

GUIDELINES FOR CHAIRPERSONS OF PIANC WORKING GROUPS

1. Creation of a Working Group

Introduction

Each Technical Commission is entitled to propose the setting up of Working Groups to undertake studies of specific subjects related to the implementation of the strategy of the Association. The setting up and the Terms of Reference (ToR) of Working Groups shall be recommended by the relevant Commission for approval by the ExCom.

Membership

- a. Each member country is entitled to appoint two representatives of which one should be a Young Professional and one alternate in each Working Group via its First Delegate or his designee.
- b. The Chairperson of the supervising Commission decides on the size of the Working Group, taking into account the necessary expertise and the regional representation. This may involve the participation of more than one member from the same country.
- c. The members should be experts in the subjects to be dealt with.
- d. Members may participate by correspondence only, if approved by the Chairperson of the Working Group, to an extent that does not jeopardise its activities.
- e. The supervising Commission(s) may appoint one of its members as a representative in each Working Group.
- f. Associated Sister Organisations are entitled to appoint representatives as full members in accordance with signed agreements.
- g. Working Group members should preferably be Individual PIANC Members or belong to Corporate Members of PIANC.
- h. Non-PIANC members may be invited as experts.
- i. Members must commit themselves to:
 - attend the meetings or participate through correspondence;
 - execute the actions that are assigned to them;
 - report on the progress of the Working Groups to their National Section.
- j. If a member of a Working Group does not participate in the work to the expected/agreed extent, he/she will be either removed or replaced upon request by the Chairperson of the Working Group and subsequent consultation between the Chairperson of the supervising Commission and the First Delegate of the relevant member country.

Chairpersons

The Chairperson of the Working Group will be appointed by the Chairperson(s) of the supervising Commission(s). If a Chairperson of a Working Group does not fulfil his/her duties as expected he/she will be replaced, preferably by another member of the Working Group, after consultation between the Chairperson(s) of the supervising Commission(s).

Vice-Chairpersons

Working Groups can appoint a Vice-Chairperson from among themselves. If the Chairperson is not available, the Vice-Chairperson will act in his/her place.

Secretaries

The Chairperson can appoint a Secretary of his Working Group.

Activities of the Working Groups

- a) During its first meeting the Working Group shall:
- discuss the Terms of Reference as approved by the ExCom and propose any changes that they deem necessary for approval by the ExCom;
 - define a written study plan with a detailed time, activity and manpower schedule that will identify how the Working Group activities will be accomplished within 24 months and submit it for approval to the Chairperson(s) of the supervising Commission(s). (see ANNEX 1 'Overview of PIANC WG report Development Status')
- b) The Working Group is expected to produce:
- a report with the results/conclusions/recommendations;
 - an extended summary of the report fit for publication on the website;
 - a management summary.
- c) The Working Group outputs should meet the standards of the PIANC house style as valid at the time of finalising the work.
- d) As from 2011 onwards all Working Group reports will be produced electronically. However, if a Working Group wishes to produce a hard copy of its report, it is asked to assist the supervising Commission(s) to seek funds to fully support the financing of the printing and mailing of their reports. PIANC HQ will calculate the amount necessary to cover all these costs.
- e) All Working Groups are asked to consider the opportunity of publishing a Technical Brief at their kick-off meeting, which will serve as a sort of 'announcement'/eye-catcher of PIANC's future publications and which will be published in PIANC's e-newsletter 'Sailing Ahead', as well as the Magazine 'On Course'.
- f) Conditions regarding advertisement in Working Group reports:
1. A minimum of three advertisements is required;
 2. These advertisements will be printed on the last page (1/4 page) of the Working Group report based on a generic template;
 3. All information about publicity rates can be found at <http://www.pianc.org/publicity.php>.
- g) All Working Groups are entitled to have their own password protected member area on the website of PIANC international, which can be particularly useful in order to keep your members up-to-date about the Working Group's agenda, to upload documents, to share more information, etc. In case you wish to set up such a member area, please send an e-mail to leen.weltens@pianc.org. Attached you can also find a manual for all Chairpersons on how to maintain this member area (see ANNEX 2 'Manual for setting up WG member area').

The Chairpersons of the Working Groups:

- are responsible for executing the Terms of Reference;
- keep the liaison member of the supervising Commission(s) informed about progress and report on this in Commission meetings;
- inform their National Section about the progress;
- ensure that the work of the Working Group is finalised within the allocated timeframe.

Meetings

The first meeting/kick-off meeting will be held in Brussels in co-ordination with the General Secretariat not later than three months after the approval of the Terms of Reference by the ExCom. The subsequent meetings can be held anywhere. The meeting schedule will be drawn up during the first meeting and will be communicated to the Chairperson of the supervising Commission.

2. Preparing Working Group Reports

Introduction

- Papers accepted become the copyright of PIANC. Contributors should bear in mind that they are addressing an international audience.
- WG-members are encouraged to have a look at previous WG-reports, in order to better understand the requirements and to avoid delays.
- WG-reports that do not meet the guidelines will be rejected.

Language and orthography

- A WG-report can be submitted in either English or French. Authors must use UK English orthography.
- A good linguistic quality must be pursued. It is recommended that the final text is proofread by a native speaker, in order to avoid delays if copy should be sent back for rewriting.
- WG-members are asked to mind the punctuation marks. For improving readability, it may also be better to split one long sentence in two.

