



**Member Networks Annual Report Form**  
*Reporting events held in 2018 and those planned for 2019*

In line with the rules for member networks and to enable us to better support our networks and their activities all member networks (Local Sections, Interest Groups and Analytical Division Regions) are asked to complete this form and return it to [networks@rsc.org](mailto:networks@rsc.org) or by post to; Networks Team, Royal Society of Chemistry, Thomas Graham House, Science Park, Milton Road, Cambridge, CB4 0WF.

**Deadlines**

Deadline for receipt of Financial Accounts by RSC Finance Team: **9<sup>th</sup> February 2018**

Deadline for receipt of Annual Report by Networks Team: **26<sup>th</sup> February 2018**

If there is any reason that your committee will **not** be able to meet either or both of these deadlines please inform [networks@rsc.org](mailto:networks@rsc.org) as soon as possible.

This report will be uploaded to your web page to share with the members of your network. Staff will also share a digest of all member networks activities taken solely from these annual reports with appropriate staff and governance boards and committees including Division Councils with similar interests.

<b>Committee</b>	Process Chemistry & Technology Group
<b>Completed by</b>	Peter Clarke (secretary)
<b>Date</b>	18 Jan 2019

Please list below the dates of all of your planned committee meetings and, if held, AGM.

**Annual General Meeting (if being held)**

<b>Date:</b>	No plans to hold an AGM
<b>Venue:</b>	

**Proposed Committee Meetings Dates**

<b>Date</b>	<b>Venue</b>
<b>2<sup>nd</sup> Thursday of every month (unless there is a face to face meeting that month)</b>	<b>Teleconference</b>
<b>8 March 2019</b>	<b>Burlington House</b>
<b>7 June 2019</b>	<b>Burlington House</b>
<b>6 Sep 2019</b>	<b>Burlington House</b>



## 2018 Events

Please append electronic copies of any meeting reports, newsletters or relevant materials to this report.

Please report below on activities undertaken in the past year. If you have more detailed information about any particularly successful events, or advice to share please use a separate sheet. For more events continue as necessary.

### EVENT KEY:

- Education Event (including outreach activities for school students or the general public)
- Public Lecture
- Retired Members Event
- Scientific Conference - 1 day
- Scientific Conference - multi day
- Social Event
- Training/workshop
- Award Lecture
- Other

<b>Event Name</b>	Group Relaunch Symposium
<b>Event Type (key)</b>	Scientific Conference – 1 day
<b>Comments</b>	<p>19 Nov 2018, Burlington House.            7 speakers on topics related to the remit of the Group. Intended as a flagship event to relaunch the Group and introduce the Committee and our vision and plans to Group members, and also to attract additional members to stand for election to the Committee.            Attendance was sparse – 16 people.            One concern was that we ended up with a 6:1 male:female speaker ratio. We plan to focus more directly on speaker gender balance in future events.            However, many positive comments were received about the scientific content, and 7 people expressed an interest in working with the Committee in future.</p>

<b>Event Name</b>	Drug metabolism using a chemosynthetic liver
<b>Event Type (key)</b>	Public Lecture (Webinar)
<b>Comments</b>	<p>Given by our Chairman, Mukund Chorghade, on 7 Aug 2018. Online via GotoMeeting.            Attracted only a small audience (&lt;10 people) due to insufficient publicity. The lesson learned is that we need to focus much more specifically on publicity and intend to appoint a publicity coordinator by March 2019.</p>



## Awards and Bursaries

Please list any awards or bursaries presented by your committee in the past 12 months and indicate any which will be open for nomination/application in the next calendar year.

Please ensure that all members of your network are notified of any awards or bursaries for general application.

No awards or bursaries presented in 2018.

We plan to grant student awards worth £1,000 at a process chemistry conference supported by the RSC in India in Nov/Dec 2019 or Jan 2020. This was originally planned for Jan 2019; it was postponed because India government elections resulted in the cancellation of government sponsorship for the event.

Other information/comments:



### Future Activities

When planning any activities please remember to ensure that all events are logged on our events database and ensure that all contracts are sent to our Legal Team with enough time for amendments and, where necessary, approval by the Board.

Please outline any activities already in planning for the next calendar year.

<b>Event Name</b>	Webinar programme
<b>Comments</b>	<p>We are in the early stages of planning a series of online webinars on process technology and chemistry topics. The objective is to increase engagement with the group members, and get the membership aware and actively participating.</p> <p>We are also contributing to the webinar programme of the Centre for Process Analytics and Control Technology (CPACT) at Strathclyde University, Glasgow. A board member of CPACT is co-opted to our Committee to act as a point of liaison.</p>
<b>Event Name</b>	The morning after: UK chemical industry in a post-Brexit world
<b>Comments</b>	<p>1 day symposium to discuss Brexit's impact on UK chemistry: the current situation, the way forward, and opportunities for collaboration to make the most of the situation.</p> <p>Currently planned for 2 or 4 April 2019, Manchester.</p>



## Committee

This information will be used to update our membership database and your web page. Please ensure that any changes to the committee are sent to [networks@rsc.org](mailto:networks@rsc.org) as soon as possible.

<b>Position</b>	<b>Name</b>	<b>Dates on committee (20xx – 20xx)</b>
Chair	Dr. Mukund Chorghade	2018-2020
Secretary	Dr. Peter Clarke	2018-2020
Treasurer	Carl Steele	2018-2020
Ordinary Members	Dr. Bethan Coulson Richard Hart Mark Hughes Jonathon Speed	2018-2020
Chemists' Community Fund Representative (if relevant)	Not appointed	
Co-opted members and their affiliation	Prof. David Littlejohn (co-opted non-voting member, CPACT representative)	2018-2020



## Diversity & Inclusion

Our trustees are aiming to embed diversity and inclusion in all of our activities and networks. Our [online network handbook](#) contains more information to support our networks in achieving

this.

Please comment on how your group is showing that it has embraced Diversity and Inclusion within its practices.

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The Process Chemistry & Technology Group (PCTG) takes a wide view of diversity, covering aspects such as nationality, country of residence, and field of employment (industry, academia and public sector), as well as traditional aspects such as gender, age, disability, status and sexual orientation.

The Committee will develop activities and resources in an inclusive manner, aiming to make all activities accessible to all members of the Group. Specifically:

- The Committee will strive for diversity in its core membership.
- We will set targets to reflect gender diversity when inviting speakers for events, and aim for diversity in other aspects such as country of residence.
- We will source and propagate information that address gender-specific issues, such as health and safety issues affecting pregnant and breastfeeding mothers.
- We will design online resources, and select meeting venues, with accessibility in mind.
- We will be mindful of the needs of non-native English speakers.
- We will be sensitive to the needs of international group members when selecting places, dates and times for meetings and live online activities.