

5.0 ACTIVITIES

5.1 Conventions and Conferences

It is the responsibility of the EWRI Council on Conferences, Conventions & Exhibit Marketing to coordinate the EWRI participation in EWRI conferences, ASCE conventions or national meetings of ASCE or other organizations. Each organization will have its own policies and procedures regarding participation. A general outline of the ASCE practice is provided here because it is the EWRI policy to give serious consideration to participation in all ASCE Annual Conventions and to participate in appropriate conferences that are managed under ASCE auspices.

5.1.1 EWRI Participation in ASCE Conventions

The ASCE Committee on Conventions and Conferences (CCC) appoints a Committee for each Convention. The Convention Committee has responsibility for selecting the convention's sessions and developing the overall program.

Approximately 24 months prior to an ASCE annual convention, an invitation to submit proposals for the convention program is sent to appropriate Society units by the Convention Program Coordinator, who is an ASCE staff person designated by CCC. Entities such as EWRI are given the opportunity to submit proposals outlining their desire to participate.

If the EWRI GB decides to participate, the EWRI Committee on Conferences Conventions and Exhibits Marketing will appoint such EWRI task committees as are needed to support the EWRI efforts. It is expected that EWRI task committees will prepare proposals to include:

- Identification of the unit submitting the proposal.
- Names of joint developers and other units involved.
- Titles of proposed session(s), symposium, workshop or conference or other activity.
- Proposal coordinator's name, address, and other contact information.
- Contents of session(s), symposium, workshop, conference or other activity.
- Relation of proposed subjects to convention theme.

The ASCE Convention Committee reviews these proposals at the Convention Program Workshop, at which time a preliminary program is selected. This schedule indicates the lead-time required coordinating program development. The schedule is somewhat inflexible; it is expected that deadlines will be met. A typical convention schedule is available from ASCE Conference and Convention Department Staff at (800) 548-ASCE.

5.1.2 Specialty Conferences

5.1.2.1 General. In addition to a biennial EWRI Congress, the Technical Activity Councils, focusing on a specific topic of interest, will generally sponsor specialty conferences within EWRI. Specialty conferences will also entail other organizational partners, including sponsorship or co-sponsorship by another ASCE entity such as a local branch or section or another institute, a partnering organization or any other non-affiliated organizations with legitimate interest in the water and environmental fields. As a matter of policy, the EWRI GB supports collaborative conferences that will further the interdisciplinary focus of the EWRI membership and seeks to avoid overlapping or competing conferences.

EWRI has been delegated authority by the ASCE BOD to administer the planning, conduct, and financing of specialty conferences conducted by EWRI. The EWRI GB policy requires that specialty conferences carried out under the auspices of the EWRI be realistically budgeted, organized and managed by EWRI staff so as to derive sufficient revenue to cover all expenses (including staff support and overhead) and to generate a reasonable operating surplus for the EWRI.

The EWRI GB has delegated final approval responsibility for specialty conference proposals directly to the Products & Marketing Activities EXCOM. The EWRI Staff Coordinator and the Committee on Conferences, Conventions & Exhibit Marketing review and endorse all specialty conference proposals prior to EXCOM approvals.

5.1.2.2 Budgets. The conference budget is prepared by the conference chair with support from the Staff EWRI Coordinator and the Conferences, Conventions & Exhibits Marketing Council before approval by the Products & Marketing Activities EXCOM. After the approved budget has received final approval of the EWRI Finance Committee, the EWRI accepts conference financial responsibility. The staff EWRI Coordinator administers the conference finances on behalf of the conference chair. Any deviations from the approved budget require review and approval of the Conferences, Conventions & Exhibits Marketing Council. A conference financial report is completed by the staff EWRI Coordinator following the conference and distributed to the EWRI Finance Committee, the Products & Marketing Activities EXCOM, the Technical Executive Committee EXCOM and the sponsoring councils/committees.

The EWRI budgeting process for conferences involving shared financial responsibility with partnering or non-affiliated organizations will be prepared following these same steps, subject to additional concurrence from the EWRI GB.

