



**STATUTES**  
of the  
**EUROPHARM FORUM**

European Forum of National  
Pharmaceutical Associations

**Revised October 2009**



## **Name and Purpose**

1. The organisation shall be called "EuroPharm Forum", The European Forum of Pharmaceutical Associations ", hereinafter referred to as "the Forum".
2. The aims of the Forum shall be, by establishing a dialogue and co-operation between national pharmaceutical associations and the World Health Organization (WHO) in the European Region:
  - a. to improve health in the WHO European Region
  - b. to support the implementation of WHO policies in the European region
  - c. to formulate policy statements on health issues identified at the General Assembly of the Forum
  - d. to promote the integration of appropriate aspects of WHO policies into basic, postgraduate and continuing pharmaceutical education
  - e. to strengthen contact between the national pharmaceutical associations and between the national pharmaceutical associations and the WHO.

The Forum will seek to improve all aspects of dealing with health, especially in relation to:

- a. drug treatment and the rational use of drugs
- b. drug information to health professionals, patients and the general public
- c. health promotion and health education
- d. the prevention of disease and disability
- e. medicines quality and safety
- f. adverse drug reactions
- g. drug utilisation studies
- h. collaboration with other health professionals
- i. organisation and management of pharmaceutical services.

## **Membership**

3. Subject to the provisions of Sections 4 and 5, any national pharmaceutical association in the WHO European Region shall be eligible to apply for membership of the Forum and participate in its programme of work.
4. For the purpose of the Forum, a national pharmaceutical association shall be defined as "an association of pharmacists whose activities cover all aspects of professional practice". Such an applicant will satisfy the Executive Committee that their mission and aims are in broad agreement with those of the EuroPharm Forum and the applicant organisation satisfies the provisions of article 5.
5. Further, the national pharmaceutical association shall be involved in most of the following activities:
  - a. representing the professional and scientific interests of individual pharmacists and the pharmaceutical profession as a whole or a major sector of the pharmaceutical profession
  - b. advising on health policy issues
  - c. promoting professional practice, including ethical aspects
  - d. discussing health issues and drug problems with interested parties, including governments and the public
  - e. producing information for the profession in journals or other publications.
6. In undertaking consideration of an application from a national pharmaceutical association in a country which is already in membership of the Forum, the Executive Committee shall:
  - a. consult the delegation from that country to seek its agreement to the application
  - b. in the case of an applicant for membership, inform the Forum whether, in the opinion of the Executive Committee, the applicant meets the requirements of Sections 4 and 5 and, if not, whether the Executive Committee would recommend their admission to membership under Section 7
  - c. in the case of an applicant for observer status, inform the Forum whether, in the opinion of the Executive Committee, the applicant meets the requirements of Section 10.

7. Where, in a country of the WHO European Region, there is no national pharmaceutical association that meets all the provisions of Sections 4 and 5, the Forum may, under the procedure set out in Sections 6 and 16, exceptionally admit to membership a pharmaceutical association from that country, whose activities support the aims of the Forum.
8. The Executive Committee may recommend that a member be excluded from membership due to non-payment of membership fees for two consecutive years. Exclusion will be endorsed by the Forum at the General Assembly in the third year of non-payment.
9. A member may withdraw its membership at any time and for any reason. The cessation will be noted and accepted by the Forum at the next General Assembly, and will take effect at the end of the year. A membership fee will be payable for that year.
10. Observer status may be granted to international or European groups or associations of national pharmaceutical associations, or to national pharmaceutical associations, which are not eligible for membership status.

Observer status may also be granted to representatives from WHO Headquarters and the other WHO Regional Offices.

11. Applications for observer status will be considered as set out in Sections 6 and 16.
12. National pharmaceutical associations and groups of such associations outside the WHO European Region, and other bodies whose activities support the aims of the Forum, may be represented at a meeting of the Forum at the invitation of the Executive Committee.

### **Rules of Procedure**

13. The governing body shall consist of national delegations of members. It shall convene at least once in a calendar year, in a General Assembly, where the proposals of the Executive Committee will be debated and voted upon.

14. If more than one national association from a Member State of the WHO European Region are member of the Forum, these organisations shall form one delegation.

If only one national association from a Member State is a member of the Forum, that member shall be deemed to be a delegation for the purposes of Sections 6, 13, 15, 17, 24, 38, 41 and 42 of these Statutes.

15. Each delegation from a Member State of the WHO European Region shall have one vote.
16. Decisions should normally be made by consensus, except for changes in the Statutes, the election of the Executive Committee and the approval of applications for membership or observer status.
17. A simple majority of votes of the delegations present and voting at the meeting shall be required for the election of President and for the approval of applications for membership or observer status.

A plurality of the votes of the delegations present and voting at the meeting shall be required for the election of Executive Committee members.

