



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 who 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 IFAPP President is responsible for ensuring an effective and timely review of each request received from individuals who want to become members of IFAPP. The IFAPP General Secretary 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 BoO 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 national member organisations (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.

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

The BoO and the HoD will receive a list of new Individual Affiliate applications for 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.

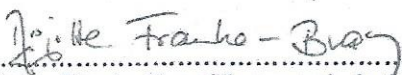
5 HISTORY OF CHANGES

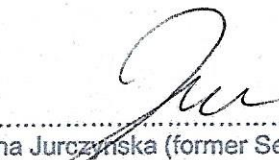
This is an updated version (Version 1) of the SOP of Version 0 written by Anna Jurczynska (former Secretary). Version 1 was updated by Brigitte Franke-Bray (Treasurer and member of Communication Working Group) and reviewed and approved by Kyoko Imamura, President). The SOP will be reviewed and updated on an annual basis.

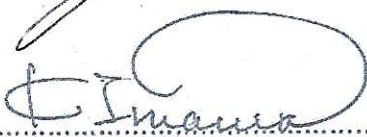
6 DOWNLOADS (on website)

Individual Affiliation application form

Signatures, Dates 03 September 2019


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Brigitte Franke-Bray (Treasurer), Author of SOP update


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Anna Jurczynska (former Secretary), Reviewer of SOP update


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Kyoko Imamura (President), Approver of SOP update.