

Guidelines for working groups

Introduction

According to the by-laws of the ELGI, "Working Groups can be established at all times, either by the initiative of the Board or by the initiative of ELGI members, with the approval of the Board. Reports about the activities of these Working Groups must be sent regularly to the Board. Copies of the minutes of any meeting shall be sent to the Office Secretary of the ELGI."

It is the intent of these guidelines to reaffirm the roles of the ELGI working groups and to outline further requirements that are becoming necessary to have fully understood by all members of the working groups.

Aims and objectives

The aims and objectives of the working groups will have been generally outlined at the AGM and agreed to by the ELGI members.

Membership

ELGI working groups are open to non-members of the ELGI. The number of non-ELGI participants shall not exceed 20% of neither the membership list nor those present at any meeting of the group. Should a meeting have been convened where it is not possible to maintain this 80% majority of ELGI representation then all decisions made at such a meeting will be notified to the ELGI Board as soon as possible but not later than 10 working days after the meeting.

The board recognise that joint working groups with other organisations or participation as representative of the ELGI occurs. The board must be consulted before any expense will be borne by the ELGI, and after such agreement the board must be copied with full documentation from the meetings.

Correspondence

It is important to record minutes of all meetings; these minutes must clearly state who attended, and where the meeting was held. All correspondence from any ELGI working group must at a minimum be copied to the ELGI office. The ELGI will distribute such correspondence should this be the desire of the working group.

Responsibilities

- An approximate budget and time plan will accompany an annual reaffirmation of the groups aims and objectives sent by the chairman of the working group to the board of the ELGI.
- Each working group will be expected to present a summary of its efforts at the AGM (the board will have expected to have reviewed and agreed to the outline content in accordance with the requirements for normal AGM presentations).
- Each working group will be required to submit regular updates of their activities to the ELGI office for inclusion in the ELGI's web site. The format will be consistent with that published on the World Wide Web at the time of the update. Other suggestions for changes in format etc. will be accepted and implemented at the board's discretion.
- Each working group will establish a corium and voting. It is strongly suggested that the corium and voting defined in the ELGI's constitution is used as a minimum. These will be defined in the objectives of the working groups after their first meeting.

Meetings

Meetings will, wherever possible, be held at the ELGI office in Amsterdam. Providing the meeting is to be held in Amsterdam, the ELGI will provide refreshment, normal meeting facilities, and assistance with hotel booking etc.

Where meetings are to be held in other locations all requests for support must be made in writing to the ELGI board least 2 months before the meeting, and be within the agreed budget (see responsibilities)

The minutes of the meeting will be reviewed by the chairman or ELGI board before distribution

Additional information and definitions

One of the objectives of ELGI is to co-operate at all times as close as possible with the NLGI and to participate in a future international organisation of Lubricating Grease Institutes. Minutes of meetings and applicable information will be sent to the NLGI, whenever appropriate. It is envisaged that this update in ELGI working group activities may take place using reports published in Eurogrease.