

Terms of Reference Digitalisation Committee

Delegated Authority

By-Law 91 Regs 5,6,7	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.
By-Law 91	Board of Trustees > Learned Society Committee > Digitalisation Committee

Purpose

The Digitalisation Committee (DigiCom) coordinates and steers IChemE's activities as a Learned Society in the area of digitalisation.

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

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

Duties and Powers

DigiCom will

- Suggest a strategy and relevant priorities for IChemE's activities as a Learned Society in the area of 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 groups 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.

DigiCom is accountable to the Learned Society Committee. The LSC lead on Digitalisation will report to the Learned Society Committee at each meeting.

Membership

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 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 each from other interested SIGs or CoPs (self-selected based on their interest and activity in digitalisation) – provided the limit of ten members is not exceeded.
- 1 representative for the Advances Conference working group, if DigiCom chooses to delegate this duty

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 chair may ask one of the other members of the LSC to take the role of Deputy Chair, to assist with the running of the committee or deputise for the VP/Learned Society in their function as chair of the LSC if required.

The Vice President Learned Society is invited to attend the DigiCom meetings as an informed observer, meaning they have access to papers, minutes and are able to contribute to discussion where appropriate, but not participate in decisions. The chair may invite other guests to attend the meetings as observers.

Each group is entitled to have one additional representative as an alternate should their nominated representatives not be able to attend a meeting.

Given the representatives are selected by their constituent groups, it is up to those groups to select and appoint their representatives.

Staff will maintain role descriptors for volunteer roles for this committee and make them available when required or on request.

Secretariat support for the committee shall be provided from the Learned Society directorate.

Meetings

There shall be a minimum of 4 meetings per year. The quorum necessary for the transaction of business shall be 50%. If any member fails to attend three ordinary committee meetings in a row, the chair may ask the member to retire. A member must be present for at least 75% of the meeting duration to count as having attended.

Conduct

All those who volunteer to lead, support or take part in IChemE activity agree to conduct themselves with integrity and respect in accordance with relevant IChemE policies.

Working Groups

DigiCom can establish Working Groups as required to undertake discrete projects. Such groups will normally have a minimum of three members and will generally be temporary in nature, disbanding upon completion of their task or when directed to do so by DigiCom.

IChemE members and others with relevant knowledge and experience may be invited to join a Working Group. Working Groups will be required to periodically report their progress against an agreed timetable to DigiCom.

Autonomy

DigiCom has no financial duties or authority and may not make specific requests of external parties. All necessary requests must be made by the Chair to the LSC.