

The Division of Green and Sustainable Chemistry of the

European Association for Chemical and Molecular Sciences

Procedures and Practices

Preamble

The Division of Green and Sustainable Chemistry (DGSC) is part of the European Association for Chemical and Molecular Sciences (EuCheMS) organisation, and as such it is a European, scientific, non- political, non-profit-making, non-governmental group.

The procedures and practices stated in this document complement and are consistent with the current EuCheMS Constitution, Bylaws and Constitution and the Guidelines for Divisions of EuCheMS.

1. Objectives and mission

Objectives and mission of the Division of Green and Sustainable Chemistry:

(i) To represent EuCheMS in matters concerning green/sustainable chemistry in cases approved in advance by the EuCheMS Executive Board and speak on behalf of the DGSC;

(ii) to contribute to the advancement of green and sustainable chemistry in the countries of the national member societies of the EuCheMS ;

(iii) to promote and support high level basic scientific research in the field of green and sustainable chemistry and related disciplines

(iv) to promote and support applied scientific research in the field of green and sustainable chemistry, which address the needs of society, by enhancing and initiating industry and academia joint endeavors.

(v) to promote and support the co-operation between various disciplines of chemical sciences in relation to green and sustainable chemistry and among national chemical societies in Europe and their members in the area of green and sustainable chemistry;

(vi) to identify important areas in science, technology and other human activities relevant to green and sustainable chemistry, and to stimulate actions in such fields;

(vii) to advocate aspects of importance in or to green and sustainable chemistry, which need regulation, harmonisation, standardisation or codification, and to make recommendations, subject to EuCheMS Executive Board approval, as appropriate;

(viii) to promote and support the sound application of chemistry for assessing and solving issues relating to green and/or sustainable chemistry in both academia and industry;

(ix) to enhance knowledge and awareness of green and sustainable chemistry and the chemistry of the natural environment;

(x) to promote and support applied scientific research in the field of green and sustainable chemistry and related disciplines;

(xi) to encourage co-operation between green chemists, in particular within the countries of the member societies of EuCheMS and other international organisations such as International Union of Pure and Applied Chemistry (IUPAC), American Chemical Society (ACS), ACS Green Chemistry Institute, European Chemistry Thematic Network (ECTN), Society of Chemical Industry (SCI) and International Organization for Standardization (ISO);

(xii) to liaise with other EuCheMS bodies and chemical societies in other parts of the World to contribute to the advancement of green and sustainable chemistry;

(xiii) to foster close contacts and co-operation of DGSC with the European Commission and other relevant institutions;

(xiv) to use its best endeavours to promote the status of chemists working in the field of green and sustainable chemistry in general and in the countries of EuCheMS member societies in particular;

(xv) to safeguard the interests of the green and sustainable chemistry community, especially concerning recognition and legitimisation in matters of regulation and legislation as well as decision making in economic and in social areas;

(xvi) to assist and strengthen quality in teaching and training in green and sustainable chemistry in education and in daily practice;

(xvii) to help scientific outreach activities related to knowledge dissemination to younger generations such as schools and high-schools

(xviii) to support the transfer and exchange of knowledge in the areas of DGSC expertise both within Europe and in non-European countries;

(xix) to hold European GREEN AND SUSTAINABLE CHEMISTRY CONFERENCES (Section 6) and other EuCheMS recognized conferences, symposia and workshops;

(xx) to assume a general promotion and co-ordination function for conferences, Euro- courses and other events related to green and sustainable chemistry, and to advocate EuCheMS support or grant DGSC support as appropriate in agreement with the Constitution and Bylaws of EuCheMS;

(xxi) to disseminate information to the wider scientific community and general public about green and sustainable chemistry and its achievements.

(xxii) to support the EuCheMS European Sustainability Chemistry Award

2. Delegates, Observers and Guests

2.1 (i) Any member society of EuCheMS may be represented in DGSC by one Delegate (Division member). The Delegate is expected to participate in DGSC activities including Annual Meetings (Section 4.1). The Delegate conveys information between DGSC and the Society represented. In case of a formal decision, the Delegates cast the votes on behalf of the societies they represent.