5.1.2.3 Staff Support

The EWRI Staff Coordinator assists the committee/council proposing the conference during proposal development and approval. This person answers questions concerning the conference concepts, and serves as liaison between the organizing committee/council and other ASCE staff whose services may be needed. For additional insights, the organizing committee/council is encouraged to consult the *ASCE Specialty Conference Management Handbook* and similar documents that might be available from co-sponsoring organizations. A conference may have unique needs that justify non-EWRI and non-ASCE staff assistance to manage a conference effectively. EWRI Bylaws restrict the authority to contract for such services to the EWRI GB.

5.2 Continuing Education

Committees/councils are encouraged to develop continuing education programs. EWRI has the option to do this in cooperation with the ASCE Continuing Education Department or non-ASCE and non-EWRI entities. Continuing education programs provide venues for information transfer with often far greater impact than other EWRI channels.

As a mechanism for information transfer of considerable benefit to its members, as well as non-members, EWRI continuing education programs can specifically target applications, codes and standards, and professional/management development topics with emphasis on:

- Acquiring new skills,
- Staying abreast of new techniques,
- Learning about new regulatory programs,
- Becoming generally more efficient,
- Maintaining quality in the profession.

Committees/councils desiring to undertake a continuing education activity are requested to contact the EWRI Continuing Education Marketing Council.

5.3 Publications

EWRI publications (in hard-copy, in electronic or digital form or on the EWRI web site) can be developed from or include contributions from any segment of EWRI, although most such efforts are likely to stem from the technical committee activities, either alone or in conjunction with partnering organizations. Publication channels typically include:

- *The EWRI Newsletter* is available to members of the EWRI. The Communications Council, under the purview of the Member Services EXCOM has the primary

responsibility to generate and screen articles for distribution through this channel. Potential authors should contact the Communications Council to determine the feasibility of an article being published before proceeding,

- **Journals and Practice Periodicals** under the auspices of the EWRI provide the primary media for members to exchange their experiences and results of their studies for advancement of the profession. Peer reviewed published papers are thought-provoking studies and original work that advance new ideas in planning, analysis, design, construction, or maintenance of civil engineering work and are subject to rigorous peer review. Journals are the purview of EWRI Council on Journals & Practice Periodical Marketing and are subject to a rigid set of development and publication standards. Those EWRI journals that are published under the banner of ASCE must conform to the Society's current activities, policies, and procedures. The *ASCE Official Register*, which is published annually, is the guide to such publications. It is distributed to all ASCE members. *ASCE Publications Information* is a bimonthly abstracting service for all Society journals, books, and *Civil Engineering* articles.
- **Manuals and reports** on engineering practice are subjected to a rigorous peer-review process and must receive approval from the EWRI Council on Publications Marketing and the Society's Publications Committee. A manual of practice is an authoritative document presenting facts and criteria that are commonly considered in planning, design, and/or construction of engineering projects and facilities supplemented by an analysis of limitations and applications of these facts. Such manuals contain information useful to practitioners in the environmental and water resources fields. Manuals do not have the authority of standards, but are more permanent than special publications and are often used by practitioners as high level technical information carrying the weight of collective EWRI expertise.
- **Special publications** include proceedings of conferences and symposia, convention proceedings, reports, and monographs. Reports and monographs receive appropriate peer review and EXCOM approval. Proceedings are approved in concept when the EXCOM approves the conference budget. If a special publication is to be published under the ASCE banner, the publication must follow the ASCE Publications Committee rules. Reports are usually less than 30 single-space typed pages and often appear in the appropriate journal depending on report length and have the same review process as a journal article. Monographs are a cohesive collection of articles on one particular area of practice and conform to a predetermined format. Special publications (except those published in a journal) are usually published from camera-ready manuscripts prepared by the authors.
- **Standards and pre-standards** are also published by EWRI. They are discussed under Section 5.3.5.

5.3.1 Basic Requirements for Manuscripts

The *Authors' Guide to Journals, Books, and Reference Publications* is available from ASCE Headquarters.

