Member Networks Conference 2018
30 October to 1 November 2018
Liverpool

On the first day of the conference, two parallel meetings took place, one for geographical networks and one for our Interest Groups.

Both meetings were chaired by members of our Member Networks Committee:

- Interest Group meeting Chair - Helen Ryder (Formulation Science and Technology Group)

- Geographical networks meeting Chair - Chris Williamson (Downland Local s were asked to s
  recognise the work and dedication o

  Surplus to purpose
  The second project was about how v
  more money. Our Trustees have ide
  need to be used to fulfil our charitab

Interest Group Forum

Questions for the Interest Group Forum were submitted in advance for discussion at

Communication

Members

How can we focus our communications with our members to ensure that they engage with the message so that we don't need to keep resending e-alerts?

There are a number of communication channels open to our networks and the output of the workshop by our Head of Communications, Julian Roberts, will be made available in 2019.

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Emails / E -Alerts / Newsletters

Concerns were raised regarding E-Alerts. It was felt that members are not seeing E-Alerts or do not notice them and requests were made to be able to send out more.

Limiting the number of E-Alerts sent is based on feedback from our members. Sending out too many emails, or repeating the same email content leads to members unsubscribing from the mailing list. By limiting the number of emails sent out by each main office we can ensure

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It may be that centrally we are more strategic about how we use our resources so perhaps we are running fewer, more impactful conferences.

We want to provide more opportunities for our volunteers to share their expertise with each other.

Staff- led Conferences
We would like to see a commitment from RSC Central that no conferences are organised without first consulting with relevant Interest Groups.

This has now been fed back to the Events and Exhibitions Manager. She agrees that there needs to be better communication to ensure that there is a two way dialogue regarding the conference pipelines.

Conference support services
What support we can expect from the RSC for conference organisation?

Our Events Team can offer support in collecting credit card payments – this is a chargeable service but that is no different to the internal recharging which operates between teams.

There will be new information about the registration service in early 2019.

Why does the RSC event registration system not use the same log in details as MyRSC?

MyRSC is an independent platform provided by a third party.

Does the RSC collect data on typical numbers in terms of attendance for events for monitoring trends?

Not currently but this is certainly something we will consider.

Following the discussions in this meeting, we are planning to investigate better ways to support our volunteers in having a better overview of their audience. As a starting point, we will be asking for further information in the 2019 annual report.

Can we use a third party event organiser for our events?

Absolutely, but please be aware that it is necessary to have a contract with the organiser, or any other service provider, and that this must be approved by our Legal Team and signed by a member of staff.

Can information on events be categorised into 1 day, 2 day, regional, and international and differing support be applied to each category?

We have over 120 committees running numerous activities that vary from school competitions to conferences. Volunteers are passionate about their event and we cannot categorise as what is deemed as important.

Event Promotion

It was felt that events run jointly with a collaborator are promoted well by partners but not by RSC who failed to provide a response on some occasions. Others noted that there was lots of communication with RSC but no publicity of the event. When events are publicised by RSC, there are concerns that they are not publicised early enough with some members finding out about events after they have happened.

Key Activities

- Literature review
- Workshops with
  - RSC Science Education & Industry Board
  - Awards Working Group
  - Inclusion & Diversity Committee
  - Division Councils
- Interviews
- Survey and open mailbox

- Interest Groups & Member Networks Conference
- Review of volunteer support including recognition of volunteers
- Coverage in *Voice* and *Chemistry World*

Questions

- Are there any areas or aspects of the chemical sciences that should be reflected more in the RSC awards portfolio?
- What are the benefits to Interest Groups of having awards?
- Do Interest Groups need additional guidance or support in connection with awards?
- Is there an issue that “the RSC has too many awards”?

Sharing Experiences

We know that our member networks and other volunteers have a wealth of experience in planning and running a diverse range of events and other activities.

You have told us on a number of occasions that you really value the opportunity to share your experiences with each other, to be inspired by each other and to seek advice from each other and so we would like to offer you the opportunity to talk to those around you about your activities and particularly where your committee excels.

The purpose of this session is for you to share your experiences in organising events and to be inspired by each other.

We have delegates here from groups that have experiences to share in different areas:

- Tom from the Separation Science Group who have great experience of organising international conferences

- Kevin here from the Water Science Forum who have created a comprehensive process for approving and running events of all sizes including member engagement events

- Byron from the Management Group who have a regular webinar programme

- Yvonne from the Electrochemistry Group who regularly collaborate with other RSC Interest Groups as well as other organisations

Those present were encouraged to share their experiences and to consider the following starter questions:

- What type of events do you organise?
- Have you had any feedback from your community on the types of activities they want?
- Are there any new types of activities you would like to consider?