(ii) A Delegate (Division member) must have expertise in a field relevant to green and sustainable chemistry. A Delegate is appointed by a EuCheMS member society, which ensures the financial support necessary to perform the duties resulting from the mandate. A Delegate serves on DGSC for a period according to the rules of the society represented. It is recommended that the societies nominate their Delegate for a period of three years, possibly followed by another such period.

(iii) A Delegate (Division member) may request a proxy who can substitute the Delegate at the meetings of the DGSC members. The proxy must also either be a member of the Delegate’s (Division member) EuCheMS member society or a Delegate (Division member) from a different EuCheMS member society. The Delegate (Division member) must communicate by email the name of the proxy to the Chairperson before the meeting, and is subject to approval by the Chairperson.

(iv) A Delegate (Division member) may request an Observer who can substitute the Delegate (Division member) at the meetings of the DGSC members. The Delegate (Division member) must communicate by email the name of the Observer to the Chairperson before the meeting, and is subject to approval by the Chairperson.

2.2 (i) DGSC desires fruitful contacts with bodies, which are actively related to green and sustainable chemistry, even though they are not members of EuCheMS, such as

- European organisations or institutions on an international basis,

- global organisations e.g. IUPAC,

- national chemical societies of non member countries of EuCheMS ,

- associated (European) groups e.g. devoted to special branches and aspects of green and sustainable chemistry.

At the request of DGSC such bodies may nominate an expert in a field of green and sustainable chemistry as an Observer.

(ii) By invitation of the DGSC Chairperson (Section 3.1), Observers may attend DGSC meetings, be members of committees and participate in other DGSC activities, however, Observers have no voting rights in DGSC business.

2.3 For specific purposes and with the consent of the Delegates, a specialist may be requested by the DGSC Chairperson (Section 3.1) to attend a DGSC meeting as a Guest. Guests may give their views but shall have no voting rights.

2.4 The Head of a Committee (Section 3.6) or a Task Force (Section 3.7) who does not serve as a DGSC Delegate is ex officio Guest of DGSC and requested to participate in DGSC meetings.

3. Organisation

3.1 (i) The Chairperson represents DGSC in all external affairs and to the public in general. The Chairperson is NOT a representative at the Executive Board neither a member of the General Assembly (GA). As for GA, they may attend some parts of the GA meeting, but have no voting right. The Chairperson shall attend meetings of Divisions/WP/EYCN Chairs called by the EuCheMS President. Such meetings are usually organized once per year in conjunction to General Assembly meeting. Chairperson presides at the Steering Committee meetings (Section 3.4), convenes and conducts the Annual Meeting (Section 4.1) and other meetings of DGSC.

(ii) The Chairperson reports on DGSC activities during the Annual Meeting and delivers a Division report to the EuCheMS Executive Board and a contribution to the EuCheMS Year Book. The Chairperson is responsible for keeping the Delegates, Observers and Guests informed on any important developments between the Annual Meetings. The Chairperson, in co-operation with the Vice-Chair, Treasurer and the Secretary, maintains relations to the scientific community in green and sustainable chemistry and as necessary to other related groups and the general public.

(iii) The Chairperson supported by the Secretary stimulates activities of DGSC and solicits appointments of Delegates, nominations of Observers, Guests and members of the Steering Committee as well as applications for GREEN and SUSTAINABLE CHEMISTRY CONFERENCES.

(iv) The Chairperson shall be a Delegate. Normally the call for nominations for the Chairperson is made a year before the election. Candidatures must be announced with the agenda of the Annual Meeting, at which the election takes place. The Chairperson assumes office on 1 January following the election, the period in between is used for familiarisation with the current business. The Chairperson is elected for 3 years and may be re-elected once for a second period.

3.2 In case of an unexpected vacancy of the Chairperson , the Vice-Chair will act as Chairperson ad interim to run the current business up to the next Annual Meeting at which it is possible to elect a new Chairperson. If the Vice-Chair is unable to act, the Division Secretary will act as Chairperson ad interim.

