

Guidance for Running Specialist Interest Groups (SIGs) within NPPG

Purpose:

The NPPG committee encourages the formation & activities of Specialist Interest Groups (SIGs) to provide a platform for members to connect, collaborate, and share expertise on specific areas of pharmacy practice. These groups aim to foster professional development, drive innovation, and enhance the quality of pharmacy services in line with the NPPG Vision & Mission.

1. Establishing a Specialist Interest Group (SIG)

- **Proposal Submission:** Interested members must submit a proposal outlining the purpose, objectives, scope, and anticipated impact of the SIG. Proposals should include:
 - A clear statement of the group's aims and objectives.
 - Identified needs or gaps that the SIG will address within the profession.
 - An outline of planned activities (e.g., meetings, webinars, research).
 - Proposed leadership structure and initial group members comprising a minimum of twenty NPPG members.
- **Approval Process:** Proposals are reviewed by the NPPG committee, considering alignment with the organisation's strategic goals and the SIG's potential value to members.

2. Governance and Leadership

- **Leadership Structure:** Each SIG should have a designated Chair & Vice-Chair. Leads are responsible for coordinating activities, representing the group, and reporting to the NPPG committee. SIGs leads will convene an organising committee that should aim to represent the areas of practice that members within that area work across (including clinical sub specialities, regions).
 - SIG Chairs or their nominated deputy should attend & report to NPPG committee meetings as invited
- **Terms of Office:** Leadership positions should have defined terms (e.g., 2-3 years) with opportunities for re-election. Nominations for election to committee membership should be opened to SIG members to ensure opportunity/inclusivity. Succession planning is encouraged to ensure continuity.
- **Governance Documents:** Each SIG should maintain a Terms of Reference (ToR) document that outlines roles, responsibilities, decision-making processes, and meeting frequency. The TOR should be updated every 2 years & provided to the NPPG chair, for publication on the NPPG website.
- **SIGS must abide by NPPG policies:** [NPPG Policies – NPPG](#)

3. Membership and Engagement

- **Eligibility:** Membership in a SIG is open to all members of NPPG with an interest in the group's focus area. Non-members may participate in specific activities at the group's discretion. *NPPG members should receive preferential access & rates to activities.*
- **Member Engagement:** SIGs should ensure they promote inclusivity, diversity and wellbeing within its committee structure and the membership it serves. SIGs should actively engage members through regular communications, such as newsletters, forums, webinars, and social media. Activities should be relevant, educational, and encourage participation. Where relevant information & activities should be shared beyond the SIG with the wider NPPG membership.
- **Feedback Mechanisms:** SIGs should provide opportunities for member feedback and input into group activities and strategic direction.

4. Activities and Outputs

- **Meetings:** Regular meetings should be held (e.g. 3-4 times a year), with clear agendas and minutes. Meetings may include discussions on current issues, project delivery or planning for upcoming events.
- **Educational Events:** SIGs are encouraged to organise webinars, workshops, and seminars to share knowledge and best practices. Events should be accessible to all NPPG members and recorded where possible.
 - The Committee should be informed in advance of any planned SIG courses/ events to ensure that the activity is in line with the NPPG objectives and that the content, sponsors, venue, date are in keeping with the ethos of the NPPG.
 - SIGs are expected to contribute expert speakers to the NPPG Bitesize learning webinars on an annual basis
 - SIGs are expected to contribute to the NPPG conference agenda & should liaise with conference planning team
 - Meetings & educational activities should be scheduled in liaison with E&T lead to avoid clashes between NPPG activities
 - SIGs should endeavour that any educational opportunities allow for full inclusivity and accessibility of content
 - SIGs should ensure all events organised by them are advertised on the NPPG website.
- **Publications and Resources:** SIGs should produce relevant resources, such as position statements, guidelines, newsletters, and research publications. All outputs should be reviewed by the NPPG committee before dissemination.
- **Communication with members:** **SIGs are encouraged to use NHS networks forum to engage with their members and are expected to manage their own membership lists**
- The Aims & objectives of the SIG should be published on the NPPG website & reviewed annually.
- **Appropriate Use of Social Media**
- SIGs can leverage social media to promote their activities, engage with members, and share professional insights. However, social media use must align with NPPG's values and policies to maintain credibility and professionalism.
- Guiding Principles for Social Media Use:
 - Non-Commercial Use: Social media platforms must not be used to endorse or promote commercial products or services unless approved by NPPG
 - Official SIG Social Media Accounts
 - Account Ownership: SIGs may establish official social media accounts, subject to oversight by NPPG. These accounts must be clearly identified as part of the SIG and linked to NPPG's main accounts where possible.
 - Content Oversight: A designated SIG leader should oversee the content shared on the account. All posts must adhere to NPPG social media policies.
 - Crisis Management: In the event of inappropriate posts, public criticism, or other issues, the SIG must consult with NPPG chair before responding or taking action.
 - Promotional Activities