These discussions continued on the topics discussed and summarised in the Interest Group Forum.

- Participation in IUPACs global women's breakfast event
- Themed journals and books
- Dedicated Chemistry World content
- Activities to engage policy makers – to influence policy and encourage investment in education
- Activities to engage with the public (and policy makers as a result)

IYPT provides an opportunity for us to develop and trial new resources that can be adapted beyond 2019 to support using the periodic table as a template to showcase the diverse work of the RSC and our communities and celebrate our achievements, the inspiration of people towards our profession. These will include:

- Provision of grants to our member networks and communities to fund IYPT specific activities for their respective communities.
- Education hub for teachers and resources provided through the Learn Chemistry Partnership
- Public outreach resources
- Social media and digital guides and toolkits for members and member networks

We will take the opportunity to monitor the impact of these events and their legacy.

Funding and Grants
IYPT member network activities will be supported through two strands of funding: the Outreach Fund (http://www.rsc.org/awards-funding/funding/outreach-fund/) and IYPT grants (http://www.rsc.org/iypt/iypt-member-grants/).

There are two types of IYPT Grants:

- IYPT Member Networks grants:
  - Up to £1000 for Member Networks (Local Sections, Interest Groups, International Sections, Education Division Regions and Analytical Division Regions)
- IYPT Member grants
  - Up to £500 for members, ChemSocs and Learn Chemistry Partnership schools

These are offered in addition to the annual Member Network and ChemSoc grants.

The IYPT Grants are now open and will be open throughout year with a rolling application process; applications will be considered in January, April, July and October. The first deadline is Monday 14 January. Member networks are encouraged to apply early – we are not sure of the uptake and number of applications to expect, it is possible that we will increase the budget if there is high demand.

The Outreach Fund will be open as normal for grants up to £2,000 and £10,000 for IYPT activities.

Contact Magda, Geri and Anna at outreach@rsc.org for more information.

A number of questions were asked and discussed after the presentation – these are noted in the following table.

Question	Response
Why 2019?	2019 is the 150th anniversary of Mendeleev's discovery of the periodic system and the 100th anniversary of the founding of IUPAC.
Will the RSC be involved in the Jan 29 launch activities?	We're sponsoring IUPAC's launch, and working with them on the content for the launch.
Is this part of a UN initiative? How is RSC feeding into this?	We supported the IUPAC and UNESCO application for IYPT.
Will info be sent to schools from RSC?	We will promote IYPT and resources to schools. The £500 IYPT Member 6 (it)c 0 Tw-3 (ber)7 2 (h7h48 0.48 re)hE2 126.841 0.ea p

Will there be
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support rather than

Is this separate from the normal ChemSoc grants (for £100, £200 or £500)?	Yes. It will be possible to scale up activities for IYPT.
Is there funding available from the UN?	Not that we're aware of, but if we become aware of additional funding opportunities we will share this information.
Will there be similar funding through PACN?	We are not aware of any plans to offer IYPT funding through the PACN.

Sharing Experiences – Sheena Elliott

We know that our member networks and other volunteers have a wealth of experience in planning and running a diverse range of activities to showcase the wonder of chemistry. This session is for you to share your experiences in past public engagement initiatives like the International Year of Chemistry or Chemistry Week and to be inspired by each other.

Please use the papers and post-its on your table to put all of your discussions down on paper and at the end we will ask each table to feed back the main learning points from your discussion.

- Most successful outreach or public engagement?
- Most unusual activity?
- Any examples of reaching underserved audiences?
- Any challenges or learning points?
- Examples of where partnering with others has worked?
- Any practical considerations, or areas of support that need developing?

Discussion topic

Communicating with your Members – Sheena Elliott

In 2017, we surveyed all the members of member networks' committees and they told us that they would like the opportunity to share different ways to communicate with members both about activities and getting involved.

We know that there are many different communication channels used by our member networks and that your members include a number of different audiences.

The purpose of today's discussion is to give you the opportunity to learn from each other, to share your experiences in communicating with your members and to identify what you can learn from each other.

