



ISPOR Regional Chapter Annual Work Plan

Objective

To achieve Chapter's short and long-term goals and contribute to ISPOR's mission, vision, and strategy

Each ISPOR Regional Chapter is required to submit an Annual Work Plan to ISPOR in conjunction with the Chapter Annual Report. This document serves to inform ISPOR of each Chapter's planned activities for the upcoming 12-month period. The information provided will help ISPOR determine the Chapter's activity level, and learn about the Chapter's goals, accomplishments, progress, and challenges.

The Annual Work Plan is to be submitted in table format. The table template and guidance for completing the table appear on the following pages.

ISPOR Chapter Annual Work Plan – Template

Regional Chapter Annual Work Plan 2019					
Chapter Name: _____					
Activity Areas	Type of Activities (*1)	2019 Q1	2019 Q2	2019 Q3	2019 Q4
Executive Committee: Leadership & Succession Planning <i>Provide information about Executive Committee/Board meetings, upcoming/planned changes in Chapter's Executive Committee.</i>	Elections (*2)				
	Appointments				
	Executive Committee/Board meetings				
	Other				
Membership: Recruitment & Retention <i>Provide information about Chapter's efforts to maintain good Chapter membership status and attract members to ISPOR.</i>	Outreach (*3)				
	Other				

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<p>Building Members Engagement <i>List examples of Chapter's activities in the area of education, research, and publication, as well as other engagement opportunities.</i></p>	Education (*4)				
	Research (*5)				
	Publication (*6)				
<p>Professional Development: Students & Young Professionals <i>Provide information about activities involving ISPOR Student Chapter (if applicable) and non-ISPOR student groups and young professionals active within the Chapter</i></p>	ISPOR Student Chapter				
	Non-ISPOR Group				
	Other				

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Collaboration <i>Inform about anticipated cooperation with local and international organizations, associations etc.</i>	Engagement with relevant local/regional organizations/groups (*7)				
	Engagement with relevant international organizations/groups (*8)				
Communication <i>Provide information about Chapter's communication efforts with Chapter's members, stakeholders, and partners.</i>	Newsletter				
	Email Blast				
	Regular Members Meetings				
	Networking Opportunities				
	Other				

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<p>Contribution to ISPOR-sponsored Events <i>List examples of Chapter and member engagement with ISPOR.</i></p>	ISPOR Annual & Regional Meetings				
	ISPOR Trainings				
	Other ISPOR events				
<p>Promotion <i>Provide information about efforts to promote Chapter’s activities among members and wider audience in your geographic area. Specify promotion platforms that will be utilized.</i></p>	Non-ISPOR Chapter website				
	Social Media				
	ISPOR-supported Outreach (*9)				

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	Other				
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Additional Comments: *(Share your Chapter’s work plan in areas that are not listed in the template and provide what specific type of activities are undertaken by your Chapter in each such area)*

Prepared by: *(Provide individual’s full name and position in Chapter)*

Date Submitted to ISPOR:

***Guidance**

*(*1) Indicate specific activities to be undertaken by Chapter in each activity area and activity type.*

*(*2) Indicate the month and which positions are due for elections.*

*(*3) Indicate Chapter’s strategy for sustaining good membership status and techniques for reaching out to current and prospective members.*

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*(*4) (*5) (*6) Indicate how Chapter will engage its members in areas of education, research, and publication through Chapter-organized activities and activities sponsored by other stakeholders.*

*(*7) (*8) Indicate specific collaborative activity and name of the organization(s)/ group (s) with which the Chapter is collaborating.*

*(*9) Indicate Chapter's contribution to ISPOR monthly e-Bulletin, EMEA Digest, ISPOR Chapter website.*