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## FIP Rules of Procedure

### BU-C2: HØST MADSEN MEDAL

#### **Article 1: AIM**

The Høst-Madsen Medal is conferred biennially in honour of Dr Erik Høst-Madsen, an eminent past-President of FIP. It is awarded to a distinguished pharmaceutical scientist who has made significant and outstanding contributions to the field. Candidates will generally be senior scientists who are still research active. Generous support for the award of the Medal is provided by Danmarks Apotekerforening, the Association of Danish Pharmacies.

#### **Article 2: AWARD COMMITTEE**

The Award Committee shall be composed of 8 members who serve for 4 years. New members are proposed by current members and are approved by the Board of Pharmaceutical Sciences (BPS) of FIP. The composition of the Committee should reflect a global balance of internationally recognised scientists in disciplines relevant to the pharmaceutical sciences. To provide overlap in membership, half of the committee is renewed every 2 years. No re-election is possible. The Chair of the Committee is appointed by the BPS and is responsible for its proper functioning.

#### **Article 3: SELECTION OF CANDIDATES**

- a. Any member of FIP (Member Organisations and Individual Members) may nominate an individual for the Award. In addition, each BPS SIG will be asked to nominate up to 3 individuals. All nominations must be made in writing to the Chair of the Award Committee before January 15<sup>th</sup> of every uneven year. The nomination package must include all of the following:
- a CV of the candidate (maximum 2 pages)
  - a list of key publications
  - a letter of recommendation from the nominator describing the major research achievements and contributions of the nominee.



- b. Officers of FIP with voting rights in the Bureau, BPS and BPP are not eligible for the Høst-Madsen Medal during their terms of office.
- c. Apart from considering nominations from any member of FIP, the Award Committee can also suggest (by January 15<sup>th</sup> of every uneven year) additional candidates for the final selection.
- d. In the first round of selection each member of the Award Committee selects 2 nominees, assigning a score of 2 for the first ranked individual and a score of 1 for the second ranked individual. After addition of the votes from each member of the Committee, the 3 candidates with the highest scores are entered into a second round of selection. The candidate with the highest number of votes from the members of the Committee is then judged to be the recipient of the award. In the event of a tied vote, a third round of selection is entered to determine the recipient by majority vote.
- e. If no suitable candidates are nominated (*i.e.* there is a majority of blank votes), the Award Committee may choose not to recommend an award.
- f. The winner of the Høst-Madsen Medal has to be approved by FIP-BPS. If FIP-BPS does not approve the candidate selected by the Award Committee, information on the nominee with the *second* highest vote from the Award Committee is offered to the Board at the meeting. The Board can also decide *not* to give the award at all.
- g. The names of all nominees are to be kept strictly confidential within the members of the Awards Committee and the BPS, and the winner of the Medal is not to be divulged prior to the announcement by the FIP Head Office on behalf of the BPS.
- h. The Scientific Secretary will be responsible for informing the Award winner.
- i. Confidentiality regarding unsuccessful nominations is to be maintained.



**Article 4: PUBLICITY**

Announcement of the search for candidates for the Høst-Madsen Medal will be made every even year on or around October 15th in FIP communications, including the FIP website ([www.fip.org](http://www.fip.org)).

Public announcement of the Medal winner will be made at the annual Congress.

**Article 5: AWARD OF THE MEDAL**

The BPS shall inform the Council of its decision. The Chair of the BPS shall introduce the recipient of the award at the opening session of the FIP Congress followed by presentation of the Medal by the President of FIP. The recipient will present the Høst-Madsen Lecture at the Congress.

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