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| **Name of SIG** |  |
| **SIG chair or action plan contact** |  |
| **Date of submission** |  |

**Outline of document:**

This document is a template for completing a SIG action plan. You can use a different format if you prefer. We ask that you link activities to the Science Leadership Strategy where possible, however if there is no clear link, please just enter ‘N/A’ in the table.

Add additional rows to the tables as necessary depending on the number of activities planned.

The annual action plan outlines the plans for the SIG activities over the year. This should be completed after the first SIG meeting of the term and needs to be submitted by 31st October annually.

The updated action plan requires completion halfway through the SIG year, which indicates the progress of activities outlined in October, and any new activities the SIG want to perform. This update needs to be submitted by 31st May annually.

**Annual deadlines for submission:**

**Annual action plan - 31st October**

**Updated action plan - 31st May**

***Please send completed action plans to the Professional Knowledge and Innovation Manager (******jennifer@ipem.ac.uk******) and EDI and member networks manager (******eva@ipem.ac.uk******).***

**Linking the action plan to the science leadership strategy**

SIGs play a vital part in delivering the science strategy which addresses challenges and trends that affect the future operating environment for IPEM members. [You can refer to the document here](https://www.ipem.ac.uk/about/ipem-strategy/science-leadership-strategy/)*.* Where applicable consider these factors when planning your SIG’s activities and highlight them in this action plan.

Three ‘grand challenges’ – external factors which will heavily influence the operating environment:

• Climate change

• Workforce

• Clinical safety and security

And three cross-cutting emerging trends, drivers of change:

• Alignment and collaboration

• Smart digitisation

• Personalised health

Please consider how your plan delivers our values – how it promotes IPEM as a trusted, inclusive, and progressive organisation.

| **Item no.** | **Action type** | **Outline of action** | **Link to Science Leadership Strategy (if applicable)** | **When will this take place, and what is the anticipated time commitment?** | **What is the expected output (if any)?** | **Overlap with other SIGs/working parties?** | **Any further comments** |
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| **1** | Choose an item. |  | Choose an item. |  |  | Choose an item. |  |
| **2** | Choose an item. |  | Choose an item. |  |  | Choose an item. |  |
| **3** | Choose an item. |  | Choose an item. |  |  | Choose an item. |  |
| **4** | Choose an item. |  | Choose an item. |  |  | Choose an item. |  |

| **Item no.** | **Status** | **Completed actions** | **Actions in progress** | **Barriers to progress** | **Expected completion (if applicable)** | **Any further comments** |
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| **4** | Choose an item. |  |  |  |  |  |

| **Item no.** | **Action type** | **Outline of action** | **Link to Science Leadership Strategy (if applicable)** | **When will this take place, and what is the anticipated time commitment?** | **What is the expected output (if any)?** | **Are there any other working parties/SIGs that this could overlap with?** | **Any further comments** |
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| **5** | Choose an item. |  | Choose an item. |  |  | Choose an item. |  |
| **6** | Choose an item. |  | Choose an item. |  |  | Choose an item. |  |
| **7** | Choose an item. |  | Choose an item. |  |  | Choose an item. |  |
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