



Main tasks and responsibilities of the FIP Professional Secretary

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Introduction:

This document was developed to give insight into the position of FIP Professional Secretary and to outline the main tasks and responsibilities.

Election

The FIP Professional Secretary is elected by the FIP Board of Pharmaceutical Practice. This election is subject to ratification by the FIP Council. The term of this position is four years, renewable once. The [FIP Rules of Procedure CO-02 Election procedure for FIP Bureau members](#) give detailed information on the electoral procedure.

Membership

The Professional Secretary is a member of the

- **FIP Executive Committee (FIP ExCo)**

Approximately five to six FIP ExCo meetings are held annually, often in the Netherlands, or online if circumstances so dictate.

- **Bureau**

At least two Bureau meetings are held annually, preceded by an FIP ExCo meeting. The first Bureau Meeting is usually in the first quarter of the year in the Netherlands; the second is just prior to the annual FIP congress. Most meetings take place face-to-face, but can also take place online if circumstances so dictate.

- **Council**

The annual Council meeting is held at the FIP congress, in two to three parts over 1.5 days.



- **Board of Pharmaceutical Practice (BPP)**

At least two BPP meetings are held annually, the first usually in the first quarter of the year in the Netherlands and the second during the annual FIP congress. These meetings are held in person, unless circumstances dictate them to be held remotely. It is anticipated that more BPP meetings will be held remotely throughout the year, for members to be kept updated about ONE FIP activities.

- **Board of Pharmaceutical Practice Executive Committee (BPP ExCo)**

At least two BPP ExCo meetings are held annually, the first usually in the first quarter of the year in the Netherlands and the second is in October/November, also in the Netherlands. These meetings can be held in person or remotely. It is anticipated that more BPP ExCo meetings will be held remotely throughout the year, to prepare for additional BPP meetings.

- **Board of Pharmaceutical Sciences (BPS)**

At least two BPS meetings are held annually, the first usually in the first quarter of the year in the Netherlands and the second during the annual FIP congress, face-to-face or online.

- **Board of Pharmaceutical Sciences Executive Committee (BPS ExCo)**

At least two face-to-face BPS ExCo meetings are held annually, the first is usually in the first quarter of the year in the Netherlands and the second during the annual FIP congress. There are also online meetings organised monthly.

- **FIP Education Executive Committee (FIPEd ExCo)**

At least two face-to-face FIPEd ExCo meetings are held annually, the first usually in the first quarter of the year in the Netherlands and the second during the annual FIP congress. There are also online meetings organised monthly.

- **FIP Congress Programme Committee**

At least three face-to-face Congress Programme Committee meetings are held annually, the first usually in the first quarter of the year in the Netherlands, the second during the annual FIP congress, and the third in October/November.

- **FIP Foundation**

At least one face-to-face Foundation meeting is held annually, during the annual FIP congress. There are also online meetings organised monthly.



Responsibilities

The main responsibility of the Professional Secretary is to assist FIP in achieving its strategic goals with regard to pharmaceutical practice, and to coordinate activities with other FIP structures, under the ONE FIP motto. He/she is the liaison between pharmaceutical practice, science and education, and is tasked with stimulating synergy between the Board of Pharmaceutical Practice, the Board of Pharmaceutical Sciences and FIPeD (the Professional Secretary is a direct link since he/she is a member of the BPP, the BPP ExCo, the BPS, the BPS ExCo and the FIPeD ExCo), as well as other structures of FIP or related, such as the FIP Congress Programme Committee, the FIP Young Pharmacists Group and the FIP Foundation. In representing the pharmaceutical practice within FIP, the Professional Secretary uses his/her expertise to inform all bodies of FIP. He/she will work closely with FIP Staff in The Hague.

The FIP Statutes clearly indicate the tasks and responsibilities of the Board:

The task of the Board is to handle all professional aspects of FIP's activities.

The Board is responsible for the preparation of the professional programmes of the Congress and, where applicable, other conferences of FIP. It maintains contact with the relevant interested parties and may assist in the co-ordination of professional activities of the Sections.

It co-ordinates the professional activities of FIP in the latter's relations with other professional organisations.

In addition, it is entitled to formulate policy and mission statements within the realms of its responsibilities.

Before release, however, it has to hear the opinion of both the Board of Pharmaceutical Sciences and the Bureau.

The Board, where it deems it necessary, may set up working parties where the subject matter is outside the responsibility of any of the Sections or covers the interest of more than one Section.

It is not envisaged that these working parties are permanent in nature - lasting only as long as necessary to produce a report.

The Board may, with the approval of Council, set up or disband Sections.

The Board shall be responsible for the selection of the recipient of the André Bédard Award.

The Professional Secretary is also responsible (together with the Chairman of the BPP) for all activities of the BPP including the coordination of:

- the BPP Sections
- the BPP Working Groups
- symposia and other educational activities at the FIP annual congress (supported by the FIP Congress Programme Committee), and, where applicable, other conferences of FIP
- at least two BPP meetings a year (finalizing the agenda and the minutes in collaboration with the BPP Chair and FIP staff)



- at least two BPP ExCo meetings a year (finalizing the agenda and the minutes in collaboration with the Chair of BPP and FIP staff)
- the BPP budget

In general

The Professional Secretary should

- be critical, but at the same time positive; facilitating solutions to 'problems'
- follow up on action points from the minutes of meetings
- follow up on emails (on short notice)

Workload

The total workload for all activities of the Professional Secretary is around 10-12 hours per week. Workload can be increased for the preparation of (and during) the annual congress week, as well as for the preparation of and during the meetings held in the first quarter of each year, where it is expected that the Professional Secretary is available and present for an average of 8-10 consecutive days.

Finances

In principle the Professional Secretary will work for FIP on a voluntary basis. However, financial support can be made available to cover expenses related to the function. Such support is guided by the [FIP Rules of Procedure BU-33 *Financial support offered to elected FIP ExCo members.*](#)