
FIP Rules of Procedure

BU-C14: FIP DISTINGUISHED SERVICE AWARD

Purpose of the Award

The purpose of the award is to recognise individual FIP members who have rendered distinguished service to FIP at a regional or global level.

The award will be granted every three years at an annual FIP Congress.

Focus and impact

Applicants should have

- rendered distinguished service to FIP, serving the Mission of FIP
- made distinguished service to pharmaceutical education and/or pharmaceutical sciences and/or practice of pharmacy at a regional or global level

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Specific Eligibility Criteria

- At the time of nomination, the nominee must be a current Individual Member of FIP, in good standing, with a minimum of five consecutive years of membership.
- A person who is currently serving as an Officer or an Employee/Staff member of FIP is not eligible for nomination during his/her term of office.
- Work conducted as Employee/Staff member of FIP may not be included as part of the application.

Nomination of Candidates

A call for nominations, accompanied by a list of past recipients of the award, will be made in November of the year before the year of awarding, via the FIP communication network to the members of the Bureau, of the Board of Pharmaceutical Sciences (BPS), of the Board of Pharmaceutical Practice (BPP), of the FIPed ExCo, of the FIP HUB, of the Regional Forum ExCos, FIP Member Organisations (MOs), Predominantly Scientific Member Organisations (PSMOs) and Allied Organisations, (including Academic Institutional members (AIMs)). This award is given every three years.



The same nominator(s) may nominate more than one individual. A minimum of one nominator per nominee is required. There is no advantage in having more than one nominator nominating a nominee.

It is recommended that the nominee is not included (copied) in the nomination submission or correspondence, in order to prevent disappointment in case they are not selected to receive an award.

Nominations must be submitted by 1 March of the year in which the award is given and must contain the following information:

- a) Curriculum Vitae of the proposed nominee (in English, detailing, where applicable, education, research and professional experience, honours/awards, publications/patents, invited presentations, and service to professional organizations, incl. FIP).
- b) A concise statement summarizing the reasons why and how the nominee meets the selection criteria for this award (in English, not exceeding two A4/letter pages). A broad international view should be taken in proposing nominees.
- c) Two reference letters in support of the application.
- d) Name, address, e-mail and telephone number of the nominee.
- e) Name, address, e-mail and telephone number of the individual/group making the nomination.
- f) A recent, high quality colour photograph of the nominee (i.e., passport type).

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

FIP Chief Executive Officer
FIP Head office
Andries Bickerweg 5
2517 JP The Hague
The Netherlands
rachel@fip.org

All nominations will be acknowledged and are kept confidential.

Selection Committee

Selection of eligible candidates and award of the Distinguished Service Award shall be conducted by a Selection Committee composed of 1 FIP Bureau member or nominee; and four external members determined by Bureau.



Selection of the Awardee

The Selection Committee will review received nominations at its first meeting after the submission deadline.

The Selection Committee will submit a recommendation to the Bureau for approval.

Thereafter, the awardee and nominator(s) will be notified by the FIP CEO of his/her successful nomination. All deliberations will be held in private and the reasons for an award being declined will not be disclosed. Any attempt to canvas members of the Selection Committee or Bureau Members will disqualify the nomination. The Bureau's decision on all matters is final.

Irrespective of the final outcome, the names of all nominees will be kept strictly confidential within the members of the Selection Committee and the Bureau. The name of the selected winner will not be divulged prior to the announcement by the FIP Head Office on behalf of the Bureau.

Provision of award / Recognition Event

The FIP President, or an appointed representative, will introduce the recipient of the Distinguished Service Award during the Opening Ceremony of an Annual FIP Congress. The recipient will be asked to give a 2-3 mins response.

The award consists of a commemorative gift (engraved trophy), certificate of recognition, travel to the Congress based on economy airfare, complimentary Congress registration and hotel accommodation (up to 2 nights).

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