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## FIP Rules of Procedure

### BU-C15: FIP Fellowship Award (FFIP)

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

The purpose of the award is to recognise individual members of FIP who

- have exhibited strong leadership internationally,
- have distinguished themselves in the pharmaceutical sciences and/or practice of pharmacy and/or pharmaceutical education,
- have contributed to the advancement of the pharmaceutical sciences and/or practice of pharmacy and/or pharmaceutical education, and
- have served FIP.

FIP Fellows may use the designation “FFIP.”

At the discretion of the Bureau, a maximum of 12 awards will be made annually.

#### **Focus and Impact**

Applicants should

- be international leaders in the pharmaceutical sciences and/or practice of pharmacy and/or pharmaceutical education
- have distinguished in, and contributed to, pharmaceutical sciences and/or practice of pharmacy and/or pharmaceutical education
- have made significant contributions to FIP

#### **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 of FIP is eligible for nomination as a Fellow.
- A person who is currently serving as an Employee/Staff member of FIP is not eligible for nomination during his/her term of office.
- Work conducted as an Employee/Staff member of FIP may not be included as part of the application.
- A FIP Fellow, who, subsequent to receiving the award, ceases to be an FIP Individual Member, may continue to use the designation FFIP, but shall not have any of the rights and privileges derived through Individual Membership of FIP.



- Unsuccessful candidates may be re-nominated, provided all criteria are still met at the time of re-nomination.

### 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 Science (BPS), of the Board of Pharmaceutical Practice (BPP), of the FIPeD ExCo, FIP Member Organisations, Predominantly Scientific Member Organisations (PSMO), Academic Institutional members (AIM) and Regional Forum ExCos. This award is given every year.

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 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), utilizing the following headings:
  - a. International leadership
  - b. Distinction in the Pharmacy Profession and/or the Pharmaceutical Sciences and/or the Pharmaceutical Education
  - c. Contribution to the advancement of the Pharmacy Profession and/or the Pharmaceutical Sciences and/or the Pharmaceutical Education
  - d. Service to FIP
- 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).



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

CEO FIP  
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 FIP Fellowship 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 FIP*Ed*.

### **Selection of the Awardee**

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

Nominees will be evaluated based on the evidence provided on their

- International leadership
- Distinction in the Pharmacy Profession and/or the Pharmaceutical Sciences and/or the Pharmaceutical Education
- Contribution to the advancement of the Pharmacy Profession and/or the Pharmaceutical Sciences and/or the Pharmaceutical Education
- Service to FIP

The Selection Committee will submit recommendations to the Bureau for approval.

Thereafter, the awardee and nominator(s) will be notified by the FIP CEO of their 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 BPS. 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**

FIP Fellows will be recognised during the Opening Ceremony of the Annual FIP Congress and presented with a Fellow's certificate and a FIP Fellow pin by the FIP President, or an appointed representative. FIP Fellows will not be expected to respond during the presentation ceremony.

FIP will not provide any direct assistance to Fellows to be present at the award ceremony, e.g., travel or accommodation costs or congress registration. Certificates/pins will be sent to FIP Fellows who are not able to be present at the award ceremony. Alternatively, a FIP Fellow may nominate someone else to receive the certificate during the ceremony on their behalf.

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