3.3 (i) The Vice-Chair will be nominated by the Chairperson but the appointment will be subject to approval by the Divisional Committee at its Annual Meeting. The Vice- Chair will not succeed to the chair automatically at the end of the Chairperson’s term but may stand for election to the position at that time.

(ii) The Vice-Chair will deputise for the Chairperson in his/her duties when required, will assist in liaison with other EuCheMS Divisions and other international organisations and will have principal responsibility for co-ordinating the activities of the committees (Section 3.6).

3.4 (i) The Division Secretary shall help the Chairperson with correspondence and drawing up agendas for DGSC meetings, he/she prepares the minutes and compiles at least twice a year a Letter of Information, and updates the website. The Secretary and Chairperson dispatches copies of this material to the DGSC Delegates, the societies they represent, the Observers and ex-officio Guests, and maintains the related list of names and full addresses for postal, courier and electronic delivery.

(ii) After consultation with members of the Steering Committee (Section 3.5) and having considered with the candidate the commitment as to finances and work load, the Chairperson proposes the Secretary who is appointed by an Annual Meeting for a term of office of three years, which may be renewed. Normally the Secretary is a Delegate from a country different from that of the Chairperson.

3.5 (i) The DGSC Steering Committee consists of the Chairperson, the Vice-Chair, the Secretary, the Treasurer, the Heads of Committees, the Presidents of the previous and next GREEN and SUSTAINABLE CHEMISTRY CONFERENCES, plus one to two Delegates appointed by the Annual Meeting (Section 4.1). The Steering Committee normally meets twice a year, once in connection with the Annual Meeting. In between mail and electronic means of communication are used to keep in close contact.

(ii) The Steering Committee is the DGSC executive and deals with urgent affairs between Annual Meetings. Decisions taken by the Steering Committee should be notified in the next Letter of Information and endorsed by the Delegates during the next Annual Meeting.

3.6 Committees are aimed to broaden the scientific basis of the Division by involving prominent scientists others than delegates. Committees are devoted to major topics of particular importance to DGSC such as Research, Education, Green Chemistry and Sustainable Chemistry, and disciplines related to green and sustainable chemistry such as Catalysis, Alternative Solvents, Renewable resources, Toxicology, Element sustainability, Product life-cycle analyses, Reactor design and engineering, Spectroscopy and in situ analytics, Green Organic syntheses, Energy, Sustainable materials and formulations, waste enhancement and valorization, High Concern Products and prediction methods . Committees may generate European specialist networks, research projects and organise scientific meetings on specific topics. The Head of any Committee serves a three-year term, is a Delegate (Section 2.1) and member of the Steering Committee and should report to this and the Annual Meeting. Committees shall normally include not more than 20 members from as many countries as possible and shall meet at least once a year.

3.7 A Task Force may be created to deal with ad-hoc matters. The Head of a Task Force is normally a Delegate (Section 2.1), otherwise a Guest according Section 2.4. The Task Force reports to the next Annual Meeting following its installment giving recommendations for further action in the particular matter.

4. Meetings

4.1 (i) DGSC Delegates meet regularly once a year for the Annual Meeting, which constitutes the supreme authority of DGSC.

Among the duties of the Annual Meeting are

- to elect the Chairperson,

- to appoint the Vice-Chair on proposal of the Chairperson,

- to appoint the Secretary on proposal of the Chairperson,

- to appoint the Treasurer on proposal of the Chairperson,

- to elect members of the Steering Committee,

- to initiate and authorise Committees and Task Forces and to define their field of action,

- to receive and discuss the reports from the Chairperson, the Heads of the Committees and Heads of the Task Forces,

- to decide on the location of GREEN and SUSTAINABLE CHEMISTRY CONFERENCES, and

- to discuss and decide all relevant issues.

(ii) The Annual Meeting should take place in temporal and spatial conjunction with GREEN and SUSTAINABLE CHEMISTRY CONFERENCES (Section 6), in other years preferably in conjunction with the EuCheMS Congress or another meeting which attracts Delegates. Invitations confirming place and date of the meeting and stating the proposed agenda, shall be send to all Delegates, Observers and Guests not later than six weeks before the event. The minutes should be dispatched not later than eight weeks after the Annual Meeting; they should also contain the proposed place and date of the subsequent Annual Meeting.

