This document is meant to provide an exemplary overview and explanation of the organization of our group. We kindly ask you to read this document thoroughly and refer to the herein stated working routines. This facilitates both you and us the introduction as well as the successful integration of new members.
ISPE DACH YOUNG PROFESSIONALS

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ISPE DACH Young Professionals

Purpose
ISPE DACH Young Professionals is a subgroup of the International Society for Pharmaceutical Engineering (ISPE). As to this date, the ISPE counts 19,000 members with 1,300 from the DACH region alone. Our goal is to shape the pharmaceutical industry 2025 for which we compose and distribute internationally acclaimed Good Manufacturing Practices (GMP). Therefore, we bring members from all parts of the industry e.g. production, CMOs, construction or regulatory agencies together on one table.

Over the years, the group of the DACH Students and Young Professionals has been steadily growing and continuously gaining recognition within the DACH region as well as worldwide. We organize training and events especially tailored to the needs of pharmaceutical engineers with less than 10 years of practice such as the recent Future Leaders Day 2018 in Basel. So we see our mission to introduce and welcome Young Professionals to the pharmaceutical and life science industry and help shape the future.

Figure 1: Possibilities for YPs into our group:

Hirarchy
ISPE DACH Young Professionals
This is our group of Students and Young professionals for the DACH region (Germany, Austria, Switzerland). Find here our website for more information: https://ispe-dach.org/yp/
ISPE DACH
This is our overall affiliate which guides, sponsors and consults our group. The ISPE DACH affiliate is managed by the DACH board. The chair of the Young professional group is member of the board for aligning the strategical development or the YP group as well as define short-, mid- and long-term goals with the board.
This is the website of the DACH affiliate:
https://ispe-dach.org/

ISPE Europe
There are a lot of different ISPE affiliates on a European level:
https://ispe.org/affiliates-chapters

On this level the affiliates align their activities for the planning and execution of European events. One example is the annual conference (e.g. Barcelona in 2017, Rome in 2018, Dublin in 2019) where our members are always involved in the planning boards.

The European affiliates also have their dedicated Young professional groups. One important task of the YP DACH group is the collaboration with the other Young professional groups. In the following drawing you can see an overview.

Figure 2: Overview of Young professional groups / chairs in Europe
ISPE Global
As ISPE is a global organization with headquarter in Bethesda, Maryland / USA there is a big influence coming from the global ISPE board. Our YP group is happy to have a direct contact in the global board to consult us in our activities. This is the official website of ISPE:
https://ispe.org/
Our organization
This section provides basic info about the structure of the Young Professionals DACH.

Org Chart
Our organization is structured in a way that helps us:

- Facilitating collaboration,
- Provide effective decision making processes,
- Help growing our network and managing our activities.

The following figure shows our current org chart.

Figure 3: Org. chart of Young Professionals DACH
Chair / Co-Chair
The Chair and Co-Chair of the YP group have the responsibility of managing the entire group and setting the right priorities. There is an annual vote for these two positions where every member has the right to vote and apply for the position.

Working groups (WGs)
Our organization consists of different working groups with a dedicated focus. The number of working groups can increase with the growth of our network. Currently we manage the following groups:

Marketing
The main task of this WG is to inform and reach out to new and current members.

Training / Mentoring
With this WG we want to increase attractiveness of the ISPE YP D/A/CH to new and existing members through activities that support career development.

Events
This is our core WG for increasing the visibility of the ISPE D/A/CH YP network by building and distribution of knowledge and expansion of networks.

Staff positions
Student involvement
These positions concentrate on concepts and activities to involve students in our network. The mid-term goal is to create an independent student group which focuses fully on the needs and expectations of students during or at the end of their studies.

Members Management
These positions focus on the management of our members, e.g.:

- Welcoming new members
- Management of members’ data and providing access to our tools and services.
- Inviting members to welcome sessions.
- Serving as first contacts for new members.
Advisory functions
As our group is steadily growing and there are a lot of great ideas in the different teams, we ask for senior guidance to facilitate and review our key-priorities to set the right focus for reaching our goals. We receive advice on different levels:

- One member of the DACH Board acts as our general advisor. We involve him for our decision making process and supporting our requests at DACH board level.
- Furthermore each working group and staff team has included a member of the DACH board to collaborate on detail activities and receiving senior feedback.
- We are very happy for having also included a board member of the ISPE Global Board of Directors to provide an international perspective to our group.

Regular Meetings
Management meeting (Webconference)
This is our bi-weekly meeting which is led by the Chair / Co-Chair of ISPE DACH YP. Every member of our group and interested new members are kindly invited to join the meeting. The meeting is executed on Mondays (bi-weekly) in alternating time periods: 3 - 4 PM or 8 - 9 PM.

Meeting of WG Marketing (Webconference)
This is the meeting of the WG Marketing, led by the Lead / Co-Lead of the WG. It is taking place every second Friday from 1 - 2 PM.

Meeting of WG Training / Mentoring (Webconference)
There is a working & update meeting of the WG Training / Mentoring, led by the Lead / Co-Lead of the WG on Mondays 7:30 PM. The Lead / Co-Lead invites everybody who is interested to contribute.

Meeting of WG Events (Webconference)
The WG Events meets every second Thursday from 8 AM – 9 AM for planning activities.
European ISPE Young Professionals Committee Meeting (Webconference)
This is the meeting to align the different ISPE YP groups in Europe. It is executed every first Thursday of the month from 7 PM – 8 PM. Every European YP group is asked to send a representative of their group. The outcome of this meeting is discussed during our management meeting.

DACH YP Leadership team meeting (Face-2-Face)
Two times a year our group executes a face-2-face meeting for the leadership team (e.g. Chair, Co-Chair, Leads, Co-Leads, interested members). The goal is to create a team spirit and exchange ideas during workshops, aperos and team games.

DACH Board meetings (Face-2-Face)
The DACH board meets on multiple events a year. Every member of the board (YP Chair is currently a member) is expected to join three meetings a year (either F2F or remotely).

Communities of practice (CoPs)
Our members are heavily interested in gaining experience in practical topics around the pharmaceutical industry. ISPE provides a large variety of different “knowledge pools” where experts of different companies and organizations collaborate on defining industry guidelines, white papers and special literature. One famous example is the GAMP guideline. As those expert groups are normally reserved for the involvement of experts in there field, we challenged the management to also open groups for YPs.

On DACH-level you find the following CoPs:
https://ispe-dach.org/die-ispe-dach-arbeitsgruppen/

A global overview of the CoPs you can find here:
https://ispe.org/communities-practice