



## Professional Development Committee (PDC) Charter

Final version, October 6, 2023

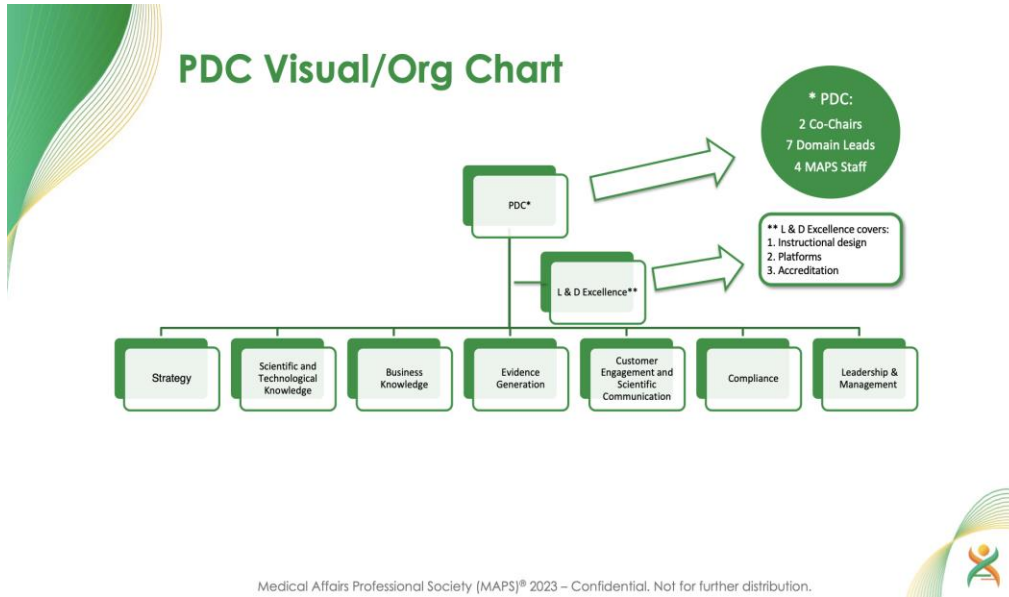
### **1. PDC Responsibilities**

The PDC has the following responsibilities:

- Own and annually update the Domain framework.
- Build a professional development curriculum that defines career tracks per role and experience level based on MAPS' Competencies Framework.
- Facilitate and support the 7 Domain Teams (DTs) and the Learning & Development Excellence Team (LDET) to develop and deliver annual plans as approved by MAPS' Board of Directors each April.
- Align annual plan content across the 7 domains. Align priorities, build synergies, avoid duplication, and create a unified perspective for the Medical Affairs (MA) profession.
- Annual plans are created by each DT and cover the plans for content creation related to:
  1. Certificate programs
    - E-learning modules
  2. Standards & Guidances
  3. Master Classes
  4. Parallel Workshops at EMEA and Americas annual meetings
  5. White papers and *Elevate A* and *Innovate* articles
  6. Webinars and Podcasts
  7. Content created and presented at:
    - Chapter Events
    - Special Interest Group events
    - Special events (e.g. Townhalls etc)
  8. Sponsored content:
    - Webinars
    - Innovate articles
    - Podcast
    - Any other content created, such as White Papers

## 2.PDC organization

The PDC consists of 2 co-chairs, 7 Domain Leads (DLs), and 4 MAPS staff. It is supported by the LDET.



### **2a. Co-chairs**

The 2 co-chairs are accountable to the MAPS Board of Directors for delivery of the annual PDC plan. In partnership with the Director of L & D, they will chair bi-monthly (every other month) meetings (plus any topic-focused ad-hoc meetings), set the agenda for and lead the actual PDC meetings, maintain and recruit volunteers, and provide direction and support to the 7 Domain leads.

### **2b. DLs**

The 7 DLs are industry members and chair the DTs. The DLs are accountable to the PDC co-chairs for creation and delivery of the annual DT plans. They will coordinate within their respective DTs the best approach towards the creation and delivery of the plan. The DLs will represent the DT in PDC and represent the PDC in the respective DT to ensure a seamless integrated approach towards content creation across the 7 competencies.

