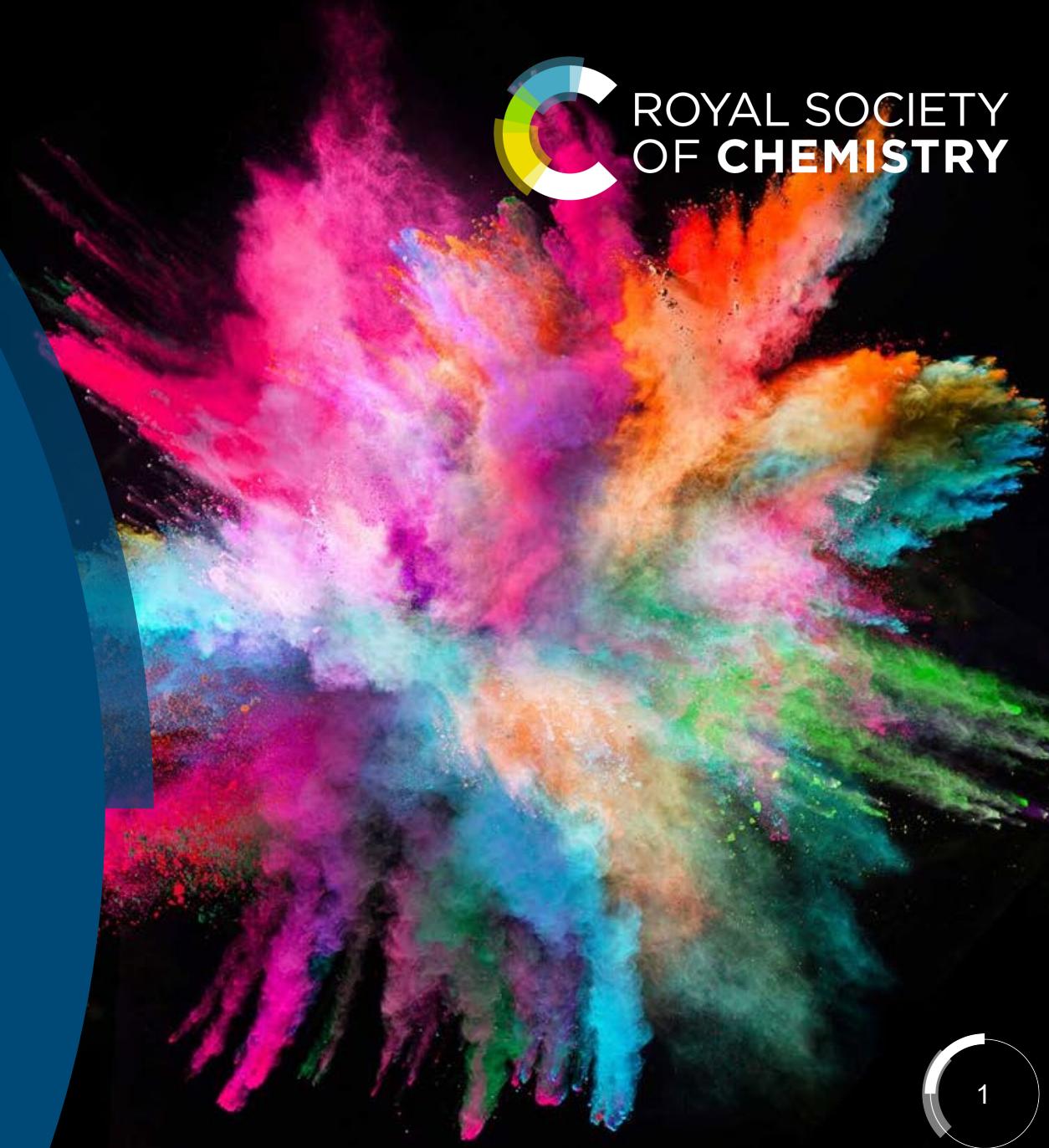




ROYAL SOCIETY
OF CHEMISTRY

Introduction to the 2021 Annual Report

A guide to the form and
information collected



The first page is the **Cover page**. This outlines the justification for and structure of the form – each part is a different page in the spreadsheet

Member Networks Annual Report 2021

What is the Annual Report?

The Annual Report is a **report on the activities of the network** during the past year. In line with the rules for member networks, all member networks are asked to submit an Annual Report to the Networks team each year.

Why do we need the Annual Report?

