



International Pharmaceutical Students' Federation

Since 1949 | Students today, pharmacists tomorrow.

CALL FOR IPSF TEAM 2021-22

Q | www.ipsf.org

Established in 1949, IPSF is the leading international advocacy organisation for pharmacy and pharmaceutical science students and recent graduates that promotes improved public health through the provision of information, education, networking, and a range of publications and professional activities.

📍 Andries Bickerweg 5, 2517 JP The Hague, the Netherlands

☎ Tel +31703021992 | Fax +31703021999

@ ipsf@ipsf.org

/IPSForg

© IPSF 2018 | All rights reserved.



CALL FOR IPSF TEAM 2020-21 TEAM APPLICATIONS

The International Pharmaceutical Students' Federation (IPSF) is calling for interested members to submit application to serve as part of the IPSF Team 2021-22. **All applications are due no later than 12th September 2021 23:59hrs GMT +0.**

The IPSF Team includes Coordinators and Committees who work under the different portfolios of the IPSF Executive Committee. Most of these positions require little travelling, but it is recommended that IPSF Team members attend the 67th IPSF World Congress in Ankara, Turkey.

By completing this application, you certify that you are able to devote adequate time throughout the mandate to the position(s) for which you are applying. You also certify that you have regular and reliable access to internet and email.

You may submit this application a maximum of two times - once for your first position preference and once for your second position preference. Any additional submissions will not be considered. All applicants are now required to submit a Confirmation Letter showing they are members of a member organisation or an Individual Member of IPSF. Confirmation Letters must have the date of membership expiration listed. Please note that as per the IPSF Official Documents, all nominees must be students of pharmacy or pharmaceutical sciences or recent graduates up to 4 years from their first pharmacy degree and this must cover the mandate 2021-22. If you do not fulfil these conditions, you will not be considered for any of the positions. An individual may serve in one (1) position as Coordinator or on a maximum of two (2) Committees. Information on roles and responsibilities can be found in the Domestic Rules section of the IPSF Official Documents. A copy of the relevant pages is attached to this call. The online application for the IPSF Team is available here: [IPSF Team 2020-21 Application](#).

Applications are currently being accepted for the following positions:

Coordinator Position

Industrial Skills Event Coordinator
Compounding Event Coordinator
Pharmacy Profession Advocacy Coordinator
Public Health Advocacy Coordinator
Public Health Activities Coordinator
Humanitarian Coordinator
Event Manager
Editorial and Translation Coordinator Visuals and Creativity Coordinator
Branding Director
Social Media Coordinator
Information Technology Manager
Pharmacy Education Advocacy Coordinator
Internship Coordinator

Policy Coordinator
Parliamentary Coordinator
Development Fund Coordinator
Grants Coordinator
Corporate Relations Coordinator
Interprofessional Coordinator
Organisation Membership Coordinator
Individual Membership Coordinator
Affiliations Coordinator
Training Coordinator
Patient Counselling Event Coordinator
Industrial Skills Event Coordinator
Compounding Event Coordinator
Patient Counselling Event Coordinator



Pharmaceutical Sciences Initiative Pharmacy Practices Initiative Coordinator
Coordinator

Committee Positions

Visuals and Creativity Committee

Media Committee

Pharmacy Education Committee

Professional Development Committee

Training Committee

Public Health Committee

Student Exchange Committee

Policy Committee

Constitutional Working Committee

Development Fund Committee

Grants Committee

External Committee

Internal Committee

Editorial Committee

Translation Committee

Also included in this document:

- Excerpts of the IPSF Official Documents containing descriptions of positions
- IPSF Strategic Plan 2020-23
- IPSF Official Mailing List 2020-21

Mr. Isaac Nii Ofoli Anang

IPSF Secretary General 2021-22



An exempt from the IPSF Official Documents:

ARTICLE 6. Coordinators and Committees

6.1. Composition and appointment:

6.1.1. The Federation shall have permanent Coordinator positions and Committees, established with the discretion of the General Assembly. In their creation, the General Assembly should adopt a code for their responsibilities to be incorporated into the Domestic Rules.

6.1.2. The Executive Committee shall have the power to create temporary Coordinator positions and Committees as well as liaison positions and working groups dealing with current issues of interest of the Federation for their term of office. In their creation, the Executive Committee should adopt a code for their responsibilities.

6.1.3. The Executive Committee shall have the power to appoint Coordinators and Committee members to hold positions specified in Article 6.1.1. and 6.1.2.

6.1.3.a. Notification about the open call for nominations for Coordinators and Committee members shall be sent to all members no later than 7 days after the conclusion of the respective World Congress.

6.2. Nominations:

6.2.1. Nominations shall only be accepted upon submission of the nomination form, completed by the nominee themselves. The Secretary General, or another individual appointed by the Executive Committee, shall accept nominations no later than the time and date stated in the open call.

6.2.2. The nominees shall be informed of their appointment no later than the 30th of September by the Secretary General and shall start their mandate on the 1st of October. Special cases may be left to the discretion of the Executive Committee.

6.2.3. In the event any if the IPSF Team position remains open to nominations after the first-round nomination period, nominations for those positions shall be accepted in the second-round nomination period.

6.2.4. The open call for second-round nominations shall be sent to all members at the soonest opportunity after the closure of the first-round period.

6.3. Dismissal, resignation and vacancy:

6.3.1. In the event of a Coordinator or Committee member failing in their duties, the Executive Committee shall have the power to relieve them of their duties.

6.3.2. Any Coordinator or Committee member seeking resignation from their position shall be obliged to notify the Secretary General and a corresponding Executive Committee member at least two weeks before their resignation so that the vacancy can be filled with minimum damage to the Federation.

6.3.3. In the case of any vacancy occurring, the Executive Committee shall notify the Contact Persons no more than two weeks after the event and shall have the power to fill the vacancy by appointing a person to hold the vacant office, if it deems necessary.

6.3.4. Any Coordinator or Committee member resigning or dismissing from their position must provide a written report at the end of term, describing the work that was done until the end of their duties.

6.4. Reporting:



6.4.1. Coordinators and Committee members shall report to the Executive Committee quarterly, as instructed by the Secretary General.

6.4.2. Committee members shall additionally report to the Chairperson of the corresponding Committee.

6.4.3. Coordinators must provide an annual report at the end of term.

6.5. Obligations:

6.5.1. Coordinators and Committee members shall fulfil their duties to the best of their abilities. Specific tasks for individual offices shall be defined by Article 7 and Article 8 of the Domestic Rules or by the Executive Committee.

6.5.2. All Coordinators and Committee members shall be a member of the Federation in good standing. Members more than four years post-graduation are not eligible.

6.5.3. An individual may belong to a maximum of two different IPSF Committees, with the exception of members of the Executive Committee, Regional Working Groups and those co-opted onto Committees. For Coordinator positions, one individual may only hold one position.

ARTICLE 7. Duties of the Coordinators

7.1. The position of the Policy Coordinator shall fall under the portfolio of the President.

7.1.1. The duties of the Policy Coordinator shall be:

7.1.1.a. To initiate and direct the activities of the Policy Committee;

7.1.1.b. To liaise closely with the President and Executive Committee regarding plans and progress of the work developed by the Committee.

7.2. The position of the Parliamentary Coordinator shall fall under the portfolio of the Secretary General.

7.2.1. The duties of the Parliamentary Coordinator shall be:

7.2.1.a. To initiate and direct the activities of the Constitutional Working Committee in liaison with the Secretary General;

7.2.1.b. To chair the General Assembly;

7.2.1.c. To assist in the preparations of the General Assembly;

7.2.1.d. To assist in the chairing and preparations of the Regional Assemblies;

7.2.1.e. To assist the Secretary General in coordinating any changes to the Official Documents;

7.2.1.f. To edit the minutes of the previous General Assembly in liaison with the Constitutional Working Committee and Secretary General, and to ensure they are distributed to the relevant IPSF members within the same calendar year as the General Assembly;

7.2.1.g. To assist all IPSF members in issues relating to the Official Documents;

7.2.1.h. To assist the Secretary General in any related matters.

