

Terms of Reference
NAFEMS High Performance Computing Working Group
Draft 9 March 2015

The mission of the High Performance Computing Working Group is “To provide a vendor-neutral, end-user driven consortium that promotes the effective use of High Performance Computing in engineering simulation.” This includes education, communication, promotion of standards, and development of requirements that will have general benefits to the simulation and analysis community.

Aims

The High Performance Computing Working Group provides a forum for everyone with an interest in High Performance Computing to discuss issues of mutual interest, while at the same time initiating and directing activities of benefit to NAFEMS members as a whole through publications, seminars, and workshops. The Group also acts as NAFEMS’ technology centre in this area and interacts with industry and academic experts in order to provide an authoritative response to technical issues within its remit. The Group works closely with other working groups and seeks to complement their activities.

Remit

At NAFEMS, High Performance Computing is used as an umbrella term for a range of technologies such as traditional Supercomputing, Grid Computing, Cloud Computing, High Throughput Computing, Hardware Acceleration (such as GPGPUs), Data Storage and Visualization.

Working Group Byelaws

1. Members are listed on minutes as attending, contributing, apologies or no communication. The NAFEMS Technical Officer is considered to be a member of the working group.
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,
 - d. significantly participating in discussions or other activities on the NAFEMS High Performance Computing Google Group
 - e. carrying out reviews of journal papers.

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. Potential new members should submit a CV to the chairman indicating their knowledge and experience of industrial analysis related to the working group. This will be reviewed by the group and if approved the person will be invited to two meetings or for a maximum of 6 months access to WG Google Group after which both they and the group can decide to invite full membership or walk away.
5. At least two thirds of the working group membership shall consist of current NAFEMS members. A check on the consistency of the working group will be made following submission of the NAFEMS annual report.
6. At the discretion of the chairman, participation in the working group can be split between up to three people from the same organisation.
7. 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.
8. The position of chairman is open for review every 3 years on the anniversary of the initial appointment. There is no requirement for the role to be rotated. Only established members of the working group may vote.
9. The chairman should aim to circulate an agenda to the working group a minimum of one week prior to the upcoming meeting
10. The working group should aim to meet a minimum of four times per year
11. Minutes will be taken typed up and circulated within two weeks of the working group meeting by a NAFEMS representative