



Key Roles and Responsibilities

Protocol Lead

The protocol lead determines the objective and the data to use, identifies participants and key responsibilities, organizes the data to present, and prepares and distributes the agenda before the meeting. The protocol lead also may act as the facilitator or may choose to identify another individual as the facilitator so the lead can attend the meeting as a participant. After the meeting, the protocol lead provides stakeholders with a summary of the meeting that includes next steps.

Meeting Facilitator

The meeting facilitator guides participants in discussing observations based on the presented data, interpretations and implications of the data, next steps for the group, and reflections on meeting effectiveness. The facilitator can be internal staff or outside support, such as an IDC TA provider.

Notetaker and Timekeeper

The notetaker is responsible for capturing the group memory of the data meeting. Ideally, the meeting notes should capture important points and decisions, without becoming a verbatim transcript of the meeting. The timekeeper is responsible for assisting the facilitator with keeping the meeting on schedule. Using the time frames on the agenda, the timekeeper alerts the group when the time allocated for a particular part of the meeting will soon elapse.

Stakeholder Participants

Identifying key stakeholders to participate in the group data analysis is a critical part of ensuring a productive meeting and a desired outcome. Typically, stakeholders will be active participants in a data meeting, without added responsibilities of the roles described above. In this process, a stakeholder is anyone who has a stake in the data being analyzed and discussed.