



Integrated Management Special Interest Group Management Arrangements

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1. Introduction

This document defines the formal arrangements for managing the CQI Integrated Management Special Interest Group (IMSIG). It is approved by the IMSIG steering committee and also by the CQI Executive.

The objective of IMSIG is to promote the theory and practice of integrated management and integrated management systems, exchange knowledge and good practice and to act as a source of expert advice to the CQI. Integrated management is a boundless and totally inclusive approach to management that focuses on equitably satisfying the needs and aspirations of an organisation's stakeholders while making the best use of resources.

2. Organisation

A CQI full-time IMSIG coordination officer will be appointed by the CQI to act as a conduit between IMSIG and the CQI Executive to ensure the proper coordination of IMSIG and CQI policy ensuring compliance with the CQI Charter.

IMSIG endeavours to be inclusive and membership is open to CQI members and other management professionals.

Officers of IMSIG include a chair, secretary and deputies. The chair and deputies shall be CQI members.

The overall policy and operation of IMSIG will be controlled by the IMSIG steering committee chaired by the IMSIG chair within the limitations defined in this document. Non-CQI members may be members of the steering committee.

Subordinate groups may be established by the steering committee and members and associated chairs may be non-CQI members. The structure and chairs of these groups will be approved by the IMSIG steering committee. Any treasury duties will be conducted by a CQI employee under the control of the CQI Executive.

The IMSIG chair and other appointments will be elected by the steering group and reconfirmed annually at an IMSIG steering group meeting.

3. Meetings

Meetings will normally be conducted quarterly. Additional meetings will be scheduled as necessary to support the objectives of IMSIG e.g. project meetings and knowledge sharing meetings.

Meetings may be face-to-face or via conference call.

Meetings will be deemed quorate when there are four or more IMSIG members present plus a chair or deputy chair.

4. Policy Approval

Proposed policy will normally be submitted to the IMSIG steering group or a subordinate group in the form of a draft paper or other suitable document with version control. Policy may include a formal communication to a non-CQI body.

Following discussion and development the policy document may be approved by a majority at a quorate meeting. Steering committee members supporting the policy must comprise at least 60% CQI members. The chair may exercise a casting vote. If the meeting is not quorate, the chair may seek approval for the policy following the meeting by obtaining approval from committee members not present at the meeting.

Prior to communication the IMSIG chair will seek the permission of the CQI Executive via the CQI full-time IMSIG coordination officer prior to its publication.

Any external communications shall have prior approval of the CQI Executive.

5. Policy communication

IMSIG policy approved by the steering committee will normally be posted on the IMSIG section of the CQI website. The steering committee will decide if an alternative means of communication is appropriate.

6. Project Management

Projects will be managed via the IMSIG steering group or a subordinate project group led by a project manager approved by the steering group.

7. Conflict Resolution

The IMSIG chair and project managers will attempt to minimise conflict through dialogue and consultation.

Where the behaviour of one or more IMSIG members is believed to be disrupting the effective and efficient conduct of IMSIG processes the matter will be brought to the attention of the IMSIG chair who will investigate the matter and attempt to bring about a resolution.

If this is not achieved the IMSIG chair will make a recommendation to the steering committee which may include removal from the steering group or a subordinate group or from IMSIG as a whole to establish normality. The IMSIG steering committee will discuss and agree the action to be taken. If the offending personnel are CQI members a process will be followed that complies with the CQI policy.

8. Reporting and CQI SIG Rules

The IMSIG chair shall:

- a) Provide reports to the CQI as defined in the CQI SIG Rules;
- b) Prepare an annual report and submit to the CQI Executive by 1st April each year;
- c) Ensure compliance with the CQI SIG Rules.