

AMWA Policy on participants in project work groups

Background

The AMWA is legally bound to ensure that its IPR policy is adhered to. To be bound by the IPR policy, all Participants must be AMWA members.

Practice

- Basecamp allows additions of new personnel by anyone already on the system.
- Basecamp has no approval method involving AMWA staff to check entitlement to join a project group.
- There is no automatic alert or referral to AMWA staff.
- Hence there is no reliable means of control of who is added to the system.
- Contractors who are not employees of an AMWA member have been added to Basecamp by existing members, violating the IPR rules.

Process

As required

- New users of Basecamp must be added by an AMWA staff member, who will ensure that the person is verified as the employee of an AMWA member.
- Existing Basecamp users can be added to another project discussion by the leader of that work group or by an AMWA staff member.
- All Basecamp users are asked to notify AMWA staff when a participant has left a member company so that they can be removed from the system.

Regularly

- Basecamp will be regularly checked by AMWA staff to ensure that all people are entitled to be on the system.
- Everyone using the system will be asked to use company email addresses to reveal their employer. Exceptions to this will be on a case-by-case basis.
- Anyone who appears not to be the employee of an AMWA member company will be removed immediately.
- AMWA staff will attempt to contact the person who has been removed (along with the person who added them, if appropriate) to clarify their situation.
- Anyone who is verified as the employee of an AMWA member will be immediately reinstated.