildingSMART IC, buildingSMART Chapters will automatically receive reports and updates on IFD Library development.
 - buildingSMART Chapters will have the right to observe all IFD Library workshops, general meetings and Technical Group meetings.
 - buildingSMART Chapters may not automatically attend BMG meetings.
 - buildingSMART Chapters may become Observers, Affiliates, or Partners if they meet the requirements of each respective group.

Meetings

Meetings will be associated with appropriate buildingSMART International events as far as possible. Meetings are open to all observers with the exception of BMG meetings which are open to IFD Library Partners and invited observers only.

Projects

IFDLG has complete control over IFD Library the technical infrastructure and official content. Any project aiming at changing, altering or further developing the IFD Library infrastructure or claiming to be an official IFDLG project requires review and approval from the IFDLG Business Management Group.