

FIP Rules of Procedure

BU-E1: PROCEDURE FOR PROPOSING, ADOPTING OR REVISING/UPDATING FIP STATEMENTS

A - PROCESS TO PROPOSE NEW FIP STATEMENTS

Step A1: Initiating the Process

Proposals for new FIP statements may be made by:

- FIP Member Organisations
- The Bureau
- The Board of Pharmaceutical Practice and Sections
- The Board of Pharmaceutical Sciences
- The FIP Education (FIPeD)
- The FIP Executive Committee

Proposals must be submitted to the CEO in writing. In each case, a draft text should be submitted, accompanied by a memorandum setting the context and giving reasons why it is considered that the FIP should issue a statement on the topic suggested. Also the relation to existing FIP Statements should be explained.

Step A2: Drafting of a FIP Reference Paper

The CEO will put the proposal on the agenda of the FIP Executive Committee and Bureau Meetings.

The FIP Bureau will decide if the proposal for a Statement to be made should be taken forward. If so, the Bureau will appoint a Working Group on a Reference Paper on.... (*the subject of the FIP Statement* (WGRP). This is to be done for each Statement approved to be taken forward. The CEO will send the draft text, and details of any amendments to the convenor of the (WGRP).

Based on the information and guidelines of the Bureau, the WGRP will draft a Reference Paper on the requested subject.

The WGRP will communicate by e-mail and telephone conferences, and if necessary at a face-to-face meeting. The FIP Executive Committee and the WGRP may call upon the service of experts to assist in the development of the draft



texts. The WGRP will put the texts of the draft Reference Paper in the format normally adopted by the FIP for such documents.

The convener of the WGRP will send the proposed texts for the draft Reference Paper to the CEO who will place them on the agenda for the next meeting of the Bureau. The Bureau may accept, amend or reject a proposed text. A draft text accepted by the Bureau in its original or amended form will then proceed along the path of Step A3: The consultation process.

If the Bureau rejects a proposed Draft Reference Paper, it will decide the best way to make progress and will appropriately inform the Convener of the WGRP and the structure or structures from which the proposal submitted by the CEO to the WGRP emanated.

Step A3: The consultation process

The consultation process is designed to ensure that all interested parties and particularly Member Organisations have maximum opportunity for input on the draft Reference Paper, and to provide guidance as to what the key elements in a FIP Statement should be. Two questions will be leading this consultation process:

1. What elements are missing in the Reference Paper and should be added?
2. What are the key issues from this Reference Paper that should be incorporated or highlighted in the FIP Statement?

The CEO will send the draft Reference Paper accepted by the Bureau to all Council Members with voting rights, being all Member Organisations, the Bureau and the BPP Section Presidents, as well as the representative of the Academic Institutional Membership for comments. A minimum of six weeks will be allowed for the receipt of comments by the CEO. The CEO will send the comments from the Council Members and the answers to question 1. to the WGRP. The WGRP will then incorporate the relevant comments in the Reference Paper and send the final Reference Paper to the CEO.

This final version will be adopted by the FIP Bureau and presented at the next FIP Council meeting for information only.

The FIP Bureau will appoint a Policy Committee on the specific topic of the Reference Paper, who will draft the FIP Statement as described in step A4.

Step A4: Drafting of a new FIP Statement

The CEO will send the final Reference Paper together with the comments of the Council Members and answers to Question 2 of the Consultation process and any



other relevant information to the Chair of the Policy Committee (PC). The PC will draft a FIP Statement based on the Reference Paper, comments from the Council Members, and further guidance of the CEO.

The PC will communicate by e-mail and telephone conferences, and if necessary at a face-to-face meeting.

[next step: C1]

B - PROCESS TO REVISE EXISTING FIP STATEMENTS

B1 - Initiating the process

Proposals may be made by:

- FIP Member Organisations
- The Bureau
- The Board of Pharmaceutical Practice and Sections
- The Board of Pharmaceutical Sciences
- The FIP Education (FIPeD)
- The FIP Executive Committee

Proposals must be submitted to the CEO in writing, with a rationale highlighting the need for updating an existing FIP statement.

The FIP Executive Committee and Bureau will discuss this proposal and, if accepted, appoint a Policy Committee on the specific topic of the existing FIP statement.

The Policy Committee will ensure a first public consultation of the FIP Council members to identify key issues that are missing or are no longer relevant in the current FIP statement.

Further to this consultation, the PC will update FIP Statement based on the comments from the Council Members, and further guidance from the CEO.

The PC will communicate by e-mail and telephone conferences, and if necessary, at a face-to-face meeting.



C - DISCUSSION AND ADOPTION OF AN FIP STATEMENT

C1 – Consultation prior to the FIP Council meeting

The PC will develop and send a first draft of the FIP Statement to the CEO, who will circulate this to the FIP Executive Committee and then Bureau for comments. The approved version will then be circulated to all FIP Council members for review, with the following question:

“Are there any corrections, modifications or additions you would like to suggest? If so, please provide them with rationale.”

Further to this consultation, the Policy Committee will revise and adjust the statement and submit it to the FIP Executive Committee and Bureau for their final approval before its inclusion in the FIP Council agenda.

C2 – Discussion at the FIP Council

C2.a. First discussion at the FIP Council

During the first sessions of the Council Meeting, the draft Statement and the Reference Paper will be presented to the meeting by the Chair of the Policy Committee.

The Chair will present the background information of the Reference Paper and Statement where applicable and a summary of the results of the consultation process.

Delegates will then be invited to speak on a first come first served basis, with the intention to identify significant changes that have consensus approval within the Council.