- Event Promotion: Social media can be used to promote SIG & NPPG events, webinars, and publications and those of other appropriate professional organisations that will be of interest to SIG members.
- **Financial Support for activities:**
- It is encouraged that each SIG aims to receive sponsorship to support any spending in relation to organised events/training days etc.
- Sponsors & corporate partnerships must be approved by the NPPG exec & the SIG committee must ensure they follow industry rules (ABPI) re this [Principles and agreements \(abpi.org.uk\)](https://www.abpi.org.uk/principles-and-agreements)
- SIGS must abide by NPPG Working with Industry Policy [NPPG statemen on working with industry.pdf](#)
- SIGS should ensure appropriate insurance is in place for face-to-face meetings & events; to be organised through Profile Productions events team.
- Financial or secretarial support may be requested from the NPPG to support SIGs for meetings, projects or study days
 - Events that will incur costs should be budgeted with a financial plan with an aim to break even. Once a budget is approved the NPPG will underwrite the financial plans of study days that run under the NPPG banner
 - For approved activities SIGs may access administrative support via Profile productions who will be able to support organisers with their events. Support can come in the form of advertising, organising bookings & online conferencing facilities, room and catering booking, organising feedback etc.
- Large projects with budgetary requirements will be considered on an individual basis but must be approved by the NPPG committee.
 - Such activities should be proposed to the Committee for approval in concept to progress a business plan.
 - If accepted by the committee full activity & Spending plans plans must be signed off by the NPPG executive committee prior to guaranteeing NPPG support.
 - Activities must have a time frame for completion & prolonged activities may have time factored payments agreed.
 - Proof of expenditure will be required and substantive invoices presented as appropriate.

5. Reporting and Accountability

- **Meetings & reports:** SIGs will report into the NPPG committee meetings at defined intervals as invited & should produce a summary report for circulation 2 weeks before the meeting.
- **Annual Reporting:** Each SIG must submit an annual report for the Annual Conference summarising activities, achievements, challenges, and plans for the coming year. Reports should include metrics such as event attendance, publications, and member engagement levels.
- **Financial Accountability:** SIGs must manage any allocated funds transparently, adhering to the organisation's financial policies. Any income (e.g., event fees) or expenses should be documented and reported.

6. Collaboration and Cross-SIG Engagement

- **Inter-SIG Collaboration:** SIGs are encouraged to collaborate on joint initiatives, share resources, and support each other's events where appropriate.
- **A SIG lead meeting** (overseen by the NPPG vice chair & supported by the E&T lead) will be held Bi- annually to support SIGs to share & learn from each other & ensure NPPG continues to support all SIG groups in delivering our mission.
- **External Partnerships:** SIGs are encouraged to engage with external organisations, subject to approval, to enhance their impact and bring additional expertise.

7. Review and Evaluation

- **Periodic Review:** The performance and relevance of each SIG should be reviewed periodically (e.g., every 3 years) by the NPPG committee to ensure continued alignment with strategic goals and member needs.
- **Evaluation Criteria:** Reviews should consider the SIG's engagement levels, quality of outputs, financial health, and overall contribution to the NPPG community.

8. Dissolution of SIGs

- **Dissolution Criteria:** A SIG may be dissolved if it becomes inactive, fails to meet its objectives, or no longer aligns with the organisation's strategic goals. A formal review process and consultation with group members will precede any dissolution decision.
 - **Transition Plan:** Upon dissolution, the SIG should ensure the proper archiving of documents and resources. Members should be informed and, where possible, offered opportunities to join other relevant groups.
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