7.3. The position of the Development Fund Coordinator and Grants Coordinator shall fall under the portfolio of the Treasurer.

7.3.1. The duties of the Development Fund Coordinator shall be:

7.3.1.a. To initiate and direct the activities of the Development Fund Committee;

7.3.1.b. To liaise closely with the Treasurer and Executive Committee regarding future plans and progress of the work developed by the Committee;



7.3.1.c. To ethically manage Development Fund grant application calls, forms, and review;

7.3.1.d. To develop strategies for promotion of Development Fund donations.

7.3.2. The duties of the Grants Coordinator shall be:

7.3.2.a. To initiate and direct the activities of the Grants Committee;

7.3.2.b. To search for grants for the Federation;

7.3.2.c. To assist the Treasurer in applying for grants for the Federation;

7.3.2.d. To follow up with all necessary reporting for obtained grants.

7.4. The position of the Corporate Relations Coordinator and Interprofessional Coordinator shall fall under the portfolio of External Relations.

7.4.1. The duties of the Corporate Relations Coordinator shall be:

7.4.1.a. To initiate and direct the activities of the External Committee;

7.4.1.b. To liaise closely with the Chairperson of External Relations and the Executive Committee regarding future plans and progress of the work developed by the committee;

7.4.1.c. To prepare a detailed report of sponsorship opportunities and possible packages for Chairperson of External Relations and Treasurer review;

7.4.1.d. To ensure all agreements between the Federation and partners are being met, in conjunction with the necessary Executive Committee members (e.g. Chairperson of Media and Publications, Chairpersons of the Regional Offices);

7.4.1.e. To manage a limited number of corporate partnerships independently;

7.4.1.f. To maintain a list of contacts and relations between the Federation and existing as well as potential corporate partners.

7.4.2. The duties of the Interprofessional Coordinator shall be:

7.4.2.a. To liaise closely with the Chairperson of External Relations and the Executive Committee regarding the plans and progress of the work developed by the Committee;

7.4.2.b. To liaise closely with leaders of student organisations and additional professional partners throughout the year to develop a long-term work plan for the partnership;

7.4.2.c. To share materials and discussions related to the Federation with any partners;

7.4.2.d. To critically analyse the value of partnership opportunities and provide partnership proposal drafts to the Chairperson of External Relations.

7.5. The position of the Organisation Membership Coordinator, Individual Membership Coordinator, Affiliations Coordinator, and Event Manager shall fall under the portfolio of Internal Relations.

7.5.1. The duties of the Organisation Membership Coordinator shall be:

7.5.1.a. To serve as a co-opted member of the Internal Committee;

7.5.1.b. To liaise closely with the Chairperson of Internal Relations, Contact Persons, and IPSF Team regarding the plans and progress of their work;

7.5.1.c. To manage the Organisation Membership Coordinator email account and field general membership questions;

7.5.1.d. To coordinate in partnership with the Chairperson of Internal Relations and the Regional Relations Officers, the membership promotion towards non-member countries and organisations;

7.5.1.e. To coordinate the development of representative organisations in locations where there is any;

7.5.1.f. To observe and develop support materials for membership promotion;



- 7.5.1.g.** To maintain an accurate list of non-member organisations;
- 7.5.1.h.** To forward contacts to the appropriate party (e.g., Regional Relations Officers, Chairperson of Student Exchange, Contact Persons of existing member organisations etc.).
- 7.5.2.** The duties of the Individual Membership Coordinator shall be:
 - 7.5.2.a.** To serve as a co-opted member of the Internal Committee;
 - 7.5.2.b.** To liaise closely with the Chairperson of Internal Relations, Contact Persons, and Internal Committee regarding the plans and progress of their work;
 - 7.5.2.c.** To manage the Individual Membership Coordinator email account and field general individual membership questions;
 - 7.5.2.d.** To process and track the Individual Member application process, in partnership with the Treasurer and the Chairperson of Internal Relations;
 - 7.5.2.e.** To forward contacts to the appropriate party (e.g., Regional Relations Officers, Chairperson of Student Exchange, Contact Persons of existing member organisations etc.);
 - 7.5.2.f.** To maintain an accurate list of Individual Members in partnership with the Treasurer and the Chairperson of Internal Relations;
 - 7.5.2.g.** To send reminders on membership expiration to Individual Members;
 - 7.5.2.h.** To provide the confirmation letter for Individual Members when requested, signed by the Secretary General;
 - 7.5.2.i.** To hold a similar portfolio to the Contact Person regarding Individual Members, observing in particular Articles 13.2.1., 13.2.2., 13.2.3., 13.2.4., 13.2.5., 13.2.8. and 13.2.11.;
 - 7.5.2.j.** To facilitate, in partnership with the Organisation Membership Coordinator, the development of representative organisations.
- 7.5.3.** The duties of the Affiliations Coordinator shall be:
 - 7.5.3.a.** To serve as a co-opted member of the Internal Committee;
 - 7.5.3.b.** To liaise closely with the Chairperson of Internal Relations, Contact Persons, and Internal Committee regarding the plans and progress of his or her work;
 - 7.5.3.c.** To manage the Affiliations Coordinator email account and field general affiliation questions;
 - 7.5.3.d.** To maintain an accurate list of Honorary Life Members, Friends of the Federation and Alumni;
 - 7.5.3.e.** Develop and implement, with the Chairperson of Internal Relations, Chairperson of Media and Publications and Internal Committee: methods and plans to encourage individuals eligible for Alumni affiliation to register as Alumni;
 - 7.5.3.f.** To hold a similar portfolio to the Contact Persons regarding the Honorary Life Members, Friends of the Federation and Alumni; in particular observing Articles: 12.2.2., 12.2.3., 12.2.5., 12.2.7. and 12.2.10.;
 - 7.5.3.g.** To forward contacts to the appropriate party (e.g., Regional Relations Officers, Chairperson of Student Exchange, Contact Persons of existing member organisations etc.).
- 7.5.4.** The duties of the Event Manager shall be:
 - 7.5.4.a.** To play an advisory role to the Chairperson of World Congress and Regional Symposia in setting guidelines, communication channels and timelines for each event;



7.5.4.b. To advise regarding activities that are to be organised (e.g. educational activities, professional development and public health events, social events) and scheduling programme of the event to ensure a high-quality programme;

7.5.4.c. To offer guidance in securing venues, accommodation, meals, transportation, and organising social events;

7.5.4.d. To monitor and help with the registration process and promotion of the events;

7.5.4.e. To maintain constant communication and support and to review progress at least monthly;

7.5.4.f. To assist with organisation of other IPSF co-organised events, e.g. WHSS and IPSF FIP Students' and Young Graduates' Package;

7.5.4.g. To communicate with the Executive Committee and providing regular updates on the progress of the organisation of events;

7.5.4.h. To attempt to arrange site visits prior to the event, if possible;

7.5.4.i. To maintain documentation of the bids, event organisation handbook, and other documents in order to provide assistance to Reception Committees in organisation of future events;

7.5.4.j. Together with Secretary General and Regional Secretaries, make sure that calls for hosting events are sent out in time and all the necessary documentation prepared and screened before the Regional and General Assemblies;

7.5.4.k. To ensure that a performance evaluation of the event is performed following the completion of the event.

7.6. The position of the Editorial and Translation Coordinator, Visuals and Creativity Coordinator, Social Media Coordinator, Information Technology Manager and Branding Director shall fall under the portfolio of Media and Publications.

