



Standard Operating Procedure Individual Affiliation

1 OBJECTIVE

To define the procedure for individuals to become members of the International Federation of Pharmaceutical Physicians and Pharmaceutical Medicine (IFAPP), using an Individual Affiliation application form (attached). The professional requirements for individual affiliates and the process of review and approval of each request are described herein. The Individual Affiliates are pharmaceutical physicians or other biomedical professionals involved in Medicines Development which have demonstrated interest in helping to achieve IFAPP's aims and means, and have requested membership in writing to the Board of Officers (BoO) and submitted their respective resumes.

2 RESPONSIBILITIES

The Board of Officers (BoO) chair or IFAPP President is responsible for ensuring an effective and timely review of each request received from individuals who want to become members of IFAPP. IFAPP General Secretary, Anna Jurczynska, is responsible for the receipt of the requests in the first place and their transmission to the BoO responsible person. The application for affiliation is reviewed by the Board of Officers for initial approval and the final approval is given by the House of Delegates (HoD) at their regular meetings (Article 4b of IFAPP Constitution).

3 PROCEDURE

3.1 Communication on Individual Affiliations

All the information on the option for Individual Affiliation, including the present SOP and the Individual Affiliation form should be posted on IFAPP website with a clear announcement encouraging professionals to join IFAPP. This announcement will include a short explanation on IFAPP activities and the advantages of joining the Federation.

If deemed necessary, similar information may be sent out to NMAs in case any professional considers it of interest to become an individual member of the Federation.

3.2 Receipt of Individual Affiliation applications

Any professional interested in joining IFAPP as individual member will send an email to the General Secretary of BoO (secretary@ifapp.org), including the Individual Affiliation application form and a short Curriculum Vitae (CV). The secretary will check if all the requirements are complied with and will send an acknowledgement of the request to the applicant. If any information / document is missing, the secretary will request it by email.



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3.3 Review of the Individual Affiliation applications

Once the complete application has been received, the secretary will forward it to the chair of the BoO or IFAPP President for review. Each application will be thoroughly reviewed and will include, among other:

- Professional qualifications
- Current position
- Areas of expertise
- Years of experience in healthcare industry

The House of Delegates will receive a list of new Individual Affiliates for further approval at the time of the regular meetings.

3.4 Payment of fees

The annual fee for individual membership is established at 30€ or \$ 30. This amount should be paid at the beginning of each calendar year, or whenever the application is received, by bank transfer to IFAPP account. A pertinent invoice will be issued and sent out to the applicant.

The secretary will send out reminders of payments, if necessary.

4 REFERENCES

Article 4b of IFAPP Constitution 2016.

5 HISTORY OF CHANGES

This is Version 0 of the SOP, written by Dr. Anna Jurczynska and reviewed and approved by Dr. Honorio Silva.

The SOP will be reviewed and updated on annual basis.

6 ATTACHMENT(S)

Attachment 1 Individual Affiliation application form



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7 Signatures

Statement	Print Name, Date and (electronic) Signature
The author confirms that she is not currently or in the near future involved in a process described in this SOP.	

Function	Print Name, Date and (electronic) Signature
Author	Dr. Anna Jurczynska
Reviewed by	Dr. Honorio Silva
Approved by	Dr. Honorio Silva