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## FIP Rules of Procedure

### BU-C5: FIP DISTINGUISHED PRACTICE AWARD

#### **Purpose of the Award**

The purpose of the award is to recognise an individual or group who has made an outstanding contribution to the Pharmaceutical Practice and who has been engaged with the work of FIP. There should be evidence for recognised contributions to the work of FIP.

The award will be granted every two years, (in the odd years), at an annual FIP Congress.

#### **Specific Eligibility Criteria**

A person who is currently serving as an FIP Bureau Member, a BPS ExCo Member or a BPP ExCo Member is not eligible for nomination.

#### **Nomination of Candidates**

Calls for nominations, accompanied by a list of past recipients of the award, will be sent to each member of the Bureau, each member of the Board of Pharmaceutical Practice (BPP), and to all Member Organisations of the Federation.

Nominations must be submitted by a FIP member (with a deadline to be determined by FIP leadership on each occasion) and must contain the following information:

- a) Curriculum Vitae of the candidate (in English, not exceeding two A4/letter pages, preferably sent by e-mail);
- b) A statement of the reasons why the candidate has been nominated (in English, not exceeding two A4/letter pages, preferably sent by e-mail);
- c) Name, address, e-mail and telephone number of the nominee;
- d) Name, address, e-mail and telephone number of the individual/group making the nomination;
- e) A recent good quality colour photograph of the nominee (i.e. passport type).



Separate nominations are required if the same individual or group is being nominated for more than one Award.

The same nominators may nominate more than one individual/group.

Nominations should be submitted in writing, preferably by e-mail, to the attention of:

FIP CEO  
FIP Head office  
Andries Bickerweg 5  
2517 JP The Hague  
The Netherlands  
[rachel@fip.org](mailto:rachel@fip.org)

All nominations will be acknowledged.

### Selection and Award

The Bureau shall appoint a committee, in this case the BPP Executive Committee, which will review the nominations and make recommendations to the FIP Executive Committee, who will forward these recommendations to the Bureau. The committee shall develop and use an objective, criteria-based system for evaluating nominations to ensure consistency and fairness over time. The system is subject to the approval of the Bureau.

The Bureau will make a decision on the recommendations of the committee at its **March** meeting. Thereafter, awardees will be notified of their successful nomination. All deliberations will be in private and the Bureau will not disclose the reasons for an Award being declined. Any attempt to canvas either members of the sub-committee or Bureau Members will disqualify the nomination. The Bureau's decision on all matters is final.

Awardees will be recognised during the Opening Ceremony of the Annual FIP Congress, and the FIP President or his/her appointed representative will present the award. The Awards consist of a commemorative gift, a return economy airfare, free registration, hotel accommodation (up to 5 nights) and a ticket to the closing dinner at the Congress. (In the case of an Award to a group of individuals this will be restricted to one representative of that group).