7.6.1. The duties of the Editorial and Translation Coordinator shall be:

7.6.1.a. To initiate and direct the activities of the Editorial Committee and Translation Committee;

7.6.1.b. To liaise closely with the Visuals and Creativity Coordinator, Social Media Coordinator, Branding Director and Regional Media and Publications Officers.

7.6.2. The duties of the Visuals and Creativity Coordinator shall be:

7.6.2.a. To initiate and direct the activities of the Visuals and Creativity Committee;

7.6.2.b. To liaise closely with the Editorial and Translation Coordinator, Social Media Coordinator, Branding Director, and Regional Media and Publications Officers;

7.6.2.c. To ensure all publications are in line with the Federation's branding and marketing strategy prior to release;

7.6.2.d. To monitor and enforce the branding strategy across all channels used by the Federation.

7.6.3. The duties of the Social Media Coordinator shall be:

7.6.3.a. To initiate and direct the activities of the Media Committee and Information Technology Manager;

7.6.3.b. To liaise closely with the Editorial and Translation Coordinator, Visuals and Creativity Coordinator and Regional Media and Publications Officers;

7.6.3.c. To utilise current digital marketing strategies to promote the Federation's activities to members, non-members, external partners and sponsors;



7.7.3.a. To liaise closely with the Chairperson of Pharmacy Education and Executive Committee regarding future plans and progress on initiatives that are related to pharmacy practices;

7.7.3.b. To design and implement pharmacy practices-related research and projects;

7.7.3.c. To promote pharmacy practices initiative through existing platform within the Federation;

7.7.3.d. To liaise closely with Phuture and Pharmacy Education Newsletter Editor to publish research or articles related to pharmacy practices;

7.7.3.e. To initiate and maintain contact with FIP Sections within the Board of Pharmacy Practices and other partners, as directed by the Chairperson of Pharmacy Education and the Executive Committee.

7.7.4. The duties of the Pharmaceutical Sciences Initiative Coordinator shall be:

7.7.4.a. To liaise closely with the Chairperson of Pharmacy Education and Executive Committee regarding future plans and progress on initiatives that are related to pharmaceutical sciences;

7.7.4.b. To design and implement pharmaceutical sciences-related research and projects;

7.7.4.c. To promote pharmaceutical sciences initiative through existing platform within the Federation;

7.7.4.d. To liaise closely with Phuture and Pharmacy Education Newsletter Editor to publish research or articles related to pharmaceutical sciences;

7.7.4.e. To initiate and maintain contact with FIP Special Interests Groups within the Board of Pharmaceutical Sciences and other partners, as directed by the Chairperson of Pharmacy Education and the Executive Committee.

7.8. The position of the Clinical Skills Event Coordinator, Patient Counselling Event Coordinator, Compounding Event Coordinator, Pharmacy Profession Awareness Coordinator and Industrial Skills Event Coordinator shall fall under the portfolio of Professional Development.

7.8.1. The duties of the Clinical Skills Event Coordinator shall be:

7.8.1.a. To initiate and direct the activities of the Professional Development Committee;

7.8.1.b. To liaise closely with the Chairperson of Professional Development and Executive Committee regarding future plans and progress of the work developed by the Committee;

7.8.1.c. To promote the integration of the objective structured clinical examination (OSCE) framework in Clinical Skills Events;

7.8.1.d. To be present to hold the Clinical Skills Event at World Congress;

7.8.1.e. To arrange the Clinical Skills Events at the World Congress and Regional Symposia, and to arrange logistics with the Reception Committees;

7.8.1.f. To create materials for the Clinical Skills Events to be reviewed by the Professional Development Committee and Chairperson of Professional Development;

7.8.1.g. To submit cases developed to professional bodies for review;

7.8.1.h. To promote and guide the initiation of the Clinical Skills Events in national and local member organisations;

7.8.1.i. To review reports for Project Accreditation Programme for accreditation and certification.



7.8.2. The duties of the Patient Counselling Event Coordinator shall be:

- 7.8.2.a.** To initiate and direct the activities of the Professional Development Committee;
- 7.8.2.b.** To liaise closely with the Chairperson of Professional Development and Executive Committee regarding future plans and progress of the work developed by the Professional Development Committee;
- 7.8.2.c.** To promote the integration of the objective structured clinical examination (OSCE) framework in Patient Counselling Events;
- 7.8.2.d.** To be present to hold the Patient Counselling Event at World Congress;
- 7.8.2.e.** To arrange the Patient Counselling Events at the World Congress and Regional Symposia, and to arrange logistics with the Reception Committees;
- 7.8.2.f.** To create materials for the Patient Counselling Events to be reviewed by the Professional Development Committee and Chairperson of Professional Development;
- 7.8.2.g.** To submit cases developed to professional bodies for review;
- 7.8.2.h.** To promote and guide the initiation of the Patient Counselling Events in national and local member organisations;
- 7.8.2.i.** To review reports through the Project Accreditation Programme for accreditation and certification.

7.8.3. The duties of the Compounding Event Coordinator shall be:

- 7.8.3.a.** To initiate and direct the activities of the Professional Development Committee;
- 7.8.3.b.** To liaise closely with the Chairperson of Professional Development and Executive Committee regarding future plans and progress of the work developed by the Committee;
- 7.8.3.c.** To promote the integration of the objective structured clinical examination (OSCE) framework in Compounding Events;
- 7.8.3.d.** To be present to hold the Compounding Event at World Congress;
- 7.8.3.e.** To arrange the Compounding Events at World Congress, wherever possible for Regional Symposia, and to arrange logistics with the Reception Committees;
- 7.8.3.f.** To work with the Reception Committees, Chairperson of External Relations and External Relations Committee to find a suitable pharmacy company for supplies and resource sponsorship for the Compounding Event;
- 7.8.3.g.** To create materials for the Compounding Events to be reviewed by the Professional Development Committee and Chairperson of Professional Development;
- 7.8.3.h.** To submit cases developed to professional bodies for review;
- 7.8.3.i.** To promote and guide the initiation of the Compounding Events in national and local member organisations;
- 7.8.3.j.** To review reports through the Project Accreditation Programme for accreditation and certification.

7.8.4. The duties of the Pharmacy Profession Advocacy Coordinator shall be:

- 7.8.4.a.** To initiate and direct the activities of the Professional Development Committee;
- 7.8.4.b.** To liaise closely with the Chairperson of Professional Development and the Executive Committee regarding future plans and progress of the work developed by the Committee;
- 7.8.4.c.** To be present to hold the Pharmacy Profession Awareness Campaign at World Congress;



7.8.4.d. To arrange the Pharmacy Profession Awareness Campaign and workshop for the World Congress and Regional Symposia, and to arrange logistics with the Reception Committees;

7.8.4.e. To conduct the Pharmacy Profession Awareness Campaign competition, to be awarded for each Regional Office annually; winners are to be chosen in collaboration with the Chairperson of Professional Development;

7.8.4.f. To contact member organisations who have submitted unique Pharmacy Profession Awareness Campaign reports to create materials for the Federation's use and promotion;

7.8.4.g. To promote relevant pharmacy profession awareness days, such as 'World Pharmacists' Day' through online social media in collaboration with the Chairperson of Media and Publications;

7.8.4.h. To promote and guide the initiation of Pharmacy Profession Awareness Campaigns in national and local member organisations;

7.8.4.i. To review reports through the Project Accreditation Programme for accreditation and certification;

7.8.4.j. To coordinate policy within the professional development portfolio;

7.8.4.k. To collaborate with the Policy Coordinator;

7.8.4.l. To act as a focal point of the International Pharmaceutical Federation (FIP) Board of Pharmacy Practice.

