

# FAPA 2022 ONLINE ELECTION GUIDE

FAPA 2023-2026 BUREAU AND SECTION ELECTION GUIDELINES



REPORT NO. 023-25



## About this Guide

This online election guide is prepared by the FAPA Secretariat based on election rules and regulations drafted by the Election Committee and approved by the FAPA Bureau.

### REVISION HISTORY:

Version/ Revision	Applicable Starting	Approved by	Date Approved
<b>Original Document</b>	2022	15th FAPA Bureau	07 Aug 2022

# TABLE OF CONTENTS

- 01** / Searching For the Next FAPA Leaders

---

- 02** / General Information

---

- 03** / FAPA 2022 Nomination and Election Timeline

---

- 04** / Duties of FAPA Bureau Members

---

- 05** / Rules and Regulations on the Nomination and Election of FAPA Bureau Members

---

- 07** / Duties of FAPA Section Chairpersons and Section Descriptions

---

- 09** / Rules and Regulations on the Nomination and Election of FAPA Section Chairpersons

## FAPA 2022 ELECTION COMMITTEE



**Mr. Joseph Wang**  
Immediate Past-President



**Dr. Yolanda Robles**  
President\*

The FAPA Election Committee is regularly composed of incumbent FAPA Bureau members who may not be nominated for any position in the upcoming election, which includes the Immediate Past-President, the duly-elected President and the President-Elect.

\*For this term, president-elect Dr. Yolanda Robles assumed her position as president after the demise of the late president Mr. Mohamad Dani Pratomo in 2020.

# SEARCHING FOR THE NEXT FAPA LEADERS



Finding the best leaders for the federation through its election can propel FAPA to achieve its vision to be the leading international pharmacy organization in Asia that ensures access to safe, cost-effective and quality pharmaceutical services and products to improve health outcomes for all.

In the strategic planning sessions of the 15th FAPA Bureau held from 2019–2020, one of the key strategic goals identified was to make the federation a responsive and ethical organization, operating on shared values that benefit its members and stakeholders.

One of the steps identified to achieve this was to ensure that the future leaders will be capable to contribute their time and resources to the federation and have a strong sense of commitment to meet its strategic targets while maintaining the highest ethical standards in all their decisions and activities as they represent the federation.

To fulfill this goal, the 15th FAPA Bureau has sought to institutionalize measures that include establishing and improving guidelines in the nomination and election of Bureau and Section chairpersons and communicating this to the FAPA Council.

As the highest decision-making body of FAPA, it is the duty and privilege of all FAPA council members to nominate and encourage qualified candidates, to carefully evaluate each candidate based on their abilities and track record, and continue to support the next leaders during their term in moving the federation towards its vision.

Held only once every four years in the closed council meeting during the FAPA congress, each election brings new energy to the federation and influences the future of the pharmacy profession and pharmaceutical systems in Asia.

This election guide was prepared by the FAPA secretariat together with the election committee to provide the FAPA Council members with all the information needed for a successful nomination and election process of our next FAPA leaders.