5.3.2 Technical Paper Peer Review Procedures

Papers submitted to EWRI for publication are forwarded to the Manager, Journals at ASCE Headquarters to start processing procedures. Two manuscript copies, review evaluation forms, and Reviewers' Guides are then sent to the appropriate Journal Editor within the EWRI Journals & Practice Periodicals Marketing Council. The Journal Editor determines whether or not the paper is appropriate for the journal. If the decision is made not to review, the Journal Editor returns the paper with the reasons for rejection or transfer to the proper journal editor. Papers selected for review together with review forms are sent to at least two reviewers knowledgeable on the subject matter. Completed reviewers' evaluation forms, together with the manuscript, are returned to the Journal Editor. If both reviewers are essentially in agreement relative to publication or paper rejection, the Journal Editor returns the manuscripts and marked evaluation forms to the ASCE Manager, Journals with recommendations to either:

- Publish the paper as written, or
- Return the paper to the author for revisions prior to publication. (Note: If revisions are minor a second review may not be necessary. If revisions are major, a second review is required.) or,
- Reject paper publication. (Note: It is desirable to suggest what the author could do to make the paper acceptable for publication.) Authors may resubmit a paper for a formal re-review.

Journal editors must be active in some area of research or practice and be familiar with the literature in their field of expertise. The Products & Marketing EXCOM is responsible for monitoring the work of its publications committee.

Manuscripts based almost entirely on previously published material are not accepted for publication in EWRI journals or other publications unless substantially revised, updated with new information, condensed into a more concise and readable form, or otherwise made significantly more useful to the profession than the original papers. The Products & Marketing EXCOM may make exceptions under special circumstances.

5.3.3 Manuals, Monographs and Reports

A Manual of Practice covers considerable information about many subjects pertaining to a technical topic. A monograph discusses a single topic from several viewpoints. A report is any valuable discourse on any technical subject. Each has its own publication format. Procedures for development of manuals, monographs, and reports of engineering practice are:

Committees/councils considering manual, monograph, or report preparation should contact the EWRI Publications Marketing Council to inform it of their desire to publish and the project timetable. These contacts provide valuable input to planning and development efforts and assure procedures are followed and misunderstandings do not arise.

The draft is refereed by using either of these two methods:

- Prior publication in an appropriate EWRI journal. Having been published in a journal, the draft does not require separate peer review.
- Establish a peer review ("blue-ribbon") committee under the appropriate EXCOM.

The peer review committee is independent from the committee preparing the draft and must contain a balance of members to ensure ample consideration is given to appropriate subject matter in the proposed manual, monograph, or report.

The Publication Council prepares a calendar of action for submittal of review comments, resolution of differences and approval of final manuscripts prior to peer review committee appointment.

The peer review committee prepares written comments and submits them simultaneously to the committee preparing the manual, monograph, or report and the Publication Council.

The committee preparing the Manual of Practice, monograph or report and the peer review committee resolve their differences. The Publications committee ensures all comments are resolved and acts as arbitrator between the committee preparing the manual, monograph, or report and the peer review committee when necessary.

After the proposed manual, monograph, or report has received appropriate peer review and the Publications Council approval, the final manuscript is submitted to their EXCOM and to the Society Publications Department. The letter accompanying the manuscript must contain a list of peer review committee members, their affiliation, and areas of interest.

A typed manual manuscript is prepared in a manner similar to journal manuscripts. They are typed double-spaced, and include camera-ready figures and photographs; except when electronic or digital distribution is anticipated, in which case other requirements will be specified..

When the proposed manual has received approval, the Society Publications Department, or other publisher, begins production. Appropriate committee members who prepared the manual are asked to review the final manuscript. Authors prepare monograph and report manuscripts in a format specified by the Publications Council.

There is no provision for expense reimbursement related to development of publications except as included in previously approved budgets (or Conference budgets) as authorized by EWRI.

5.3.4 Pre-standardization Activities and ASCE Standards

EWRI participates in the production of ASCE standards. This is necessarily a complex and expensive process requiring special rules for committee membership and activities. Committees/councils are encouraged to produce pre-standardization documents of high technical quality to enter the formal standardization process. A pre-standardization activity produces a document that is intended as a resource for a standards activity. Pre-standardization is governed by the "Guideline for ASCE Pre-standardization Activities" as appears in the *ASCE Official Register*.

A standard is a document developed via the ANSI consensus process including balloting by a balanced standards committee made up of Society members and non-members, Society membership as a whole and the public. Standards carry the highest level of respect within the practice.

Standards councils manage the standards committees responsible for writing standards. Standards development is strictly governed by Society rules contained in the *ASCE Official Register*.

5.3.5 Complimentary Copies

The ASCE Publications Department provides up to ten complimentary copies of Manuals of Practice, monographs and reports to the committee that develops a publication.

Costs for complimentary copies of conference proceedings may be provided only through inclusion in the conference budget.

