



The Aims of the Instrumentation and Monitoring Working Group (I&MWG)

- To promote geotechnical, structural, environmental, and related instrumentation and monitoring (I&M) to the geotechnical, geoenvironmental, and wider ground engineering community.
- To raise awareness to clients, asset owners, their professional advisors, and related parties, of the need for baseline (i.e., pre-implementation/construction), project implementation, post-implementation, and whole-life I&M for all types of projects and asset management.
- To be a focal point for the education, training, and qualifications of those engaged, or seeking to be engaged, in I&M including, but not limited to: the design and manufacture of instruments and related software and research and development, the design of and specification of I&M, the procurement of I&M, the installation of instruments, and the interpretation and presentation of I&M and related software.
- To identify and define an appropriate data format to effect the transfer of I&M data for interpretation, analysis, and presentation.

These aims are achieved through the Group's activities in respect of:

- promoting the activities of the I&MWG to the AGS Membership and to the wider industry.
- maintaining a watching brief on I&M activities of the wider national and international engineering and related communities, and reporting these to the membership;
- organising and running I&MWG initiatives and events on behalf of AGS;
- being involved closely in the drafting and reviewing of national and international standards, codes of practice and other definitive guidance;
- being represented on national and international Technical Committees, and the like, in addition to d), above;
- being pro-active at all levels of education and technical and professional training;
- establishing and promoting recognised qualifications for all those engaged in I&M work;
- striving to become a leading national authority on I&M matters affecting the AGS Membership and the wider industry.

Terms of Reference

1 Identification

The Instrumentation and Monitoring Working Group (hereafter abbreviated to I&MWG), 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 I&MWG 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 and who may not be practitioners, such that the WG can function efficiently and effectively.

Members of the I&MWG are appointed directly by the WG Leader from among the AGS 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 wish to serve on the I&MWG 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 I&MWG, but it would not normally exceed, say, twenty members unless the creation of a new ad hoc WG or Focus Group, for example, requires differing talents or areas of knowledge. Other WGs may have different optimum membership numbers.

3 Duties

The duties of the I&MWG (and all other WGs) are:

- i) to fulfil the brief given to it by the AGS Chair, via its Working Group Leader,
- 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 I&MWG 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 enough 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 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 I&MWG 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 I&MWG (and Leaders of all other 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 I&MWG Leader will formulate and finalise the agenda for all the I&MWG's meetings.
- 5 Each member of the I&MWG 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 practice of providing only verbal reports at meetings is actively discouraged.
- 6 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 up to the next meeting.

Activities for the Current AGS Year following the AGM

- 1 To alleviate the AGS Chair's burden, the I&MWG 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 I&MWG 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 activities of the I&MWG for the AGS Year following the AGM will be submitted to the AGS Chair for agreement prior to the AGM.
- 4 It is anticipated that additional activities will be added through the year, as they arise.
- 5 The I&MWG will maintain liaison with other AGS WGs and with other organisations and their respective activities with a view to identifying and supporting activities of mutual interest and avoiding wherever possible a clash of activities.

Prepared by Jonathan R A Gammon, Leader I&MWG, 2020 to 2022

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