# GENERAL INFORMATION

Read the information below to learn more about our FAPA Elections

<p><b>WHO</b> are allowed to nominate and vote during the elections?</p>	<p>Only member associations with no pending obligations (eg. unsettled membership fees) may nominate candidates for the FAPA Bureau and FAPA Sections, while those who were at least able to update their contributions in the last FAPA congress (2018) will be allowed to vote.</p> <p>Only members of the FAPA Council will be sent links for the online election.</p> <ol style="list-style-type: none"> <li>1. FAPA Bureau Members</li> <li>2. FAPA Section Chairpersons</li> <li>3. Presidents of member associations</li> </ol> <p>Alternative contact persons of member associations shall be sent the notice that the voting link has been sent to their president.</p> <p>Note: Aside from the FAPA Election Committee, only members and volunteers of the FAPA secretariat are allowed to access and facilitate the elections.</p>
<p><b>WHEN</b> are elections and nominations normally held?</p>	<p>Nominations are opened and announced months before the election to allow the election committee enough time to collect and check nominations for completeness and accuracy and allow candidates to complete any additional requirements.</p> <p>FAPA Elections are conducted a month before the upcoming Closed Council Meeting, which is held 2 days before the opening ceremony of the FAPA Congress (between October to November).</p> <p>The results of the election are announced officially to the council 5 working days after the polls are closed, and the new officers are formally introduced to the council during the closed council meeting. The results are also publicly announced in the closing ceremony of the FAPA Congress.</p> <p>See the next page for the latest 2022 election timeline.</p>
<p><b>WHY</b> online elections?</p>	<p>As the threat of the pandemic and new diseases causes uncertainty on travel restrictions for some countries, it has been the recommendation of the FAPA elections committee to the FAPA Bureau to conduct the 2022 elections completely online, ahead of the coming FAPA congress. This hopes to ensure greater participation in this very important decision of the council.</p>
<p><b>HOW</b> are elections conducted?</p>	<p>Elections are conducted online for each position in the following order:</p> <ol style="list-style-type: none"> <li>1. One (1) President-Elect</li> <li>2. Five (5) Vice Presidents</li> <li>3. Seven (7) Section Chairpersons</li> </ol> <p>FAPA Council Members are expected to learn about the provided qualifications and plans of each candidate before casting their vote.</p>



# FAPA 2022 NOMINATION AND ELECTION TIMELINE



**August 15 - September 15, 2022**

Call for Nominations



**September 15 - October 1, 2022**

Screening and Evaluation



**October 8-9, 2022**

Online Elections



**Announcement Activities**

**October 15, 2022** - Announcement of results to council

**November 8, 2022** - Closed Council Meeting - Formal

Introduction

**November 12, 2022** - FAPA Congress Closing Ceremony -

Oath-Taking

\*A second call for nominations may be announced by the election committee if there are still positions with no nominated candidates.

# DUTIES OF FAPA BUREAU MEMBERS

The FAPA Bureau consists of the following Members:

1. President
2. Immediate Past-President
3. President - Elect
4. 5 Vice Presidents
5. Secretary General

Among these, the position of president-elect and 5 vice presidents are filled via election by the FAPA Council.

## **PRESIDENT-ELECT**

The President-Elect assists the president in carrying out their assigned duties and may be appointed by the president to head specific organs or committees. In the absence of the president, the president-elect shall preside over the meetings of the FAPA bureau and the FAPA council.

In circumstances where the president cannot perform their assigned functions, the president-elect will assume the position for the unexpired term of the president before he serves his/ her own four-year term. In which case, the FAPA bureau should select one of the vice presidents to take the president-elect's position only for the unexpired term and there will be no replacement for that vice-president.

## **VICE PRESIDENTS**

Members of the FAPA bureau who oversee specifically assigned member associations, sections, or committees. They, together with the president, president-elect and immediate past president constitute the voting members of the FAPA bureau.

Vice presidents may be re-elected once and may only serve for a maximum of 8 years in the same position. For the president-elect, the term will be for four (4) years, followed by another four (4) years as president, after which, they may no longer be re-elected into any position in the FAPA bureau.

## **Duties of the FAPA Bureau**

The FAPA bureau have the following roles and responsibilities:

1. Plan and implement programs and activities that will lead to the attainment of FAPA strategic outcomes;
2. Approve the SOPs and recommendations of the committees, secretariat and section chairpersons;
3. Makes decisions which it considers appropriate, either upon the authority of the FAPA council or when it deems that the matter at hand is urgent and report it to the FAPA Council.
4. Carry out all decisions taken by the FAPA council;
5. Manage the finances of FAPA;
6. Prepare the rules and regulations or policies necessary in its operations.
7. All Bureau members, except for the Secretary General who is also part of the FAPA Secretariat, must pay for their own travel and accommodation expenses in the performance of their duties or may be supported by a sponsoring member association.
8. Prepare an individual accomplishment report to be presented to the FAPA Council annually.