There are over 130 volunteer-led RSC member networks (Local Sections, Interest Groups and Division Regions). The Annual Report enables us to **measure and quantify the reach and impact** of these member networks.

What do we do with the information?

We use the information you provide to identify common challenges so that we can **develop bespoke training and resources** for you and your committee.

Why are we asking you to complete this form?

With so many networks, it is essential for us to standardise the reporting process. This form has been designed to be easy to complete, while also streamlining the collection and collation of the information you provide.

This form has five parts:

- **Committee information**

Information about past meetings and your current committee members

- **2021 Events**

Information about planned events in 2021, including those postponed or cancelled due to Covid-19

- **Community support**

Information about how you have supported your community, e.g. through grants or bursaries, or by sponsoring grass-roots events, etc.

- **Member recognition**

Information about everything from formal prizes to informal thank yous

- **Future events**

Let us know about any future events you are planning for 2022 and beyond

[Please use this checklist to ensure that each section has been completed.](#)

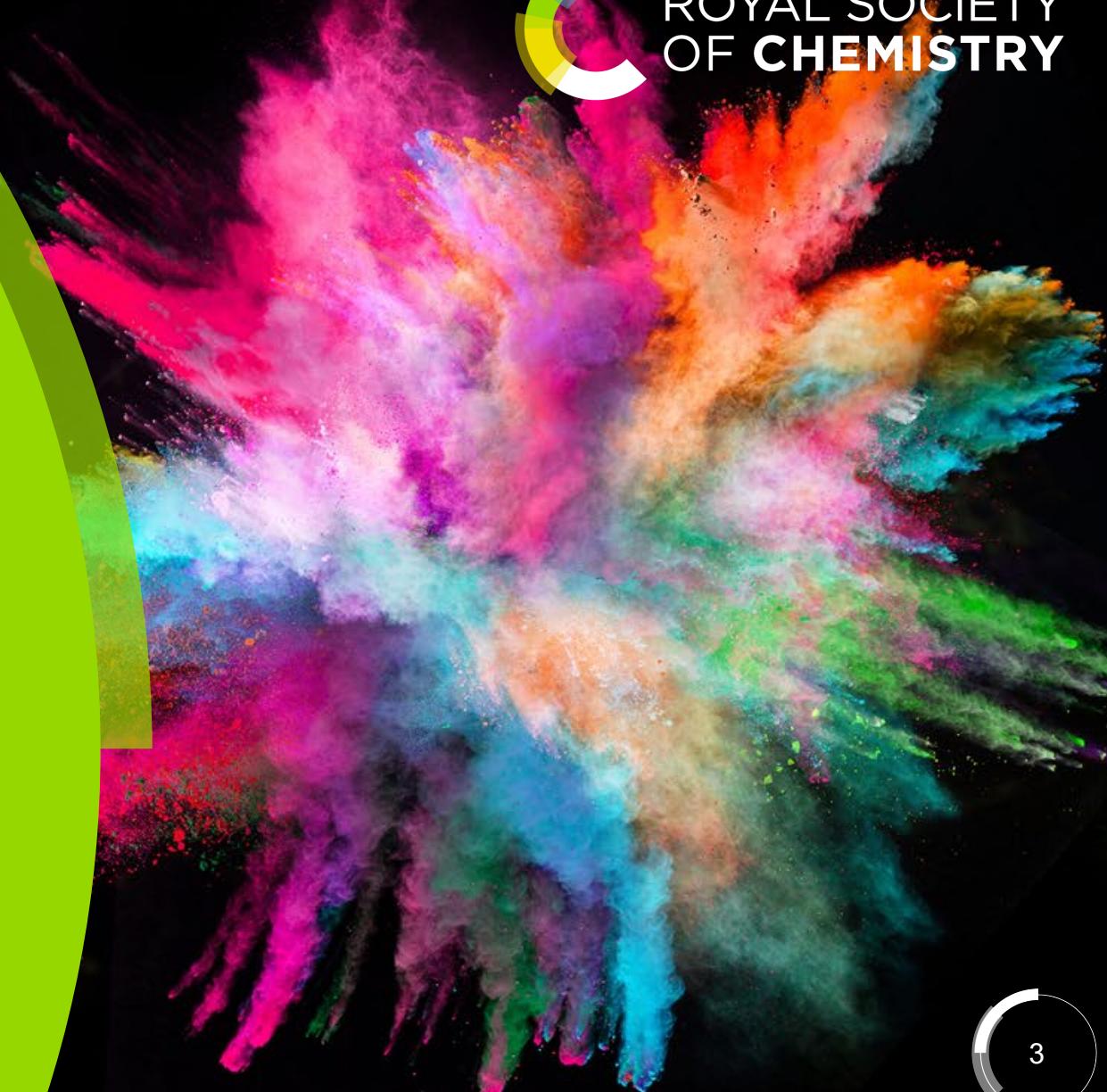
Upon receipt of this report, the Networks team will return an editable version for your records.

