

**ROYAL
PHARMACEUTICAL
SOCIETY**



Elections to the
**National Pharmacy Boards of the
Royal Pharmaceutical Society**

Information for Candidates 2024

Section A

Board Membership and Responsibilities

1. Introduction

There are three National Pharmacy Boards - the English Pharmacy Board (which also includes the Channel Islands and the Isle of Man), the Scottish Pharmacy Board and the Welsh Pharmacy Board.

Members (MRPharmS) and Fellows (FRPharmS) residing or working in the respective country are eligible to be candidates for elections to their National Pharmacy Board.

2. Role of the National Pharmacy Boards

Under the Society's Charter, the three National Pharmacy Boards are accountable to the Assembly. The purpose of each National Board is to provide professional leadership and ensure provision of services to support pharmacy in the country it serves. Policy making at the national level is the responsibility of the individual National Boards.

The Boards, within the relevant country, have the function of:

- informing the Assembly on likely developments affecting pharmacy for the purpose of developing the Society's strategy
- providing strategic leadership, advocacy and support for pharmacy practice development
- leading the implementation of the Society's strategy by developing and implementing associated policies in the individual countries
- promoting the science and practice of pharmacy and its contribution to health
- providing professional advice to government and its agencies, NHS bodies, and other health and social care organisations
- guiding and supporting the Society's local organisations in the individual countries
- supporting pharmacists in their professional roles
- maintaining an overview of current and possible future developments impacting upon the science and practice of pharmacy in the individual countries
- overseeing the local engagement mechanisms within the relevant country

Each National Board provides a brief update on national matters to every Assembly meeting.

National strategy is set by the Boards ensuring synergy between corporate objectives and national agendas. Management of agendas, work programmes and flow of information on a daily basis is facilitated through the Country Directors in consultation with the National Board Chairs.

The detailed operational and governance principles for the Boards are set out in the Society's Regulations published on the website:

www.rpharms.com/about-us/who-we-are/how-we-are-run

3. Requirements of Board Members

In considering whether they have the appropriate skills and capacity to fulfil the role, potential candidates' attention is drawn to the following extract from the Regulations (7.4 - National Pharmacy Board members)

'Members elected to the National Pharmacy Boards are expected to provide advocacy, support and strategic leadership for pharmacy practice development, to promote the science and practice of pharmacy and its contribution to health, and to support pharmacists in their professional roles'.

Members of the National Boards should:

- be professionally active within their country
- have a good knowledge of the health care system in their country and an understanding of the role of pharmacy
- have a working knowledge of the Charter Objects, strategy, activities, governance and management of the Society
- be willing and able to represent the views of the Board to other bodies within the Society and in external forums
- be active in their RPS Local areas and other professional networks
- commit to up to six meetings per year for Board and associated meetings and additional time to prepare for meetings and to participate in discussion forums established by the Board
- provide advice and support to the Society's staff.
- abide by the Code of Conduct for Members

4. Places for Members on the English Pharmacy Board

Eight substantive places on the English Pharmacy Board for Members who work or live wholly or mainly in England, the Channel Islands or the Isle of Man. The first five candidates elected shall receive a term of office of three years, the remaining three candidates elected shall receive a term of office of two years.

Places on the English Pharmacy Board are not allocated on the basis of sectors.

In addition to the substantive places above, there is one additional Casual Vacancy for a period of one year, due to a resignation from the Board effective from June 2024. This position will be filled by the Member or Fellow with the highest number of votes remaining in the election after the substantive place on the Board has been filled.

In the event that there are eight or fewer candidates, meaning an election is not required to be held to fill the vacancies, the allocation of the terms of office shall be determined by drawing of lots. This will follow the process to be used in the event of a tied vote as set out in the Election Scheme.

5. Places for Members on the Scottish Pharmacy Board

Eight substantive places on the Scottish Pharmacy Board for Members who work or live wholly or mainly in Scotland.

The first four candidates elected shall receive a term of office of three years, the remaining candidates elected shall receive a term of office of two years. Places on the Scottish Pharmacy Board are not allocated on the basis of sectors.

In the event that there are eight or fewer candidates, meaning an election is not required to be held to fill the vacancies, the allocation of the terms of office shall be determined by drawing of lots. This will follow the process to be used in the event of a tied vote as set out in the Election Scheme.

6. Places for Members on the Welsh Pharmacy Board

Seven places on the Welsh Pharmacy Board for members who work or live wholly or mainly in Wales.

One place for any eligible Member whose substantive practice is in the Primary Care sector. The candidate elected shall receive a term of office of three years.

Two places for any eligible Member whose substantive practice is in the Hospital Sector. The first candidate elected shall receive a term of office of three years, the next candidate elected shall receive a term of office of two years.

Two places for any eligible Member whose substantive practice is in the Community sector. The first candidate elected shall receive a term of office of three years, the next candidate elected shall receive a term of office of two years.

Two places to be filled by any eligible member. The first candidate elected shall receive a term of office of three years, the next candidate elected shall receive a term of office of two years.

