

# The Georgia Tech Lean Consortium

## Schedule A

### Purpose

The Georgia Tech Lean Consortium (GTLC or Consortium) provides a forum and process for member organizations to advance their knowledge and effective use of Lean principals through shared training and peer-to-peer relationships.

### Structure

Georgia Tech's Enterprise Innovation Institute (EI<sup>2</sup>) is solely responsible to operate and manage the GTLC. The Consortium is intended to attract members across all parts of Georgia, growing to fullest extent possible.

#### Regional Groups

EI<sup>2</sup> will assign each member of the Georgia Tech Lean Consortium to a Regional Group. A maximum of fifteen (15) members will be in any one Regional Group. Member assignment will be made with the following goals in mind:

- Minimize geographic dispersion to minimize travel time and cost.
- Create a diversity of organizations and industries.
- Avoid confidentiality and conflict of interest issues - Competing firms and those with confidentiality concerns will be placed in separate network groups if possible.

Regional Group alignment will be reviewed annually in lights of new and returning members. Stability in membership and makeup will be sought.

#### GTLC Events

Events are scheduled gatherings of Consortium members, subject to EI<sup>2</sup> oversight and the standard attendance process. They include:

- **Regional Benchmarking meetings** - hosted by member companies. The host presents their lean strategy/vision and results to date, conducts a process tour, and receives feedback and recommendations from their peers. Attendance at Regional Group meetings may be limited to the group members only; however, prospective members may be invited subject to EI<sup>2</sup> and the host's approval.
- **Training events** - scheduled periodically throughout the year, according to member needs and network resources. The total number and content of these

events will expand as network resources expand. All registration fees are included as part of the GTLC membership.

- **Special events** - scheduled periodically and could include Lean/Continuous Improvement Conferences, Executive Leadership Forums, etc. Most special events will not require an attendance fee from members.
- **Special Interest Groups (SIGs)** - ad-hoc groups put together to facilitate learning around a particular topic. Headed by a volunteer member, SIGs must be available to at minimum the membership of a regional group, and preferably to the membership as a whole. The host of any SIG meeting must cooperate with the SIG leader to manage conflict-of-interest and confidentiality concerns. EI<sup>2</sup> will exercise oversight of the SIG's to insure their effective performance.

### **Standard Attendance Policy**

The total number of seats available to members for any specific event will vary and be limited based upon:

- Capacity constraints of the event location
- Maximum class size for effective learning
- Size of company/level of participation

Registration processes will be tailored to insure that the maximum numbers of members are able to participate in each event. All regional events will provide a minimum of one seat to each organization within the regional group.

Some events will utilize web technologies to limit travel costs and increase participation.

## **Membership**

Membership in the GTLC is by invitation only and is contingent upon meeting membership requirements. All types of organizations are eligible for membership provided that they have:

- A vision for Lean in their organization,
- A commitment and strategy for implementation,
- Successful experiences to share within the Consortium.

Manufacturing enterprises will be emphasized in recruiting and will likely make up more than 50% of the total membership.

EI<sup>2</sup> is responsible for verifying the eligibility of prospective members and extending all invitations to join. Members are encouraged to recommend organizations for membership.

Each member organization shall designate one individual, who is an employee of that organization, to serve as their primary representative to the Consortium. This primary representative will be the focal point for communication between the member and EI<sup>2</sup> and will organize and coordinate the member's involvement in the Consortium. Any employee of the member organization may participate in the Consortium's activities.

### **Member Fees**

Member organizations represent a single establishment, plant or facility operating with a defined physical address; and, pay an annual fee based upon the total number of employees at their site.

Organizations wishing to have more than one site represented in the Consortium will be presented a customized annual proposal.

The Fee structure is reviewed and established on an annual basis.

Membership fees will be used at the discretion of EI<sup>2</sup> to fulfill the Consortium's mission, and to support Lean awareness activities that are supported and endorsed by the Georgia Tech Lean Consortium. Possible uses include but are but not limited to the following:

- Purchasing food for training events and annual meetings
- Training facility and technology rental
- Maintaining the Lean Consortium website
- Travel costs and fees/honorariums for invited presenters
- Tour guide audio equipment to improve hearing during plant visits
- EI<sup>2</sup> staff time for planning, marketing and delivering Consortium events, including developing course content as needed.

### **Member Benefits**

Members enjoy:

- The opportunity to host and attend Regional Benchmarking meetings.
- Limited seating at scheduled training events at no additional cost.
- Limited seating at special events.
- The opportunity to organize and participate in Special Interest Group activities.
- Access to the members-only section of the Georgia Tech Lean Consortium web site – <http://gamep.org/news-and-resources/lean-consortium>

### **Member Responsibilities**

Members agree to:

- Be active participants in the Consortium, attending at least 50% of their Regional Group meetings.
- Host at least one Regional Group meeting or training event every two years. Each member company retains the right to limit attendance at any hosted event to maintain their confidentiality and to manage the resources required in hosting.
- Provide feedback and ideas of how to make the GTLC function better.
- Participate in Manufacturing Extension Partnership and other sponsor surveys as applicable.