



**MAPS Focus Area Working Groups (FAWG)  
Member Charter**  
Version May 2021

Focus Areas are the priority capabilities that are strategically important for the successful implementation and maintenance of a high impact Medical Affairs organization. The Focus Areas will be managed and supported by a dedicated Focus Area Working Group (FAWG) which consists of individuals who are Subject Matter Experts and are responsible for strategy development, gap identification, content creation and program implementation for their Focus Area.

As with all other MAPS committees or volunteer groups, FAWG members are volunteers and are not compensated for their time.

**Focus Area Working Group Member Requirements:**

FAWGs will consist of a minimum of 8, and ideally up to 16, industry\* members, including the Lead/s.

*\*Industry is defined as those currently employed by a life sciences company (pharma, biotech, medical & diagnostic devices), MA professionals with prior employment at a life sciences company but currently in between jobs, or independent MA consultants\*\* with previous employment a life sciences company. An individual may serve on only one FAWG at a time and each industry company may only have two (2) members on each FAWG.*

*\*\* If an Independent Consultant, have significant leadership role and career in biopharma prior to going independent; ex-pharm exec; minimum 5 years senior role or VP in industry; and, must not be part of a consulting firm.*

It may also include representatives of MAPS Executive Partner Circle Member (EPCM) [<https://medicalaffairs.org/partner-circle/>] companies, ideally at a ratio of 4:1 (industry members to EPCM). These individuals are employees in MAPS EPCM companies who have extensive knowledge/experience in the focus area. Each EPCM company may only have 1 FAWG representative total and that individual may only participate in one FAWG.



## FAWG Member Requirements

### *Industry applicants:*

- **Should have at least 8 years** of direct Medical Affairs practice in life sciences companies, and ideally will have served in more than one role within their organizations.
- Should most recently be serving or have served at the Associate Director level or higher in their company.
- Must have demonstrated expertise and **at least 3 years of experience in the focus area** of interest.
- Must be a current MAPS member in good standing.
- If an Independent Consultant, must have significant leadership role and career in biopharma prior to going independent; ex-pharm exec; minimum 5 years senior role or VP in industry; and, must not be part of a consulting firm.
- Should agree to serve a one-year term from appointment, with the option of renewal, at the discretion of the FAWG Lead/s.

### *Executive Partner Circle Member (EPCM) applicants:*

- **Should have at least 4 years** of direct Medical Affairs practice in life sciences companies, and ideally will have served in more than one role within their organizations.
- Must have demonstrated expertise and **at least 3 years of experience in the focus area** of interest.
- Must be a current employee of a MAPS Executive Partner Circle Member.
- Should agree to serve a one-year term from appointment, with the option of renewal, at the discretion of the FAWG Lead/s and through the company's continued participation in the EPCM program.



## **FAWG Participation Expectations**

All FAWG members should:

- Actively participate on the FAWG and be willing to propose and help develop specific content and deliverables aligned with the strategic plan. *NOTE: It is expected that each FAWG member will actively develop and present at least one initiative to support the strategic plan annually.*
- Play a leadership role in implementation of the FAWG strategic plan. This might include working with other volunteers and solution providers to develop and present content.
- Actively develop and present at least one initiative to support the strategic plan annually.
- Attend 80% of the FAWG team calls.
- Actively participate on relevant MAPS Connect community portal sites.
- Proactively engage potential future MAPS members and volunteers to ensure a sustainable FA volunteer base.
- Be active ambassadors for MAPS by posting/sharing regularly on social media (e.g. LinkedIn, Twitter), raising awareness about the society to their colleagues and encouraging participation in MAPS and Focus Area initiatives.

## **Estimated time commitment:**

For general FAWG members it is estimated that 3-4 hours per month, on average, would be needed to actively participate in FAWG calls and content production. This will vary depending on the month and the number of content deliverables for which the individual has volunteered to participate.



### Focus Area Working Group (FAWG) Accountabilities

- Focus Area needs assessment and gap identification, to be conducted annually.
- Development of a three-year strategic plan.
- Development of an annual content creation and implementation plan, that will be supportive of the strategic plan.
- Identification of subject matter experts, presenting faculty, and providers to support content creation and implementation.
- Alignment of annual plan initiatives to include:
  - annual conference workshops or plenary sessions
  - eCademy webinars
  - eLearning modules
  - *Elevate* articles
  - Podcasts
  - Standards & Guidance
  - White Papers
  - Posting of updates, questions and discussion topics MAPS Connect community portal discussions with the membership