

EUROPEAN SOCIETY OF ONCOLOGY PHARMACY

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EU-Transparencyregister : <https://ec.europa.eu/transparencyregister/public>



ESOP delegate/liaison Guideline

The Delegate Assembly (DA) is the prime Governing body of ESOP. The DA of ESOP is a delegate conference that meets annually.

1. Selection of the delegate and liaison

- a. He must be a member of the national oncology pharmacy association of the country represented.
- b. The delegate is appointed by the national organisation
- c. Through this the delegate is member of the advisory board or board of directors of the national society
- d. Name, address and date of birth of delegates shall be communicated by the national organisation to the general office of ESOP
- e. For countries without a formal national based association which officially is recognised to represent Oncology Pharmacy, the ESOP DA will name and adopt delegates as liaison officers for the upcoming 3 years.

2. Delegate rights

- a. Each member state may have up to three delegates
- b. The delegation of a member state has, regardless of size, one vote at elections and votes
- c. Liaison delegates from EU countries and from non-EU countries have the same rights and duties as all other delegates. They can become elected as officers of ESOP, but an active voting will only be recognised but not counted.

3. Expectations from and commitments in relationship to the DA

- a. The member state is expected to be represented at the DA by at least one delegate.
- b. English is the written and spoken language in A-affaires, and the delegate is expected to be able to understand and communicate in English
- c. Expenses in relation to participation of the delegate should be met by the national organisation
- d. The delegate is expected prior to the DA to study and get acquainted with forwarded information and statements of topics and to discuss issues with the national organisation
- e. The delegate/liaison is expected to participate actively in the promotion of ESOP on all levels
- f. The follow up of the ESOP duties includes the active information policy between ESOP and the national organisation in order to improve a sufficient collaboration, and to ensure the payment of the membership-fees.

Annual payment procedure:

1. Delegate should provide the general office of ESOP with exact number of national members by end of February
2. Invoices concerning ESOP membership-fees are sent out by end of March
3. Payments have to be done by end of May
- g. The delegate appointed as liaison officer is expected to build up national structures during his mandatory period of 3 years

4. Expectation around the national organisation

- a. The national organisation has to ensure an increasing knowledge about ESOP activities in their county.
- b. The ESOP delegate has to be included in these national activities
- c. This will be supported by ESOP through publication activities including EJOP, Newsletters and Social media.

President: **Klaus Meier** (Germany); Co-President: **Alain Astier** (France); Vice-Presidents **Ewelina Korczowska** (Poland), **Mirjam Crul** (The Netherlands), **Ahmet Sami Bosnak** (Turkey), **Christophe Bardin** (France); Secretary: **Roman Gonec** (Czech Republic); Treasurer: **Camille Groos** (Luxembourg)

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