

# **Mandate Procedure European Society of Oncology Pharmacy Global**

## **Background**

All members of ESOP can be appointed or mandated for external collaboration. External collaboration can occur on two levels. The first is short term collaboration, which has an incidental nature, for example when ESOP Global is asked to nominate a speaker for a conference or to delegate an ESOP Global content expert to participate in writing a guideline or standard. The second is long term collaboration, for example to participate in a stakeholder group of the European Union or to function as the first point of contact for another medical Society. For both situations, formal mandating is mandatory. The membership office keeps documentation records of all mandated members which includes the topic of the mandate and the beginning and end date of the mandate.

Without formal mandate, any member of ESOP can only function or speak externally on his or her personal title.

## **Procedure for Short term collaboration (< 1 year of external work on behalf of ESOP)**

- the ESOP global board directly mandates a member of ESOP global based on experience and knowledge of the particular topic.
- the mandating is documented in the minutes of a board meeting
- the membership office is notified of the decision to mandate the individual
- the membership office updates the mandate documentation records accordingly
- the individual reports to the ESOP global board upon the completion of the collaboration and, if called upon by the ESOP global board, also during the collaboration

## **Procedure for Long term collaboration (≥1 year of external work on behalf of ESOP)**

- the ESOP global board nominates a member of ESOP global based on experience and knowledge of the particular topic.
- with each nomination, a secondant is nominated by the ESOP global board as well (this ensures that each officer will have a sparring partner and a replacement in case of unavailability for important meetings).
- the mandate is decided on through voting at the next delegate assembly.
- the candidate and his secondant are mandated for a fixed period, which may vary because the external organizations may have varying terms of installment for committees or boards. In case the external organisation has no formal installment terms, ESOP Global will mandate an individual for 3 years, with a maximum of 2 extension periods of 2 years each.
- the mandating is documented in the minutes of the delegate assembly

- the membership office is notified of the decision
- the membership office updates the mandate documentation records accordingly
- the mandated individual will be referred to as ESOP Global officer for collaboration with 'name of the external organisation' on the website of ESOP Global.
- the officer reports at least every six months to the ESOP global board on his activities and at least every twelve months to all ESOP global members via a contribution in the ESOP newsletter.