

VADEMECUM for the implementation of the objectives of the “Strategic Plan 2024-2029”

The following document is intended as a guidance for the implementation of the ISPE Strategic Plan 2024-2029; it provides a summary and clarification of key components based on the roles and processes as described.

Terminology Overview

Sponsor: A member of the Executive Committee who supports the working group and addresses barriers to success (e.g., related to ISPE policies and strategies), but does not participate actively to day-to-day activities. The Sponsor is included on working group communications and available to the Champion to ensure working group activities align with organizational goals.

Champion: A representative from the Strategic Planning Committee (SPC) or Board of Directors who is actively involved in the group’s activities and may serve as a spokesperson for the working group in the Board and is involved in the group’s activities.

Lead: An ISPE Committee assigned to lead the implementation of the tactics to achieve a strategic Goal, responsible for overseeing the implementation process. They may create a subcommittee and are tasked with organizing the Goal-specific working group and ensuring timely achievement of the Goal. They will propose a Chair and Vice Chair to be approved by the Exec/Board.

Core Group: This group, responsible for developing and overseeing the implementation plans for each Objective, consists of the Sponsor, the Champion and two Board members.

Goal-specific Working Group: A working group formed for each Goal, coordinated by the Lead and comprising representatives from other ISPE Communities. Their involvement may differ depending on the tactics being pursued.

ISPE Communities: All Committees, Councils, Special Interest Groups (SIGs), Regional Interest Groups (RIGs), and Strategic Liaisons within ISPE.

Implementation Process

How

Development of Implementation Plans: For each of the 17 Goals, Core Groups have drafted implementation plan proposals. These drafts were reviewed and revised based on feedback from the Board of Directors and ISPE Communities. Plans may be amended upon request from the Lead and conditional endorsement by the Core Group for the relevant Objective and approval by Exec/Board.

Who

Leadership: Each Goal has a designated ISPE Committee (“Lead”), with support from the Core Group. The leadership invites contributions from other ISPE Communities.

What

Tactics for Strategic Goals: The Goal-specific working group is tasked with implementing the tactics proposed in the plans and prioritizing the tactics for each Strategic Goal. They may propose and introduce additional tactics, subject to endorsement by the Core Group and approval by Exec, and are responsible for tracking timelines and reporting progress.

When

Timelines and Reporting: Specific timelines are established for Goals and tactics. Prioritized tactics are addressed first. Progress, challenges, and any necessary amendments are reported to the Board during the April and August meetings through the SPC. Progress will be monitored through a dedicated dashboard. At the end of each quarter, the management company will gather updates on the state of the art of each tactic from the Objective Leads and update the dashboard accordingly. The status “completed” will be assigned upon agreement with the Core Group of the Objective.

Conclusion

This structured approach ensures that ISPE’s strategic goals are implemented effectively, with clear roles and responsibilities equally distributed among various groups and individuals. The collaboration between different communities within ISPE fosters a comprehensive and inclusive strategy for achieving the organization’s objectives.