Terms of Reference – IChemE Community of Practice (CoP)

Background

A CoP is a community of IChemE members from around the world from a wide range of sectors and backgrounds who volunteer with the goal of connecting with others to gain and share knowledge related to a broad field. Through the process of sharing information and experiences with the CoP, members learn from each other, build networks, have an opportunity to develop professionally and influence policy. The output and work of a CoP is largely focused on outside its own membership, focused on serving society, in ways that align with IChemE purpose, vision and strategy.

Delegated Authority

| By-Law 91 | The Board may delegate any of its powers (other than the power to borrow money) to standing or special committees of the Board consisting of members (Voting or Non-Voting) provided that the chairman of such a committee is a Voting member. |
| Board of Trustees> Learned Society Committee > Community of Practice |

Purpose

Communities of Practice (CoPs) exist to provide a platform for the fulfilment of IChemE’s objective to advance the contribution of chemical engineering worldwide for the benefit of society, by delivering consistent engaging programmes of activity, stimulating member involvement, and enhancing the value associated with membership.

RASCI Matrix

| Responsible | The Chair, Leadership Group and Members of the Community of Practice are responsible for the delivery of the group’s duties |
| Accountable | The Community of Practice is accountable to the Learned Society Committee. Each CoP will be assigned one member of the LSC, normally the relevant Subject Area Lead, as a liaison to the committee. The Chair will report to the Learned Society Committee at least annually via a written report, to be delivered by assigned LSC member. |
| Support | The Community of Practice is supported by staff drawn from the Learned Society Directorate |
| Consult | In the course of carrying out its duties, the Community of Practice will consult with their assigned LSC member. It may consult, as appropriate |
|          | • The Learned Society Committee |
|          | • Any Special Interest Groups aligned with all or some of the subject area of the CoP |
|          | • Any other relevant bodies within the Learned Society that are aligned with all or some of the subject area of the CoP |
|          | • IChemE members of staff, including the Director, Learned Society and relevant supporting staff |
|          | • The Communications Panel |
|          | • The Commercial Panel |
|          | • Congress |
|          | • Relevant external stakeholders |
| Informed | The Community of Practice will inform their assigned LSC member of ongoing activities. It may inform, as appropriate |
|          | • Any of the relevant groups deemed to form part of the Learned Society |
|          | • The Communications Panel |
|          | • The Commercial Panel |
|          | • Congress |
|          | • IChemE staff |
|          | • Members |
|          | • Relevant external stakeholders |

**Duties**

An IChemE CoP is expected to
• helps respond to policy consultations
• conduct proactive policy work
• develop guidance and best practice material for use of all IChemE members and non-members, which is of benefit to society. Their output is largely focused on outside their own membership, focused on serving society, in ways that align with IChemE purpose, vision and strategy.
• Produce regular newsletters informing members of the CoP and IChemE’s wider membership of the CoP’s activities and of opportunities to engage.

The outputs support knowledge enhancement to:

• build capability
• promote knowledge and innovation
• inform decision-makers and policy-makers where relevant to address society’s challenges

Where appropriate, an IChemE CoP can provide a forum for collaboration between Special Interest Groups and a platform where different point of view can come together to allow IChemE to create coherent policy output and practical guidance.

Communities of Practice will be operated in accordance with the IChemE’s Royal Charter, By-laws, Rules of Professional Conduct and Disciplinary Regulations https://www.icheme.org/about-us/governance

The CoP and its activity will be reviewed annually by the Learned Society Committee (LSC).

Membership

CoP Membership is open to all IChemE members. Non-members may be invited to contribute where relevant.

Projects

A significant part of a CoP’s output is expected to be the result of specific projects, as determined by the Leadership Group. Projects requiring additional resources need to be approved by LSC.

The CoP writes projects proposals using forms and processes prescribed by LSC.

Successful project proposals will normally result in the formation of a project working group. Where a working group is formed, members of the CoP will be notified in a call for volunteers. The project working group will have a lead and /or project manager who will report regularly to the CoP Leadership Group.
Normally, the CoP Nominations Group appoints the project manager and members of the working groups. For high profile or high risk projects, this might also need to be approved by the LSC.