Please complete this form by **Friday 28 January 2022**.

You can navigate the form by clicking on the relevant **links** or clicking on the appropriate **tab** at the bottom – just like any other spreadsheet



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Checklist

The **Checklist** page is to help you track your progress in the 2021 Annual Report

The **Checklist** page will update as you fill in the form – remember to go over it before **submitting your report.**

You can click on the links to go to the relevant section to provide additional information.

Please remember to include the name of your network – this will help us connect exported data with the correct committee!

Annual Report 2021 - Checklist

Which committee are you completing the report for?

Member network
Network type

Please complete
Please complete

Committee information

[Add information about your current committee members and 2021 meetings on the Committee page](#)

Chair [Please provide details for the Chair](#)
Secretary [Please provide details for the Secretary](#)
Treasurer [Please provide details for the Treasurer](#)

You have provided information for 0 ordinary committee members
You have provided information for 0 committee meetings

2021 Events

You have provided partial information for 0 2021 events
You have provided complete information for 0 events in 2021

Event 1	No information provided
Event 2	No information provided
Event 3	No information provided
Event 4	No information provided
Event 5	No information provided
Event 6	No information provided
Event 7	No information provided
Event 8	No information provided
Event 9	No information provided
Event 10	No information provided
Event 11	No information provided
Event 12	No information provided
Event 13	No information provided
Event 14	No information provided
Event 15	No information provided
Event 16	No information provided
Event 17	No information provided

These rows will update to let you know if we need more information for the event on the **2021 Events tab.**

Click on the event number to edit or complete the corresponding entry.

► [Cover page](#) [Checklist](#) [Committee](#) [2021 Events](#) [Community support](#) [Member recognition](#) [Future Events](#)

Committee

What information are we asking for on the **Committee** page?



Please provide the full name and RSC membership number for your committee members to ensure we add the correct people to our records – not all members use their given name and we have several duplicate names in our membership database!

If a committee member is not a member (i.e. they are a co-opted member, or if for a joint Interest Group they are a member of the partner learned society) then please provide an email address.



Role (e.g. PhD rep, OCM)	Full name	Membership number	Term of Office (e.g. 2018 - 2022)
Chair	Fiona	123456	2020-2024
Secretary	Aurora	234567	2018-2022
Treasurer	Debbie	345678	2019-2023
Industry representative	Sheena	111111	2018-2022
	Magda	222222	2020-2024

The Checklist page will update as you enter information on the Committee page

Committee information

Add information about your current committee members and 2021 meetings on the Committee page

[Chair](#)

[Secretary](#)

[Treasurer](#)

Fiona

Aurora

Debbie

You have provided information for 2 ordinary committee members

You have provided information for 1 committee meetings

	Date	Venue/ platform
Meeting 1	01/01/2021	Zoom
Meeting 2		
Meeting 3		

2021 Events

How to complete the
2021 Events page



The 2021 Events page is for **all events your committee planned for 2021** – including those cancelled or postponed due to the pandemic.

If you sponsored or supported an event, this goes in the [Community support](#) section.

This section is for events planned or hosted by the committee during 2021, including those postponed or cancelled due to Covid-19. Please include events sponsored by the committee on the Community support page. The questions in this section are designed to capture information for the full breadth of member network activities, from retired member lunches to multi-day conferences. If the questions are not relevant to your event, please respond with "NA" or "Not Applicable".

Event 1
Once complete, scroll down to add your next event

Event information

Event name

Venue / Platform

Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date

End date

Event type

Secondary event type (optional)

Audience type

Secondary audience type (optional)

Number of attendees (approx.)

Additional information

If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?

Was this event free or did you charge for registration/ tickets?

Incomplete

Information needed

Information needed

Information needed

Information needed

Information needed

Information needed

Optional

Information needed

Optional

Information needed

Optional

Information needed

Information needed

Supporting information

Why do we need the Annual Report?

Each year the RSC provides over £300,000 in grants across our volunteer-led member networks. Through these grants, our volunteers generate a substantial amplification in our reach and impact, and contribute to our charitable purposes.

