

Terms of Reference

FIP Technology Advisory Group

1. Introduction

The purpose of the FIP Technology Advisory Group is to bring together health technology experts from within FIP membership to exchange views on current activities (problem areas, best practice, emerging trends and technologies, etc.), provide technical expertise when needed, establish new contacts, and work together on joint projects that add value and are aligned with the FIP Strategic Plan.

2. Composition

The FIP Technology Advisory Group is made up of people with expertise or interest in areas related to the scope of the Group. The Group can be consulted when specialist expertise is needed (e.g. technical consultation, request for editing a publication, etc.). The Group is led by at least one (Co-) Chair from the FIP Bureau, with the option of an additional Co-Chair who is not a Bureau member. Each Group member must be an **individual member of FIP**.

Once a year, an open call will be sent to individual FIP members and member organisations who may wish to nominate themselves or another person to the Technology Advisory Group. The number of vacancies will depend on the number of Group members exiting the Group in line with the criteria set out under Point 5, 'Duration'. The number of members of the Group shall be decided by the Chair.

The following information will be requested from candidates seeking nomination to the forum:

- A recent short biography (max. 500 words)
- A statement from the candidate outlining the expected value and contribution they will bring to the Forum.
- A completed Observer Request Form.
- A completed conflict of interest (COI) form.

The Group chair and those selecting new memberships will regard the current Group's composition in terms of the range of competencies, experience and specialisation represented on the Group. The composition of the Group should always aim to be aligned with the Scope and Objectives of the Group.

All nominations will be acknowledged through email. All candidates will receive an email informing them about the outcome of their nomination. FIP reserves the right to reject a nomination with reference to special situations.

Working Groups

Group members are free to propose a **‘working group’** be established to address a particular issue or task. A working group of the Group will comprise a subgroup of Group members and may also include experts who are not members of the Group and whose expertise is considered necessary to the working group’s objectives.

To create a new working group, terms of reference (ToR) must be proposed. A template ToR is available from FIP HQ on request. The working group and its ToR are then considered and approved by the FIP leadership, FIP Bureau. Group members may apply to join a working group or nominate an expert for it. FIP Bureau appoints the working group members and its chair.

The experts’ input to the working group is in-kind. The working group is encouraged to work on a voluntary basis, with no support from FIP in terms of staff and/or budget. However, the group may apply for support from FIP in terms of staff and/or budget, which requires approval by the FIP Bureau and CEO.

3. Scope

The scope of the FIP Technology Advisory Group should encompass:

- Digital trends in pharmacy and healthcare.
- Advancements and digital uses of medical devices and digital therapeutics.
- Market disruptors and their impact on patient care and pharmacy practice.
- Use of technology to support pharmacy education, pharmacy practice and pharmaceutical science.
- Impact of mobile health and wearable technology.
- Standards, terminologies and interoperability.
- Health information technology best practices and standards.
- Advancement and use of artificial intelligence systems in pharmacy and healthcare.

4. Objectives

The *“FIP Technology Advisory Group”* has the following objectives:

- To provide ad-hoc technical expertise on health technology matters to FIP and its members.
- To provide ad-hoc technical expertise for FIP’s collaboration with partners, namely WHO, in the area of health technology.
- To explore global initiatives and developments in health technology and the impact on the role of pharmacists.
- To keep abreast of trends in health technology, their effects on pharmacists in different settings, and emerging opportunities for the advancement of pharmacy and new roles. - To outline trends in technology and their effects on pharmacists in different settings;
- To provide guidance and education for FIP members on health technology.
- To facilitate the gathering and sharing of best practices in relation to health technology development and implementation, particularly as it applies to pharmacy.

5. Duration

The FIP Technology Advisory Group's duration will not be limited to a task or a time, but FIP leadership reserves a right to set up or dissolve a group or modify its scope.

Individual membership to the FIP Technology Advisory Group may be terminated in the following cases:

- **Members who do not attend four (4) consecutive meetings.**
- **Members who have completed a term of three (3) years on the Group**

In these cases, members will receive notification from the chair of the Group that membership has ceased.

Members may be re-appointed for a further three-year term with the consent of the Group Chair. No member should serve more than two consecutive terms (in line with the overall FIP rotation of officers policy, e.g. the Bureau, to ensure continuity and fresh perspective and avoidance of groupthink).

6. Communication by the FIP Technology Advisory Group

Progress reports will be submitted every six (6) months to the Bureau by the Chair.

7. Financing

It is expected that every member of the FIP Technology Advisory Group should be an individual member of FIP in order to serve on the Group. An exemption from individual membership will be given to the individuals supported by FIP Member Organisations (staff members for example) who have the expertise to contribute and who would bring important perspectives to the Group.

The cost of the Group will be covered by the FIP Bureau budget for:

- Meetings of the members (online, at no cost)
- Meeting during FIP congress (at no cost)
- Publication related costs (editing, printing, etc.)
- Representation at selected meetings if this brings value to FIP (sourced from FIP central budget, and requires approval from FIP leadership)

FIP Head Office will provide administrative support to facilitate meetings and recording of minutes of the Group and will also endeavour to provide administrative assistance to any working groups of the Group where such resources are available.