**ISoP Technology Committee Charter\***

# Purpose and Goals

# Purpose: Please provide a brief description. This should be defined and agreed upon by members of the Committee (i.e., Leadership Team and Committee volunteers).

# The ISoP Technology Committee supports the goals of the ISoP 5 year strategic plan through identification, highlight and support of the Pharmacometrics discipline specific tools, methodology, infrastructure, environments and technology training that enable the delivery of model informed drug discovery and development and quantitative systems pharmacology

# Goals: Please provide in bullet point format the goals of the committee. These goals should be defined and agreed upon by all members of the Committee (i.e Leadership Team and Committee Volunteers).

* 1. **Improve Membership Engagement** and ensure DEI within membership outreach
  2. Develop and publish Technology Environment/Infrastructure Best Practices Paper
  3. Finalize the previous ISoP Tools Survey and communicate results and call to actions from it?
  4. refresh the ISoP Tools Survey on set periodic basis to ensure consistent understanding of member interests and concerns and needs
  5. Develop and maintain an exchange resource for information about open source and commercial software tools for Pharmacometrics
     + hub for PMx resources and tools
       1. Prepare website/wiki with software compendium
       2. what tools are available
       3. SWOT - strengths, weaknesses, etc. for specific tools
       4. Include vignettes/descriptions from creators?
     + Application notes
       1. code examples for specific use cases
     + Promote/Enable broad accessibility to tools & compute resources
       1. how to use NONMEM from central africa for example
     + pointers (cross-links) to educational material is available - (through Educational Committee? or generally?)
       1. for example, youtube tutorials
     + links to relevant mailing lists NMUsers, etc.
  6. Enable ISoP Discuss (or other venue) Platform/Channels to flourish/expand utilization
     + exchange of information for methdology/tools development
     + capabilities: archive/search/repurpose (and more) in choice of platform
  7. Platform for exchange of information for technology environment & process & infrastructure development/implementation
  8. Platform for open source software/environments support
     + collaborate with a variety technology enabling organizations such as POSSC/Linux Foundation/R Foundation
     + Support for development of tools for new methodology
     + could be longer term goal and requires structure/method to pursue through ISoP 501(3c) framework

1. **Roles and Responsibilities**
2. **Committee Chair [(Link)](https://drive.google.com/drive/folders/1NINansJX5D3NyO9OFOreBLnFPw1qBZQ4?usp=sharing)**
   * Brief description of the Chair’s role. This may be specific to each committee; please list here only deviations from the Roles & Responsibilities document.
   * Chair of committee
3. **Committee Chair-Elect [(Link)](https://drive.google.com/drive/folders/1NINansJX5D3NyO9OFOreBLnFPw1qBZQ4?usp=sharing)**
   * Brief description of the Chair-Elect’s role. This may be specific to each committee; please list here only deviations from the Roles & Responsibilities document.
4. **Committee Members [(Link)](https://drive.google.com/drive/folders/1NINansJX5D3NyO9OFOreBLnFPw1qBZQ4?usp=sharing)**
   * Brief description of the committee members role. This may be specific to each committee; please list here only deviations from the Roles & Responsibilities document.
5. **Board Liaison [(Link)](https://drive.google.com/drive/folders/1NINansJX5D3NyO9OFOreBLnFPw1qBZQ4?usp=sharing)**
6. **Structure**
   * Please provide a brief description of the Committee structure (i.e working groups, sub-committees, leadership for each, members for each, terms for members … etc).
   * Graphical representations are desired
7. **High Level Project Plan**

|  |  |  |
| --- | --- | --- |
| **Steps / Milestones** | **Timeline** | |
| Month | Year |
| Member development & Inclusion Strategy | September | 2022 (resource?) |
| Technology Paper | October??? | 2022???? |
| 2020 Survey Results Summary | September | 2022 |
| 2022 Survey Refresh | September-Oct | 2022 |
| Technology Communications Hub Choice ?( part of 2022 survey) |  |  |
| Communications Platform (resourcing budget) | Nov | 2022 |
| Tools & Resources Hub?  (resourcing plan/budget) | Jan | 2023 |

Note: Please add as many rows as needed.

1. **Key Stakeholders and Dependencies**
   1. DE&I Committee for membership considerations
   2. Education committee for interaction for tools/education
   3. Technology support for “Communication and Technology Hub” platforms
   4. Within Communications Hub, integration with or deviation from existing ISoP infrastructure (Wordpress Discuss channels for example) to maximize communications.
2. **Resources requested For This Year:** In this section the committee may request an approximate annual budget needed for some of its activities during the year. A budget justification must be provided.
3. **Inventory of official Committee communication channels:** In this section the committee lists all document repositories and communications channels that have been used to communicate with their Committee members or ISoP membership. This includes but not limited to: ISoP Google Drive, non-ISoP document repository (e.g., DropBox, Google Drive, etc.), github, official ISoP email addresses, unofficial email addresses (e.g., gmail), Linked In account, YouTube Channel, websites, …etc.
   1. Github instance: https://github.com/tomtensfeldt-isop/ISoP\_Technology\_Committee
4. **Submitted by:**

**[William Denney & Thomas Tensfeldt], Chair**

**[TBD], Board Liaison**

1. **Reviewed and approved by:**

**[insert name], Secretary**

**[insert name], President**

**\*Blue text remains unchanged. It is reserved to ISoP administration**