

Ground Rules for the NAFEMS Geotechnical Working Group

Issue 2 – 20th March 2015

The NAFEMS Geotechnical Working Group (GWG) is in existence to improve the standards of numerical analysis in the ground engineering sector, facilitating this primarily by means of seminars and publications.

1. Members are listed on minutes as present, contributing, apologies or no communication.
2. Contributions include:
 - a. attending and actively participating in working group meetings.
 - b. sending relevant comments or reports on agenda items to the chairman in good time for the meeting.
 - c. volunteering for and carrying out actions arising from the meetings including organising or assisting with seminars, reviewing existing publications, writing invitations to tender.
 - d. acting as a reviewer for any intended publication.
3. If a member does not contribute for more than 9 months, they will be warned their membership of the Working Group may be terminated. This will happen after 12 months of non-contribution at the discretion of the Chairman.
4. When a member is unable to attend a meeting, he may send a colleague in his place to make their contribution and that person would be recorded as a visitor.
5. Potential new members will be proposed by current members and reviewed by the Working Group. If approved, the person will be invited to attend at least 2 meetings prior to any decision about permanent membership of the WG.
6. The positions of Chairman and Vice-Chairman are open for review every 3 years on the anniversary of the initial appointment. There is no requirement for the role to be rotated. Only members of the Working Group may vote or be nominated as Chairman or Vice-Chairman.
7. Minutes will be taken on a rotating basis by a scribe selected from the Working Group and agreed in advance. The minutes and list of actions should be circulated within a month of the meeting date.
8. Current publications are to be reviewed every three years.
9. The group will aim to commission at least two new publications every year.
10. For each intended publication a lead and second reviewer shall be appointed by the committee. They shall liaise with the author(s) during its development. The reviewers will report back to the Working Group on a regular basis. The entire document shall be presented to the committee for final comment.
11. The Chairman will formally approve all literature prior to publication.