# STRATEGIC PLAN IMPLEMENTATION POLICY

# Introduction

The Strategic Plan details plans for future development of EMWA. This Implementation Policy shows how the first three aims of the Strategic Plan (Further our Profession, Grow the Association and Membership and Share Expertise) will be implemented in practice. The Strategic Plan and associated implementation policy will be reviewed by the Executive Committee (EC) annually in November and may be revised following that review if necessary.

# Objectives

1. To ensure EMWA’s experienced members’ professional development needs are met in the long term
2. To provide a framework to assure EMWA’s maturing position in the professional arena sustains and develops in the long term.

**Actions**

Two major EMWA initiatives have been introduced since May 2014 in addition to the Annual Symposia which had begun in May 2013:

1. Introduction of the Expert Seminar Series (ESS)
2. Introduction of the first Special Interest Group (SIG)
3. The first Special Project, leading to the EMWA-AMWA partnership to develop the CORE Reference which developed into the Regulatory Public Disclosure SIG

To meet the stated objectives, the ESS and SIGs should continue, alongside the established Conference and Annual Symposium. Each SIG will be given the option to run an ESS session each year in May. An Example Timetable for future planning and ensuring continuity is included in Appendix 1. This provides an adaptable planning calendar for the use of successive ECs.

## Responsibilities

1. The Annual Symposium will be managed by the Conference Director but may be organised by a SIG or separate subcommittee if appropriate.
2. The ESS programme for any one year is to be run by a subcommittee, with an EC liaison member. The liaison member will be chosen by the EC at the conference in May. The EC Liaison must update the EC regarding the ESS at each face-to-face (F2F) EC meeting and at each conference.
3. SIGs are to be chaired by an experienced EMWA member with expertise in the chosen area, with an EC Liaison identified. The EC liaison will be assigned by the EC at the conference in May and should be part of the SIG subcommittee. The EC Liaison must update the EC at each face-to-face (F2F) EC meeting and at each conference.
4. For both the ESSs and SIGs, it is the responsibility of the outgoing EC members to ensure the incoming EC members are aware of the plans for the next year. This should including a full handover of projects, conducted as involved EC members change.

Responsibilities and timetables for Special Projects will be determined as required for the specific project.

## Appendix 1:Example Timetable: EMWA Annual Symposia and Expert Seminar Series (ESS)

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| **Initiative** | **May conference****EC change** | **September EC F2F** | **November Conference** | **Feb/March** | **May conference** **EC change** | **September EC F2F** | **November Conference** | **Feb/March** | **May conference****EC change** |
| **ESS annual programme****(up to 4 x ESSs at each May conference only)** | **At conference:****Select Year 1 ESS chair and EC liason.**Confirm which SIGs wish to run an ESS session.Abstract form to potential presenters within 1 month of conference | Deadline for return of ESS abstracts: end August**At F2F: finalise Year 1 ESS programme**Formal liaison with Year 1 ESS presenters from now | Liaison ongoing with Year 1 ESS presenters | Year 1 ESS slides final | Year 1 ESS presented**At conference:****Select Year 2 ESS chair and EC liason.**Confirm which SIGs wish to run an ESS sessionAbstract form to potential presenters within 1 month of conference | Deadline for return of ESS abstracts: end August**At F2F:; finalise Year 2 ESS programme**Formal liaison with Year 2 ESS presenters from now | Liaison ongoing with Year 2 ESS presenters | Year 2 ESS slides final | Year 2 ESS presented**At conference:****Select Year 3 ESS chair and EC liason**Confirm which SIGs wish to run an ESS sessionAbstract form to potential presenters within 1 month of conference  |
| **Annual Symposium** | **At conference: Year 1 symposium topic agreed** |  | Outline of Year 1 symposium agreed and topics and speakers discussed  | List of speakers for Year 1 finalised for publication in mini guide  | Year 1 symposium presented**At conference: Year 2 symposium topic agreed** |  | Outline of Year 2 symposium agreed and topics and speakers discussed |  list of speakers for Year 2 finalised for publication in mini guide  | Year 2 symposium presented**At conference: Year 3 symposium topic agreed** |
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| In any calendar year, work will be in progress for several symposia and ESSs. This Example Timetable shows timings based on an Annual Symposium and up to 4 ESSs per year. Frequency of new Special projects (SP) will be dependent on developing industry need and available EMWA resource. Where an SP involves development of a SIG the SIG will remain active for as long as is deemed appropriate. Colour-coding: Year 1, Year 2, Year 3. |