Text files

- All manuscripts will be supplied as a MS Word-file.
- Pages should be numbered and footnotes must be avoided.
- For units, the International Standard Units System (SI) will be applied.
 - Temperatures are given in the Celsius scale (C°).
 - Symbols do not have an appended period/full stop (.)
 - Symbols are written in upright type (m for metres, s for seconds), so as to differentiate from the italic type used for variables (*m* for mass, *s* for displacement).
 - The SI rule is that symbols of units are not pluralised, for example '25 kg' (not '25 kgs').
 - A space separates the number and the symbol; e.g., '2.21 kg', '7.3×10² m²', '22 K'.
 - This rule explicitly includes the percent sign (%). Exceptions are the symbols for plane angular degrees, minutes and seconds (°, ' and ") , which are placed immediately after the number with no intervening space.
 - Commas are used as a thousand separator (1,000,000) in order to reduce confusion. For figures below 1,000, no commas are used (e.g. 500), figures containing tenths are marked with a period (e.g. 50.36 ; 1,000.23)
 - Symbols formed by division of two units are joined with a solidus (/), or given as a negative exponent. For example, the 'metre per second' can be written 'm/s', 'm s⁻¹', 'm·s⁻¹'. Only one solidus should be used; e.g., 'kg/(m s²)' or 'kg·m⁻¹·s⁻²' are acceptable but 'kg/m²s²' is ambiguous and unacceptable.
 - The official UK spellings are 'deca', 'metre', and 'litre'.
 - Currency units are either put behind the number and in official abbreviation (e.g. 1,000.23 EUR/USD/GBP) or in front of the number when using the symbol (e.g. €/\$/£ 1,000.23).
- Tables, pictures and illustrations must be provided as separate files, and not included as part of the text.

- In the text file, authors must indicate at what place they want pictures, tables and illustrations to be included. They can do so, a.o. by including an 'Editor's note' or by inserting editing remarks in another colour.
- If a list of bibliographical references is appended, the references should have the following format:
 - **Book with one author**
Sabaton, M. (1980): "Stability of Rubble Mound Breakwaters", Vol. II, in PIANC Magazine 'On Course', Sydney: Pan Books, p. 3-5.
 - **Book with two or more authors**
Sabaton, M., Feuillet, J. and Averett, D.E. (1980): "Stability of Rubble Mound Breakwaters", Vol. II, in PIANC Magazine On Course, Sydney: Pan Books, p. 3-5.
 - **Books with an anonymous or unknown author**
"The University Encyclopedia" (1985), London: Roydon, p. 3-5.
 - **World Wide Web page**
Sabaton, M. (1980): "Stability of Rubble Mound Breakwaters", [Online], Available: <http://www.pianc.org/publications.php> [24 Aug 2010].
- WG-members will respect the existing hierarchy of titles and subtitles, as they are presented in previous WG-reports. This hierarchy is as follows:
 - Main title: 1. INTRODUCTION
 - Second title: 1.1 Second title
 - Third (sub)title: 1.1.1 Third (sub)title

Illustrations

- All pictures, illustrations and tables must be provided as separate files. In clear: PIANC will receive one text file (in MS Word) and one or more separate graphic files. For reasons of quality, pictures may not be included in the text-file.
- Full colour pictures and digitalised illustrations must be of superior quality, meaning that the pictures should have a minimal width of 80 mm while having a resolution of at least 300 dpi. Jpeg (maximum quality) or High Resolution PDF formats are to be preferred.
- Pictures can be provided as a print (for scanning), or in one of the following digital formats: tiff, jpeg, PDF or eps.
- Figures, pictures and formulae must be numbered. These numbers will be referred to in the text file.
- Every figure will be accompanied by a short explanatory caption.

Layout

- PIANC will take care of the layout.
- WG-members may want to suggest a layout of their own. They can do so by providing a PDF-file, in which figures and illustrations are already inserted. This has the advantage that PIANC editors may better understand at what place authors want the illustrations to be inserted, and how they like the layout to look like. However, such a PDF-file can only be provided as an example. In any case, an electronic text file (in MS Word) and separate graphic files are mandatory.

Final reports

- The final report of a Working Group is approved by the supervising commission. See: PIANC's Rules & Regulations, art. 66:

- Art. 66.** Working Group reports
- a. The reports should be in accordance with the approved Terms of Reference and with the technical standards that PIANC wants to uphold.

- b. The Chairperson of the supervising Commission organises the review of the draft report and sends the approved version to the General Secretariat for translation and publication.
 - c. Management summaries of maximum 500 words will be produced in order to:
 - provide guidance to decision-makers;
 - be published in the magazines of Sister Organisations.
 - d. Translation and publication of the report and the summaries will be organised by the General Secretariat as quickly as possible.
- Only the Chairperson or the Secretary of the supervising commission will transmit the final report to PIANC's Editing Officer, in order to avoid misunderstandings about the report having been cleared. There will be no direct contact between the Editing Officer and the Chairperson or members of a Working Group. Contact will be between the Editing Officer and the Chairperson or the secretary of the supervising commission.
 - Working Group reports should include: a table of contents, a list of members (name, full address and e-mail address) of the Working Group, the Terms of Reference, as well as a summary of maximum 500 words.

PIANC Editing Officer

- Technical articles can be submitted by e-mail. However, since a maximum size of 5 Mb is frequently applied, it may be necessary to send large e-mail attachments via YouSendIt (www.yousendit.com). Even then, some graphic files may still be too heavy. Therefore, it is recommended to send a CD-ROM containing all text files and graphic files and illustrations, through the post to the PIANC postal address:

PIANC General Secretariat
c/o Editing Officer
Bld. du Roi Albert II, 20, B.3
B-1000 Brussels, Belgium

- Additional information can be obtained from PIANC's Editing Officer at leen.weltens@pianc.org or an.vanschel@pianc.org.