The Annual Report enables us to measure and quantify this reach and impact, and we use the data to promote to existing and potential members the breadth and quality of our community-led activities.

This section is for events organised by the committee, or as part of a collaboration with another network or organisation. If your committee supported the event (e.g. through a sponsorship agreement or conference exchange) but were not involved in the planning and implementation of the event then please add this information in the [Community Support](#) section.

[Add sponsorship information in the Community support section](#)

We ask for information about your event and audience to identify gaps in our offer to our members and the broader community, and common themes where we can improve the support and resources for our member network committees.

We are also asking about the continued impact of Covid-19 on member network events. We are aware of several cancellations and changes to events planned in 2020 as a result of Covid-19, and we would like to take this opportunity to see the full impact of the pandemic on member network events in 2021.

Finance & Legal

Committee members **must not sign a contract** on behalf of the member network or they run the risk of being personally liable for any losses or penalties incurred. All contracts should be signed by the RSC Lead Member Network Committee.

The **Supporting information** provides background and context for the questions. Here you'll also find links to the [contract review process](#), our [risk assessment](#) and [safeguarding policies](#), and [inclusion & diversity resources](#).

This section is for events planned or hosted by the committee during 2021, including those postponed or cancelled due to Covid-19. Please include events sponsored by the committee on the Community support page.

The questions in this section are designed to capture information for the full breadth of member network activities, from retired member lunches to multi-day conferences. If the questions are not relevant to your event, please respond with "NA" or "Not Applicable".

Event 1 Once complete, scroll down to add your next event

Event information

Event name

Venue / Platform

Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date

End date

Event type

Secondary event type (optional)

Audience type

Secondary audience type (optional)

Number of attendees (approx.)

Additional information

If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?

Was this event free or did you charge for registration/ tickets?

Incomplete

Information needed

Optional

Information needed

Optional

Information needed

Optional

Information needed

Information needed

Supporting information

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[Add sponsorship information in the Community support section](#)

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Finance & Legal

Committee members **must not sign a contract** on behalf of the member network or they run the risk of being personally liable for any losses or penalties incurred. All

As you fill in information for your event “**Information needed**” will disappear. Once you’ve provided all of the information, the event will be marked as “**Complete**”.

If the questions are not relevant to your event, that’s ok! You can answer “NA”.

This section is for events planned or hosted by the committee during 2021, including those postponed or cancelled due to Covid-19. Please include events sponsored by the committee on the Community support page.

The questions in this section are designed to capture information for the full breadth of member network activities, from retired member lunches to multi-day conferences. If the questions are not relevant to your event, please respond with "NA" or "Not Applicable".

Event 1
Once complete, scroll down to add your next event

Event information

Event name

Venue / Platform

Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date

End date

Event type

Secondary event type (optional)

Audience type

Secondary audience type (optional)

Number of attendees (approx.)

Additional information

If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?

Was this event free or did you charge for registration/ tickets?

Incomplete

Information needed
Information needed
Information needed

Information needed
Information needed

Information needed
Optional

Information needed
Optional

Information needed

Optional

Information needed
Information needed

Supporting information

Why do we need the Annual Report?

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[Add sponsorship information in the Community support section](#)

We ask for information about your event and audience to identify gaps in our offer to our members and the broader community, and common themes where we can improve the support and resources for our member network committees.

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Finance & Legal

Committee members **must not sign a contract** on behalf of the member network or they run the risk of being personally liable for any losses or penalties incurred. All contracts must be reviewed by the RSC Legal team and signed by a member of

What are we asking in Finance & Legal?

We are checking to make sure that all events have been through the appropriate financial and legal review processes.

Any event with a **budget over £15,000** requires MCB approval. All contracts must be reviewed by the RSC Legal Team and signed by a member of staff – committee members **must not** sign contracts or agreements.

Finance & Legal	
What was the approx. projected budget for this event?	
Was this event free or did you charge for registration/ tickets?	
Did you have any contracts associated with this event?	
Was the contract reviewed by the RSC Legal team?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Did your committee offer any grants or financial support for this event?	
Did you collaborate or seek sponsorship for this event?	

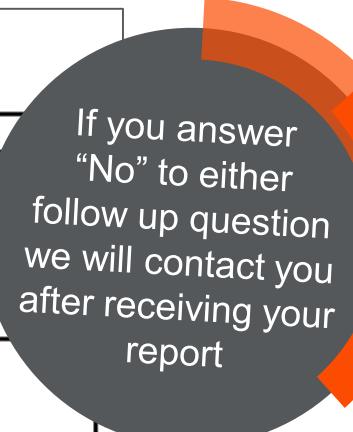


What are we asking in Health and Safety?