7.8.5. The duties of the Industrial Skills Event Coordinator shall be:

7.8.5.a. To initiate and direct the activities of the Professional Development Committee;

7.8.5.b. To liaise closely with the Chairperson of Professional Development and Executive Committee regarding future plans and progress of the work developed by the Committee;

7.8.5.c. To arrange the Industrial Skills Event at World Congress and Regional Symposia, and to arrange logistics with the Reception Committees;

7.8.5.d. To develop cases and create materials for the Industrial Skills Events to be reviewed by the Professional Development Committee and Chairperson of Professional Development;

7.8.5.e. To submit cases developed to professional bodies for review;

7.8.5.f. To promote and guide the initiation of the Industrial Skills Events in national and local member organisations;

7.8.5.g. To review reports for Project Accreditation Programme for accreditation and certification.

7.9. The position of the Public Health Advocacy Coordinator, Public Health Activities Coordinator, and Humanitarian Coordinator shall fall under the portfolio of Public Health.

7.9.1. The duties of the Public Health Advocacy Coordinator shall be:

7.9.1.a. To liaise closely with the Chairperson of Public Health and the Executive Committee regarding future plans and progress of the work developed;

7.9.1.b. To work closely with the Policy Coordinator and within the Policy Committee to focus on policies related to the public health portfolio;

7.9.1.c. To serve as the second focal point of the Federation for the World Health Organization which includes taking responsibility for managing the participation of IPSF members at WHO-related events.



7.9.1.d. To direct the work of the Public Health Advocacy Committee towards advocating for global health topics such as but not limited to; Sexual and reproductive health and rights, Global Health Ethics, Gender, equity and human rights, social determinants of health and climate change

7.9.2. The duties of the Public Health Activities Coordinator shall be:

7.9.2.a. To liaise closely with the Chairperson of Public Health, Regional Projects Officers, and Public Health Committee regarding the development of public health activities;

7.9.2.b. To direct the activities of the Public Health Committee in which members shall be assigned the following topic areas, but not limited to: Non- Communicable Diseases and Healthy Living; Communicable Diseases and Reproductive Health; and Medicines Awareness, Chemical Management, and Environmental Health.

7.9.2.c. To advise the Regional Offices and member organisations on logistics and promotion of public health campaigns and activities;

7.9.2.d. To review and implement global public health campaign and event activities, in line with the Federation's current action;

7.9.2.e. To review and compile statistics related to the activity reports submitted through the Project Accreditation System for accreditation and certification, and request changes if necessary.

7.9.3. The duties of the Humanitarian Coordinator shall be:

7.9.3.a. To liaise closely with the Chairperson of Public Health and the Executive Committee regarding future plans and progress of the work developed;

7.9.3.b. To develop and promote humanitarian campaigns and support member organisations year-round in organising humanitarian campaigns, including the Vampire Cup competition;

7.9.3.c. To regularly update the public health website with information related to current humanitarian campaigns;

7.9.3.d. To disseminate information related to humanitarian campaigns to member organisations;

7.9.3.e. To review reports for the Project Accreditation Programme for accreditation and certification.

7.10. The position of the Training Coordinator shall fall under the portfolio of the President elect

7.10.1. The duties of the Training Coordinator shall be:

7.10.1.a. To liaise closely with the President-elect, Chairperson of Professional Development and the Executive Committee regarding future plans and progress of the work developed;

7.10.1.b. To initiate and direct the activities of the Training Committee:

7.10.1.c. To initiate and direct the activities of the Trainers' pool of the Federation;

7.10.1.d. To coordinate and conduct the training programmes at the World Congress;

7.10.1.e. To arrange trainings for the World Congress and Regional Symposia, and to arrange logistics with the Reception Committees;

7.10.1.f. To create and maintain materials for training modules in an online library and in-person trainings;

7.10.1.g. To promote and guide the initiation of the Leaders in Training programme in national and local member organisations;



7.10.1.h. The training coordinator is responsible for monitoring the TDC and following up on the post-TDC project.

ARTICLE 8. Duties of the Committees

8.1. The Policy Committee shall fall under the portfolio of the President.

8.1.1. The Policy Committee is chaired by the Policy Coordinator and is supervised by the President. The Public Health Advocacy Coordinator, Pharmacy Education Advocacy Coordinator and Pharmacy Profession Awareness Coordinator shall serve as members and the Chairpersons of the Regional Offices shall serve as co-opted members.

The duties of the Policy Committee shall be:

8.1.1.a. To research and inform the Federation of important issues in the highest interest of the Federation relevant to the profession, global challenges in health, health education, and workforce strategies;

8.1.1.b. To determine relevance of issues to the Federation with stakeholder discussions;

8.1.1.c. To submit motion proposals to investigate particular issues of interest for the incoming Policy Committee;

8.1.1.d. To develop policy statements;

8.1.1.e. To plan ways for the Federation to carry out a body of work in line with approved policy statements;

8.1.1.f. To perform yearly review of all policy statements in effect to determine need to continue or cease plans to carry out body of work;

8.1.1.g. To work closely with the Public Health Advocacy Coordinator to develop World Health Assembly interventions;

8.1.1.h. To assist the Executive Committee with the implementation of policy work, particularly at events relevant to advocacy efforts.

8.2. The Constitutional Working Committee shall fall under the portfolio of the Secretary General.

8.2.1. The Constitutional Working Committee is chaired by the Parliamentary Coordinator under the supervision of the Secretary General. Regional Secretaries shall serve as co-opted members.

The duties of the Constitutional Working Committee shall be:

8.2.1.a. To write and prepare the minutes of the previous General Assembly;

8.2.1.b. To review and edit the Federation's Official Documents;

8.2.1.c. To support the Secretariat in its duties.

8.3. The Development Fund Committee and the Grants Committee shall fall under the portfolio of the Treasurer. The Development Fund Committee is chaired by the Development Fund Coordinator and is supervised by the Treasurer. It shall consist of three members of different member organisations. The Grants Committee is chaired by the Grants Coordinator and is supervised by the Treasurer.

8.3.1. The duties of the Development Fund Committee shall be:

8.3.1.a. To set criteria for Development Fund accessibility;

8.3.1.b. To review Development Fund grant applications with the Student Exchange Committee and any other relevant Coordinators, and recommend applicants to receive grants;

8.3.1.c. To promote support for the Development Fund.

8.3.2. The duties of the Grants Committee shall be:

8.3.2.a. To assist the Grants Coordinator in searching for grants for the Federation;



8.3.2.b. To assist with following up with required reporting for obtained grants.

8.4. The External Committee shall fall under the portfolio of the External Relations. The External Committee is chaired by the Corporate Relations Coordinator and is supervised by the Chairperson of External Relations. Regional Relations Officers shall serve as co-opted members.

8.4.1. The duties of the External Committee shall be:

8.4.1.a. To maintain a list of all contacts and relations between the Federation and business setting;

8.4.1.b. To keep continuous contact with existing corporate partners, and seek new partnerships;

8.4.1.c. To build tailor-made packages for partners;

8.4.1.d. To maintain a record of offerings made to partners, keeping in mind limited offerings may be available;

8.4.1.e. To update partnership materials to reflect limited offering availability.

8.5. The Internal Relations Committee shall fall under the portfolio of the Internal Relations. The Internal Relations Committee is chaired by the Chairperson of Internal Relations. Regional Relations Officers shall serve as co-opted members.

8.5.1. The duties of the Internal Relations Committee shall be:

8.5.1.a. To promote the Federation to non-membership associations;

8.5.1.b. To encourage and guide the formation of student leadership structures where such do not exist;

8.5.1.c. To identify existing member organisations that need support to ensure continued membership in the Federation.

