

Terms of Reference for the NAFEMS CFD working group

The NAFEMS CFD Working Group (CFDWG) is concerned with all aspects of Computational Fluid Dynamics (CFD), including the flow of fluids (gases and liquids), heat and particulate flows. All computational approaches are included (FVM, FEM, LBM, System-level or 1D-CFD etc.) and the related technologies required whether for pre-processing (including meshing for CFD), solving or post-processing.

Aims

To promote the safe, reliable and effective use of CFD by:

1. Providing guidance and information for CFD users of all levels.
2. Encouraging and supporting the increasing use of CFD within the international community.
3. To help both users and managers to apply CFD techniques appropriately and usefully.
4. To provide information for people using information from CFD simulations but who may not be performing simulations directly.

The focus is towards improving the effective use of CFD for industrial applications, regardless of where those simulations are performed (in industry, by consultants or vendors or in academia).

Working Group Byelaws

1. Members are listed on minutes as present, contributing or apologies. Potential new members will be listed as potential members. The NAFEMS Technical Officer is considered to be a member of the working group.
2. Potential new members should submit a CV to the chairman indicating their knowledge and experience of industrial CFD. This will be reviewed by the group and if approved the person will be invited to attend meetings and participate in the group for a minimum of 6 months. After which both they and the group can decide to invite membership or walk away. Once full membership is confirmed, the CV will be provided to the editor of the NAFEMS International Journal of CFD Case Studies to support paper reviewing activities as required.
3. At least two thirds of the working group membership shall be associated with current NAFEMS member organisations. A check on the consistency of the working group will be made following submission of the NAFEMS annual report.
4. 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.

Terms of Reference for the NAFEMS CFD Working Group

5. At the discretion of the chairman, participation in the working group can be split between up to three people from the same organisation to reduce the individual workload. In this case all participants would need to contribute (although at an individually lower level) to justify membership. This can also be used to pass on permanent participation in the group to a colleague, within the constraints of the usual membership process.
6. The position of chairman is open for review every three years on the anniversary of the initial appointment. There is no requirement for the role to be rotated. Only full members of the working group may vote or be nominated as chairman. Review of the role will be announced via direct e-mails to working group members at least a month in advance. Working group members wishing to stand for the role (and the standing chairman if he or she would like to retain the position) should seek a nomination from at least one other member of the group and should communicate this to the NAFEMS Technical Officer along with information outlining their suitability for the role.
7. Contributions include:
 - a. attending and actively participating in working group meetings.
 - b. activity on a topic between meetings, whether individually or as part of a sub-group,
 - c. sending relevant comments or reports on agenda items to the chairman in good time for the meeting.
 - d. volunteering for and carrying out actions arising from the meetings including organising or assisting with seminars, reviewing new or existing publications, writing invitations to tender, supplying articles for Benchmark magazine or reviewing articles as requested by the editor, authoring or editing collaborative group publications,
 - e. acting as the coordinator for the CFD sections of the NAFEMS website.
 - f. significantly participating in discussions or other activities in NAFEMS Google Groups (NGG).
 - g. carrying out reviews of journal papers or other journal activities.
8. Minutes will be taken for all meetings and actions will be identified. The minutes should be circulated within a month (ideally less) of a meeting date.
9. To enable international involvement in the group, group meetings will be split between physical meetings and web-based meetings. NGG will be used for online discussions. Participation in NGG discussions is expected for working group membership. No fewer than six meeting will be scheduled each calendar year.
10. (a) Voting process. Where a vote is required it will be carried out via e-mail to the chairman or, if the position of chairman is being voted on, to the NAFEMS Technical Officer or using the voting capabilities in web-meeting tools. Receipt of e-mail votes should be confirmed.

Terms of Reference for the NAFEMS CFD Working Group

(b) Only working group members can vote. Each organisation that has a representative in the working group will have one vote. If an organisation has more than one person participating in the working group and more than one person votes, the vote will be shared between the participants.

(c) If required, the casting vote will be held by the chairman, or when the position of chairman is being decided, the NAFEMS Technical Officer.

(d) Where discussion is required, voting may take place either at a web-meeting or within a set time of the minutes being issued and the call for a vote. Members unable to attend can register their vote directly with the chairman in advance.

(e) Excessive voting and the associated administrative activities should be avoided where possible.

11. If a member is unable to attend a meeting, they may send a colleague in their place to make their contributions. That person would be recorded as a visitor unless the usual membership process was followed.
12. Current publications are reviewed every three years if possible. The group will aim to commission at least two new publications every year. In addition to member input, the NAFEMS Technology Strategy Plan and NAFEMS membership feedback will be used as a guide when deciding on topics for activities.