

Geotechnical Working Group

Terms of Reference and *modus operandi*



The Aims of the Geotechnical Working Group

To promote technical excellence to the wider geotechnical engineering professional community and to raise general awareness of the need for geotechnical engineering input to all construction projects and land asset management to clients and asset owners. These aims are achieved through the Group's activities in respect of:

- a) promoting the activities of the GWG to the AGS Membership and to the wider industry;
- b) maintaining a watching brief on the geotechnical activities of the wider national and international engineering communities, and reporting these to the membership;
- c) organising and running GWG initiatives and events on behalf of AGS;
- d) being involved closely in the drafting and reviewing of national and international standards, codes of practice and other definitive guidance;
- e) striving to become a leading national authority on geotechnical engineering matters affecting the AGS Membership and the wider industry.

Terms of Reference

1 Identification

The Geotechnical Working Group (hereafter abbreviated to GWG), until such times as a re-arrangement of the Association takes place, will be one of the Standing Working Groups.

2 Composition and Membership

In common with all working groups, the GWG consists of the WG Leader, appointed to the Executive by the Members of the Association, and who is supported by an appropriate number of Members of the Association, supplemented as necessary, by individuals with recognised expertise from the wider industry, such that the WG can function efficiently and effectively.

Members of the GWG are appointed directly by the GWG Leader from among the Specialists within the Membership and their colleagues in Member and Affiliate Organisations, to serve for a year at a time. They may be appointed for further terms.

The WG Leader will review the membership of his or her WG directly after the AGM – usually in March or April each year. At this review, those who have not significantly contributed to the work of the WG over the past year will be retired and new members will be sought to replace them.

In addition to those members of the WG who are appointed by the WG Leader, Members of the Association who have particular skills in one or other aspect of communications and wish to serve on the GWG may inform the Administrator of their interest, which will, in turn, be conveyed to the WG Leader for his or her decision to accept or decline.

There is no fixed number of members of the GWG, but it would not normally exceed, say 20 members, unless the creation of a new *ad hoc* WG, for example, requires differing talents of areas of knowledge. Other WGs may have different optimum membership numbers.

3 Duties

The duties of the GWG (and all other WGs) are:

- i) to fulfil the brief given to it by the AGS Chair, via its WG Leader, and
- ii) to communicate and engage with the Membership of the Association and the wider industry on matters relating to their Working Group.

The members of the GWG and their various sub-committees are expected to participate actively and contribute to the work of their WG. Thus, membership of a WG is not a virtual sinecure – it will not be sufficient merely to be present at meetings – everybody should expect to have tasks assigned to them, for completion outside the meetings.

4 Line of Responsibility

All Standing WGs report to the Executive Committee via their WG Leader.

Modus operandi

- 1 The Byelaws require that each WG shall arrange to meet, at least twice annually, and that the Administrator shall consult with the WG Leader and choose the location, date and time. The Administrator will communicate this with the members of the Working Group at least 30 days prior to the meeting.
- 2 In the interval between meetings, the GWG members will continue to communicate with each other by whatever means and at such frequency that will enable them to conduct their business efficiently. The WG Leader will co-ordinate such communication, with the assistance of the Administrator.
- 3 The Byelaws specify that the Leader of the GWG (and Leaders of all WGs) will make the decisions of their WG, having considered the arguments and advice given to them by the members of the Group.
- 4 Working with the Administrator, the GWG Leader will formulate and finalise the agenda for all of the GWG's meetings.
- 5 Each member of the GWG who has an action from the previous meeting against their name, or a member who wishes to raise a substantial issue, shall provide a brief paper on their subject to the Administrator. These papers must be submitted in accordance with the published timetable of actions referred to in item 8, such that they can be issued with the Agenda for the meeting. The former practice of providing *ad hoc* verbal reports at meetings is now actively discouraged.
- 6 In an effort to streamline the proceedings of meetings, all papers will be taken as read and, if for information only, will be annotated thus and will not be discussed further in the meeting. Self-evidently, this does not apply to papers for further discussion or matters for decision.
- 7 The WG Leader shall arrange with the Administrator to organise, distribute and make available the records of all activities of the Working Group, as appropriate.
- 8 When the finalised record of a meeting is distributed to the WG members, it will, as a matter of routine, be accompanied by a list of actions arising from the meeting for members to progress, together with a timetable for those actions leading up to the next meeting.

Activities for the Current Year

- 1 To alleviate the AGS Chair's burden, the GWG Leader will draft an outline programme of work or list of activities for the current year. This draft will be discussed with the AGS Chair and agreement reached on the final listing, after which the information will be conveyed to the GWG members. There will be an opportunity for the WG members to see and add other business to the programme before it is finalised.
- 2 The Byelaws state that 'The Working Groups shall undertake such activities as enable them to fulfil their duties' and that the WG Leader will co-ordinate these activities, with the assistance of the Administrator.
- 3 The currently known activities of the GWG for 2022-2023 are listed below. They have already been seen by the WG members and agreed with the AGS Chair. Inevitably, there will be other activities added through the year, as they arise.
 - a. Provide practical geotechnical guidance on matters that can help the AGS membership work towards Net 0 goals that have been set at a national level
 - b. Play a role in addressing the declining up take of geoscience relate degrees and the associated potential impact on the ground engineering sector
 - c. Help address gaps in technical knowledge that have arisen in junior engineers/geologists due to the modular nature of degrees.
 - d. Promote the adoption of current design codes and associated standard good practice though advocating the free provision of BS documents
 - e. Support the Promote the 'next generation' of Eurocode 7.
 - f. Further an understanding of ground movement associated with conventional underpinning.
 - g. Liaise with other WGs when appropriate.