8.6. The Editorial Committee, Translation Committee, Visuals and Creativity Committee and Media Committee shall fall under the portfolio of the Media and Publications. The Editorial Committee is chaired by the Editorial and Translation Coordinator. The Translation Committee is chaired by the Editorial and Translation Coordinator. The Visuals and Creativity Committee is chaired by the Visuals and Creativity Coordinator. Regional Media and Publications Officers shall serve as co-opted members of the Visuals and Creativity Committee. The Media Committee is chaired by the Social Media Coordinator.

8.6.1. The duties of the Editorial Committee shall be:

8.6.1.a. To ensure all publications contain original content;

8.6.1.b. To ensure all content intended for distribution within and outside of the Federation is of a high standard, and coordinate changes to the content if necessary, prior to distribution;

8.6.1.c. To provide editorial services to the Regional Offices, if required.

8.6.2. The duties of the Translation Committee shall be:

8.6.2.a. To provide accurate translation services into the Federation's official languages for major publications intended for distribution within and outside of the Federation;

8.6.2.b. To provide translation services to the Regional Offices, if required.

8.6.3. The duties of the Visuals and Creativity Committee shall be:

8.6.3.a. To create the designs for all IPSF publications, merchandise, and promotional materials intended for distribution within and outside of the Federation;

8.6.3.b. To provide design and creativity services to the Regional Offices, if required.

8.6.4. The duties of the Media Committee shall be:

8.6.4.a. To ensure the publications are high quality in format, relevance, and timelines;



8.6.4.b. To monitor media campaigns for all Federation activities;

8.6.4.c. To ensure continuous posting from the Federation on social media accounts, including at a minimum: Facebook, Twitter and Instagram.

8.7. The Pharmacy Education Committee shall fall under the portfolio of Pharmacy Education.

The Pharmacy Education Committee is chaired by the Chairperson of Pharmacy Education.

Regional Project Officers shall serve as co-opted members.

8.7.1. The duties of the Pharmacy Education Committee shall be:

8.7.1.a. To implement the pharmacy education research projects and peer review Phuture articles;

8.7.1.b. To suggest themes for the educational and scientific symposia, and poster presentations at the Regional Symposia and World Congress;

8.7.1.c. To maintain a database of potential speakers for the Federation's events.

8.8. The Professional Development Committee shall fall under the portfolio of Professional Development.

Professional Development Committee is chaired by the Chairperson of Professional Development.

Regional Project Officers shall serve as co-opted members of the Professional Development Committee.

8.8.1. The duties of the Professional Development Committee shall be:

8.8.1.a. To proofread and test the materials developed for the Clinical Skills, Compounding, Industrial Skills, Patient Counselling Events and Pharmacy Profession Awareness Campaign;

8.8.1.b. To review any materials provided by the Professional Development Coordinators;

8.8.1.c. To collect professional development reports from member organisations and update the Project Accreditation database;

8.8.1.d. To actively participate in development of new projects, when requested.

8.9. The Public Health Committee shall fall under the portfolio of Public Health. The Public Health Committee is chaired by the Public Health Activities Coordinator. Regional Project Officers shall serve as

co-opted members.

8.9.1. The duties of the Public Health Committee shall be:

8.9.1.a. To encourage and support member organisations to undertake successful public health campaigns;

8.9.1.b. To develop and implement global public health campaign and event activities, in line with the Federation's current action plan;

8.9.1.c. To create campaign and promotional material for use by the Federation's members and affiliated individuals.

8.10. The Student Exchange Committee shall fall under the portfolio of Student Exchange. The Immediate Past Chairperson of Student Exchange shall serve as a co-opted member.

8.10.1. The duties of the Student Exchange Committee shall be:

8.10.1.a. To perform all duties as outlined in the Student Exchange Committee guidelines;

8.10.1.b. To promote the Student Exchange Programme throughout the year;

8.10.1.c. To organise the SEC Buddy Programme, to establish and/or improve member organisations' participation in the Student Exchange Programme;

8.10.1.d. To update all documents and publications related to student exchange;

8.10.1.e. To lead meetings and trainings with Student Exchange Officers;



8.10.1.f. To review Development Fund Student Exchange Programme grant applications with the Development Fund Committee, and recommend applicants to receive grants.

8.10.1.g. To increase the collaboration between Student Exchange Officers and manage possible conflict situations.

8.11. The Training committee shall fall under the portfolio of the President-Elect and be chaired by the IPSF Training Coordinator with supervision of the IPSF President-Elect and the Chairperson of Professional Development as a co-opted member.

8.11.1. The duties of the Training Committee shall be:

8.11.1.a. To assist the Training Coordinator in directing the activities of the trainer pool of the Federation.

IPSF Strategic Plan 2020-2023

Students Today, Pharmacists Tomorrow

The IPSF Strategic Plan is in place to set the overall goals and objectives for the Federation to fulfil its mission. It serves as the plan for the development of the Federation through the upcoming three years.

The IPSF Strategic Plan for the mandates 2020-2023 is derived from the Mission, Values, Aims, and Objectives of IPSF as defined in the IPSF Constitution. And was built after running a wide survey that has gathered inputs from all IPSF members, CPs, IPSF team, Executive Committee members, Advisory Board, Alumnus, and HLMs to assess the needs, gaps, and the way forward for the Federation.

IPSF Mission

The mission of the Federation is to improve public health by advancing pharmacy practice and pharmaceutical science; responding to global challenges in health, health education, and workforce strategy; and serving as the global, collective voice of students and recent graduates in pharmacy and pharmaceutical sciences. **IPSF Values**

The values of the Federation include respect for human dignity; cultural diversity and individualism; team spirit; encouraging individual initiative; and delivery of quality driven outcomes.

IPSF Aims

The Federation aims to equip members for professional life in local and international settings; increase member involvement in global health; and strengthen the interprofessional commitment to healthcare.

IPSF Objectives

The specific objectives of the Federation are to provide opportunities for professional development, education, and international exchange; disseminate scientific and professional knowledge; advocate for improvements to pharmaceutical education



strategies; encourage the formation and development of national pharmaceutical student organisations without trespassing on their domains; provide a platform for member organisations to exchange knowledge, experience, and ideas; strengthen international dialogue and cooperation of the Federation with student, professional, governmental, and non-governmental organisations; and advocate for improvements to health systems.

How to read this document?

The IPSF strategic plan 2020-2023 is divided into four main Pillars, each Pillar covering several Overarching goals that are divided into objectives with specific indicators.

Pillar 0:	Strengthening governance
Pillar 1:	Advancing pharmacy practice and pharmaceutical science;
Pillar 2:	Responding to global challenges in health, health education, and workforce strategies;
Pillar 3:	Serving as the global, collective voice of students and recent graduates in pharmacy and pharmaceutical sciences.

Some Goals are addressing more than one Pillar as follows:

IPSF Strategic Plan 2020/2023		Pillar
Goal 1:	Ensure Excellence in the Operation of the Federation with consistent monitoring, evaluation, and accountability.	0
Goal 2:	Promoting and ensuring Financial sustainability and transparency.	0
Goal 3:	Serve as a platform for empowerment and capacity building of the Member Organisations.	0
Goal 4:	Provide students opportunities for professional development, improved education and knowledge, and international exchange.	1,2
Goal 5:	Increase the visibility of the Federation and strengthen External Partnerships with engagement in international dialogues.	2,3
Goal 6:	Advocating for the interests of pharmacy students worldwide for improved pharmaceutical education strategies and improved public health and health systems strengthening.	1,2,3



Goal 1: Ensure excellence in the operation of the Federation with consistent monitoring, evaluation, and accountability.

Objective 1.1 Maintain a healthy environment within the IPSF team that fosters excellence, cooperation, communication, and innovation.

1.1.1 Organise at least one general IPSF team meeting chaired by the IPSF President to improve team spirit, increase motivation, and share the portfolio's comments and suggestions.