We are checking that all hazards and risks have been assessed for member network events; this is a legal requirement. Our risk assessment policy can be found [here](#).

An online event without children does not require a blue, green or red risk assessment. All physical events and any online event with children **does** require a risk assessment. Any event with children must comply with our [safeguarding policies](#) (in line with rule 8.3 of the [member network rules](#)).

Health and Safety			
Which Risk Assessment was completed for this event? Did you submit a declaration form for your red risk assessment?	<table border="1"><tr><td>Red</td></tr><tr><td>No</td></tr></table>	Red	No
Red			
No			
Did your audience include children? Did your event comply with Rule 8.3 of the member network rules?	<table border="1"><tr><td>Yes</td></tr><tr><td>No</td></tr></table>	Yes	No
Yes			
No			
Please provide any relevant additional health & safety information for your event			



If you answer
“No” to either
follow up question
we will contact you
after receiving your
report

What are we asking in Inclusion & Diversity?

We are asking for whatever information you have. For example, this can be geographical data, or an approximation of the career stages of your audience.

Not all of these questions will be relevant to every event. If the question is not relevant to your event, please answer “NA” or “Not applicable”.

Inclusion & Diversity	
Please provide any diversity information you have about the event organisers the session chairs the speakers the audience	<input type="text"/>
Did you encounter any particular barriers to holding an inclusive event?	<input type="text"/>
Please provide any additional information about the diversity of your speakers/ audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)	<input type="text"/>

Event 1

Once complete, scroll down to add your next event

Incomplete

Event information

Event name

Venue / Platform

Event organiser

Event 1

Information needed
Information needed

2021 Events

You have provided partial information for 1 2021 events
You have provided complete information for 0 events in 2021

[Event 1](#)

Event 1 - Information still needed

[Event 2](#)

No information provided

[Event 3](#)

No information provided

[Event 4](#)

No information provided

[Event 5](#)

No information provided

[Event 6](#)

No information provided

[Event 7](#)

No information provided

[Event 8](#)

No information provided

These rows will update to let you know if we need more information for the event on the **2021 Events** tab.

Click on the event number to edit or complete the corresponding entry.

The Checklist
will update as you enter information for your events

2021 Events

You have provided partial information for 0 2021 events
You have provided complete information for 1 events in 2021

[Event 1](#)

Event 1 - Complete

[Event 2](#)

No information provided

[Event 3](#)

No information provided

[Event 4](#)

No information provided

[Event 5](#)

No information provided

[Event 6](#)

No information provided

[Event 7](#)

No information provided

[Event 8](#)

No information provided

These rows will update to let you know if we need more information for the event on the **2021 Events** tab.

Click on the event number to edit or complete the corresponding entry.

Event 1

Once complete, scroll down to add your next event

Event information

Event name

Venue / Platform

Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date

End date

Event type

Secondary event type (optional)

Audience type

Secondary audience type (optional)

Number of attendees (approx.)

Additional information

If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?

Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Event 1
Burlington House
Me

Postponed, see Future Events for info

Complete



For events postponed due to the pandemic we won't ask for any more information – the event will be marked as “**Complete**” here and on the **Checklist**.

If you have information to provide, you can include it in the **Future Events** section.

Event 1
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information

If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Event 1
Burlington House
Me

Cancelled

Incomplete

Information needed

Information needed

For events cancelled due to the pandemic we will still need to know the budget and if there were any contracts associated with the event.

Our Legal Team will negotiate cancellation fees when reviewing a contract.



ROYAL SOCIETY
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Community support

How to complete the
Community support page



The Community Support section to capture the different ways to you have supported your community – through grants, sponsoring or supporting grass-roots events, or some other mechanism.

Please use this page to tell us about any examples of how you have supported your community, through grants, bursaries, sponsoring grass-roots events, etc.

Community support 1 - Once complete, scroll down to add another example

What type of support or assistance did your committee offer?

Educational Grant
School Grant
Sponsorship
Travel Grant
Other

What type of support or assistance did your committee offer? Travel Grant

What was the value of the grant?

Who was this grant for?
What was this funding to support?

If this was a competitive process, please can you provide the following information:
No. applicants
No. grants/ bursaries awarded

What type of support or assistance did your committee offer? Other

How much funding did you provide?
Who was this support aimed at?
What was this support for?

