



PHUSE Working Groups

Roles & Responsibilities

Purpose

The purpose of this document is to define the roles and responsibilities of those participating in the PHUSE Working Groups. This includes all existing Working Groups, and any other Working Groups established at the discretion of the Working Groups Director(s). All contributors to the PHUSE Working Groups are expected to act in accordance with the [PHUSE Code of Conduct](#).

New Project Proposals Review and Development Lead(s)

- Chair a subcommittee to review all New Project Requests and make recommendations for proceeding to the Working Groups Leadership Committee.
- With the Working Groups Leads and Project Leads, make recommendations to the Working Groups Leadership Committee for Projects which may need to adapt their scope to complete the deliverable.
- Work with the Working Groups Leads to develop and propose New Project Requests.
- Connect with thought leaders (industry and regulators) to identify challenges to be addressed through Working Groups Projects.
- Enable sharing of ideas, resources and methods across all Working Groups.
- As a standing member of the Working Groups Leadership Committee, provide strategic guidance to Working Groups and Project Teams.

Roles & Responsibilities

Ongoing & Final Deliverables Lead(s)

- Lead the quarterly collation of status updates for the Working Groups and the generation of the Quarterly Working Groups Report.
- Make recommendations to the Working Groups Leadership Committee where a Project may need additional support to re-engage the community or to be deprioritised.
- Lead the PHUSE review of all ongoing and final Project deliverables (prior to public review where appropriate) to ensure the content and quality are aligned with the PHUSE Working Groups mission and that they do not seek to represent the views of other organisations or regulatory agencies.
- Enable sharing of ideas, resources and methods across all Working Groups.
- Chair a subcommittee (~5 members) to review all deliverables.
- As a standing member of the Working Groups Leadership Committee, provide strategic guidance to Working Groups and Project Teams.

Working Groups Events Lead(s)

- Work with the Connect and SDE Committees, established by the PHUSE Events and Regional Directors, to design, establish and drive Working Groups participation at PHUSE events in line with the strategy endorsed by the PHUSE Board of Directors.
- Chair a subcommittee, working with the Working Groups Leads, to deliver sufficient and appropriate Working Groups contributions for PHUSE events (Connects, SDEs) not limited to breakout sessions, presentations and posters.
- Continuously seek to evolve how Working Groups are included at PHUSE events to drive a positive attendee experience and the activities of the PHUSE Working Groups by developing recommendations for the PHUSE Working Groups Leadership Committee to endorse.
- Manage Community Forums by working with the Working Groups Leads to ensure appropriate quality and cadence across all Working Groups.
- Enable sharing of ideas, resources and methods across all Working Groups.
- As a standing member of the Working Groups Leadership Committee, provide strategic guidance to Working Groups and Project Teams.

Roles & Responsibilities

Working Groups Lead(s)

- Responsible for all Projects within their Working Group, working to ensure the success of each Project.
- Provide a single point of contact for Project Teams and manage communications to and from the Working Groups Operations Committee.
- Develop and propose New Project Requests to the Working Groups Leadership Committee.
- For New Project Requests, assure a well-defined, manageable Project scope, capable of being accomplished within a predetermined timeframe.
- For New Project Requests, assure the goals of the Project are attainable through a partnership within the context of the Working Groups.
- Regularly assure the Project has leadership and sufficient participating members for its success.
- Provide an avenue of communication between the Working Group, the Leadership Committee, the Working Groups Operations Committee and the Project Leads, to allow all Project Teams to be informed of Project-related information in a timely and appropriate manner.
- Monitor the status of each Project monthly and lead the quarterly collation of status updates for the Working Group. Identify where Projects may need additional support to re-engage the community or to be deprioritised.
- Work with the Project Leads and the PHUSE Office to understand any Project issues that may affect the success of the Project by committing to attend regular Working Groups meetings of the Working Groups Leads and Project Leads.
- Commit to attend regular Working Groups Operations Committee and Project Lead meetings, proactively declining these when conflicts occur to allow for delegation, rescheduling or postponement. Raise highlights, challenges and opportunities to the Working Groups Operations Committee for further discussion if needed.
- Review and bring all Project deliverables to the attention of the Working Groups Ongoing & Final Deliverables Lead for approval prior to the deliverables being published in the public domain.
- Work with the PHUSE Office (and the Working Groups Leadership Committee) to seek volunteers for Projects.
- Support the socialisation of all Working Groups deliverables.

Roles & Responsibilities

Project Team Lead(s)

- Responsible for the overall success of the Project and for delivering Project results within a timely manner.
- Commit to attend regular Working Groups meetings of the Working Groups Leads and Project Leads.
- Commit to attend regular Project meetings, proactively declining these when conflicts occur to allow for delegation, rescheduling or postponement.
- Provide monthly Project updates to the Working Groups Leads.
- Provide quarterly Project updates via the Working Groups Leads, contributing to the Quarterly Working Groups Report.
- Work with the PHUSE Office to manage all Project Team activities:
 - Manage meetings
 - Set expectations for the Team
 - Manage and track Project activities
 - Provide adequate communications
- Ensure Project Team deliverables are provided in a timely manner:
 - Create well-reviewed and vetted deliverables
 - Ensure cross-functional input and subject matter expertise
 - Provide strategy for overcoming obstacles
- Support the socialisation of Project deliverables.

Project Members

- Commit to attend regular Project meetings, proactively declining these when conflicts occur to allow for delegation, rescheduling or postponement.
- Actively contribute to and participate in the Project both as part of discussions and in the development of deliverables.
- Deliver on commitments to timelines.
- Communicate effectively with Project Leads and Project members.
- Support the socialisation of Project deliverables.