



## International Pharmaceutical Students' Federation

IPSF Secretariat P.O. Box 84200 2508 AE Den Haag The Netherlands  
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Website: <http://www.ipsf.org>; Registered under Dutch Law: 40413709

### African Regional Office (AfRO) Regional Working Group

During the last couple of years, IPSF had the pleasure of welcoming more member countries from the AfRO region, illustrating the need for the establishment of the African Regional Office.

A Call for candidates for AfRO RWG 2008-10 positions was sent last year. This resulted in the appointment of three successful candidates but some positions remains vacant, namely ICCO and RRO (see below for descriptions of these positions). It is thus a pleasure to send this call requesting candidates to join the AfRO RWG, and take part in building the African region and encouraging AfRO members to become more involved in the rhythm of IPSF.

For more information about member countries in the African region, please visit [www.ipsf.org](http://www.ipsf.org).

Each Regional Office of IPSF is run by a Regional Working Group (RWG), which comprises of the Chairperson, Secretary General, Regional Relations Officer, Internal Coordination and Communication Officer, Regional Projects Officer, Chairperson of Annual Regional Symposium Reception Committee and Immediate Past Chairperson.

The IPSF President and the IPSF Chairperson of Public Relations shall be ad-hoc members of the RWG.

The Regional Working Group (RWG) is responsible for the formulation and execution of policies consistent with the objectives of IPSF as formulated by the IPSF Executive and the Regional Assembly. The RWG is essentially the "arms and legs" of the Federation. The RWG shall conduct meetings on a regular basis at least once every month.

Each region is to hold an annual Regional General Assembly, where the upcoming RWG is to be elected for the next year. However, since the Eastern Mediterranean and African Regional Offices are in the process of establishment, the IPSF Executive will be appointing the first RWGs for these two regions. **Please note that the first RWG will be a two-year term, from 2008-2010.**

From the IPSF Regional Office Documents, Article 3 (B):

The responsibilities of the RWG shall be:

1. To organize the implementation and promotion of the IPSF policies as directed by the IPSF Executive and the Regional Assembly.
2. Appoint regional working committees in consultation with the IPSF Executive.
3. To co-ordinate all regional mailings.
4. To submit up to date contact details of member organisations in the region to the IPSF Secretariat at least three times yearly.
5. To distribute mail originating from the IPSF Office to member organisations in the region provided budget for that exists.



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6. To maintain and update all communication tools regularly eg: webpage, e-mail list servers
7. To define and manage the strategic responsibilities and needs of the regional office and report them to the IPSF Executive.
8. To ensure a representative is present at the IPSF Congress.
9. To oversee the regional host organisation in the planning of the Annual Regional Symposium and Regional Assembly

### **Chairperson**

This position has been filled by Bedan Maina of NUPSA, Kenya.

### **Secretary**

This position has been filled by David Kulemela of COMPSA, Malawi.

### **Regional Projects Officer**

This position has been filled by Cassien Havugimana of AEPHAR, Rwanda.

### **Internal Coordination and Communication Officer (ICCO)**

As Internal Coordination and Communication Officer, you will be responsible for developing publication materials and updating website for the Regional Office. The main Regional Office publications are the e-newsletter and the Regional Office Annual Report. The responsibility of the ICCO is to take care of the content and the design of the publications. It is also the ICCO's responsibility to ensure that the website is maintained and continually up to date. To be able to update the Regional Office website it's essential to have the basic knowledge to manage a website, and to be familiar with both technical details and the content of the website.

Beside that, the ICCO is also responsible for designing, making and inventing new and imaginative ways of promoting the Regional Office and its projects such as flyers, posters, booklets depending on the plans for the year. Time commitment to the position ranges from 5 to 10 hours per week.

For further information please contact: [pr@ipsf.org](mailto:pr@ipsf.org)

### **Regional Relations Officer**

The Regional Relations Officer is responsible for maintaining communication with IPSF Regional Member countries to ensure they are satisfied with what IPSF and the Regional Office has to offer, and in turn bringing forth recommendations for improvement from members to the Regional Working Group. A significant portion of this portfolio is dedicated to the promotion of IPSF and the Regional Office to Non-Member countries, through mailings and updates, and most importantly by travelling and doing promotional tours wherever and whenever possible in collaboration with the Membership Promotion Committee and IPSF Public Relations Chairperson.



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The Regional Relations Officer is also responsible for updating information lists of Contact Persons, Student Exchange Officers, and Individual Members in the Region. Besides organising promotional tours and visits, one can expect to dedicate 10 hours a week to completing Regional Relations tasks. It is also important to focus on promoting IPSF and the Regional Office to current members to maintain activity and strength in the regional office and ultimately, the federation.

Assets that will be important for successfully meeting the expectations of this position are excellent communication skills, extensive knowledge of the IPSF and the Regional Office and how it operates, motivation to travel and promote the Federation and its activities, and a contagious exuberance for IPSF.

For further information please contact: [pr@ipsf.org](mailto:pr@ipsf.org)

If any part of these portfolios interests you, please consider nominating yourself for one of these positions. Motivation and some knowledge of IPSF would be helpful, work and time commitments should be considered.

If you have questions about either one of these positions, please send an email to [pr@ipsf.org](mailto:pr@ipsf.org).

To complete the application process, you must complete and email the nomination form and your CV to [secgen@ipsf.org](mailto:secgen@ipsf.org) by **3 March 2009**.

Yours in IPSF,

Bedan Maina  
Chairperson of AfRO RWG 2008-10