If this was a competitive process, please can you provide the following information:
No. applicants
No. grants/ bursaries awarded

Select the type of support your committee offered and answer the questions that appear.

What type of support or assistance did your committee offer?

Travel Grant	<input type="text"/>
	<input type="text"/>

What was the value of the grant?

Who was this grant for?

What was this funding to support?

If this was a competitive process, please can you provide the following information:

No. applicants

No. grants/ bursaries awarded

The **Checklist**
will automatically
update as you enter
information on the
Community support
page

Community support

[Add information about the different support mechanisms your committee offered on the Community Support page](#)

Your committee awarded 2 grants in 2021

Your committee sponsored 2 events in 2021

Your committee supported your community in 1 other ways in 2021

What type of support or assistance did your committee offer?

Please specify what type of support you offered

Other

<input type="text"/>

How much funding did you provide?

<input type="text"/>

Who was this support aimed at?

What was this support for?

<input type="text"/>

If this was a competitive process, please can you provide the following information:

No. applicants

No. grants/ bursaries awarded

Member recognition

How to complete the
Member recognition page

The **Member recognition** page is to record the ways that you have recognised, appreciated or celebrated the contributions and achievements of your members.

This page works just like the **Community support** page – choose the type of recognition you offered and the questions will appear.

Please use this page to provide information about any examples of how you recognised or celebrated your members - anything from formal prizes and awards to informal thank yous

[Read the outcomes of our recent review of the RSC Prizes and Awards at rsc.li/re-thinking-recognition](#)

Member Recognition 1 - Complete the information below and scroll down to add another example

What type of recognition did your committee offer?

- Academic prize
- Award
- Certificate
- Lectureship
- Long service award (e.g. commemorative plate)
- Medal
- Oral presentation prize
- Poster Prize

What type of recognition did your committee offer?
If this is a named award, please provide the name here

Medal

What did this recognise?

Who was this award aimed at?

No. awarded in 2020

No. nominees in 2020

How was this received?

Will you do this again?

Please supply any additional information or comments here

The Checklist
will automatically
update as you enter
information on the
Member recognition
page

Member Recognition

[Add information about how your committee recognised your members on the Member Recognition page](#)

You recognised your members with 3 prizes and awards in 2021

You celebrated your members through 2 alternative recognition mechanisms in 2021

What type of recognition did your committee offer?
What did your committee do?

Thank you (with a card, in an email or on social media)

What did this recognise?

Who was this aimed at?

How many times did you do this?

How was this received?

Will you do this again?

Please supply any additional information or comments here

Future events

How to complete the
Future Events page



Please provide any information you have for your upcoming event.

If you enter an expected budget >£15,000 or indicate that you expect a contract for your event the response will be highlighted in red – **please contact the Networks Team as soon as possible** so that we can ensure your event goes through the appropriate review process.

Please use this page to provide whatever information you have about any events your committee are planning from 1 January 2021. Please include events postponed due to the Covid-19 pandemic.

Future Event 1 - Complete the information below and scroll down to add another example

Event name	2022 Conference
Venue / Platform	Burlington House
Event organiser	Me
Start date	01/01/2022
End date	02/01/2022

Has this event come about because of or been affected by Covid-19?
Comments (optional)

No

What will this event be? Please select the most relevant option.
Who is this event for? Please select the most relevant option.
Will your event be targeted towards children?
No. expected attendees (approx.)
Comments (optional)

Scientific Meeting or Conference
RSC Members
No
100

What is the expected budget for this event?
Will there be any contracts associated with this event?

£ 15,001.00
Yes

Please provide any additional information about the steps you plan to take to host an inclusive event (e.g. accessible venue, travel grants, BSL interpreter, etc.)

Future Events

Add information about any upcoming events your committee is planning on the Future Events page.

You have provided information for 1 future events

As you enter information about your future events the Checklist will update

Final steps

What should you do before
you submit your report?

Review your progress

Share the form with your committee and use the **Checklist** to make sure you've added everything – you can click on the links to go to the relevant section and check.



Looking back at 2021...

Consider what aspect of 2021 you would like to highlight as a success or learning experience and let us know – sometimes this can be the most valuable part of the report!

When you're ready, "sign" and date the report and submit it by **Friday 28 January 2022**.

Looking back at 2021

Please let us know what, for your committee, was a highlight of 2021:

Please complete

Please type your name to confirm that the information is correct

Submitted by:
Date submitted:

Please complete
Please complete

Questions?

If you have any questions
or comments please share
them with the [Networks](#)
[Team](#)

