
European Society of Clinical Pharmacy

Tel: +31 71 5766157
Email : international.office@escpweb.org
internet: www.escpweb.org

RESEARCH COMMITTEE CHARTER

1) Terms of membership

There are eight members of the Research Committee, one of whom is a representative of the ESCP General Committee. 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:

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

When a member's position is declared vacant, the Research Committee Chair may initiate a call for applications to fill the position via ESCP communication media, if approved by the Research Committee and the General Committee. The General Committee must approval all new Research Committee members

2) Convening of Meetings

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

Regular monthly Skype conference calls are scheduled one week prior to the meeting of the General Committee. Members should receive the previous meeting minutes and agenda for the meeting one week prior to the date.

3) Conduct of meetings

Meetings will be facilitated by the Research Committee 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 (Research Committee 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 Research Committee members

Research Committee 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 Research Committee shall elect from among its members a chairperson, on a rotating basis, for a two-year tenancy.

The chairperson agrees to:

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

For the sake of continuity, the past chairperson should continue as a member of the Research Committee for at least one year after the end of their tenancy.