

Proposing Fellowship of TOPRA



THE ORGANISATION
FOR PROFESSIONALS IN
REGULATORY AFFAIRS

A Fellow shall be a Member with at least ten year's experience in Regulatory Affairs, holding a responsible position in his employing company and who has made a significant contribution to the company and/or the regulatory affairs profession, as assessed by the Board or those nominated by the Board to do so.

Fellows have the same voting rights as Members of TOPRA.

The award of a Fellowship is intended to recognise a contribution in which the individual has used his/her professional knowledge and experience to influence, guide or develop the profession in a proactive way.

While clearly the individual's regulatory experience and current senior position achieved are important, what is also looked for is a consistent record of activities or influences extending beyond the confines of the individual's day-to-day activities.

The following requirements for Fellowship must be met:

(Text in italics is explanatory)

- 1. The individual must be a Member of TOPRA having a MINIMUM of ten years' experience in regulatory affairs.** *This need not be continuous, for example if maternity leave has been taken, as long as the total experience is at least ten years in full time employment.*
- 2. The individual must hold a position of professional responsibility.** *This implies that the individual holds a senior position in an employing company or a regulatory authority, or that they act as a consultant taking individual professional responsibility for their work.*
- 3. The individual should, in the assessment of the Board, have contributed notably to the advancement and development of the profession of regulatory affairs.** *The Board has empowered the Fellowship Appointment Panel to determine whether this condition is met. Fellowship will not be awarded purely on the basis of time served. Some examples of contribution that would qualify under this requirement are given below.*

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Examples of contribution.

The following non-exhaustive examples are given of areas which would be of particular interest.

- a. A record of achievement in the communication to others of professional knowledge and experience of regulatory affairs, e.g.:
 - By speaking on regulatory affairs at TOPRA conferences or training courses or at other events;
 - By publication of papers or articles on regulatory affairs in trade or professional journals, or by the authorship of books on regulatory subjects.
- b. Service to TOPRA over a period of time as a member of The Board or on an operational Business Unit or Working Party (organisation of educational events, publications, special interest groups, etc).
- c. For officials of regulatory authorities, playing a significant role in the development of major legislation or in the authorship of guidelines (service as an official in the mere application of existing legislation is not considered as advancing or developing the profession).
- d. Membership of national or international expert bodies or other committees involved in regulatory developments.

A proposal for Fellowship may be made by two Members of TOPRA, at least one of whom must be a Fellow of TOPRA. (An Honorary Life Member may not propose an individual for Fellowship or Honorary Life Membership.)

Any proposal for Fellowship should be made by sending completed pages 3 and 4 of this document to the Membership Secretary at the TOPRA office.

The proposer and seconder are requested to provide sufficient information to enable the totality of the individual's contribution to be taken into account.

Proposals for Fellowship will be assessed by the Fellowship Appointment Panel of TOPRA, acting on behalf of the Board.

Individuals recommended for Fellowship will be informed by the President of the Board, and if they accept the offer, an announcement of the award will be made in the next published edition of the Regulatory Rapporteur.

Individuals accepted as Fellows shall have the decision confirmed by means of a formal certificate of Fellowship.

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Proposal for Fellowship

Person proposed for Fellowship

Name _____
Address _____

Tel _____ e-mail _____

NOTE: Please provide evidence that each of the requirements for Fellowship have been met. In particular give details of the individual's contribution to the development of the profession of regulatory affairs (see requirement 3 above).

- 1. Evidence of Regulatory Experience.**

- 2. Evidence of level of responsibility.**

- 3. Contribution to the company and/or the profession.**

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Proposal for Fellowship

We, the undersigned, hereby propose [insert name] for the award of a Fellowship of The Organisation for Professionals in Regulatory Affairs.

Signed	_____ [Proposer]	Signed	_____ [Seconder]
Date	_____	Date	_____
Name	_____	Name	_____
Member/ Fellow	[Delete as appropriate]	Member/ Fellow	[Delete as appropriate]
Address	_____ _____ _____	Address	_____ _____ _____
Tel	_____	Tel	_____
e-mail	_____	e-mail	_____

NOTES

- This form should be signed by a proposer and seconder, both of whom must be members of TOPRA, at least one of whom must be a Fellow of TOPRA. An Honorary Life Member may not propose another person for Fellowship.
- A rationale for the proposal should be attached to the Proposal form. The proposer and seconder are jointly responsible for submitting sufficient information to enable the Fellowship Appointment Panel to determine whether the requirements for Fellowship (and particularly requirement 3) have been met.
- The form together with the rationale for the proposal should be returned to the Membership Secretary at the TOPRA office.
- The application will be passed to the Fellowship Appointment Panel for assessment. The proposer and seconder will be informed by the Membership Secretary of the outcome.
- Individuals recommended for Fellowship will be informed by the President of the Board, and if they accept the offer, an announcement of the award will be made in the next published edition of the Regulatory Rapporteur.