1.1.2 Hold inter-regional meetings between Chairpersons of the Regional Offices to discuss specific mutual projects and to share best practices.

1.1.3 Develop platforms for communication and discussion among portfolios to foster inter-portfolio cooperation and innovation with projects and initiatives.

Objective 1.2 Develop an internal capacity building program for IPSF Team.

1.2.1 Ensure that IPSF team members are well-informed and trained on their tasks, responsibilities, and the Federation's working procedures.

1.2.2 Maintain Monitoring and Evaluation of team performance through Quarterly Reports.

1.2.3 Maintain regular online portfolios' meetings led by Executive Committee member and in-person meetings when feasible and deemed necessary.

1.2.4 Ensure at least two (02) IPSF team trainings are organised and led by the Training Committee every year.

Objective 1.3 Improve the IPSF Internal management procedures and archiving process as well as developing the decision-making process during official assemblies

1.3.1 Generate clear guidelines for IPSF legal procedures including registration at the chamber of commerce and the bank.

1.3.2 Create a well-established and organised electronic archive that can be also accessible by IPSF members through existing platforms (e.g. Website).

1.3.3 Improve the Executive Committee meetings' minuting process through developing a template that reflects the main action points from discussions and follow up procedures which will be shared with members for transparency.

1.3.4 Create general and regional assemblies' manuals and materials to prepare and empower Official Delegates for meaningful engagement during the assembly and to improve the voting and decision-making process.

1.3.5 Unify the documentation process between regional assemblies and general assembly by developing one tool to collect reports as well as any other necessary documents used for both assemblies.

Goal 2: Promoting and ensuring financial sustainability and transparency.

Objective 2.1 Diversify income sources to ensure the growth and maintenance of the Federation.

2.1.1 Initiate and strengthen collaboration with sponsors and donors on a regional and global level to ensure the financial sustainability of IPSF projects.



2.1.2 Increase the number of grant applications submitted and the number of successful grant applications.

2.1.3 Increase total income from sources other than membership and SEP fees.

Objective 2.2 Increase income that is eligible to cover operating expenses of the Federation on regional and global levels.

2.2.1 Increase annual budget of Regional Offices without reducing the amounts allocated to other IPSF budget items.

2.2.2 Source for income received as general support from sponsors, donors, and operating grants.

Objective 2.3 Ensure financial responsibility and transparency in all activities of the Federation.

2.3.1 Liaise with the professional accountant and ensure up-to-date annual accounts of the Federation.

2.3.2 Publish a financial statement on IPSF website within 6 months after the end of the financial year.

Goal 3: Serve as a platform for empowerment and capacity building of the IPSF member organisations.

Objective 3.1 Develop various user-based online platforms to improve dialogue among members organisations.

3.1.1 Develop and optimise a sustainable Contact Persons' online forum to share activity reports and collect input for new ideas from member organisations.

3.1.2 Develop a well-established and organised IPSF library with all relevant documentation for Contact Persons and the member organisation in general.

Objective 3.2 Provide support to current and potential member organisations to ensure the growth of membership and reduce inactivity among member organisations.

3.2.1 Support and assist prospective and applying member organisations to increase the number of member organisations to enhance global outreach and representation of the Federation.

3.2.2 Ensure proper follow-up and assistance is provided to new member organisations and to inactive member organisations to avoid potential loss of membership.

3.2.3 Focus on membership recruitment and promotion to those regions with less representation within IPSF to lead to an equitably represented Federation.

3.2.4 Support and assist in the development of new organisations aligned with the purpose and aims of the federation.

Objective 3.3 Enhance the participation of IPSF members in IPSF projects, activities, and events.



3.3.1 Provide relevant training sessions for Contact Persons to engage in their duties effectively and efficiently, as well as, develop the soft-skills of the Contact Persons to improve their performance in the position.

3.3.2 Promote Alumni membership by engaging with current Alumni to pursue further projects such as mentoring, regular newsletters, and Alumni packages at the IPSF Events.

3.3.3 Develop clear guidelines on how to apply to an IPSF opportunity and a clear mapping/listing of the regular opportunities offered.

Objective 3.4 Seek out and develop leadership and personal development training and opportunities for the Federation's members.

3.4.1 Conduct two to three (2~3) IPSF Trainer Development Camps (TDCs) per mandate to enable all five Regions to have one TDC every two (02) years.

3.4.2 Conduct one Leaders-in-Training (LIT) in every region and at an international level per mandate.

3.4.3 Support the delivery of tailored training sessions for global, regional, and local needs and ensure a five-percent (05%) growth of training hours per mandate.

Objective 3.5 Create educational mentorship opportunities for IPSF trainers to continuously develop themselves and others.

3.5.1 Develop an advanced training program for IPSF Trainers and TDC Graduates to allow them to continue improving their training skills.

3.5.2 Develop a robust peer mentorship program ensuring knowledge sharing and professional development among IPSF Trainers and TDC graduates.

3.5.3 Regularly update the Training Library to provide training materials on each training topic.

Goal 4: Provide students with opportunities for professional development, improved education, knowledge, and international exchange.

Objective 4.1 Provide diverse internship opportunities for members with clear learning objectives in the pharmacy practices and pharmaceutical sciences.

4.1.1 Implement evaluation of both partners and interns for all respective internship opportunities.

4.1.2 Pre-training meetings of interns prior to beginning the internship to ensure understanding of learning objectives and IPSF values.

4.1.3 Develop guidelines in collaboration with education and external committee to serve as a guide for identifying, approaching, and securing internship opportunities.

Objective 4.2 Provide paid international pharmacy placements in the pharmaceutical business, professional organisations and associations, industry, healthcare-related bodies, and research institutions to make them accessible to all IPSF recent graduates.



4.2.1 Continue to provide annual placements with the same partners to increase the number and quality of placements each year.

4.2.2 Approach new external partners and organisations for new paid placements with clear learning objectives for members and regional collaborations.

Objective 4.3 Ensure that a minimum of four (04) IPSF Professional Development events, including Patient Counselling Event, Clinical Skills Event, Compounding Event, Industrial Skills Event, and Pharmacy Profession Awareness Campaigns are conducted at World Congress and a minimum of four (04) in each Regional Symposia.

4.3.1 Increase the number of member organisations organising at least one professional development competition and one pharmacy profession advocacy campaign annually by a minimum of five percent (05%) per mandate.

4.3.2 Update the PCE, CSE, CE, ISE, and PPAC guidelines and toolkits once every three (03) years and distribute it to member organisations.

4.3.3 Provide various incentives for organising a professional development event to at least three (03) Member Organisations per year.

Objective 4.4 Provide continuous Professional Development opportunities at both international and regional levels.

4.4.1 Organise a minimum of five (05) online global events per mandate and three (03) regional events per region per mandate.

4.4.2 Ensure that a minimum of four (04) IPSF Professional Development events, including Patient Counselling Event, Clinical Skills Event, Compounding Event, Industrial Skills Event, and Pharmacy Profession Awareness Campaigns are conducted at World Congress and a minimum of two (02) in each Regional Symposium.

4.4.3 Monitor local and regional PD events organised by member organisations and IPSF Regional Offices through the Project Accreditation Form (PAF).

4.4.4 Involve IPSF Alumni network and partner organisations in professional development initiatives to enhance the quality and professionalism as well as to encourage participation.

Objective 4.5 Improve and standardise the quality of the Student Exchange Programme (SEP) in all participating IPSF member organisations.

4.5.1 Increase satisfaction for all MOs on the SEP database to more than seventy-five-percent (75%) by the end of the three (03) years.

4.5.2 Increase successful placements in fields other than community pharmacy and research by ten-percent (10%) to reach thirty-percent (30%) by the third year.

