

Sustainability Hub Terms of Reference

Purpose

The Sustainability Hub's purpose is to deliver a sustainability knowledge resource. It's Vision of Success is to:

Inspire and support chemical engineers to make a positive impact on global sustainability as defined by the UN Sustainable Development Goals (SDGs):

- throughout their learning and professional careers
- by providing quality sustainability knowledge that improves understanding and competency
- by leveraging the experience and know-how in our organisation and our network.

In order to identify, source and peer review knowledge, the Sustainability Hub is supported by a Technical Advisory Group.

Duties

The Sustainability Hub Technical Advisory Group Chair will be involved in the following activities:

1. Create an annual content plan with agreed delivery expectations with the TAG members and IChemE, including a schedule of TAG meetings.
2. Prepare the TAG meeting agendas in consultation with IChemE and Chair the TAG meetings
3. Review TAG applicants and make appointments, working with the LS Representative and IChemE, following established recruitment criteria
4. Ensure that the group operates in accordance with IChemE's Royal Charter and By Laws
5. Having overall responsibility for the Sustainability Hub's technical content and position on sustainability topics.
6. Encourage, inform, represent and support a committee of active volunteers with their Sustainability Hub responsibilities as follows:
 - Source and/or review content relevant to the selected SDGs. This may include all forms of knowledge (e.g., webinars, journal articles, training course, blogs). This would support the population of the Sustainability Hub.
 - Consider and review options for on-demand training courses.
 - Identify knowledge gaps for commissioning new material.
 - Consider proposals for training courses and support the selection of providers from a technical review of the material (commercial review is explicitly excluded).
 - Peer review training course materials.
 - Analyse and review external feedback from any aspect of knowledge on the SH (e.g., training) and take appropriate actions.
7. Attend scheduled TAG meetings and review material offline as requested.
8. Provide timely completion of work allocated as related to the duties.

Technical Advisory Group members will be involved in the following activities:

1. Identify knowledge strands of relevance to the selected Sustainable Development Goals (SDGs) currently within scope.
2. Source and/or review content relevant to the selected SDGs. This may include all forms of knowledge (e.g., webinars, journal articles, training course, blogs). This would support the population of the Sustainability Hub.
3. Consider and review options for on-demand training courses.
4. Identify knowledge gaps for commissioning new material.
5. Consider proposals for training courses and support the selection of providers from a technical review of the material (commercial review is explicitly excluded).
6. Peer review training course materials.
7. Analyse and review external feedback from any aspect of knowledge on the SH (e.g., training) and take appropriate actions.
8. Attend scheduled TAG meetings and review material offline as requested.
9. Provide timely completion of work allocated as related to the duties.

The Technical Advisory Group has no budgetary responsibility and any financial decisions pertaining to the Sustainability Hub are the responsibility of the Associate Director – Commercial.

Membership

The Technical Advisory Group Chair will serve for the period of three years with the opportunity to serve for an additional period thereafter. The TAG Chair should be a Chartered Chemical Engineer or equivalent and;

1. Have a strong interest and involvement in sustainability as a part of their current role as a chemical engineer (professional or volunteer).
2. Have strong inter-personal skills to positively engage with other member volunteers and representatives from other member organisations,
3. Exhibit enthusiasm to champion the SH activity,
4. Have experience or demonstrate willingness to engage broadly with IChemE's members through IChemE's specific communities,
5. Demonstrate a willingness to act as the representative of the TAG in meetings with members
6. Agree to follow the IChemE Code of Professional Conduct and Disciplinary Regulations

It is likely but not essential they will have previously served on the Sustainability Hub TAG as a member. The appointment of new Technical Advisory Group chair should be approved by the IChemE Board of Trustees.

Applications to join the TAG as an Ordinary Member are made via the Volunteer Support function. Prospective candidates are required to submit a CV and personal statement of up to 500 words to volunteer@icheme.org outlining why they are interested in joining the TAG, what they believe they can bring to the role, drawing from their professional experience, and demonstrate their interest/involvement in sustainability. Candidates should also indicate in which of the Sustainable Development Goals they possess greatest experience and expertise.

Members are appointed onto the TAG for a period of three years. At the end of this term, individuals may stand for re-election to continue as a committee member for a further three-year period.

All decisions pertaining to TAG Ordinary Member applications are managed by the TAG Chair and designated staff lead.

The number of TAG members required may vary depending on workplans and competence/availability of current members.

Role descriptors are available upon request.

Meetings

The Technical Advisory Group typically meets for one hour every month. Each TAG member will typically be assigned to a specific SDG. Each SDG group is encouraged to meet independently of the main TAG meeting when required.

A representative from the Learned Society Committee will also be invited to participate in TAG meetings and serve as the liaison between the Sustainability Hub and Learned Society.

Minutes of the TAG meetings shall be recorded by the designated IChemE staff lead who will also be responsible for facilitating the meetings (e.g. circulating agendas, setting up teleconferencing).