

Digitalisation Committee (DigiCom) General Member

Volunteer Role Descriptor

1. Vacancy reference

LSC/DigiCom/GeneralM/1.0

2. Background

The Digitalisation Committee (DigiCom) is set up to coordinate and steer IChemE's activities as a Learned Society in the area of digitalisation, following on from the work of the Digitalisation Technical Advisory Group (DigiTAG), which, after successfully completing its tasks, has now disbanded.

DigiCom provides an environment where the agendas of the different IChemE SIGs, CoPs and Editorial Boards with an active interest in digitalisation can be communicated, coordinated and aligned to an overarching IChemE strategy on digitalisation.

DigiCom will also house the technical steering committee for the IChemE's conference formerly known as 'Advances in Process Control' and more recently referred to as 'Advances'.

DigiCom aims to be respected for continuing professionalism and technical competence of our members in managing digital tools in a responsible, ethical, and holistic manner

DigiCom is now recruiting up to 11 members nominated by and to represent the relevant SIGs, COPs and Editorial Boards for a three year term (renewable once) as set out in the Terms of Reference.

3. Main duties and responsibilities

- Suggest a strategy and relevant priorities for IChemE on digitalisation, for approval by the LSC
- Act as a convenor for the IChemE groups with an active interest in digitalisation, facilitating collaboration and driving alignment of different group's activities with IChemE's digitalisation strategy
- Serve as the technical steering committee for the Advances Conference. This duty may be delegated to a working group reporting to DigiCom if required
- Attend quarterly meetings of the group, to be held online at a time to suit the all or most the group members, and provide written reports for your group in a timely manner prior to each meeting
- If desired, DigiCom may suggest projects for approval by the LSC that it would like to carry out to develop thought leadership or other outputs in the space of digitalisation that that are relevant to IChemE members

4. Appointment method

The committee consists of representatives from groups with an active interest in digitalisation within IChemE. Each representative serves a term of three years on DigiCom, which is renewable once. The committee will include a Chair, a Deputy Chair, and up to ten

other members.

It is up to each group to determine how they select their DigiCom representative. The committee consists of the following positions:

- Chair of DigiCom, this is fulfilled by the LSC Lead on Digitalisation, as appointed by the VP/Learned Society
- 1 person representing Computer-Aided Process Design SIG
- 1 person representing Process Management & Control SIG
- 1 person representing Education SIG
- 1 person representing the Digitalisation in Chemical Engineering journal
- 1 representative for the Advances Conference working group, if DigiCom chooses to delegate this duty
- 1 representative each from other interested SIGs or CoPs (self-selected based on their interest and activity in digitalisation)

If there are more SIG and CoP representatives than available spaces, the chair of DigiCom will convene a selection committee consisting of at least three current members of DigiCom to select the successful representatives.

In doing so, the selection committee will prioritise members who meet the skills requirements and improve the diversity of the board.

Diversity aims:

- at least three members should be female
- at least three members should be non-UK based

If there are fewer volunteer representatives than available spaces, the selection committee may co-opt additional members to meet these skill and diversity aims.

The VP/Learned Society may attend DigiCom as an observer.

5. Period of appointment

The appointment will cover a three year term, which is renewable once.

6. Commitment required

- Available to attend quarterly DigiCom meetings, time TBC (2hrs/quarter)
- Contributions to further projects as brought forward by DigiCom, if available
- Minimum 4 hrs/month of coordination and report writing work offline
- This role is desk-based only

7. Training

All new members are required to complete GDPR training and attend a short Digi TAG on-boarding session.

8. Person specification

Interested groups are invited to choose a representative with relevant experience to join DigiCom.

9. Others

Benefits of volunteering

- support IChemE as a global network of engineers in their journey to grow awareness and demonstrate the role of digitalisation in chemical engineering
- support IChemE in providing thought leadership and content to develop current and future chemical engineers
- help to inspire the current and future generation of professional engineers to embed awareness of digitalisation in chemical engineering
- networking opportunities with other groups within IChemE
- exposure to technical subjects outside the volunteer's own experience

10. Additional details

<p>Area of interest that relates to the role: <i>(delete as appropriate):</i></p>	<p>Digitalisation topics include but are not limited to:-</p> <ul style="list-style-type: none"> ▪ Systems thinking ▪ Big data, data analytics, and data engineering ▪ Machine learning ▪ Artificial intelligence ▪ Process control and automation ▪ Visualisation ▪ Cyber security ▪ Agile thinking ▪ Process design ▪ Process systems engineering (PSE) ▪ Strategic leadership within chemical and process engineering related to the above topics ▪ Quality education, training and lifelong learning related to the above ▪ Ethical and responsible leadership
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<p>Is the role location specific?</p>	<ul style="list-style-type: none"> ▪ No Digi Com is an international group and all meetings are virtual
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<p>Total number of volunteers required for role:</p>	<p>Up to 11</p>
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<p>Closing date:</p>	<p>31 October 2023</p>
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To apply for this role, please contact volunteer@icheme.org, quoting the role and reference number at the top of this document.

For any queries please contact lsc@icheme.org

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