A DL may assign a designee to PDC meetings if they are unable to attend.

A DT may consist of multiple Focus Area Working Groups (FAWGs), may consist of a single FAWG, or may be a non-FAWG DT without formal FAWGs.

- Multi-FAWG DT: this DL is expected to integrate and align content within the Domain across the included FAWGs. The role therefore requires experience in the multiple FAWG areas to ensure full synthesis of content and strategy.
- Single-FAWG DT: this DL is expected to be the representative of that FAWG in the PDC.
- Non FAWG DT: this DL is expected to either procure existing external content, created by other organizations external to MAPS or internal content, created by DT members.

The DLs will review (or delegate to a DT member) and be the final approvers of all content related to their Domain Area to ensure content is of high quality and current.

In addition, the DLs will review content created by other DT as needed to ensure cross Domain alignment on content at the PDC level.

### **2c. Director of L & D**

In partnership with the co-chairs, the Director of L & D will assist in facilitating the monthly meetings (plus any topic-focused ad-hoc meetings), provide support to the 7 Domain leads, represent MAPS L & D initiatives and the L & D Excellence team (LDET) in the PDC and represent the PDC to the LDET.

The Director of L & D will partner with the PDC and LDET to ensure that content created meets requirements for accreditation.

The Director of L & D will provide instructional design leadership for the content created by DTs, including needs assessment, curriculum design, evaluation, best practice standards in adult learning theories, and direction regarding MAPS learning platforms.

### **2d. Continuing Education/Training (CE/T) Planner**

The CE/T Planner reports to the Director of L & D and will provide support to him/her and the PDC co-chairs. CE/T Planner will attend monthly PDC meetings and provide minute-taking.

The CE/T Planner will provide instructional design leadership and alignment with accreditation to the DLs and DTs as assigned.

The CE/T Planner will provide direction for the planning of the annual meetings and other live synchronous events.

### **2e. Project Managers (2)**

The Project Managers will attend monthly PDC meetings, support and manage the work of the DTs, as well as manage the work of the individual FAWGS per the FAWG Charter requirements as applicable.

The Project Managers will schedule DL/DT meetings, coordinate production of any program materials/logistics, and review needs for external support and budget requests, including contracting with consultants/vendors and managing reimbursements for services provided.

## **3. Requirements (not applicable to MAPS staff)**

All members of the PDC will:

- Be a current MAPS member in good standing.
- Be a recognized Industry leader with deep expertise in the Domain topic, possess significant years of direct Medical Affairs leadership experience at life sciences companies at least a Senior Director level.
- 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.
- Be willing to serve at least a one-year term from appointment, with the option of renewal, at the discretion of the PDC co-chairs.
  - PDC co-chairs be willing to serve at least a two-year term, with the option of renewal at the discretion of the MAPS Board.
- Be capable to think and act beyond the assigned Domain accountability.
- Attend at least 75% of the PDC meetings via Web conference.

- Be able to allocate up to 3 hours per week, including preparation time, actual PDC meeting time, and, for the DLs, actual DT meetings. Be willing to allocate additional time as needed e.g., for annual meeting content planning.
- Have a proven record of authoring MAPS issued content.
- Be active ambassadors for MAPS by posting/sharing regularly on social media (e.g., LinkedIn, Twitter, etc.); be ambassadors at their companies, raising awareness about the society to their colleagues and encouraging participation in MAPS' and PDC-related initiatives.
- As with all other MAPS committees or volunteer groups, PDC members are volunteers and are not compensated for their time. PDC members will receive a 10% discount on standard registration fees for any MAPS virtual, hybrid or in-person event/conference. This discount cannot be used during promotional or early bird pricing.
- Travel to Annual Meetings or meetings with partners is not a requirement for PDC participation. PDC members wishing to travel to Annual Meetings/partnership meetings and whose travel and/or accommodations are not covered by their employers, please submit a request to the Director of L & D at least 90 days prior to the meeting date. MAPS will review budget allocations and advise if a one-off coverage exception can be made.

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