In the event that there are insufficient candidates to require an election to be held in any of the sectors (including the 'any eligible Member' sector), the allocation of the terms of office shall be determined by drawing of lots. This will follow the process to be used in the event of a tied vote as set out in the Election Scheme.

7. Sectoral positions on the Welsh Pharmacy Board

Each candidate will stand for election for a place in any sector of practice. In addition, where there are places allocated for particular sectors of practice, a candidate may also be nominated for election to a place allocated for a Member or Fellow practising in a particular sector of practice. No candidate may be eligible for election to more than one place allocated for a Member or Fellow practising in a particular sector of practice in the same election.

Once elected, a Member of a Board who changes their sector of practice is entitled to continue to serve the remainder of their term of office.



In the above context "substantive practice" refers to the sector in which a Member or Fellow spends the largest proportion of their professional working time. It is for candidates to decide which, if any, is their substantive practice sector.

Whilst an individual Board Member may have been elected to fill a particular sectoral place, all Board Members have a responsibility to the Society's Membership and to the public as a whole, rather than to any particular sector.

8. Definitions of Sectors of Practice

Community Practice Pharmacist

A pharmacist whose substantive practice is working in a community practice setting.

Academic Pharmacist

A pharmacist whose substantive practice is working in an academic setting. In the case of a teacher/practitioner whose time is split 50/50 this shall be made known to the Returning Officer.

Hospital Pharmacist

A pharmacist whose substantive practice is working in a hospital setting and/or in managed sector in Wales only.

Locum Pharmacist

A pharmacist whose substantive practice is working as a locum in any setting.

Primary Care Pharmacist

A pharmacist whose substantive practice is working in one of the following settings:

- GP practice in an advisory capacity
- Integrated Care Boards, Commissioning Support Organisation, or working for or supporting, Local Health Board or Primary Care Clusters
- Community services
- Prisons
- Providers of services to primary care organisations

This list is not exhaustive and candidates in another aspect of practice that they feel comes under the heading of Primary Care Pharmacist should check with the Returning Officer.

Industrial Pharmacist

A pharmacist whose substantive practice is working in an industrial setting.

9. Period of Office

Every year a date is fixed on which Members who have been elected to a Board in that year take office - this is known as the "Effective Date". The Effective Dates for 2024 are currently:

English/Scottish/Welsh Boards – 18 June

Successful candidates will take office from 00.01 hours on that day but candidates should be aware these dates are subject to change - please check the relevant Board page on the RPS website.

The first meetings for new Members elected in 2024 are currently as listed below but these dates are subject to change - please check the relevant Board page on the RPS website.

English Pharmacy Board

Board Members induction - 18 June
Board meeting - 19 June

Scottish Pharmacy Board

Board Members induction - 18 June
Board meeting - 19 June

Welsh Pharmacy Board

Board Members induction - 18 June
Board meeting - 19 June

10. Additional responsibilities of Board Members

10.1 The Assembly

11 of the 14 Assembly Members are drawn from the National Pharmacy Boards. These Assembly Members are elected by the Boards at their first meeting after each annual election. The other Assembly Members are an academic, a pharmaceutical scientist and a lay member.

The Assembly is the Society's senior governing body. It has fiduciary responsibility and its main tasks are to:

- agree the values, tone and ethos of the Society
- enhance and protect the reputation of the Society and the profession
- agree the overall strategic direction and high level objectives of the Society including European and other international dimensions
- allocate resources
- delegate authority to other governance bodies
- appoint, direct and set broad objectives for the Chief Executive
- monitor the performance of the Chief Executive and ensure conformance
- account to the membership
- oversee membership critical issues

In addition to their commitments to their National Pharmacy Boards, Board Members elected to the Assembly are expected to attend an induction meeting, and up to two working day meetings and three ordinary business meetings a year. It is essential that any candidates who put themselves forward for election to the Assembly can attend these meetings. The meetings calendar is posted on the Society's website. The first meetings for Members elected in 2024 will be:

Assembly induction meeting – 16 July
Assembly meeting – 17 July

These meetings will either be held at 66 East Smithfield, London or remotely via video conference.

10.2 RPS Member Engagement

Board Members also participate in the work of the RPS in their local region by joining meetings, giving presentations and actively promoting the policies and activities of the Society. Candidates who put themselves forward for election to Boards should ensure they have the capacity to fulfil this ambassadorial role.

11. Induction and development

An induction day for Members from each of the National Pharmacy Boards will be held on the relevant Board Induction Day (dates listed above). The day gives members the chance to find out more about the organisation and their role within it, and to meet Directors and other key members of staff. This is an invaluable introduction to the work of the Society, the Boards and the Assembly. All newly elected Board Members will attend induction and take part in the ongoing training where provided for Board Members.

12. Expenses and Allowances

Board Members make a contribution to the Society and to the profession on behalf of the membership and whilst they should not be out of pocket by working on RPS business neither should they profit from it. The Society therefore reimburses original, itemised VAT receipted travel and subsistence expenses involved in attending scheduled meetings, submitted in accordance with the RPS Travel and Expenses Policy.

