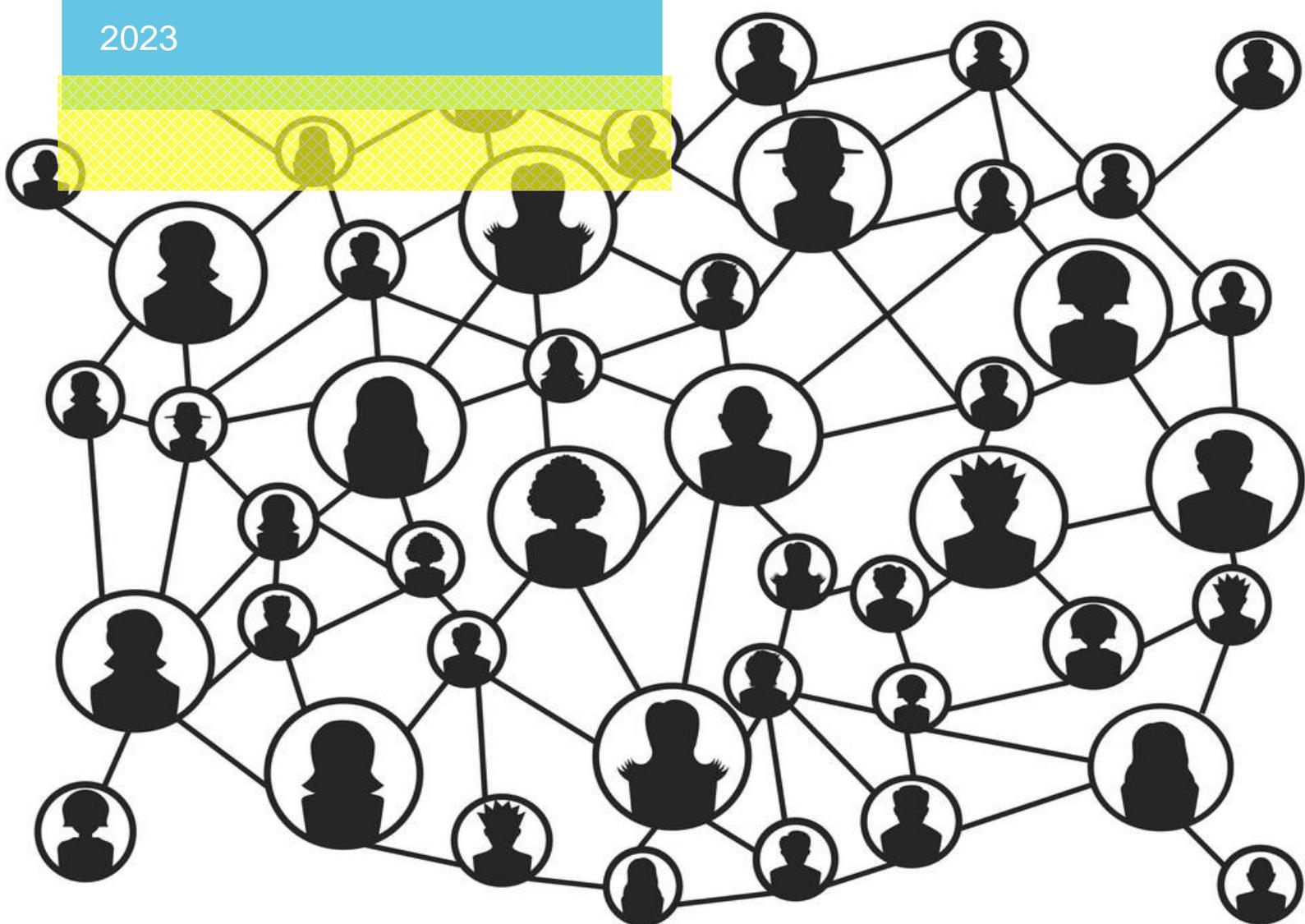


# The FIP Early Career Pharmaceutical Group

## ECPG Alumni Guidelines

2023



# FIP ECPG Alumni Guidelines

## Article 1 – Purpose

1. The purpose of this guideline is to explain, simplify, and provide concrete information regarding the proposed FIP ECPG alumni status, the process to gain this membership and what are the advantages of having this status.

## Article 2 – Description of Alumni

1. Alumni are, according to the FIP ECPG Operating Guidelines, the past FIP ECPG Members who meet one of the following criteria:
  - a. Past FIP ECPG Steering Committee member;
  - b. Past FIP ECPG subcommittee member.
2. However, meeting the critical criteria does not mean that they have the FIP ECPG Alumni status.
3. To be officially recognised as an alumnus, a specific set of steps must be taken by the potential Alumni.

## Article 3 – How to become ECPG Alumni

1. Alumni application form:
  - a. No later than July, the FIP ECPG Member Relations Coordinator should release an ECPG Alumni Application Form.
  - b. It will then be the potential Alumni's role to complete this form and provide the required information.
  - c. The deadline for this form must be at least 1 month before the ECPG Business Meeting.
2. Internal verification from the FIP ECPG team:
  - a. Following the closing of the form, the FIP ECPG Member Relations Coordinator, supported by the FIP ECPG Steering Committee, will review all the submitted applications.
  - b. The FIP ECPG Member relations Coordinator will draw the list of completed applications, proofread it to ensure all applicants meet one of the eligibility criteria, and this list will be reviewed and approved by the FIP ECPG Steering Committee.
3. Finalisation and approval of the verified list:
  - a. After the final verifications are done, the verified list will be sent for member approval at the next Business Meeting.
  - b. Following its acceptance, the proposed Alumni will officially gain Alumni status and will be added in the FIP ECPG Alumni mailing list.
4. If the Alumni does not pay their annual FIP membership fees and/or disrespects the FIP Code of Conduct; the affiliation shall be terminated.

## Article 4 – What does it mean to be Alumni

1. According to the FIP ECPG Operating Guidelines:
  - a. All Alumni shall pay their annual FIP membership fees and be in good standing with FIP.

- b. Alumni shall have the following privileges:
  - i. Alumni affiliation after being approved by ECPG members with a vote of majority at the FIP ECPG Business Meeting. The affiliation shall be terminated if the Alumni does not pay their annual FIP membership fees and/or disrespects the FIP Code of Conduct;
  - ii. Participation in all the events of ECPG with speaking rights at the ECPG Business Meetings.
  - iii. Participation in all Alumni specific projects and initiatives of ECPG with the exclusion of applying for the ECPG Steering Committee, ECPG subcommittee, FIP grants for ECPG members, ECPG Remote Volunteering opportunities, Leadership Development Workshops, and Leadership Development Programmes. However, Alumni are encouraged to take part in the FIP ECPG Mentorship Programme as mentors and might be invited as speakers for ECPG events.
  - iv. Receive the Alumni newsletter that will be coordinated by the FIP ECPG Member Relations Coordinator and Publications Coordinator, and that will be published (at least) once a year.

## **Article 5 – Advantages for the Alumni**

1. Being FIP ECPG Alumni allows members to connect and network among Alumni.
  - a. Alumni can be contacted to be potential speakers at ECPG events and to get involved in our mentorship programme, as mentors.
  - b. Alumni newsletter will be received at least once a year which is coordinated by the FIP ECPG Member Relations Coordinator and ECPG Publications Coordinator.
    - i. The newsletter shares key information and updates from ECPG to the Alumni,
    - ii. Past involvements of Alumni,
    - iii. Future events and opportunities where Alumni could get involved.

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