Discussion topic	Learning points
What channels do you use to promote your activities?	Email.
What channels are most successful (or unsuccessful)?	Email works. E-mail, face to face and phone are best, then skype and virtual meetings.
Has anything worked to reach new audiences?	Nigeria has 200 million people. We would like to take activities to regions for face to face interaction. We try to line up International Section activity with a regional event or conference to meet RSC members within the group, this has worked recently.
Do you find different channels work better for different types of activity?	Teaching: non-verbal communication is important so face to face is best. Communicating with schools: a formal letter on headed paper is most likely to get a response In Nigeria, organising school activities through the Ministry of Education works
Anything unusual you've tried? Any practical considerations,	Chemistry Busking at the EuChemS Congress in Liverpool Student led activities work (good for professional development)

very high proportion of bounced emails. What steps does the RSC take to reduce this bounce-back rate? How does the RSC ensure that the member information is correct?	valid we forward the responses to the Membership team so that our records can be updated. Some spam filters can block emails that are sent to a large number of people, this is not observed when we send an email. It might be prudent to send member emails through the Networks team, or at the very least forward information about bounced emails to us.

Policy and Evidence	
Question	Response
There has been a specific query regarding any planned opportunities for members to work more closely with MPs and other politicians.	While we engage with policy makers as an organisation, we know that politicians are more likely to listen to an opinion from their own constituents. We do have campaigns from time to time that we ask members to get involved with and to contact their local MP to amplify our voice using letter templates or other resources. We encourage all of our members to engage with their local MP, or equivalent, to raise the profile of chemistry and the importance of chemical science to society.

Project Consultation Discussions

The following presentations and discussions took place on [illegible] for the purpose of gathering member feedback on current projects.

The output from the discussions has been captured and will be used to inform these projects.

Information on the specific projects is noted here.

Ethics in Chemistry - Strategic Purpose

Deirdre also gave a short introduction to the Ethics in Chemistry project which is being led by Harp Minhas (minhash@rsc.org).

What

- To determine what matters to our communities with respect to ethics, how are they affected by such issues and how ethical guidelines are implemented

Why

- To work with our communities to build and adopt a clear ethical framework to improve and enhance the work environments of chemists and the conditions under which they are employed

How

- By gathering internal and external opinions, documents and institutional approaches to ethics. Ascertaining whether ethical requirements are subject-specific (within chemistry) or common across chemistry and other related sciences

Your input

- Via the questionnaire – tell us what ethical issues matter to you and give you the greatest concern. What issues would you like better addressed?

Engaging with Early Career Members – Sarah Harrison

The RSC is currently undertaking a review to examine what we do for early career members and to consider what more can we do.

Firstly, we identified the Early Career community as apprentices, teachers, PDRAs, PhD students, industrialists, and academics. We included members who had had a career break.

Note: we do not consider undergraduate level students as early career members as we provide many services for undergraduates and promote the EC community and its advantages as a benefit of RSC membership.

Secondly, we examined the range of activities that we provide for EC members. We examined activities across the portfolio instead of focusing on different sectors so that we could get ideas of how to create networks and links.

For the review we need the EC community to have a voice so that our plans reflect what the early career community are telling us they need.

What do we do?

- n we do.

- Mentoring
- Careers management service
- Journal lectureships
- Joliot-Curie conference

What do our member networks do for Early Career members?

Our research has identified EC needs in four areas:

- Networking
- Training
- Recognition
- Careers

We want to hear suggestions of opportunities or barriers for EC events in these four areas; we will collect all of your comments and these will be used to inform the output of this project.

What do members expect?

We already know the amazing range of activities you provide for your communities. Now we'd like you to think in a more general way about what do our members expect from their membership of the RSC.

What we want is to understand the benefit of joining a member network.

- What do our member networks offer?
- What do you want or expect as a member?
- What support or recognition do you expect (or need) from us?

Topic	Main discussion points
What does your	

	Recognition Funding Lists of “approved” venues or facilitators for events

International Local Sections Meeting
1 November 2018

This meeting was run specifically for those delegates representing our Local Sections based outwith the UK and Ireland. These Local Sections operate under a different funding and governance structure to our UK and Ireland Local Sections and benefit from the opportunity to share their experiences in supporting members outside of the UK and Ireland.

The meeting was chaired by Tim Reynolds, Chair of the International Steering Group and a member of the Member Networks Committee.

Finances
Fiona McMillan explained the new process for approving funding for Local Sections outwith the UK and Ireland which had been approved by the Member Networks Committee.

