



## ***FIP Rules of Procedures***

### ***BU-17: Governing Rules for the Distinguished Practice Award***

#### **Background**

In previous years the FIP Foundation for Education and Research recognised outstanding achievements in the fields of Pharmaceutical Practice by making the Distinguished Practice Awards. At the Bureau Meeting of 3 September 2004, it was decided that as of 2005 these Foundation awards would become FIP Awards.

#### **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 should be submitted to the FIP General Secretary before **1<sup>st</sup> February**, of the year in which the award will be presented, and should contain the following information:

- a) Curriculum Vitae of the candidate (in English, not exceeding two A4/letter pages, preferably sent by e-mail or on a floppy disk);
- 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 or on a floppy disk);
- c) Name, address, e-mail, fax and telephone number of the nominee;
- d) Name, address, e-mail, fax and telephone number of the individual/group making the nomination.
- e) A recent black and white and a recent 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.



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Nominations should be received **before 1<sup>st</sup> February** of the year, in which the award will be presented, for the attention of

General Secretary FIP  
**FIP Office**  
P.O. Box 84200  
2508 AE The Hague  
The Netherlands  
[Generalsecretary@fip.org](mailto:Generalsecretary@fip.org)

All nominations will be acknowledged.

### **Selection and Award**

The Bureau shall appoint a committee, in this case the BPP Executive Committee, that 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 **May** 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 will present the award. The Awards consist of a commemorative gift, a Return airfare based on Apex, free registration, hotel accommodation (up to 6 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).