



## **Main tasks and responsibilities of the FIP Scientific Secretary**

### *Introduction:*

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

## **Election**

The FIP Scientific Secretary is elected by the FIP Board of Pharmaceutical Sciences. 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-02-4 Election procedure for FIP Bureau members](#) gives detailed information on the electoral procedure.

## **Membership**

The Scientific Secretary is a permanent member of the

- FIP Executive Committee (FIP ExCo)

In general, four to five FIP ExCo meetings are held annually. Most meetings are virtual, but they can also take place in person in The Hague if circumstances so dictate.

- Bureau

In general, four to six Bureau meetings are held annually, mostly preceded by an FIP ExCo meeting. Most meetings are virtual, but they can also take place in person in The Hague if circumstances so dictate.

- Council

At the FIP congress the annual Council meeting is held in-person in two to three parts over 1.5 days. When the need arises, extraordinary meetings can be set up to take place online throughout the year.



- Board of Pharmaceutical Sciences (BPS)

In general, one or two face-to-face BPS meetings are held annually to work on strategy and network with colleagues and ensure alignment with the wider ONE FIP strategy itself, with virtual meetings during the rest of the year to manage the ongoing business of BPS.

- Board of Pharmaceutical Sciences Executive Committee (BPS ExCo)

In general, bi-monthly meetings are held virtually to facilitate BPS activities between BPS meetings.

- Board of Pharmaceutical Practice (BPP)

In general, one or two face-to-face BPP meetings are held annually to work on strategy and network with colleagues and ensure alignment with the wider ONE FIP strategy itself, with virtual meetings during the rest of the year to manage the ongoing business of BPP.

- Board of Pharmaceutical Practice Executive Committee (BPP ExCo)

In general, two BPP ExCo meetings are held annually. Most meetings are virtual, but they can also take place in person in The Hague if circumstances so dictate. When the need arises, more meetings can be set up to take place online throughout the year.

- Executive Committee of FIP Education (FIPeD ExCo)

In general, at least one face-to-face FIPeD ExCo meeting is held annually. In addition, bi-monthly teleconferences are scheduled to facilitate FIPeD activities throughout the year.

- FIP Foundation Board

In general, bi-monthly meetings are held virtually to facilitate strategic discussions of the Board.

## **Responsibilities**

The main responsibility of the Scientific Secretary is to assist FIP in achieving its strategic goals with regard to the pharmaceutical sciences. He/she is the personified link between pharmaceutical practice, science, and education and, consequently, is tasked to stimulate synergy between the Board of Pharmaceutical Sciences, the Board of Pharmaceutical Practice, and FIP Education. In representing the pharmaceutical sciences within FIP, the Scientific



Secretary uses his/her expertise to inform all bodies of FIP. He/she will work closely with FIP Staff in The Hague.

The Scientific Secretary is also responsible (together with the Chairman of the BPS) for all operational activities of the BPS, including the support and coordination of:

- the special interest groups (SIGs)
- the Pharmaceutical Sciences World Congresses (PSWC)
- congress programme developments, as well as specific BPS digital events
- scientific contributions to symposia at the FIP annual congress
- planning for and logistics of BPS meetings (finalizing the agenda and the minutes in collaboration with the BPS Chair and FIP staff)
- planning for and logistics of BPS ExCo meetings (finalizing the agenda and the minutes in collaboration with the Chair of BPS and FIP staff)
- the BPS financial resources

## **In general**

The Scientific Secretary should

- be a team-oriented, collaborative scientist with expertise across major areas of contemporary pharmaceutical sciences, practice, and education
- critical, but at the same time positive; facilitating solutions to 'problems'
- a leader with demonstrated experience in finding creative solutions to administrative challenges
- on behalf of BPS, follow up on action items captured in the minutes of meetings
- on behalf of BPS, communicate with stakeholders via e-mail (on short notice)

## **Workload**

The total workload for all activities of the Scientific Secretary is estimated on average around 5-12 hours per week.

## **Finances**

In principle, the Scientific Secretary will work for FIP on a voluntary basis. However, financial support can be made available to cover expenses related to the function (e.g., travel for in-person meetings). Such support is guided by the [FIP Rules of Procedure BU-B07-2 Financial support offered to elected FIP ExCo members](#).