18. Voting shall normally be by a show of hands, except for the election of the Executive Committee.
19. For the election of the Executive Committee, voting shall be by secret ballot.
20. Every year, the Forum shall meet. During that meeting, the Forum shall determine the location for the coming year.
21. At the General Assembly, the Forum shall elect members for the Executive Committee in a 3-year system. In Year One, the President and two members shall be elected; in Year Two, two members of the Executive Committee shall be elected; in Year Three, two members shall be elected.

22. At every General Assembly, the Forum shall receive reports of the Executive Committee and of the Treasurer, determine the membership fees and conduct other business in accordance with the aims of the Forum set out in Section 2.
23. The Forum may establish working groups as appropriate.
24. For the purpose of conducting formal business, the quorum for the Forum shall be more than 50 % of the delegations.

### **Executive Committee**

25. The Executive Committee shall consist of:
  - the President and Vice President
  - the Treasurer
  - four representatives of national pharmaceutical associations.

If, at a meeting of the Executive Committee, votes in favour of and against a proposal are equal, the President, or the Chairman of the meeting if the President is absent, shall have a casting vote.

The WHO may attend all meetings of the Executive Committee as an observer.

26. The Executive Committee shall be elected in a manner that shall seek to ensure that the Executive Committee is as far as possible geographically representative of the whole European Region.
27. No person shall serve on the Executive Committee continuously for a period exceeding six years. Unless a member of the Executive Committee is elected President at the end of his/her 4<sup>th</sup> or 5<sup>th</sup> year serving the Executive Committee.
28. The representatives serving on the Executive Committee shall be elected by the Forum for a period of three years.
29. The President may be re-elected once, if he/she has not served on the Executive Committee for six consecutive years.
30. The elections shall be held in the following order:
  - a. President
  - b. Members of the Executive Committee.

The voting procedure will be agreed upon prior to the votes being taken, at each meeting of the Forum at which elections are to take place.

31. Each year, at its first meeting following the General Assembly, the Executive Committee appoints among its Members a Vice-president and a Treasurer. In case no Member assumes the office, the duties of the office are assumed by the Executive Committee as a joint responsibility.
32. The tasks of the Executive Committee shall be:
  - a. to prepare an annual budget of the Forum
  - b. to pursue the objectives and implement the decisions of the Forum between annual meetings
  - c. to make arrangements for the meetings of the Forum
  - d. to prepare proposed statements of policy for consideration by the Forum
  - e. to take responsibility for progressing or implementing, as the case may be, statements of policy adopted at meetings of the Forum
  - f. to undertake the initial consideration of applications for membership or observer status.
33. The Executive Committee may co-opt individuals for specific purposes. The Executive Committee may also co-opt a person from among the members of the Forum to fill a casual vacancy in the membership of the Executive Committee.

Any such person shall serve until the next time of election.

### **Secretariat**

34. Every odd year, the Executive Committee will recommend, for approval by the General Assembly, the appointment of a Secretariat to serve for a period of two years, which shall be renewable.

The appointed Secretariat, which may be outsourced to an external entity, shall nominate a Professional Secretary to lead the Secretariat.

35. The tasks of the Secretariat shall be as set out in the contract between the Executive Committee and the entity to which the Secretariat is outsourced.

The defined tasks shall be outlined in the Standing Order of the Secretariat ascribed to these Statutes. The Standing Order may be revised according to the decision of the current Executive Committee.

### **Language**

36. The working language of the Forum will be English.

37. Any pharmaceutical association or group of such associations may speak in a language other than the working language. In this case, that association or group of associations shall provide for interpretation into English at its own expense without any financial or other involvement on the part of the Forum.

### **Financing and Support**

38. Members shall contribute a yearly membership fee to be determined by the General Assembly.

If a delegation from a country is formed of two or more members, the annual membership fee shall be divided between these members.

39. Financing and support of the Forum shall be sought from members of the Forum, international organisations and other external sources.

### **Amendments to Statutes**

40. Any proposal to amend the Statutes shall be sent to the Secretariat in writing on behalf of the member association making the proposal 4 months before the meeting of the Forum at which it will be considered. All proposed amendments must name a proposer and a seconder. The seconder must be from another EuroPharm Forum member delegation than the proposing delegation.
41. The Executive Committee will inform all members of the proposal to amend the Statutes not less than 2 months before the General Meeting at which the proposed change will be voted upon.
42. After the procedure set out in Section 40 has been followed, a two-thirds majority of the votes of the delegations present and voting at the meeting shall be required to effect a change in Statutes.

### **Dissolution**

43. The Forum may be dissolved by a two-thirds majority of delegations present and voting at a General Assembly or other meeting specially convened for the purpose of considering dissolution.

In the event of such a decision being taken, the delegations shall appoint one or more persons as liquidator of the assets of the Forum for the purpose of terminating its activities and affairs and distributing its assets.