

## **Statutes**

### **South East Asian FIP-WHO Forum of Pharmaceutical Associations**

#### **The FIP Forum of national pharmaceutical organisations in co-operation with the WHO Regional Office for South East Asia**

##### **Name and purpose**

1.

The organisation shall be called the South East Asian FIP-WHO Forum of Pharmaceutical Associations, hereinafter referred to as "the SEAR Forum".

2.

The objectives of the SEAR Forum shall be to encourage and support a dialogue and collaboration among national and regional pharmaceutical associations in the South East Asian region of WHO and WHO SEARO by:

- a) improving health in the South East Asian Region by development and enhancement of pharmacy practice (Good Pharmacy Practice)
- b) encouraging the implementation of pharmacy service and pharmacy practice projects by national pharmaceutical associations
- c) supporting WHO-policies and goals
- d) integrating appropriate WHO policies into undergraduate, postgraduate and continuing education programmes in pharmacy
- f) formulating policy statements on health issues, identified at meetings of the Forum
- e) combating the production and distribution of counterfeit medicine and the sale of medicine by people who are not qualified

3.

The SEAR Forum shall seek to strengthen all aspects of improving health and the quality of life of the citizens of the member countries in the South East Asian Region through conferences, symposia, training programmes, and by the implementation and management of appropriate projects relating to:

- a) National Drug Policies, Essential Drugs Concept, dissemination of drug information to health professionals, patients and the general public
- b) participation in health promotion and health education programmes, including the prevention of disease and disability
- c) quality use of medicine, drug utilisation studies and pharmaceutical care projects
- d) integrating all scientific and relevant aspects of pharmacy practice into the curriculum of all educational institutions of pharmacy in the Region

4. Subject to provision of paragraph 5, any national professional pharmaceutical association in the South East Asian Region shall be eligible to apply for membership of the SEAR Forum and participate in its programmes and activities.

5. A national pharmaceutical association, eligible to apply for membership in the SEAR Forum shall be defined as an independent, nongovernmental association of pharmacists, which elects its own officers, and determines its own statutes, except for such legal or statutory duties it undertakes.

6. Pharmaceutical associations that meet the criteria in paragraph 4 and 5, and which are represented at the organisational meeting, which approves these statutes, shall be considered to be founding members. Thereafter applications for membership will be considered as set out in paragraph 4 and 5.

7. Observer status shall be granted to FIP, WHO SEARO, WHO headquarters and FAPA. Applications for observer status will be considered as set out in paragraph 9.

8. National and regional pharmaceutical organisations outside the region and other bodies, whose activities support the aim of the SEAR Forum, may attend a meeting of the SEAR Forum as observers by invitation from the Executive Committee.

### **Rules of Procedure**

9. The SEAR Forum shall hold an annual meeting at a date and place as determined by the Executive Committee. For the purpose of conducting business, the quorum for the SEAR Forum's annual meeting shall be at least 50% of the member organisations plus one. Each member organisation has one vote.

10. At each annual meeting, the SEAR Forum shall receive reports from the Secretariat, the treasurer, and the Executive Committee, determine the membership fees, and conduct other business in accordance with the aims of the Forum.

11. Every two years the annual meeting shall elect an Executive Committee for a two-year term. Election of the Executive Committee shall be by secret ballot, and voting shall be for each office. A simple majority of those present and voting shall be required.

## **Executive Committee**

12.

The Executive Committee shall consist of 3-5 members: the President, the Vice President, the treasurer and 1-3 additional members when deemed appropriate. The Executive Committee shall be elected in a manner that shall ensure that the Committee is geographically representative of the whole region.

13.

Members of the Executive Committee shall be elected for a term of two years, and may be elected for a maximum of two additional terms. No person shall serve or hold any form of office continuously for a period exceeding six years.

14.

The WHO Regional Director or his/her representative shall attend all meetings of the Executive Committee as an observer with the right to contribute to discussions but not to vote.

15.

The responsibilities of the Executive Committee shall include: the implementation of the decisions of the SEAR Forum between annual meetings; the arrangement of the annual meeting; the establishment of working groups as appropriate; the preparation of draft policy statements for consideration at the annual meeting of the SEAR Forum. Furthermore, the Executive Committee acts upon applications for member or observer status.

16.

The Executive Committee together with the WHO SEARO representative shall approve all reports prepared by the secretariat.

17.

Should any vacancy occur during a term of office, the Executive Committee may elect a replacement to serve until the next meeting of the SEAR Forum. In the event of a vacancy in the office of President, the replacement will be the Vice President.

## **The Secretariat**

17.

The Executive Committee shall appoint a professional secretary who shall be a pharmacist to head the secretariat, whose salary shall be paid by the SEAR Forum.

When appropriate the secretariat and office

- a) may be provided by WHO SEARO
- b) may be supported by a satellite secretariat

19.

The secretariat shall provide administrative support for the Executive Committee; take all necessary action deriving from decisions taken by the SEAR Forum; act as a clearing-house for information; provide administrative support for collaborative programmes; arrange for expert advice and consultant reports to assist national pharmaceutical associations in developing their own programmes, and provide liaison, when appropriate with similar programmes organised jointly by WHO and FIP and national pharmaceutical associations in other WHO regions.

**Language**

20

The working language of the SEAR Forum will be English.

21.

Any pharmaceutical association may speak in a language other than the working language. In this case that organisation shall provide for interpretation into English at its own expense.

**Financing and support**

22.

Members of the SEAR Forum shall pay an annual membership fee, the amount of which is to be determined by the SEAR Forum at an annual meeting.

23.

Financing and support for the annual meeting and such activities and projects of the SEAR Forum may be sought from sources such as: WHO SEARO, membership dues of national pharmaceutical associations, which are members of the SEAR Forum, FIP, and appropriate external sources including the government of the member organisations.

**Amendment**

24.

Any proposed modification of these statutes must be sent to the Secretariat nine months before, and reported to the membership six months before the meeting of the SEAR Forum, at which it will be considered.

A two-thirds majority of the delegates present and voting at the meeting shall be required to effect any revision.

**Loss of Membership**

25.

Members may resign from the SEAR Forum upon notice of at least one year in advance in writing to the Executive Committee.

The Forum may exclude members, who have not fulfilled their financial obligations or who have acted in serious violation of the statutes. In the latter case, their exclusion must be approved by two-thirds of the votes of the annual meeting.

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