MISSION: Our mission is to support the development of a community of practice for statisticians and data scientists in the biopharmaceutical and healthcare industries, including academic and government sectors. This includes providing global forums for the sharing of knowledge and experience, as well as identifying and responding to the educational and professional development needs of the Community.

DUTIES and RESPONSIBILITIES:
- Create & maintain a framework to recruit, engage, inform, and support community members.
- Maintain a global focus and provide a commercial-free interdisciplinary forum that allows collaboration and engagement across different geographic regions and functions.
- Identify, create, and maintain community activities (tasks) in response to professional development needs of members.
- Community members to provide input and recommendations (e.g., publications, topics of webinars, topics for DIA-sponsored Meetings and Conferences) to the core committee and in turn conveys to the DIA Community Leadership Council (CLC), comprised of representatives from each DIA Community, and DIA staff.
- Provide input and recommendations to both DIA-Sponsored Meetings and other conference organizers and facilitators (see Appendix 3)
- Monitor metrics to evaluate effectiveness (e.g., membership #s, attendance at events, etc…)

AUTHORITY:
- Creation of this Community follows the established DIA approval process.
- Core committee members and community members (via the core) shall provide advice, consultation or recommendations to the CLC and to DIA staff as appropriate.
- Community Leadership is empowered to lead their Community within the auspices of DIA member policies; however, DIA has final decision-making authority regarding Community governance.
- All Community work is done, at a minimum, for the benefit of DIA members, and all programming content is the property of DIA. To increase visibility and attract new members to DIA, with the approval of DIA staff, some activities and/or content will be open to non-members.
- Members and volunteers retain ownership of all copyright and other intellectual property rights in their presentations and accompanying materials, and must adhere to the [DIA Policy Concerning Promotion of Products and Services From the Podium at DIA-Sponsored Programs](#).

GLOBAL COMMUNITY LEADERSHIP:
- This Community has a Chairperson, two Vice Chairpersons (Statistics as well as Data Science), a Secretariat, and a Communications Lead who accept the responsibilities for leadership of this Global Community and will form the Global Community Leadership (hereafter referred to as Community Leadership).
- This Community has a nomination process for the Community Chairperson and Vice Chairpersons (see Appendix 1).
- The Chairperson and Vice Chairpersons of this Global Community will appoint Community members to serve as the Secretariat and the Communications Lead to support activities of the Core Committee.
- The Community Leadership will appoint Community members to serve on the Community's Global Core Committee to facilitate the work of the Community, and the Core Committee will consist of suitable representation from the regions to engage DIA's regional and global membership including the Statistics and Data Science Regional Chairs. The Community Leadership will regularly evaluate the roles needed for the Core Committee to best serve and develop members, as well as fulfill the mission of the Community.
- The Community Leadership will work with the Core Committee annually to develop the Community goals, direction of the Community, and the governance of the Community. The Community Leadership will communicate ideas and projects of interest to the Community's members, ensure a minimum level of activity occurs to keep Community status, and provide an annual Community report including key accomplishments to the CLC on Community goals and accomplishments.
- The Community Leadership may serve a 3-year term with the option of serving a second 3-year term if nominated, for a maximum of 6 years. If the Community is unable to find a volunteer to fill any of the positions, then the 6- year limit may be waived by the Chair until a suitable candidate can be named.

CORE COMMITTEE MEMBERS:

- The Core Committee should strive to have global representation and contribution, particularly when the Community has many active members from an individual region (applicable to all committees).
- The Core Committee should strive to have diversity in representation (applicable to all committees).
- The Core Committee is the required operational group of a Community, responsible for running the overall Community and therefore the Core Committee members should have the time and desire to aid in running the community.
- The Core Committee generally should be made up of members with tenure; ie, they have experience with DIA and contributing to the Community through past roles. However, at times new Core Committee members with sufficient career experience may join the Core Committee without being involved in the Community previously. The nomination process is outlined in Appendix 1.
- Composition of the Core Committee :
  o The Community Chairperson
  o The Vice Chairpersons, Secretariat and Communications Lead
  o Regional Community Chairs
  o Liaison Committee lead/delegate
  o Education Committee lead/delegate
  o Membership & Social Committee lead/delegate
  o The Core Committee should have at least two (2) health authority representatives and could be in any of the positions listed above.
  o The Core Committee should have at least two (2) advisors.
- Core Committee members may serve a 3-year term and at the discretion of the Chairperson may be invited to serve additional terms. Appointments to specific roles should include parallel, overlapping terms to ensure the Community meets member needs, Community leadership has continuity of experience, and allows ample time for mentoring and transitioning.
- The Core Committee responsibilities include:
  o Contribute to and approve the Community mission and annual goals, as well as ensuring completion of goals.
  o Active participation in advancing community goals. It is expected that Core Committee members will attend as many meetings as possible, except for extenuating circumstances, reviewing meeting minutes for understanding and action items.
  o Solicit feedback from Community members, and convey feedback and recommendations (e.g., publications, topics of webinars, topics for DIA-sponsored Meetings and Conferences) to the Community Leadership Council (CLC) and to DIA staff community representative.
  o Provide input and recommendations to both DIA-sponsored Meetings and other conference organizers and facilitators (see Appendix 3).
  o Oversight for all Community operations, including providing feedback and sharing best practices that:
    ▪ Foster networking, shared learning content development, and information exchange.
    ▪ Engage membership and seek membership feedback to aid in meeting membership needs.
    ▪ Aid in new member recruitment.

MEMBERSHIP: Community membership shall be open to all active members of DIA who request to be a member of DIA's Statistics and Data Science Community.

ROLES: All leaders must model the best in volunteer behavior (see Leadership section), adhere (and enforce any guest presenters adhere) to DIA policies and procedures (DIA Code of Conduct https://www.diaglobal.org/about-us/code-of-conduct.), and provide a welcoming, collegial, inclusive, collaborative, positive, respectful, and professional environment for the work of the organization. Additional role responsibilities are described in Appendix 2.

Appendix 1: Nomination Process

- This Community has a nomination process for the Community Chairperson and Vice Chairperson. The Community Leadership (Chairperson, Vice Chairpersons, Secretariat, and Communications Lead) will select the incoming chairperson and vice chairperson, along with informal input from the Core Committee, based on previous activities and contributions to the DIA Statistics and Data Science Community. This same process applies for any new Core Committee member.

Appendix 2: Roles and Responsibilities

Chairperson
- Assign (appoint) leadership roles as necessary to meet goals.
- Work closely with the Vice Chairpersons, Secretariat, and Communications Lead to ensure that the Core Committee functions properly and is engaged fully.
  - Accountable for facilitating regular committee meetings (once a month).
  - Report either to DIA board (when needed) or to the DIA CLC, comprised of representatives from each DIA Community.
- Works closely with the Core Committee to develop the Community goals and the governance structure of the Community.
  - Accountable for community activities for members and contributions to DIA programming.
  - Own creation of group mission and establish realistic and attainable annual goals.
  - Ensure completion of goals; share goals and results with membership.
- Work closely with Secretariat and Communications Lead to communicate group information out to the Core Committee or to all members as relevant.
- Work closely with the CLC and DIA staff.
- Work with Community Leadership and Core Committee to increase Community membership by 10% each year.
- Work closely with Leadership and Core Committee to provide input and recommendations to the DIA meetings organizers and facilitators for the DIA-sponsored Meetings including nomination of Community member(s) to help organize DIA-sponsored meetings.

Vice Chairpersons
- Work closely with the Chairperson, Secretariat, and Communications Lead to ensure that the Core Committee functions properly and is engaged fully.
  - Supports community activities for members and contributions to DIA programming.
- Work closely with Communications Lead to communicate group information out to the core team or to all members as relevant.
- Fill in for the Chairperson as needed.
- Review agenda ahead of monthly Core Committee meetings.

Secretariat
- Work closely with the Chairperson, Vice Chairpersons, and Communications Lead to ensure that the Core Committee functions properly and is engaged fully.
  - Support the Chairperson in facilitating committee meetings (once a month) including communication and website activity (eg, posting agendas and minutes), as needed.
  - Support the Chairperson in setting up agenda items and taking minutes for committee meetings discussion (once a month)

Communications Lead
- Oversee the community website, as administrator, where all group content is held, which includes: keeping the site clean, keeping content up to date, and keeping access accurate.
  - Develop and maintain a system for informing Community members (and non-members) of activities and relevant information (e.g. website, emails, LinkedIn, etc).
  - Use communications to help coordinate and ensure delivery of action items and associated deliverables.
- Review agenda ahead of monthly Core Committee meetings.