# RULES AND REGULATIONS ON THE NOMINATION AND ELECTION OF FAPA BUREAU MEMBERS

## Nomination Guidelines

### Qualities to look for in candidates

#### FAPA Vice Presidents:

1. A visionary with an excellent leadership track-record
2. Contributed to or experienced working with FAPA in the past
3. Excellent communicator with a good relationship and network among pharmacists from Asian countries
4. Must be able to prioritize FAPA activities and initiatives over existing commitments
5. Must have the full commitment of the nominating member association for the duration of their term
6. Highly ethical in their undertakings and has the ability to identify and manage conflicts of interest

#### FAPA President-Elect:

- Must have all the qualities stated above in addition to having an experience working in the FAPA Council

1. The nominations, screening, and presentation of nominees will be done electronically to allow FAPA Council Members to review the qualifications and platform statements of the nominated Bureau Members.
2. FAPA Member Associations of good standing (with no pending obligations) can nominate only one (1) candidate to be part of the FAPA Bureau.
3. Member associations are encouraged to do the following for each nomination:
  - Search for and encourage individuals with an excellent leadership track record, ability, resources and commitment to contribute to FAPA to be nominated
  - Verify all documents submitted and certify that the nominee is highly qualified and of good moral character
  - As an organization, commit to support the nominee until the successful completion of their term in the next four (4) years or in candidates for president-elect, eight (8) years.
4. A vice president who have served for eight (8) years or two (2) terms cannot be nominated again in the FAPA Bureau unless he/ she is nominated as president-elect before they complete their last term.
5. Nominees in the FAPA Bureau may run for a maximum of 2 positions (ie. President-elect or vice president) with the understanding that they can only get the highest position in which they have won.
6. The completed nomination form, candidate profile and platform statement must be submitted in a single email to [fapaaasiahq@gmail.com](mailto:fapaaasiahq@gmail.com) not later than the deadline in the call for nominations.
7. Final nominees will officially be recommended by the election committee to the FAPA Bureau who will then endorse them to the FAPA council for voting.
8. The candidate profile and platform will be provided and be made accessible together with the list of candidates during the online election.



# RULES AND REGULATIONS ON THE NOMINATION AND ELECTION OF FAPA BUREAU MEMBERS

For any technical issues or questions that may arise in using the online voting platform, kindly contact the FAPA secretariat immediately for assistance at fapaasiahq@gmail.com

The election committee reserves the right to recommend decisions to the FAPA council regarding unforeseen situations or any disputes not mentioned in this election guide.

**FAPA SECRETARIAT**  
**line/whatsapp/viber**  
**HOTLINE:**  
**+639615665374**

## Online Election Guidelines

1. The chair of the election committee appointed by the FAPA Bureau shall preside the election.
2. The voter's code and link to the online election platform and candidate profiles shall be sent by email to eligible FAPA Council Members one week ahead of the scheduled opening of elections.
3. The voting form can only be accessed from 00:01 GMT+8 of the first day of the election and will close at exactly 23:59 GMT+8 on the second day of the election.
4. The voting form will contain a list of all candidates and their country/ territory in a single page, following this order: President-elect, Vice Presidents, Section Chairpersons.
5. It is the duty of the FAPA secretariat to review the validity and ensure the anonymity of all votes received.
6. A summary of votes shall be submitted to the election committee 1 day after the voting form closes.
7. The election committee shall review the results and will release the result to the FAPA Council not more than 5 working days after the election.
8. The candidate with the greatest number of votes will become the president-elect for 2023-2026.
9. In the case of only a single nominee, he/ she must get more than 50% of the votes to become the FAPA President-elect.
10. A candidate that wins as president-elect will automatically lose his nomination as vice president.
11. The top 5 candidates for vice president will be announced as FAPA Vice Presidents for 2023-2026.
12. All winning candidates must register and attend the 2022 FAPA Congress.

