

**International Statistical Engineering Association (ISEA)**  
**Document Number: LTP 1.1 Long-Term Planning Meeting**  
**Revision Status: Initial**

1.0 Scope

This policy defines the intended structure and purpose of the annual long-term planning meeting of ISEA.

2.0 Responsibilities

- 2.1 The Board of Directors has oversight responsibility for this policy.
- 2.2 The Chair-Elect has the responsibility to implement the policy.

3.0 Specifications

- 3.1 The Bylaws of ISEA stipulate that a long-term planning meeting should be held annually, led by the Chair-Elect.
- 3.2 The intent is to look beyond the immediate needs of the society, which are typically covered at regular meetings of the board, and plan more strategically and proactively.
- 3.3 The primary objective of this meeting is to review the current Society's strategic plan to lay the foundation for the annual business plan for the following year when the Chair-Elect serves as the Chair.
- 3.4 Other specific goals of this meeting include:
  - 3.4.1 Consciously consider feedback received from ISEA members, and noteworthy changes in the external environment that could impact ISEA.
  - 3.4.2 Review the ISEA vision, mission, and values, measure progress toward them, and determine if any adjustments are needed, based on 3.4.1.
  - 3.4.3 Reevaluate the current strategy and immediate priorities of ISEA, based on 3.4.1 and 3.4.2.
  - 3.4.4 Every three to five years this meeting should involve a detailed review of the long-term strategic plan in order to keep it "fresh" and relevant. Otherwise, there should be few major changes unless some urgent need presents itself such that the Board must address it.
- 3.5 The planning meeting structure:
  - 3.5.1 If at all possible, this should be a face-to-face meeting.
  - 3.5.2 If technology allows, invitees who cannot attend in person may attend virtually.
  - 3.5.3 The meeting may be scheduled at the Chair-Elect's discretion, with board approval.

- 3.5.4 This meeting should be held in the first half of the calendar year to allow sufficient time to develop the full business plan for the next year. Ideally, the Board approves this business plan at the annual Summit. Options for timing include
  - 3.5.4.1 In conjunction with the Stu Hunter Research Conference.
  - 3.5.4.2 A stand-alone meeting, preferably in a location that most board members could reach in one flight.
- 3.5.5 Board members are automatically invited. Further, at the Chair-Elect’s discretion, subject to board approval, committee chairs and other key individuals may also be invited.
- 3.5.6 As this is a strategic meeting, the agenda should include significant time to discuss progress towards the mission, vision, and values, and how the strategy might need to be adjusted to improve.
- 3.5.7 A full-day meeting, with time for social interaction, such as dinner the night before or after, is preferred.
- 3.5.8 With sufficient on-site participation, formal roles, such as leader, scribe, facilitator, and time-keeper, should be used.
- 3.5.9 The meeting ground rules developed at the 2019 ISEA long-term planning meeting should be followed, and may be updated as needed.
- 3.5.10 Key conclusions of the meeting should be shared with the membership, in an appropriate format.

## Revision History

Date	Reason
3/18/2019	New policy.