Any “wordsmithing” comments are deferred to a special semi-open hearing, in between the Council Meetings during the annual congress or have to be submitted in writing for consideration by the PC between the Council meetings.

At the end of the allocated time, no decision on adoption or otherwise will be taken.

C2.b. Informal hearing in between the Council meetings

The Policy Committee will conduct an informal hearing in between the two Council Meetings during the Congress to consider proposals for changes that appear to have the support of the Council, as well as suggested editing changes.

In the case that two or more Council delegates have expressed conflicting views on one or more points in the draft Statement, the Chair will invite them to join the semi-open hearing to further discuss these views. If no consensus can be



achieved during the semi-open hearing, representatives of the different views will be asked to present their views at the next Council meeting.

C2.c. Updated version of the FIP statements

The amended texts for consideration at a resumed meeting of the Council will be available at the FIP Secretariat from 17.00 on the previous day to enable Council members to review the proposed changes, which will be highlighted if possible.

C2.d. Final discussion at the FIP Council

The Chair of the Policy Committee will present the amended draft Statement. There will be only a relatively short time for discussion. In case of conflicting views (see above paragraph), the FIP President will give the floor first to the delegates with the different views, followed by the Chair to present his/her view. If necessary, the President can ask for a vote to support a specific proposal in order to settle the difference of opinion.

At the conclusion of the discussion, the FIP President, or Chair of the Council meeting in the absence of the President, will ask the question: "Is the Council ready to vote on the adoption of this Statement?" This will be a vote on whether the Council is ready to move to a vote on the draft Statement itself.

- If the Council votes negative, indicating that it is not ready to vote on the adoption of the text, the draft Statement will automatically be referred back to the Policy Committee for further consideration.
- If, however, the Council votes affirmative then, without further debate, the President, or Chair of the Council meeting in the absence of the President, will propose to the Council that the statement before them is to be voted on for adoption. **If the vote is against adoption, there will be no further consideration of the Statement. If the vote is in favour of adoption, the Statement will become a policy document of the FIP.**

D - Publications

The FIP reference papers will be placed on the FIP website as soon as possible after their adoption.

All Statements adopted by the Council will be translated from English into the other FIP official languages French, Spanish and German. These will be placed on the FIP website as soon as possible after their adoption and translation. The Statements will also be available in hard copy on request and will be sent by FIP to relevant media for consideration of publication.



E – Timelines

There is a timetable, which is designed to allow as long a period as possible for consideration of draft Statements by Member Organisations and the Sections of the BPP. The timetable is illustrated below. It will be noted that, other than in circumstances considered by the President to be exceptional and requiring the issue of a Statement as a matter of urgency, for it to be possible for a draft Statement to be considered by the Council, it will be necessary for the written proposal to be in the hands of the CEO within a few weeks of the FIP Congress held in the previous year.

Adoption of new FIP statement	Date	Revision of existing FIP statements
Reference paper development and adoption:		Updated statement development and adoption:
The Bureau discusses/decides on a new topics for a statement and appoints a WGRP.	August Y1	The Bureau discusses/decides on updating a new FIP statement and appoints a Policy Committee to revise this statement.
The WGRP will draft a Reference Paper on the selected topic for consultation by the Council Members.	August Y1 – February Y2	The Policy Committee will run a first public consultation of the FIP Council members to identify key issues missing or no more relevant in the current FIP statement. Based on the result of this consultation, it will update the FIP statement.
The Bureau approves and/or amends the draft Reference Paper for distribution to the Member Organisations.	March Y2	The Bureau approves and/or amends the draft Statement for distribution to the Council members.
The draft Reference Paper is distributed to the Council Members for comments.	April Y2	The draft Statement is distributed to the Council Members for comments.
Comments to the draft Reference Paper are collected by the CEO and forwarded to the WGRP.	April-May Y2	Comments to the draft statement are collected by the CEO and forwarded to the WGRP.
Final reference paper submitted to the FIP Executive Committee and to the Bureau for approval.	May-June Y2	Final statement submitted to the FIP Executive Committee and to the Bureau for approval.
Reference paper presented to the FIP Council.	August-September Y2	Draft Statement discussed and adopted by the Council.

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Adoption of new FIP statement	Date	Revision of existing FIP statements
New statement development and adoption:		
The FIP Executive Committee appoints a Policy Committee, to produce a draft FIP Statement based on the Reference Paper and comments from the Council Members.	August-September Y2	
The Bureau approves and/or amends the draft Statement for distribution to the Council members.	March Y3	
The draft Statement is distributed to the Council Members.	April Y3	
Comments to the draft statement are collected by the CEO and forwarded to PC.	April-May Y3	
Final statement submitted to the FIP Executive Committee and to the Bureau for approval.	May-June Y3	
Draft Statement discussed and adopted by the Council.	August-September Y3	

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F – Validity of FIP statements

The validity of a statement (once adopted by the FIP Council) is until its cancellation by the FIP Council.

Every 6 years, the FIP Bureau will set up a commission to review all statements older than 6 years to assess whether such statements are still valid.

The ad-hoc commission will provide recommendations for each statement reviewed:

- To revalidate statement;
- To cancel the statement;
- To revise the statement (according to the procedure outline at point B of this RoP).

Taking into account their importance and relevance for FIP, as well as the needs for update given significant changes in practice, sciences, policy and/or other factors.

The Bureau will review these recommendations and report to the next Council meeting.



The FIP Council will have to approve the cancellation and the revalidation of reviewed statements.

For the revision of FIP statements, the FIP Council will be informed of the process and later be presented the draft revised statement as described under point B of these Rules of Procedure.

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