# DUTIES OF FAPA SECTION CHAIRPERSONS



Each FAPA Section chairperson are expected to perform the following duties and responsibilities with the support and resources of the sponsoring FAPA member association:

1. Active correspondence and participation in all voting and FAPA meetings where their presence is expected and shouldering their own travel expenses in performing their duties.
2. Promote participation in the FAPA Congress among colleagues in their practice area
3. Approve abstracts and facilitate section meetings
4. Submit section reports before the end of each year and provide regular progress updates to the Bureau as requested.
5. Share expertise to FAPA and its member associations through reports, technical papers and speaking engagements.
6. Organize and implement section programs, activities or research aligned to FAPA's vision and strategic outcomes with the support of the sponsoring FAPA member association.

# 1

## Scientific Section

This section focuses on advances in the pharmaceutical sciences that contribute to the discovery, development, manufacture and use of safe, effective and quality medicines and medical products. The topics of interest under this section include but is not limited to the following: drug design and technology, formulation design and pharmaceutical technology, natural product research, biotechnology, pharmaceutical quality and analytical sciences, regulatory sciences, pharmacology, and precision medicine.



# 2

## Pharmacy Education Section

This section provides a venue for pharmacy educators and training professionals to share their ideas, philosophies and experience in improving teaching and learning strategies, curriculum development, creative projects, tools and innovations in order to enable future pharmacists and pharmacy workforce to meet the changing needs of the different areas of practice.

# 3

## Community Pharmacy Section

This section promotes the improvement of standards in community pharmacy practice by exchanging information relevant to technical and professional activities, community-based interventions, pharmacy-based interventions, as well as systems approaches and process innovations.



# 4

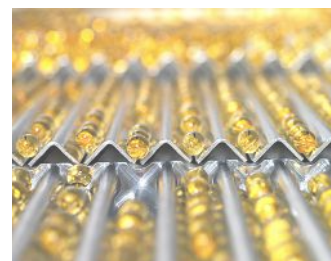
## Hospital and Clinical Pharmacy Section

This section encourages presentations related to the provision of pharmaceutical care in hospital and clinical settings. Experiences, issues and model approaches in ensuring the safe and effective use of medicines in the hospital may include but is not limited to supply chain management, medication therapy management, patient safety, interprofessional collaboration and researches in various clinical and hospital practice specialties.

# 5

## Industrial Pharmacy and Marketing Section

This section invites industrial pharmacists to build their network and share their expertise and experiences working on areas such as pharmaceutical manufacturing, product and process development, novel approaches, quality control and quality assurance, regulation and market research. Current and emerging issues, market trends and regulations that may impact pharmaceutical manufacturing and marketing are also discussed in this section.



# 6

## Social and Administrative Pharmacy Section

This section encourages researchers, technical consultants, leaders, managers, or administrators in various settings such as professional societies, health maintenance organizations, government departments, health financing institutions, non-government organizations and foundations to focus on developing evidence-based policies and decisions, practice models, systems improvement, regulation, ethical guidelines, and advocacies that impact the practice of pharmacy, health care, and public health.

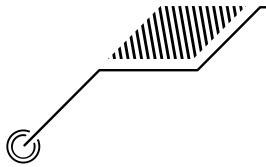
# 7

## Medicines and Health Information Section

This section encourages exchange of ideas between individuals working in organizations, institutions or specific roles that manage medicines and health information or provide information services. Particular focus is given to issues, developments and opportunities that affect healthcare communication, information systems and technology, health education and literacy, access to quality and reliable information resources and material, and other initiatives to empower both patients and professionals with information.



