

## 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: **8th February 2019**  
Deadline for receipt of Annual Report by Networks Team: **25th February 2019**

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>	Consultancy Group
<b>Completed by</b>	Michelle Lynch
<b>Date</b>	Monday, 04 March 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>	Wednesday, 12 June 2019
<b>Venue</b>	RSC Burlington House

### **Proposed Committee Meetings Dates**

<b>Date</b>	<b>Venue</b>	
14 <sup>th</sup> March 2019 15 <sup>th</sup> May 2019 17 <sup>th</sup> October 2019	Hinshelwood Room, RSC	

## 2018 Events

Please report below on activities undertaken in the past year. Please select the type of event and target audience from the drop-down menus. For example, a workshop for Early Career members can be categorised as “Training/ Workshop” for “Early Career Members”.

The categories are as follows:

### Event Types:

- Award Lecture
- Education Event
- Networking Event
- Outreach Event
- Public Lecture
- Scientific Meeting (half-day, one-day or multi-day)
- Social Event
- Training/ Workshop
- Other

### Audience:

- Academics
- Consultants
- Early Career
- Industrialists
- Members of the public
- Postgraduates & PhD students
- Retired members
- School students
- School teachers
- Technicians & Support staff
- Undergraduates

If you wish to include more detailed information about any particularly successful events or advice to share please do so in the provided space. Please append electronic copies of any meeting reports, newsletters or relevant materials to this report.

For additional events please copy and paste the table and continue as necessary.

<b>Event Name</b>	27 <sup>th</sup> AGM & Ordinary Meeting
<b>Event Type</b>	Networking Event
<b>Audience</b>	Consultants
<b>Start Date</b>	23 May 2019
<b>End Date</b>	23 May 2019
<b>No. Attendees</b>	0-25
<b>Comments</b>	The meeting had four speakers in addition to the AGM presenting on topics of GDPR, patent law and running small businesses. The meeting was made free to members. Positive feedback was obtained, in particular on the networking opportunities it provided.

<b>Event Name</b>	Joint Meeting CICA/CG
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<b>Event Type</b>	Networking Event
<b>Audience</b>	Consultants
<b>Start Date</b>	04 July 2018
<b>End Date</b>	04 July 2018
<b>No. Attendees</b>	0-25
<b>Comments</b>	Joint meeting between CG and CICA – with two presentations one from an external speaker from Innovate UK on obtaining funding and another on the topic of a consulting project for cladding relating to the Grenfell Fire. Well attended and very positive feedback on the networking opportunities

<b>Event Name</b>	Introduction to the RSC Consultancy Group
<b>Event Type</b>	Joint Networking Meeting
<b>Audience</b>	Consultants
<b>Start Date</b>	08 November 2018
<b>End Date</b>	08 November 2018
<b>No. Attendees</b>	0-25
<b>Comments</b>	Joint meeting between CG and Kent Local Section (KLS). Held in Bromley, Kent. Attended by 20 or so people mainly from the East Kent area with an interest in consulting. Explained the activities of RSC CG and invited KLS members to attend CG events and to add it to their list of interest groups. Well received event and decision taken to have around 2 meetings per year to grow the collaboration.

### **Awards and Bursaries**

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

Please also include information about the application/nomination and selection processes.

Please ensure that **all** members of your network are notified of any awards or bursaries for general application. These notifications can be sent via e-alert through [networks@rsc.org](mailto:networks@rsc.org).

<b>Award</b>	Click or tap here to enter text.
<b>Award Type</b>	What kind of award is it?
<b>Audience</b>	Who is the target audience?
<b>Nomination/ application deadline</b>	When did the Award close for nominations/applications?
<b>Number of nominations/ applications</b>	How many nominations/applications were received?
<b>Award winner(s) and institution(s)</b>	Please provide the name(s) and institution(s) of the winner(s).
<b>Comments</b>	Please include information about the application/nomination and selection processes here.

<b>Award</b>	Click or tap here to enter text.
<b>Award Type</b>	What kind of award is it?
<b>Audience</b>	Who is the target audience?
<b>Nomination/ application deadline</b>	When did the Award close for nominations/applications?
<b>Number of nominations/ applications</b>	How many nominations/applications were received?
<b>Award winner(s) and institution(s)</b>	Please provide the name(s) and institution(s) of the winner(s).
<b>Comments</b>	Please include information about the application/nomination and selection processes here.

<b>Award</b>	Click or tap here to enter text.
<b>Award Type</b>	What kind of award is it?
<b>Audience</b>	Who is the target audience?
<b>Nomination/ application deadline</b>	When did the Award close for nominations/applications?

<b>Number of nominations/ applications</b>	How many nominations/applications were received?
<b>Award winner(s) and institution(s)</b>	Please provide the name(s) and institution(s) of the winner(s).
<b>Comments</b>	Please include information about the application/nomination and selection processes here.