4.5.3 Integrate Public Health Campaigns (PHC) and Professional Development (PD) competitions at least once by each MO during the three (03) years.

4.5.4 Minimum of one training provided for Student Exchange Committee (SEC), Student Exchange Officers (SEOs), and exchange students every year.

4.5.5 Available guidelines and manuals reviewed at least once during the three (03) years and at least two (02) documents translated to another IPSF official language in the three (03) years.



Objective 4.6 Increase the number of successful exchanges in the Student Exchange Programme (SEP).

4.6.1 Increase the number of MOs participating in SEP by five percent (05%), to reach eighty-percent (80%) of IPSF MOs and increase winter SEP participation by fifteen-percent (15%) to reach fifty-five-percent (55%) of MOs participating in SEP by the third year.

4.6.2 Increase the number of MOs participating in Application Form Reallocation Project (AFRP) by twenty-five-percent (25%) to reach fifty percent (50%) of MOs participating in at least one part of AFRP by the third year.

4.6.3 Increase the number of successful application forms/total application forms by ten-percent (10%) to reach eighty-percent (80%) by the third year.

Objective 4.7 Increase awareness of the Student Exchange Programme (SEP) to students, IPSF member organisations and partners, highlighting that SEP is an IPSF-lead activity.

4.7.1 At least two (02) social media campaigns or contests released per year with at least fifty-percent (50%) of MOs participating in one of the campaigns or contests per year.

4.7.2 Conduct a SEP workshop or session in each regional symposium and world congress every year and at least one online introductory SEP session conducted for IPSF members in the three (03) years.

4.7.3 Create and distribute IPSF promotional material to the students taking part in SEP.

Objective 4.8 Increase and improve the research initiatives of the Federation and members.

4.8.1 Host meetings of the Young Researchers Forum at World Congress, Regional Symposia, and member organisation events to share research information, ideas, best practices and improve research skills.

4.8.2 Utilise the Young Researchers Forum to facilitate discussion throughout the year about obstacles and solutions to various aspects of research.

4.8.3 Develop a team that engages in interregional and inter-portfolio research projects focused on offering solutions to pharmaceutical sciences, pharmacy practices, and public health challenges.

4.8.4 Create a Pharmacy students peer-review journal that will serve as a medium for the publication of all scientific research done by pharmacy and pharmaceutical sciences students.

4.8.5 Create an open and welcoming environment for those who are interested in research opportunities. And assist them with developing their initiatives.

4.8.6 Ensure the timely dissemination of all research projects to committees, member organisations, members, and partners through the abstracts and poster sessions of the World Congress and Regional Symposia.

4.8.7 Strengthening our partnership with FIPeD concerning collaborative research initiatives.



Objective 4.9 Disseminate Scientific and Professional Knowledge.

4.9.1 Promote and publish original research, review articles, case studies, and commentaries that represent student work and student voices.

4.9.2 Establish and implement an educational calendar that addresses issues in pharmacy and pharmaceutical sciences to deliver valuable information to the student community.

4.9.3 Ensure that educational symposium, scientific symposium and workshops reflect learnings for the pharmaceutical sciences and practices.

Goal 5: Increase the visibility of the Federation and strengthen external partnerships with better engagement at an international level

Objective 5.1 Produce timely and relevant publications through diverse media outlets that promote the purpose, events, and endeavours of the Federation.

5.1.1 Publish the Pharmacy Education Newsletter biannually and preferably in February and June.

5.1.2 Maximise features of all social media platforms to produce engaging content for IPSF events and campaigns by utilising external applications.

5.1.3 Ensure and maintain updated written and audio-visual formats of information to promote IPSF events and Projects through the website.

Objective 5.2 Establish and maintain a regularly produced direct-to-member publication highlighting current Federation news and information.

5.2.1 Maintain a monthly press release highlighting the main news and achievements of IPSF as well as important IPSF endeavours, events, and partnerships.

5.2.2 Investigate alternative tools to promote IPSF opportunities directly to members and increase participation from students in all countries and establish a subscription mailing list for members for them to receive IPSF press releases, updates, and possible opportunities.

5.2.3 Produce an annual IPSF newsletter that promotes the main achievement of the Federation throughout the year.

Objective 5.3 Develop well designed promotional materials for the use by member organisations and external relations purposes.

5.3.1 Ensure that all Regional Offices have annually updated prospectuses that describe regional projects and areas of collaborations.

5.3.2 Upgrade the projects and competitions concept notes to gather interest from external stakeholders.

5.3.3 Improve IPSF events promotion to ensure the sustainability of event sponsorship in collaboration with the Reception Committee; by creating adequate materials to reflect the expectations of the sponsors through IPSF social media.

5.3.4 Maintain continuous monitoring of the federation's activities on official



platforms and provide timely statistical reports on the impact of those activities on current and potential members organisations and external partners.

5.3.5 Provide member organisations with IPSF-produced promotional materials to be available to students at all times through various channels, especially during national member organisations congresses.

5.3.6 Design and develop standardised annually reviewed and updated IPSF promotional materials with a specific focus on the relevant IPSF Regional Offices.

Objective 5.4 Maximise meaningful engagement of IPSF members in external opportunities.

5.4.1 Increase the number of opportunities provided to members to represent IPSF at external events.

5.4.2 Organise debriefing and training sessions to all members representing IPSF at external events

5.4.3 Improve the information sharing to members regarding opportunities from partners through well-explained calls, briefing sessions, and visual invitations

5.4.4 Increase the number of regional partnerships and collaborations by adding at least one renewable agreement per term.

Objective 5.5 Improve the quality of external relations activities and communications.

5.5.1 Ensure transparency and effective communications with existing partners through continuous sharing of progress reports and results

5.5.2 Develop a well organised archive that includes all partnerships, relations' progress, and official documentation.

5.5.3 Strategic alignment of the Federations' project (PD, PE, and PH) with external partners initiatives especially on global health challenges.

5.5.4 Review existing agreements and MoUs with external partners and ensure addressing the terms agreed upon through regular progress reporting to the Executive Committee during the three Executive Meetings.

Objective 5.6 Develop IPSF Media Platforms to serve in IPSF advocacy and promotion as well as for External Relations Strategies and Marketing.

5.6.1 Regularly update the website with partners' information as per agreements.

5.6.2 Promote existing partnerships and collaborations twice per mandate (January and June).

5.6.3 Improve Social Media reach to further develop campaigns by following indicators and gathering statistics from Internal and External Tools (Both those included in Social Media and using External Apps).

5.6.4 Work on improving the organic reach of Instagram and Facebook by following the publications algorithm implemented.

5.6.5 Increasing interaction to reach the Official Status on Facebook and Instagram using more interactive posts (such as polls, quizzes, open questions, merchandising giveaways) and raising members' awareness to interact with the Federation new publications.



Goal 6 Advocate for improvements to Pharmacy Education, Professional Development, Public Health, and health systems strengthening strategies and related policies.

Objective 6.1 Promote Interprofessional Collaboration on major public health, education, and professional development campaigns and initiatives.

6.1.1 Organise at least one global and one regional interprofessional project by collaborating with other healthcare student organisations.

6.1.2 Collaborate on at least three (03) global public health campaigns with other healthcare professionals and student organisations.

Objective 6.2 Align the work of global Public Health and policy with regional priorities.

6.2.1 Hold brainstorming meetings with IPSF global and regional interested parties where necessary to align the work of global and regional teams on Public Health matters.

6.2.2 Conduct a bi-annually review of global public health collaborations and agreements.

Objective 6.3 Consolidate the Federation's policy and advocacy strategy to amplify the voice of members both globally and locally.

6.3.1 Organise regional and global Policy Sessions reflecting both the regional and global stance of our member organisations and members.

