



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

### ***BU-20: Distinguished Service Award***

#### **Background**

At the Bureau Meeting on September 3, 2004 the Bureau of the International Pharmaceutical Federation (FIP) resolved to introduce a new recognition award to be known as the “**FIP Distinguished Service Award.**”

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

The purpose of the award is to recognise officers and employees of FIP who have rendered exceptional and distinguished service to FIP.

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

#### **Nomination and Selection of Candidates**

A call for nominations for this award will not be formally issued. However, the General Secretary, Sections, Special Interest Groups, Board of Pharmaceutical Practice and Board of Pharmaceutical Sciences may submit nominations to the FIP Executive Committee that outline the contributions of the candidate to FIP. Such nominations should not normally be submitted later than **1st April** of the year in which the award will be made; exceptions to this may be made, when necessary, to accommodate unique circumstances relating to FIP employees.

The Executive Committee will consider all nominations and submit a recommendation to the Bureau, who shall make the final decision.

#### **Specific Eligibility Criteria**

A person who is currently serving as an officer of FIP is not eligible for nomination.

#### **Award**

The FIP President will present the award -a certificate of recognition - during the Opening Ceremony of an Annual FIP Congress. If this is not possible, the President may make the award on another appropriate occasion or a person empowered by him/her. Alternatively, the recipient of the award may nominate someone else to receive the certificate during the ceremony on his or her behalf. If present, the recipient will not be expected to respond during the presentation ceremony.

Other than in exceptional circumstances, at the discretion of the Bureau, FIP will not provide any direct assistance to the recipient to be present at the award ceremony, e.g., travel or accommodation costs or congress registration.