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## FIP Rules of Procedure

### BU-C17: HONORARY MEMBERSHIP OF FIP

#### Purpose of the Award

The purpose of the award is to recognise persons, who are not eligible to become individual members of FIP, and who

- have directly or indirectly served the Mission of FIP
- have exhibited strong leadership internationally
- have contributed directly or indirectly to the advancement of the pharmaceutical sciences and/or the practice of pharmacy, and/or pharmaceutical education

#### Focus and Impact

Applicants should

- be international leaders in their field
- have significantly contributed to the advancement of pharmaceutical sciences and/or practice of pharmacy and/or pharmaceutical education, in accordance with the Mission of FIP

#### Specific Eligibility Criteria

This award is for an “all-rounder” who

- has strong international leadership,
- has significantly contributed to Pharmacy regionally and/or globally and to FIP;
- may be mid to senior level in their career, but
- does not qualify to be a member of FIP, e.g., nurse or physician, or other.

#### 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)).



The award will be made on an *ad hoc* basis.

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 covering the selection criteria.
- 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).

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 and are kept confidential.

### **Selection Committee**

Selection of eligible candidates and award of the Honorary Member award shall be conducted by a Selection Committee composed of 2 FIP Bureau members or nominees, Immediate Past-President; and 2 members from BPP, BPS and/or FIPeD.



### **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 Honorary Member 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, hotel accommodation (up to 2 nights) and a ticket to the Congress closing dinner.

In addition to receiving a Certificate of Honorary Membership, the recipient will enjoy the same rights and privileges as an FIP Individual Member, but will not be required to pay membership dues.