6.3.2 Provide strategic support and guidance to member organisations for policy interventions and management on a local, national, and regional level.

6.3.3 Operationalise Policy 101 through different webinars for orientation, and a workshop during IPSF events for practical engagement.

6.3.4 Operationalize the working statements of IPSF, including the Policy Declaration and Regional Policy Resolutions, through toolkits and guidelines for local implementation.

6.3.5 Increase students' voices in the workforce development goals with a special focus on the pharmaceutical goals through FIP.

6.3.6 Base IPSF contributions on the country perspective from our member organisations and educate members on outcomes of the annual FIP conferences and the WHO events mainly World Health Assembly (WHA) and Executive Board Meetings.

6.3.7 Provide workshops to member organisations before public health campaign on selected topics based on the mandate's priorities and members' needs to equip them with the necessary tools and knowledge on how to implement the campaigns locally

Objective 6.4 Further develop and nurture the relationship between IPSF with the International Pharmaceutical Federation (FIP).

6.4.1 Maximise available opportunities for IPSF participation in FIP World Congress including, IPSF business meeting and IPSF-lead and joint sessions.



6.4.2 Foster collaboration and increase opportunities with FIP head office, Board of Pharmaceutical Practice, and Board of Pharmaceutical Sciences.

6.4.3 Ensure meaningful engagement of IPSF in the FIP Workforce Development Hub through working groups, internships, or joint initiatives.

6.4.4 Strengthen our partnership with FIPed concerning collaborative research initiatives and internships.

6.4.5 Maintain quarterly meetings with FIP YPG board to follow up on plans progress and joint work.

Objective 6.5 Further expand and develop our official relations with the World Health Organisation.

6.5.1 Adapt relevant IPSF portfolios to WHO work to allow for more effective human resources collaboration.

6.5.2 Strengthen and consolidate regional collaboration between WHO and IPSF Regional Offices.

6.5.3 Advocate for meaningful Non-State Actor engagement within WHO and explore the possibility of better participation in WHO meetings by holding consultation meetings with the WHO NSAs Secretariat.

Objective 6.6 Further expand and develop our official relations with the United Nations and relevant UN Agencies.

6.6.1 Utilise the federation consultative status with the UN Economic Social Council to contribute to the UN Sustainable Development Goals.

6.6.2 Ensure active engagement in the UN ECOSOC Major Groups.

6.6.3 Increase members representation on behalf of IPSF to the UN assemblies and committees' meetings.

6.6.4 Foster collaboration and increase opportunities with UNESCO.



IPSF TEAM OFFICIAL MAILING LIST 2020-21

THIS LIST IS TO SERVE AS AN OFFICIAL MAILING LIST OF THE IPSF TEAM.

IPSF EXECUTIVE COMMITTEE

President	president@ipsf.org
President-Elect	president-elect@ipsf.org
Secretary General	secgen@ipsf.org
Treasurer	treasurer@ipsf.org
Chairperson of External Relations	external@ipsf.org
Chairperson of Internal Relations	internal@ipsf.org
Chairperson of Media and Publications	publications@ipsf.org
Chairperson of Pharmacy Education	education@ipsf.org
Chairperson of Professional Development	pd@ipsf.org
Chairperson of Public Health	publichealth@ipsf.org
Chairperson of Student Exchange	sep@ipsf.org
Chairperson of the African Regional Office	chairperson@afro.ipsf.org
Chairperson of the Asia Pacific Regional Office	chairperson@apro.ipsf.org
Chairperson of the Eastern Mediterranean Regional Office	chairperson@emro.ipsf.org
Chairperson of the European Regional Office	chairperson@euro.ipsf.org
Chairperson of the Pan American Regional Office	chairperson@paro.ipsf.org
Chairperson of the World Congress	congress@ipsf.org
Permanent Officer	ipsf@ipsf.org

President Portfolio

Policy Coordinator	policy@ipsf.org
--------------------	-----------------

Secretary General Portfolio

Parliamentary Coordinator	parliamentarian@ipsf.org
---------------------------	--------------------------

Treasurer Portfolio

Development Fund Coordinator	df@ipsf.org
Grants Coordinator	grant@ipsf.org

External Relations Portfolio

Corporate Relations Coordinator	cr@ipsf.org
Interprofessional Portfolio	interprofessional@ipsf.org
External Committee	partnerships@ipsf.org



Internal Relations Portfolio

Organisation Membership Coordinator
Individual Membership Coordinator
Affiliations Coordinator
Event Manager

membership@ipsf.org
join@ipsf.org
affiliation@ipsf.org
events@ipsf.org

Media and Publications Portfolio

Editorial and Translation Coordinator
Visuals and Creativity Coordinator
Social Media Coordinator
Information Technology Manager
Branding Director

editor@ipsf.org
visuals@ipsf.org
socialmedia@ipsf.org
it@ipsf.org
branding@ipsf.org

Pharmacy Education Portfolio

Pharmacy Education Advocacy Coordinator
Internship Coordinator
Pharmaceutical Sciences Initiative Coordinator
Pharmacy Practice Initiatives Coordinator

educationadvocacy@ipsf.org
internship@ipsf.org
sciences@ipsf.org
practices@ipsf.org

Professional Development Portfolio

Training Coordinator
Clinical Skills Event Coordinator
Patient Counselling Event Coordinator
Compounding Event Coordinator
Pharmacy Profession Awareness Coordinator
Industry Skills Event Coordinator

training@ipsf.org
clinicalskills@ipsf.org
patientcounselling@ipsf.org
compounding@ipsf.org
pharmacyadvocacy@ipsf.org
industrialskills@ipsf.org

Public Health Portfolio

Public Health Advocacy Coordinator
Public Health Activities Coordinator
Humanitarian Coordinator

healthadvocacy@ipsf.org
healthactivities@ipsf.org
humanitarian@ipsf.org

Student Exchange Portfolio

Student Exchange Committee

sec@ipsf.org

REGIONAL WORKING GROUPS

African Regional Office

Regional Secretary
Regional Media and Publications Officer
Regional Relations Officer
Regional Projects Officer
Chairperson of the African Pharmaceutical Symposium

secretary@afro.ipsf.org
rmpo@afro.ipsf.org
rro@afro.ipsf.org
rpo@afro.ipsf.org
afps@afro.ipsf.org



Asia Pacific Regional Office

Regional Secretary
Regional Media and Publications Officer
Regional Relations Officer
Regional Projects Officer
Chairperson of the Asia Pacific Pharmaceutical Symposium

secretary@apro.ipsf.org
rmpo@apro.ipsf.org
rro@apro.ipsf.org
rpo@apro.ipsf.org
apps@apro.ipsf.org

Eastern Mediterranean Regional Office

Regional Secretary
Regional Media and Publications Officer
Regional Relations Officer
Regional Projects Officer
Chairperson of the Eastern Mediterranean
Pharmaceutical Symposium

secretary@emro.ipsf.org
rmpo@emro.ipsf.org
rro@emro.ipsf.org
rpo@emro.ipsf.org

emps@emro.ipsf.org

European Regional Office

Regional Secretary
Regional Media and Publications Officer
Regional Relations Officer
Regional Projects Officer
Chairperson of the European Regional Symposium

secretary@euro.ipsf.org
rmpo@euro.ipsf.org
rro@euro.ipsf.org
rpo@euro.ipsf.org
eurs@euro.ipsf.org

Pan American Regional Office

Regional Secretary
Regional Media and Publications Officer
Regional Relations Officer
Regional Projects Officer
Chairperson of the Pan American Regional Symposium

secretary@paro.ipsf.org
rmpo@paro.ipsf.org
rro@paro.ipsf.org
rpo@paro.ipsf.org
pars@paro.ipsf.org