# RULES AND REGULATIONS ON THE NOMINATION AND ELECTION OF FAPA SECTION CHAIRPERSONS



## Qualities to look for in Section Chairperson Candidates

1. Expert practitioner in their section
2. Experience in FAPA activities
3. Proven leadership skills
4. Experience collaborating and networking in the Asian region
5. Can commit to implementing their proposal and prioritize FAPA activities
6. Highly ethical in their undertakings and has the ability to identify and manage conflicts of interest
7. Good working relationship with sponsoring member association, FAPA Council and other stakeholders

## Nomination Guidelines

1. The nominations, screening, and presentation of nominees will be done electronically to allow FAPA Council Members to review the qualifications and proposals of the candidate section chairs.
2. FAPA Member Associations of good standing (with no pending obligations) can nominate only one (1) candidate per section and can only submit nominations for a maximum of two (2) sections.
3. Member associations are encouraged to do the following for each nomination:
  - Search for and encourage individuals with an excellent leadership track record and expertise as a practitioner in the section to be nominated
  - Verify all documents submitted and certify that the nominee is highly qualified and of good moral character
  - Review the candidate's program proposal/ future initiatives and commit to sponsor and support the nominee by providing resources for their implementation in the next four (4) years.
4. Section chairs who have served for eight (8) years or two (2) terms cannot be nominated again in any section.
5. The completed nomination form, candidate profile and program proposal must be submitted in a single email to [fapaaasiahq@gmail.com](mailto:fapaaasiahq@gmail.com) not later than the deadline in the call for nominations.
6. Final nominees will officially be recommended by the election committee to the FAPA Bureau who will then endorse them to the FAPA council for voting.
7. The candidate profile and platform will be provided and be made accessible together with the list of candidates during the online election.

# RULES AND REGULATIONS ON THE NOMINATION AND ELECTION OF FAPA SECTION CHAIRPERSONS

## Online Election Guidelines

---

1. The chair of the election committee appointed by the FAPA Bureau shall preside the election of FAPA Section Chairpersons.
2. The voter's code and link to the online election platform and candidate profiles shall be sent by email to eligible FAPA Council Members one week ahead of the scheduled opening of elections.
3. The voting form can only be accessed from 00: 01 GMT+8 of the first day of the election and will close at exactly 23: 59 GMT+8 on the second day of the election.
4. The voting form will contain a list of all candidates and their countries/ territories in a single page, following this order: President-elect, Vice Presidents, Section Chairpersons.
5. It is the duty of the FAPA secretariat to review the validity and ensure the anonymity of all votes received.
6. A summary of votes shall be submitted to the election committee 1 day after the voting form closes.
7. The election committee shall review the results and will release the result to the FAPA Council not more than 5 working days after the election.
8. The candidate for each section with the greatest number of votes will become the section chairpersons for 2023–2026.
9. In the case of only a single nominee, he/ she must get more than 50% of the votes to become the section chairperson. Otherwise, nomination may be re-opened for that section.
10. To ensure that there will be greater representation among the sections, the following are the measures are to be taken:
  - The FAPA Council members are encouraged to vote for only one (1) candidate from each member association.
  - In case 2 winners will come from the same country, a winner that is a sole nominee in their section will be prioritized.
  - If both are not sole nominees, the winner with the higher votes shall be prioritized.
11. All winning candidates must register and attend the 2022 FAPA Congress for the formal introduction and oath taking.

The Rules and Regulations on the nomination and election of FAPA Bureau Members and Section Chairpersons were approved by the 15th FAPA Bureau in the Bureau Meeting held on the 7th of August 2022.

# CONTACT US

## **FAPA Headquarters**

Unit 309 Surabaya Bldg Raya Garden  
Condominium, Merville, Paranaque City,  
Philippines 1704

## **FAPA Secretary General**

**Christine Ching Benosa, RPh MPH**

fapaasiahq@gmail.com

line/whatsapp/viber

HOTLINE: +639615665374

