

Learning Society Committee Terms of Reference

Introduction

The ICE vision is for an Institution that is an externally facing, global beacon of excellence respected for being exciting, trusted, authoritative, insightful, proactive, ethical, fair, and above all, independent.

The commitment is to draw on learning from across the world to build a body of relevant, reliable knowledge created through experience, analysis, insight and science to enhance the technical competence and understanding of our members so that they can, in turn, identify and shape the engineering solutions needed to solve the challenges we face.

The critical priority is to collaborate with others to realising the achievement of the UN Sustainable Development Goals. Therefore, over the next five years ICE will build a knowledge programme around five key themes:

- Placing the **decarbonisation** of our industry at the heart of our agenda;
- Working with others to adapt and provide **resilience** to the significant effects of climate change;
- Transforming the availability of potable **water & sanitation** and **clean energy** across the world;
- Transforming the **productivity** of our industry by driving **modern methods of procurement and manufacture**, establishing **data and digital technology** at the heart of global infrastructure, and with a particular focus on **mobility** and access to **safe and affordable transport**;
- Enhancing the **technical** knowledge, **insight** and **ethical understanding** of engineers wherever they work across the world.

Council, as the pinnacle of the ICE's Learned Society function, will drive development of these programmes. Each of these programmes will be led by a senior member, supported by volunteers and a dedicated member of the knowledge team. Each programme will be supported by relevant Communities of Practice, associated Specialist Knowledge Societies and project-based task and finish groups, with contributions co-ordinated and directed by Community Advisory Boards.

It is intended that this combination provides every ICE Member with at least one engaging, informative and authoritative digitally delivered CPD knowledge event per week. This programme will also support production of the ICE's annual State of the Nation report and the development of a new lessons learned programme.

The Learning Society Committee provides a key auditory role, monitoring delivery and in particular monitoring effective dissemination of a lessons learned programme.

Purpose

The Learning Society Committee's (LSC) key role is to monitor the effectiveness of the ICE's knowledge programmes with particular reference to what they achieve, rather than just the production of reports and studies. The LSC will review, every year, how ICE reports and recommendations have been incorporated into day to day institutional business, and how they have been implemented by the membership.

Council, advised by DEK and D Policy, will determine the specific outcomes to be achieved from each programme. The LSC has delegated authority by Council to establish Community Advisory Boards to co-ordinate each knowledge programme. The DG has delegated authority by Council to create, monitor and fund task & finish groups to undertake specific knowledge projects as requested by Trustees, Council and the Policy and External Affairs Committee.

The LSC has delegated authority to monitor progress of each programme, providing constructive feedback, making suggestions for improvement and producing an annual audit for presentation to Council.

The LSC also has delegated authority by Council to manage the funding distribution of the ICE Research and Development Enabling Fund, to monitor and report performance of the dispute resolution service, and to monitor and report performance of ICE Independent Expert Advisory Panels.

Governance

The LSC is responsible to Council for ICE's knowledge transfer function. Formal reporting lines are through Council. It has formally delegated responsibility for the delivery of ICE's knowledge activity programme for Council approval as part of the ICE Plan.

Operation

Function

The LSC will meet on a quarterly basis to agree, review and feedback on the LS knowledge programme and resource allocation, providing strategic direction to knowledge activities. Its key functions are to:

- a) Direct:
 - Strategic knowledge research, campaign themes and programmes
 - Constitution of Community Advisory Boards
- b) Monitor:
 - Progress of knowledge programmes against the ICE Plan
 - Progress of projects funded by the R&D Enabling fund
 - Activities of ICE Communities of Practice
 - Performance of dispute resolution service
 - Performance of Independent Expert Advisory Boards
- c) Fund:
 - Distribution of the ICE Research and Development Enabling funds.

d) Communicate:

- The outputs and outcomes of the knowledge programme
- Opportunities to get involved; and
- Engagement and collaboration with other institutions.

Structure

The LSC reports to Council. It is chaired by the Trustee who holds the portfolio of Learning Society and sits on the Trustee Board and is composed of members who are infrastructure experts identified to effectively perform its core function and purpose as stated above. Three members shall be elected members of Council. One member shall be the chair of the ICE Research and Development Enabling Fund Committee. Two members shall be elected from Community Advisory Boards. Five members shall be independent infrastructure experts/stakeholders. Secretariat is provided by the Director Engineering Knowledge.

Quorum

The LSC quorum will be half of the committee's membership + one.

Learning Society Sub-committees

The LSC reserves the right to appoint and disband sub-committees which it designates as necessary to fulfil its core functions and purpose. These sub-committees include the Research & Development Enabling Fund sub-committee, the State of the Nation Advisory Panel and the Sustainability Leadership Team.

Communities of Interest Advisory Groups

The LSC will oversee the establishment and disbandment of issue or sector-focused Communities Advisory Groups (e.g. Transportation & Mobility) which play a key co-ordinating role in supporting delivery of the knowledge programme, encouraging content creation from relevant communities of practice (e.g. Walking & Cycling COP) and associated Specialist Knowledge Societies (e.g. Transport Planning Society) and then disseminating content to broad Communities of Interest (Cols) (e.g. transport & mobility).

Project Groups (task and finish)

The LSC will also oversee task & finish Project Groups (PGs) to tackle specific issues in response to external stimulation (e.g. government consultation, regulatory intervention).

PGs will be created to deliver outputs upon agreement of a project concept/business case, which support the ICE strategy and Plan. Each PG will be time limited and will disband upon completion of its knowledge exchange objectives as stated in its LSC-agreed business case.

A Chair for each PG will be appointed to lead activity. The PG Chair will work together with the director of engineering knowledge to:

- develop the initial project concept;

- develop Terms of Reference;
- appoint the PG members; and
- deliver the output/s as part of ICE's knowledge programme.

The DEK will provide updates to the LSC at agreed stages.

Learned Society Forum

The LSC shall work with ICE staff to support the delivery of the Learned Society Forum (LSF), which provides the opportunity for Learning Society stakeholders to coalesce and discuss current and future plans and issues together. The LSF shall take place twice, annually.

Invitees to the Forum may vary, but will generally be composed of CoP leaders, PG Chairs and members, SKS Chairs, and other interested infrastructure professionals.

Learned Society Knowledge events

Learned Society Knowledge events will be delivered with a digital-first approach, to ensure every member, wherever they are located, has the opportunity to engage in at least one relevant, informed knowledge event a week. These will be free knowledge events for ICE members and associated infrastructure professionals, designed to incubate knowledge ideas, carry out knowledge transfer, enable and encourage broader engagement, encourage Presidential engagement, and enable stakeholder engagement. The knowledge shared during events must be captured wherever possible. The Library and Archives are a key resource, and whilst much of its material is not available digitally, all its resources can be searched on-line.

Reporting

Learning Society Committee should submit and/or present an annual report to Council on learning society activities, focusing on the outcomes of each knowledge programme.

Other

At least once a year, the Committee should review its own performance and terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to Council for approval.

Resource

The LSC is supported by the Director and staff of the Engineering Knowledge Division. Senior staff members attend the LSC.