Key activities and decisions of the CoP, including project progress is reported back to Learned Society Committee by the LSC Subject Area Lead.

**Leadership Group**

Each CoP will have a Leadership Group which should not normally exceed twelve members, including the Chair and Deputy Chair. Leadership Group members must be members of the CoP.

The Chair and Deputy Chair are appointed by Learned Society Committee (LSC). The Chair and Deputy Chair must be a Chartered Chemical Engineer and / or Fellow of IChemE.

The maximum term of office for the Chair and Deputy Chair is three years, with the option of re-appointment for one further term.

The relevant LSC Subject Area Lead is an ex-officio member of the Leadership Group (receives communications sent to Leadership Group, is invited to meetings, and reports to LSC about the CoP).

Members of the Leadership Group are expected to

- support the Subject Area Lead, Chair and Deputy Chair with information.
- Declare interests.
- Attend meetings, provide updates, be well prepared.
- Work collaboratively with others in working groups and / or on projects as agreed in meetings and recorded in the project tracker, and to deliver the CoP strategy.

To apply to join the Leadership Group, CoP members must qualify and submit a nomination form.

There is an open nominations process for self-nomination (all eligible CoP members may nominate) and the decision is made by the CoP Nominations Group.

The CoP Nominations Group can select from the nominations and also co-opt members, to fulfil the skills requirements, diversity requirements, to ensure broad industry representation and to ensure the appropriate SIG representation.

- Diversity requirements:
  - at least 30% of members non UK-based.
  - at least 30% of members are male / female.
Industry representation: Members to normally bring expertise covering at least four of the seven subject areas: Education, Innovation and Research; Energy; Food and Beverage; Health and Wellbeing; Resources and Manufacturing; Safety and Risk; and Water.

SIG representation: to achieve the CoP’s three-year strategy and annual programme

The above requirements can be waived for a new CoP in its first year of operation.

The maximum term of office is three years, with the option of re-appointment for one term.

Members may not serve more than three consecutive terms on the Leadership Group, regardless of the role held.

Leadership Group Members may resign at any time in writing, by email sent to LSC Subject Area Lead and Chair CoP. If this is before the end of term, it is a ‘casual vacancy’.

Casual vacancies can be filled by the Chair through co-option until the end of the original term, provided the diversity requirements are met.

**CoP Nominations Group**

Members of the CoP Nominations Group are the Chair, Deputy Chair, and LSC Subject Area Lead.

**Leadership Group Meetings**

The Leadership Group will meet at least quarterly in a virtual meeting. The timing of the meeting must be considerate of time zones and avoid public holidays.

Meetings are attended by: Leadership Group members, ex-officio members, and staff.

The Leadership Group is responsible for keeping records of meetings. The Deputy Chair will normally coordinate the minute-taking, in line with the standard clauses in the Terms of Reference. The Leadership Group will appoint a member of their group to communicate with ordinary members at least quarterly and update them about the activities of the CoP. Staff may assist with taking minutes and updating members, with approval of the Learned Society Committee.

At least half of the Leadership Group members need to attend the meeting for there to be a quorum. If a quorum is not present at the start of a meeting, either in person or by virtual/online conferencing facility, no actions may be agreed without consulting the full Leadership Group within seven days of the close of the meeting.
Annual Meeting

A virtual Annual Meeting is held each year, to update members on progress of the past year, and to get input from members (including future work suggestions). This meeting is to be held at a time to suit the majority of the international membership of the CoP. The Chair calls the Annual Meeting. At least 21 days' notice for the Annual Meeting must be given to the group’s membership and to IChemE staff.

Volunteer Competency Framework

Details about volunteer competencies and the volunteer competency framework will be added at a later time.

Autonomy

- The Leadership Group shall be supported by IChemE staff and shall, under the delegated authority of the Learned Society Committee, be able to make reasonable requests for staff resource.
- The Leadership Group may request advice from experts that are not on the Leadership Group. In the first instance experts that are part of the wider CoP membership should be used, but external experts may be consulted where no suitable expert is a member of the CoP groups.
- The Leadership Group may recommend to the Learned Society Committee that a paper that receives two thirds majority support from members of the Leadership Group be published as an ‘IChemE policy position’