Liaison (Lead +)
- A best-practice individual role(s) for a Community member responsible for connecting the Community to other DIA Communities, as well as organizations outside of DIA, as deemed important. A Community may have multiple liaisons to connect to other DIA Communities / organizations (eg, one for each Community of interest).

- Encouraged to be a member of the DIA Community / Working Group, or organization outside of DIA, assigned to cover.
- Connect with the assigned DIA Community / Working Group through their Chair or their liaison(s).
- Facilitate collaboration on topics such as joint projects, shared learning, educational efforts, etc. and to work closely with the Education Committee
- Help coordinate cross-Community communications using appropriate channels (eg, communicating one Community's efforts to the other Community membership as applicable.
- Stay abreast of this Statistics and Data Science Community topics and activities, sharing across other DIA Communities / Working Groups, or organizations outside of DIA, as appropriate.
- Liaison activities can be long term or transient, depending upon Community needs.
- Provide activity and progress updates to the Core Committee.
- Core Committee members are great resources as organic liaisons.

Education Committee (Lead +)
- An Education Committee is a best-practice operational group of a Community responsible for learning activities for the Community, which are separate from DIA-specific meeting programming.
- Education Committee responsibilities include:
  - Ensure education shared learning takes place (eg, monthly or quarterly). This includes Virtual Journal Club and All-Hands webinars.
  - Organize and oversee Community shared learning sessions (eg, monthly all-member presentations).
  - Develop new DIA educational outputs (eg, webinars, courses, etc).
  - Work closely with Communications Lead to further develop site content for members.

Membership and Social Committee (Lead +)
- A Membership and Social Committee is a best-practice operational group of a Community responsible for membership engagement.
- Responsibilities may include:
  - Help recruit members to Community.
  - Onboard new members.
  - Engage existing members and emerging professionals, including all global partners, seeking positive and need-for-improvement feedback on the overall Community
  - Seek input on desired activities and topics for shared learning.
  - Organize social events and networking activities (eg, self-pay get-together at a local restaurant during a DIA meeting).

Advisor
- Work closely with the Chairperson and the other Core Committee members, providing guidance to the group.
- The advisor(s) can be from industry, regulatory, or academia, ideally who have experience with DIA and have contributed to the Community through past roles.

<Newly-formed Sub-Committee> (Lead +)
- A Community Committee is a long-term group of Community members charged with a specific task related to the operations of the Community. In addition to the Core Committee, examples may include education, programming, membership, and other committees as necessary.
- The size of the Committee is dependent upon goals and can be whatever the size deemed appropriate by the Lead of Sub-Committee. Committees too small tend to fail, but if too large members get lost in the shuffle. Often 5 to 10 works well. Larger programming committees can be advantageous in helping enlist speakers.
- Committee responsibilities include completing responsibilities assigned by Lead of the Sub-Committee by agreed upon timelines.

Appendix 3: Main Conferences to Participate/Liaison With

January
(Statistics) - International Indian Statistical Association (IISA) Virtual Mini Conference
(Safety & PV) - DIA Global Pharmacovigilance and Risk Management Strategies Conference

February

March
(Statistics) - ENAR Spring Meeting
(Multidisciplinary) - DIA Europe

April
(Statistics) - DIA/FDA Biostatistics Industry and Regulator Forum

May
(Statistics) - PHUSE US Connect
(Multidisciplinary) - Annual Meeting of the Society for Clinical Trials
(Multidisciplinary) - DIA China Annual Meeting

June
(Statistics) - PSI (Europe)
(Multidisciplinary) - DIA Global Annual Meeting
(Statistics) - International Chinese Statistical Association (ICSA) Applied Statistics Symposium

July

August
(Statistics) – JSM (Joint Statistical Meetings)

September
(Multidisciplinary) - PHUSE/FDA CSS 2022 (Computational Science Symposium)
(Statistics) - ASA Biopharmaceutical Section Regulatory-Industry Statistics Workshop

October
(Multidisciplinary) - DIA Diversity, Equity, and Inclusion in the Drug Development Lifecycle Meeting
(Safety & PV) - World Drug Safety Congress Americas
(Multidisciplinary) - CDISC US Interchange

November
(Data Science) - R/Pharma Conference
(Multidisciplinary) - DIA Master Protocols and Complex Innovative Design
(Multidisciplinary) - DIA Real-World Evidence Conference
(Data Science) - DIA Data Science Conference

December
(Statistics) - International Chinese Statistical Association (ICSA) International Conference