5.4 Policy Statements, Position Papers, and Resolutions

To encourage the involvement of the EWRI and its members on issues of significance in professional and public affairs, the EWRI GB has elected to follow the Society procedures for the development, review, adoption, and promulgation of official statements. These statements provide timely information to the public, media, public agencies, and groups within the broad spectrum of the engineering profession. Guidelines and formats for policy development are found in *Procedures for Development and Adoption of Society Policy* issued by the ASCE BOD Planning & Implementation Policy Team. Improperly developed documents may be delayed or rejected by the EWRI GB.

Public documents produced by the policy process are the basis of all offered EWRI statements including public pronouncements, testimony, or commentary on governmental activity and information efforts on behalf of members and the EWRI. The three forms of

official statements, once approved by the EWRI GB, and determined not to be conflict with ASCE positions on the same subject, are known collectively as EWRI policies and include policy statements, position papers, and resolutions.

5.4.1 Definitions

An EWRI Policy Statement is a concise, definitive pronouncement of a course or method of action, selected from alternatives and in light of given conditions, to guide or determine future actions by the EWRI or the members it represents. Recognizing the extensive study and dialog necessary in the preparation of such a pronouncement, the EWRI GB requires a thorough review once every three years. Policy statements should not be subject to significant modifications.

A Position Paper is a longer, more detailed examination of an issue within the scope of the expertise of the environmental and water resources profession. Although it may express an opinion on a specific topic, a position paper need not contain inclusions or recommendations. It may expand on the principle elements of a policy statement or with respect to an interpretation of the intention or goals of the policy statement or to adopt the settled course of action described in the policy statement. The EWRI GB refers a position paper to the originating entity or other appropriate EWRI or Society segments on a minimum of two-year sequence for proper updating or to rescind.

A Resolution is a brief, formal expression of the EWRI on a specific issue or in response to a specific occurrence or event. It addresses a concern of limited duration or establishes a course of EWRI Society action in an immediate time frame. Unlike policy statements or position papers, resolutions may provide the following: 1) very distinct recommendations, 2) clearly define suggested actions or 3) define highly specific expressions of purpose in response to an immediate opportunity, concern, or problem within the scope of environmental or water resources practice. Because of their nature, the EWRI GB requires resolution reconsideration annually. Resolutions are frequent mechanisms used by Committees/Councils and their constituent committees to record their positions.

5.4.2 Point of View

Similar statements may be developed and promulgated by any EWRI segment without EWRI GB approval, provided they are clearly identified as works of the segment and do not constitute EWRI or ASCE policy. No statement may be distributed publicly if it conflicts with EWRI or ASCE purpose or current official policy.

5.4.3 Timing

For procedure purposes, there are three types of action related to statement development, processing, and adoption either as an ASCE or EWRI statement. These types are designated based on the time frame deemed necessary for the total handling process.

- **Urgent:** The need for this type is apparent when the need for response on an issue/matter becomes immediate, with a 2-week time period for action. The EWRI President or EWRI Executive Director assigns the Urgent category designation and alerts the ASCE President and ASCE Executive Director of the need. The EWRI staff prepares the needed statement and forwards it to the EWRI President and, when appropriate, the ASCE President for review and approval. If approved, the statement (as a statement of ASCE or EWRI or both) is then disseminated as appropriate.
- **Fast Track:** The chair of the EWRI Public Policy Committee is responsible for deciding whether a proposed statement requires "fast action" within a 10-week total time period. The procedure for this category is:

After receiving the proposed document from the originating unit within EWRI, the EWRI Public Policy Committee Chair transmits the document to EWRI staff (one week).

EWRI staff distributes the document to all concerned EWRI and ASCE entities, including the EWRI President and GB plus the ASCE President (one week).

There is a three-week review period, including input from staff if no response is received, concurrence is assumed (three weeks).

Staff prepares the final document version (two weeks).

The final document is sent to the originating unit and EWRI Public Policy Committee chair (one week).

The originating unit decides whether or not the process is to continue; however, it cannot edit/change/revise the previous version.

If the decision is to proceed, the EWRI Public Policy Committee chair submits the document to the EWRI GB for consideration. EWRI GB approval and any required ASCE approval are sought through the most expeditious manner. (one week)

- **Normal:** The chair of the EWRI Public Policy Committee is responsible for deciding whether a proposed policy statement/position paper/resolution receives "normal" handling.