In May 2018 the Member Networks Committee agreed that a more succinct and efficient process for approval of these grants should be put in plaoMei elanirrn.1 (say)14 (29) (and

money until the end of the year and we couldn't do our activities. As a result, we didn't ask for any money in 2017.	received your payment within 28 days of your treasurer being notified of the payment, please inform the networks team (Networks@RSC.org) ASAP.
It would be helpful to know the time period for which we are budgeting. This would make it simple for us in the reporting and allow us to justify why there are surplus funds.	We use the calendar year for all our member networks (Jan-Dec). We appreciate the time lag and take into account that there will need to be flexibility. For 2019, please budget for 15 months (Jan 2019-March 2020)
Can you remove the password protection so we can add notes?	We can ask our colleagues in our Finance Team.
Can the secretary help the treasurer?	Yes, not a problem
At the AGM the officers might change	This is not a problem. You do not need to pre-approve spending at the AGM. It just needs to be agreed by the chair and treasurer.
We would like more grants to be able to run programs annually	There will also be IYPT and Inclusion and Diversity funds. Members can include requests for new activities in their budget request.
Inclusion and Diversity – What do you expect? What is the reason?	This means Inclusion and Diversity in every sense. Inclusion: accessible to different backgrounds – consider backgrounds, impairments when planning events. Diversity – every type of diversity. There should be no reason someone shouldn't attend an event. Members are to identify within their own countries where there are gaps. A lot of countries already do this very well.
Having retired members in committees makes it difficult to make any arrangements. The budget is too small to cover travel. We use the RSC's name which encourages membership and would like to keep the section going but we need funding to allow the handover.	We encourage all of our networks to use the funds they have to support engagement by any members who wish to get involved. If there is a need for additional funds this should be included in the budget request.

Are there any restrictions on international events?	We are happy for all of our networks to collaborate. Chemistry should be global. Other members were able to provide success stories where collaborations have worked well for them. Members are encouraged to form collaborations with other IGs and LSs.
Can other sections apply for travel?	Yes, it doesn't have to come out of your budget.
Can our budgets be used to support academic-industry interactions?	Yes, Interest Groups are global. Contact the relevant IG if you are organising an event with overlap
We would like RSC staff members to attend events, does this come out of our budget?	No. The budget for this is internal within RSC and member groups should not cover the cost of RSC staff to attend their meetings.

What is outreach?
Magda van Leeuwen encouraged delegates to share ideas on possible uses for the £1000 grants available to celebrate the IYPT.

Question	Response
What is the role of chemistry in terms of science?	Scientist's responses can come across as hostile which promotes fake news stories. Encourage open dialogue Relax about sensitivity on how people are coming to decisions.
Not all children will become chemists. How can we interpret evidence in a way that will encourage young children to consider chemistry as a career?	It is important to inspire confidence within people, which is something we can move towards as a community. RSC are trying to bridge the gap and bring exciting chemistry back in to the classroom.

RSC Global Activities
Sarah Thomas, Senior Programme Manager for International Engagement, gave an update on RSC activities around the world.

Question / comment	Response
There has not yet been any Chemical Society Memoranda of Understandings with Nigeria. What are the requirements?	There are no strict requirements. If there is interest on both sides then we can discuss formalising a relationship.
Commonwealth chemistry – interest in federation of grouping chemical societies within commonwealth countries.	.3TJ ET Q q 228.24 761.48 294.6 82.8 re W n BT 02 ·

	Some members feel that a biennial meeting would be enough to meet new people and meet RSC staff.
Nothing happened in Africa with sub regions. Africa would like a regional Africa Network which meets once per year.	This would be ideal to link with PACN.

General discussion

Question	Discussion
People want to get involved, or have been involved, but feel unappreciated.	Other members agree and feel there is a need for more recognition. It was noted that the Networks Team can already provide a letter of appreciation and long service award certificates. It is hoped that the review of recognition will instigate some new opportunities for recognition.
Can we receive information on the demographic of our member networks?	Yes, we can provide you with anonymised data. We will aim to do this annually with the information given to you in time for when you are putting together your budget requests.
Sometimes students are interested in activities but [redacted] they get from RSC if they become a member. Itl (de y)14 (12 233)7 (ec)1 t2 (t)1 (ov16 (es)3( )14t2 (t)1 (f]TJ T* [(t)1de y)1	

Some promotions are based on publications, what about teachers?	When applications are assessed, publications are looked at but this is not the only area that is