4.2 An extraordinary DGSC meeting shall be arranged on the written request of two

Delegates, provided the majority of all Delegates agree by postal or email voting.

5. Annual National Reports

5.1 (i) Delegates of the EuCheMS Division on Green and Sustainable Chemistry should prepare for the Annual Meeting a report of relevant national events. The aim should be to give a brief, informative, interesting account, covering not more than two A4 sides and ready for later publication. A particularly significant topic could be presented in more detail. References should be included.

(ii) A proposed layout would be:

* Relevant and major scientific breakthroughs in basic research in the field of Green and Sustainable Chemistry
* National environmental policy changes related to Green and Sustainable chemistry,

- Relevant public or scientific events, such as research, workshops, symposia, conferences, lectures, courses, training schools etc. in Green and Sustainable chemistry.

- Activities of the national chemistry society, which could include policy statements, setting up or reporting back of working groups, honors and prizes, changes in personnel,

- Publications of general value,

- Liaison with the chemical industry,

- International or European initiatives, which could include conferences, working groups, joint publications

- Building of scientific networks in order to foster fundamental and applied research as well as education in green and sustainable chemistry and related disciplines

- Scientific network initiatives within the Horizon 2020 program and interactions with industry

- Other events or activities not falling into the groups above.

5.2 It is not expected that there will be entries under all these headings for each country in every year, but this list could be used as a guide or check-list, when delegates come to draw up their annual reports. Reports could be presented either on national chemical society headed notepaper or headed notepaper representing DGSC member affiliation.

6. Voting Procedures

6.1 There shall be one vote per member society of EuCheMS for all items, except for the location of GREEN and SUSTAINABLE CHEMISTRY CONFERENCES (Section 6.2). The vote is cast by the Delegate of the society.

6.2 For deciding on the location of GREEN and SUSTAINABLE CHEMISTRY CONFERENCES, there shall be one vote per country having at least one society, which is member of EuCheMS. If more than one society of the same country is members of EuCheMS, their Delegates have to agree on their vote.

6.3 If voting takes place in a meeting, voting by mail or other ways of communication shall not be acceptable.

6.4 A Delegate (Division member) may request a proxy who can substitute the Delegate at the meetings of the DGSC members and vote on their behalf. The proxy must also either be a member of the Delegate’s (Division member) EuCheMS member society or a Delegate (Division member) from a different EuCheMS member society. The (Division member) must communicate by email the name of the proxy to the Chairperson before the meeting, and is subject to approval by the Chairperson.

6.5 A Delegate (Division member) may request an Observer who can substitute the Delegate (Division member) at the meetings of the DGSC members but does not have any voting rights. The Delegate (Division member) must communicate by email the name of the Observer to the Chairperson before the meeting.

6.6 Election of the Chairperson shall be by secret ballots. A candidate is elected when obtaining more than half the votes cast (absolute majority). If at a first voting no absolute majority is reached, the candidates with the two highest numbers of votes qualify for another voting. An equivalent procedure shall apply to selecting the GREEN and SUSTAINABLE CHEMISTRY CONFERENCES location.

6.7 The process of voting shall be as follows:

Two delegates (normally the Secretary and outgoing Chairperson) shall be appointed to conduct the ballot.

One ballot paper shall be issued to each eligible delegate (Section 6.1 and 6.2).

Completed ballots shall be collected by the appointed delegates, counted in the presence of the committee and retained for subsequent scrutiny as necessary.

The result shall be announced immediately upon the completion of counting.

6.8 Normally the DGSC takes decisions by consensus or by simple majority of votes cast. In case of a tie situation the Chairperson casts an additional vote.

7. GREEN and SUSTAINABLE CHEMISTRY CONFERENCES

7.1 The GREEN and SUSTAINABLE CHEMISTRY CONFERENCES shall be broad-spectrum conferences on green and sustainable chemistry held on a regular basis – at least every second year. Preference is given to European speakers as invited lecturers. No person should be offered a plenary or keynote lecture at two successive GREEN and SUSTAINABLE CHEMISTRY CONFERENCES.

