
European Society of Clinical Pharmacy

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RESEARCH COMMITTEE CHARTER

1) Terms of membership

Members serve in the Research Committee for four years¹; continuation of office years must be approved annually by the group and is subjected to the General Committee's approval.

A position is declared vacant if the member:

- Resignations from the ResCom. This should be in writing, by means of an email to the ResCom Chair, who forwards it to the International Office (IO) and the GC President;
- Fails to repeatedly fulfil the duties described in point 4), namely attending meetings.

When a member's position is declared vacant, the ResCom Chair may initiate a call for applications to fill the position via ESCP communication media, if approved by the ResCom and the GC.

2) Convening of Meetings

Meetings will be held face-to-face (F2F), during ESCP annual Symposium. Members will be informed of this meeting by email, at least two weeks in advance.

Additionally, periodical conference calls will be held between the annual F2F meeting, at dates agreed at the annual meeting.

In any case members should receive the previous meeting minutes and agenda for the meeting about one week prior to the date. Any changes to the minutes of the past meeting shall be in writing and forwarded to the ResCom Chair prior to the meeting.

3) Conduct of meetings

Meetings will be facilitated by the ResCom Chair.

The start and finish time for the meetings should be respected. Additional time requires the consent of the majority of members attending the meeting.

A minute-taker will be appointed in the beginning of each meeting, to keep a record of meeting attendees, main issues raised and action items.

Once approved minutes from the past meeting are uploaded on ESCP website (ResCom area).

¹ The members of all working committees shall hold office for four years in consultation with the General Committee. (Article 15, Point 2).

4) Roles and Responsibilities of ResCom members

ResCom members agree to:

- Provide expertise on topics under discussion;
- Review/comment documents promptly;
- Attend all meetings possible and prepare suitably;
- Take minutes of the meetings, on a rotation basis;
- Complete all assignments prior to each meeting or proposed deadline.

The ResCom shall elect from among its members a chairperson and a secretary, on a rotating basis, for a two-year tenancy.

The chairperson agrees to:

- Prepare the ResCom meetings (for example, by providing notification and sending necessary documents in advance);
- Effectively manage the ResCom, including monitoring the implementation of its strategic plan;
- Collaborate with the GC and other Committees to pursue ESCP's mission.

The secretary agrees to assist the chairperson in his/her duties, as decided in each tenancy.

The chairperson and secretary apply jointly for these positions, providing one letter of intent and their short CVs in support of their application.

For the sake of continuity, the past chairperson and secretary should continue their service in the Committee for at least one year after the end of their tenancy.