



CDISC Volunteer Guide

Version 1.0



Revision History

Date	Version	Summary of Changes
2014-07-09	0.1	Draft
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1. Overview

CDISC depends on volunteers to develop and maintain freely open standards. The purpose of this guide is to provide volunteers with the information they need for reviewing and commenting on draft standards and participating on a standards developing team. This guide will also answer logistical questions regarding volunteering and provide links for easy access to team charters, policies, COPs and education opportunities.

2. Volunteer Responsibilities

It's important for volunteers to be aware that CDISC has a set of policies that volunteers must agree to follow. These policies include the Code of Conduct and Ethics Policy and the Intellectual Property Policy.

2.1 [Code of Conduct and Ethics Policy-001](#)

2.2 [Intellectual Property Policy-003](#)

3. Volunteer Opportunities

3.1 Reviewers/Commenters

These volunteers participate in the Internal and/or Public Review of a draft standard. They are notified when a document has been posted for internal and public review. They review the document and provide comments in order to improve the draft standard.

- a. Read and understand the draft standards
- b. Review draft standards during the Internal and/or Public Review period
- c. Submit comments on draft standards via the Internal/Public Comment Tracker

3.2 Team Members

These volunteers are members of a standards developing team. They perform all of the above activities in addition to the activities listed below:

- d. Actively participate during scheduled team teleconferences and complete action items
- e. Participate in the development of new and updated standards
- f. Provide subject matter expertise and consultation
- g. Evaluate and help resolve review comments on draft standards at the conclusion of Internal and Public Review periods
- h. Identify new versions of standards and domains, align development with other standards teams
- i. Contribute to the development of team training materials

4. Volunteer Coordinators

Each CDISC development team has assigned a [volunteer coordinator](#) to facilitate the onboarding of new team members. The volunteer coordinator functions as a mentor for new volunteers and answers any questions on practicalities, (i.e. teleconference schedule, access to WIKI/portal, history of project, team list, etc.). To support volunteer coordination, this team of volunteer coordinators has developed a process document and an associated process map.

5. Technical Leadership Committee

The CDISC Technical Leadership Committee (TLC) is composed of the leaders of the CDISC Standards Foundational Teams. The TLC is responsible for overall coordination of CDISC Standards Foundational Teams. This includes coordination across projects, troubleshooting, and cross-team meeting coordination. The TLC meets twice a month.

6. IntraChanges and Team Meetings

In addition to the yearly CDISC conferences, CDISC development teams may decide to hold IntraChanges (cross-team meetings) or individual team meetings as needed. Attendance at CDISC IntraChanges are traditionally limited to the CDISC development team members and collaborative organizations. Information on IntraChanges and individual team meetings will be discussed during the development teams meetings. To view the team meeting schedule, contact the respective volunteer coordinator.

See the CDISC [website](#) for other events (i.e. InterChanges, education courses, webinars, etc.)

7. Helpful Resources

For general questions regarding volunteering, email: Volunteer@cdisc.org

CDISC Portal: The CDISC portal is the repository of CDISC standards development team documentation, (e.g. draft standards, working documents, presentations, meeting minutes, and other related documents), documents relevant to CDISC staff (e.g. CDISC Internal Procedures) and Communications templates and documents.

- Project documents are located in the “[Teams Projects](#)” area.

- The [Portal User Guide](#) is available to help navigate and use the CDISC Portal.
- If you need access or have forgotten your login credentials to the Portal, please contact the [CDISC Portal Admin](#).

CDISC WIKI: The CDISC WIKI is a collaborative tool to facilitate CDISC team communication and to share timely information relevant to development of CDISC standards.

- Self-register at <http://wiki.cdisc.org> on the login page for read only public access information. Contact your Team Lead to request contributor access.
- To obtain further assistance logging-in, please refer to the [Confluence \(Wiki\) User Guide](#) or contact itsupport@cdisc.org

Team Comment Tracker: The Team Comment Tracker is used for internal CDISC team review of documents during the Internal Review stage of the Standards Development Process and is open to team members. An email will be sent to all team members when the draft standard has been posted for internal review. An announcement will also be posted on the CDISC website in the “What’s new” section.

[Instructions on using the Team Comment Tracker](#)

Public Comment Tracker: The Public Comment Tracker is used for external review of documents during the Public Review stage of the Standards Development Process and is open to anyone interested in commenting on the draft standard. An email will be sent to all team members and the extended community when the draft standard has been posted for public review. An announcement will also be posted on the CDISC website in the “What’s new” section.

[Instructions on using the Public Comment Tracker](#)

8. Team Charters

Each Standards Development team maintains a team charter that is approved by the CDISC CTO. Team charters are posted on the website and can be accessed here: [Protocol](#), [CDASH](#), [Lab](#), [SDTM](#), [ADaM](#), [Controlled Terminology](#), [XML](#), and [Devices](#).

9. CDISC Operating Procedures

CDISC has a number of COPs. These include Standards Development, User Networks and Coordinating Committees, among others. All CDISC COPs can be accessed via the [bylaws and policies](#) page of the website.

10. Education

There are a series of courses available to help new team members get started and be successful. Some of these are required (e.g., SHARE) before you can begin participating on the team. To learn more about these courses, contact your team or project lead.

CDISC offers both classroom and online courses that are developed and delivered by people who have been qualified under CDISC Operating Procedure (COP) -005. For more information about becoming a course developer or instructor please read [COP-005](#) first, and then contact the CDISC Education team at training@cdisc.org

More information on CDISC Education can be found on the [CDISC website](#) or in the Quick Start Guide.