7.2 The location for the next but one GREEN and SUSTAINABLE CHEMISTRY CONFERENCE shall be decided upon by voting according Sections 6.2 and 6.4 at the Annual Meeting at least two years ahead. Venues should be rotated between all European countries.

7.3 (i) The Chairperson or Secretary shall, at least 6 months ahead of the decision meeting and in writing, invite Delegates and their societies to tender for GREEN and SUSTAINABLE CHEMISTRY CONFERENCES and inform them of the conditions attached to the conference (Section 7.4).

(ii) The applicants shall submit a Bid Book together with a supporting letter from a relevant organisation, preferably a member society of EuCheMS, to the Chairperson, the Secretary and all DGSC Delegates at least 3 months ahead of the Annual Meeting where the decision is made. The Bid Book shall contain the basic features and essential information including the name of the conference president and budget as well as fees to be expected, with the understanding that each GREEN and SUSTAINABLE CHEMISTRY CONFERENCES shall be financially self-supporting. The applicants shall give a concise presentation of their proposals during the Annual Meeting prior to the vote.

7.4 An application for GREEN and SUSTAINABLE CHEMISTRY CONFERENCES can only be considered, if the prospective organisers agree to the commitments

- to adhere to the DGSC Procedures and Practices,

- to take all steps to ensure that every interested scientist and student are able to attend the conference without hindrance and that visas are granted without undue delay,

- to apply for EuCheMS recognition using the official on-line template,

- to transfer 20% of any surplus made after deduction of expenses to EuCheMS. Half of this will be transferred to the EuCheMS central budget whilst the other half will be placed in the budget line dedicated to the Division for use as ~~as~~ decided by the DGSC Committee within the rules and guidelines laid down by EuCheMS.,

7.5 (i) The Presidium of a given GREEN and SUSTAINABLE CHEMISTRY CONFERENCES consists of the President of this particular event, the one of the previous conference and the one of the subsequent conference of this series as well as the persons, who are the Chairperson, Vice-Chair and Secretary of DGSC in the year before the event. The Presidium offers all its expertise and helps to ensure the success of the conference. It approves the scientific programme and other relevant details.

(ii) The President of a GREEN and SUSTAINABLE CHEMISTRY CONFERENCES shall keep the Presidium informed regularly on the progress and difficulties encountered in the organisation of the particular conference.

7.6 The President of a GREEN and SUSTAINABLE CHEMISTRY CONFERENCES shall present a written final report on the course, participation and outcome of the conference, in relation to the general goals of the Division to the DGSC Chairperson shortly after the end of the conference.

8. Amendments

Amendments to this Document shall be made at an Annual Meeting and shall require a majority of at least two thirds of the votes cast.

Appendix 1

Guidelines for Meetings organized in cooperation with EuCheMS-DGSC

Organizers of a meeting related to green and sustainable chemistry may apply for an "In cooperation with DGSC" designation. It must be understood that this label indicates a specific high quality of the meeting and the desire for international participation. The usage of English, particularly in slides etc., is encouraged. DGSC recognition does not exclude recognition by EuCheMS.

A DGSC Delegate should actively be involved in the organization. The application should be submitted in writing to the DGSC Chairman or Secretary at an early stage of the preparations. After the consent of the Steering Committee, the organizers can use the DGSC logo and state the cooperation in their announcements. The meetings will be listed on the DGSC web site and the information forwarded to the journals where DGSC news usually appears. These co-operations are notified to the DGSC Divisional Meeting annually.

The DGSC Delegate shall address the participants of the meeting on behalf of DGSC to provide information on its composition, objectives, aims and current programmes. The organizers are required to provide an informative oral and written report (not more than 250 words) at the Steering Committee or Divisional Meeting following the event. The report is included in the Minutes and thus conveyed to all EuCheMS member societies, DGSC Members, Observers and Guests.

Approved by the Annual Meeting of the DGSC on xxx.

Relevant EuCheMS procedures:

* Guidelines for Divisions (P-003)
* EuCheMS’ Divisions’ budget (P-006)