**Other information/comments:**

Hooshang Zavareh was elected to the newly established Member Communities Board (MCB). He attended the inaugural meeting of the Board on 1<sup>st</sup> November and will represent the interests of the Consultancy Group to the Board.

Dermot Hanna sits on the Member Networks Committee (MNC). The MNC represents the 10 Regional Steering Groups which consist of representatives of Local Sections and Interest Groups. He also chairs the Ireland Region Group. The MNC reports directly to the MCB.

**Other forms of Recognition provided by your committee:**

### 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. Please include the type of event and the target audience.

For additional events please copy and paste the table and continue as necessary.

<b>Event Name</b>	<b>Walk and Museum Visit in Beckenham</b>
<b>Event Type</b>	Social Event
<b>Audience</b>	Consultants
<b>Proposed Date</b>	27 <sup>th</sup> April 2019
<b>Comments</b>	Joint social event between the Consultancy Group and Kent Local Section including a walk and a museum tour. Aimed at the CG and KLS members as well as other RSC members. Part of an on-going collaboration between KLS and CG.

<b>Event Name</b>	<b>Wellbeing Workshop</b>
<b>Event Type</b>	Training/ Workshop
<b>Audience</b>	Consultants
<b>Proposed Date</b>	Summer 2019
<b>Comments</b>	<p>In 2017, the Chemists' Community Fund, the working name of the RSC's Benevolent Fund, began investigating the provision of wellbeing workshops after feedback from their volunteer network, as well as from other RSC Networks. In addition, there is evidence that chemists have a higher than the national average (1.28x) suicide rate, with suggested reasoning including access to dangerous chemicals, high self-performance targets, long hours, which may be solitary, and it can be a stressful career with the management of multi-million-pound projects.</p> <p><b>Aim of the Workshop</b> Learn to recognise when yourself, a friend or colleague is struggling with their general wellbeing and giving yourself the tools to offer support.</p>

<b>Event Name</b>	<b>28<sup>th</sup> AGM &amp; Ordinary Meeting</b>
<b>Event Type</b>	Networking Event
<b>Audience</b>	Consultants
<b>Proposed Date</b>	12 <sup>th</sup> June 2019
<b>Comments</b>	The 28 <sup>th</sup> AGM & Ordinary Meeting will have three speakers on topics including Brexit, and some speakers on innovation.

<b>Event Name</b>	<b>Joint CICA/CG meeting</b>
<b>Event Type</b>	Training/ Workshop
<b>Audience</b>	Consultants
<b>Proposed Date</b>	Summer 2019
<b>Comments</b>	Joint meeting between CG and CICA – with two presentations to be decided and networking time.

### 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	Bill Edwards	2007-2019
Secretary	Michelle Lynch	2016-2019
Treasurer	Stephen Bounds	2018-2019
Ordinary Members	Bruce Green Hooshang Zavareh Dermot Hanna Jane Williams (Digital Officer)	2011 2012 2013 2018
Chemists' Community Fund Representative (if relevant)	N/A	
Co-opted member(s) and their affiliation(s)	N/A	

## **Diversity & Inclusion**

### **Please ensure this section is completed**

Our trustees are aiming to embed diversity and inclusion in all of our activities and networks. Section 8 of our [online network handbook](#) contains more information to support our networks in achieving this and our Diversity team have [online Guides for Networks](#) that include actions and considerations for committees, and guides for inclusive communications and running inclusive events.

Please comment on how your group is showing that it has embraced Diversity and Inclusion within its practices. If you have diversity data from your events or activities, please include this information above.

The committee continues to recognise a geographical inclusion issue with location of group meetings, held at Burlington House. The majority of members are located in London / SE England so holding meetings in London does minimise average travel time & cost for potential attendees for each meeting, but over the long term clearly disadvantages those based in other regions.

During 2018, we ran a very successful AGM which was attended by a considerable diversity of people including some younger members looking to become self-employed consultants. We had a diverse range of speakers including newly elected RSC members who gave talks on running their newly established consultancies as well as having presentations on important regulatory and security issues from experienced professionals, both from the RSC and other establishments.

We recruited a dedicated Digital Officer whose role it is to use social media, web site and other communication channels to reach more RSC CG members and to promote our goals and events to better support members. This will allow the committee to expand its activities and number of meetings per year.

The committee have also developed contacts with the Chemical and Industrial Consultants Association, as a result of which CG members are now always invited to attend CICA meetings. CICA hold meetings in the NW and CICA comes to Burlington House in the summer each year for a joint meeting. Our speaker diversity has been reflected in terms of gender, educational background and professional branch of consulting. We are looking to understand how we can better support younger consultants who we recognise are growing in number. The plan is to liaise with the RSC's Young Members Network.

In late 2018, a collaboration was set up between CG and the Kent Local Section. The CG Secretary gave a presentation at a local in Bromley, Kent with the topic introducing RSC CG and her experience of running a small consultancy. The intention is to continue in 2019 with further events, both social and RSC Networking Meetings.