With normal handling, the originating unit submits the proposed document to the appropriate EXCOM. After the document content is resolved between the originating unit, the EXCOM and any other affected EWRI council or committee, the document is forwarded through "normal" channels (the EWRI Public Policy Committee) for EWRI GB approval and for ASCE approval if required.

5.4.4 Approval Process of Official Statement

So long as a statement is not in conflict with ASCE policy, an EWRI statement becomes official as soon as the EWRI GB approves it. To be adopted as an official ASCE statement, a proposed document is submitted to the ASCE PIC Policy Team prior to the ASCE BOD. If the Executive Committee rules a statement is urgent, it can approve the action and present it to the ASCE BOD for confirmation.

5.5 Liaison with Local Geographical Organizations

Committees/Councils are encouraged to establish liaison with ASCE Section and Branch Technical Groups and similar entities belonging to partnering organizations. In addition, committees/councils should:

- Invite such groups to sponsor sessions at committee /council specialty conferences.
- Invite such groups to host and co-sponsor specialty conferences held within their boundary.
- Invite such groups to propose sessions at conventions as part of the EWRI committee/council program, when appropriate.
- Obtain and maintain rosters of local group members interested in serving on EWRI committees.
- Encourage and assist in the development of local EWRI affiliated groups from within ASCE Sections or within partnering organizations.
- Provide items for local group newsletters and encourage local groups to submit items of general interest for publication in the *EWRI Newsletter*.
- Encourage local groups to periodically notify committees/councils about specific items that are better followed up by an appropriate EWRI Technical Committee (e.g. case studies, legislation, and so on).
- Encourage local groups to submit papers for possible publication in EWRI administered journals.

5.6 EWRI Representation to Other Organizations

EWRI encourages liaisons and joint committee assignments in outside organizations involved in areas that are closely related EWRI activities. EWRI does not provide support to, nor does it nominate individuals to officially represent EWRI on outside standards-writing bodies. The EWRI President, in coordination with the ASCE President when appropriate, arranges for liaisons and joint committee assignments. The representatives to other organizations are listed in the *ASCE Official Register*.

Rules governing EWRI liaisons and joint committee assignments are as follows:

- The EWRI External Organization Coordinating Council nominates, administers and proposes budgets for each assignment. Where membership fees (or the equivalent) are required, the EWRI External Organization Coordination Committee will identify the need in its annual budget requests.
- Except where agreements with outside organizations otherwise specify, assignments are for a one-year period. No more than two consecutive appointments are authorized.
- Appointees must prepare reports for each meeting attended and submit them to the EWRI External Organization Coordinating Council. In addition, an annual summary report must be submitted.
- The EWRI External Organization Coordinating Council must include a report on each liaison assignment in their spring report to the EWRI GB.
- The EWRI External Organization Coordinating Council prepares recommendations for liaison appointments in the spring. These are communicated to the EWRI President-elect.
- The EWRI President-elect shares these recommendations with the appropriate ASCE unit where the liaison serves as a representative of ASCE

Any committees/council or EWRI member may propose new liaisons or joint committee assignments to the EWRI External Organization Coordinating Committee. The EWRI External Organization Coordinating Council is responsible for securing approvals from the EWRI GB for new activities. Requests should include:

- Organization name.
- Description of organization activities, along with justification for EWRI representation.
- Names and backgrounds of nominated representative(s).
- Proposed financial arrangements (i.e. travel reimbursement, dues, etc.) to be included in the EWRI Budget. (Liaison activity travel reimbursements are subject to the same regulations that govern any other committee/council travel. In particular, travel must be authorized in advance of the travel. Travel funding requests submitted after the fact will not be approved.)

5.7 EWRI Revenue Sharing Program

In any fiscal year in which the overall EWRI specialty conference activities, continuing education, journals, practice periodicals, other publications or other activities generate a net positive operating surplus to EWRI, up to fifty percent of the surplus may be returned to the sponsoring committees/councils at the discretion of the GB. These funds are distributed to the appropriate committees/councils in accordance with the EWRI Performance Based Budgeting System, or according to the best judgement of the GB in the absence of an established Performance Based Budgeting System. The objective of the program is to develop an atmosphere in which committee/council members will have an incentive to increase revenue from EWRI activities consistent with the philosophy of service to members at reasonable cost.