



MAPS Focus Area Working Groups (FAWG) Charter

Version August 2020

Focus Areas (FA) 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 will serve as Subject Matter Experts and be responsible for strategy development, gap identification, content creation and program implementation for their assigned Focus Area.

Focus Area Working Group Member Requirements

FAWGs will consist of a minimum of 8 industry* members, including the Lead. Co-leads may be appointed from other MAPS regions such as EMEA (European/Middle East/Africa) and APAC (Asia Pacific) at the discretion of the Lead/s and in consultation with the EPC.

Members of the FAWG will:

- **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. Their most recent role will be at the Associate Director level or higher.
- Have demonstrated expertise in the FAWG topic.
- Be a current MAPS member in good standing.
- 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.
- Serve a one-year term from appointment, with the option of renewal, at the discretion of the FAWG Lead/s.
- 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 Community Portal sites.
- Proactively engage potential future MAPS members and volunteers to ensure a sustainable FA volunteer base.

As with all other MAPS committees or volunteer groups, FAWG members are volunteers and are not compensated for their time. They should be active ambassadors for the society by posting/sharing regularly on social media (e.g. LinkedIn, Twitter, etc.) and should be ambassadors at their companies, raising awareness about the society to their colleagues and encouraging participation in society and FA initiatives.

The estimated time commitment for FAWG member participation is between 3-4 hours per month, including preparation time.

**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.*

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 develop at least:
 - Two *Elevate* articles
 - Four MAPS eCademy webinars/podcasts
 - One annual conference workshop or plenary session
 - One eLearning module
 - One White Paper or Standards & Guidance document
 - At least quarterly, MAPS Community Portal discussions with the MAPS membership through updates, posting of questions and discussion topics

Focus Area Working Group Lead Overview

NOTE: *How to Focus Your Focus Area Working Group*, a comprehensive primer which covers the below in greater detail is available for the lead via the EPC Community Portal.

The FAWG Lead will be a recognized Industry leader with deep expertise in the Focus Area topic, who possesses significant years of direct Medical Affairs leadership experience at life sciences companies. S/He will be an active member of the MAPS Executive Program Committee (EPC)*, unless otherwise specified. Estimated monthly time commitment for FAWG Lead participation is between 4-6 hours, including preparation time.

** The Executive Program Committee (EPC) consists of the chair and each of the Focus Area Working Group (FAWG) leads. The EPC sets the direction for MAPS' professional development content creation. It also serves as ambassadors to the FAWGs and MAPS' membership in general.*

Responsibilities of the FAWG Lead include but are not limited to:

- Ensuring alignment and integration of the Focus Area strategic plan with the broader strategic plan of the MAPS organization.



- Working with the MAPS EPC to ensure strong alignment, integration, lack of duplication and/or gap minimization across all Focus Area plans and deliverables.
- Working collaboratively with other FAWG leads to develop content and programs when synergistic opportunities are identified.
- Selecting and/or approving new FAWG members and introducing those to the FAWG once MAPS staff have onboarded them.
- Scheduling and leading a bi-weekly FAWG meeting via web conference, as necessary, prior to the EPC monthly meeting (currently the 4th Friday of each month).
- Setting the FAWG meeting agenda and ensuring that the minutes are written in a timely manner and uploaded to the FAWG Community Portal.
- Ensuring timely communications to support progression of Strategic Plan implementation and providing guidance/resolution to any questions posed by the Focus Area members.
- Approving MAPS Executive Partner Circle member representative(s) best qualified to support development and implementation of content aligned with the FAWG strategic plan.
- Engaging in succession planning to identify and mentor future FAWG leads.

Support from MAPS Operations Team

The MAPS Operations Team will:

- Onboard new FAWG team members, including inviting the individual/s to the designated FAWG Community Portal.
- Manage the technical components for arranging eCademy webinars/podcasts and eLearning modules.



- Support Elevate article, white paper publication and/or slide development and Standards & Guidance development (e.g. provide access to and cover costs of copywriting, proofreading and graphic design services).
- Develop program materials.
- Coordinate production of any necessary audiovisual elements.
- Review your need for external support and budget requests, including contracting with consultants/vendors and managing reimbursements for services provided.
- Coordinate with MAPS Executive Partner Circle Member point of contact to identify potential EPCM representatives for FAWG lead consideration.
- Support FAWG administrative needs if necessary, including provision of hosted Web conference platform (e.g. Zoom meeting) or sending Need To Meet schedulers