Board Members wishing to travel for other Society purposes must obtain approval from the relevant Country Director before committing to expenditure.

The Society has a fixed 'day rate' attendance allowance intended to cover loss of earnings, loss of paid leave or care costs. Any Board Member wishing to claim an allowance will be required to submit an invoice using the template provided by the Society.

From 1st January 2020 RPS will be deducting tax and NI on elected member payments at source, however elected members are not considered to have employment rights and the NI will be payable by the RPS not the individual.

Full details regarding claiming expenses can be found in the RPS Travel and Expenses Policy which can be found on the Society's website:

www.rpharms.com/about-us/who-we-are/how-we-are-run

Section B

Election Procedures

1. Introduction

The detailed election procedure is given in the Election Scheme for Members of the National Pharmacy Boards in 2023. This Section covers those matters of procedure that are common to all the Boards.

2. Eligibility criteria

- A member shall be eligible for election only if they are a Member or Fellow of the Society
- A retired Member of the Society shall be eligible for election
- A member may only stand for election to one Board
- A member shall be eligible for election to the English Pharmacy Board only if they work or live wholly or mainly in England, Channel Islands or Isle of Man
- A member shall be eligible for election to the Scottish Pharmacy Board only if they work or live wholly or mainly in Scotland
- A member shall be eligible for election to the Welsh Pharmacy Board only if they work or live wholly or mainly in Wales
- If, by resolution of a Board, any elected member of that Board ceased to meet the requirements relating to their residency they shall cease to be a member of the Board in question
- For Wales only, any elected member of a Board who changes their substantive practice following their election shall be eligible to serve the full term for which they were elected
- No member shall be eligible for election if they have failed to pay, by the date and time fixed for the return of nomination forms, any subscription or other debt due and payable by them to the Society

3. Nominations

Detailed information on nominations appears on the nomination form, which can be obtained from www.mi-nomination.com/rpharms.

Candidates must ensure they have the correct nomination form for their country.

Nominators must be Members or Fellows eligible to vote for a candidate they are nominating, i.e:

- A member who is resident in England, the Channel Islands or the Isle of Man, at the time the electoral roll is closed will be entitled to nominate a candidate for the English Pharmacy Board election;
- A member who is resident in Scotland, at the time the electoral roll is closed will be entitled to nominate a candidate for the Scottish Pharmacy Board election;

- A member who is resident in Wales at the time the electoral roll is closed, will be entitled to nominate a candidate for the Welsh Pharmacy Board election; and
- A member who is resident overseas at the time the electoral roll is closed will be entitled to nominate a candidate for the English Pharmacy Board election unless they have opted to be an elector of one of the other Boards by 5pm on 5 April 2024

Nominators must have some personal knowledge of the prospective nominee and to be reasonably satisfied that they are suitable to serve as a Member of a National Pharmacy Board.

Candidates may not nominate themselves for election.

Nominators may not withdraw the nomination of a prospective candidate once made.

Candidates may not withdraw their nomination after 9am on 3 May 2024.

4. Candidate CV and declaration of relevant interests

Candidates are invited to provide information to the electorate on the extent and type of work undertaken by them within, and for, the profession of pharmacy via the on-line platform provided by the Society. Candidates **MUST** provide information on their address as on the Society's database, and **MUST** declare any relevant interests not given in the particulars of work above, under the following headings:

- Sponsorship**, including any awards, sponsorship, bursaries, grants for research, etc
- Family interests**, including any financial interests of the candidate or close family members that might be considered relevant to their position as a member of a Board
- Beneficial interests in shareholdings**, including the names of companies or other bodies in which the candidate has, either on their own behalf or on behalf of or with a spouse, civil or common law partner, or children under 18 years of age, a beneficial interest in shareholding of a nominal value greater than 1/100th of the issued share capital

No correction to any grammatical or typographical errors in candidates' CV information will be made.

CV information must not include any hyper links or website addresses.

5. Election Statements, photos and video

Candidates will be invited to provide statements in response to pre-set questions determined in advance by the Returning Officers, to provide a general statement of up to 150 words and a headline statement of up to 20 words. No corrections to any grammatical or typographical errors in candidates statements will be made.

Candidates may, in addition supply a photograph and video, thereby allowing candidates the maximum freedom of expression.

Use of the Society's logo is strictly prohibited in any candidate photo or video and in all election material other than that published directly by the Society.

The Returning Officer will not publish a written statement which exceeds the specified word count. Neither will the Returning Officer publish any election statement or video which in their opinion is in breach of the guidelines set out for candidates, would amount to the commission of a criminal offence or would render the Society potentially liable to civil proceedings or bring disrepute to the Society. The Returning Officer may in consultation with the candidate issue a statement of clarification if in their opinion any part of an election statement or video refers to matters outside the current functions, powers and duties of the relevant Board.

Video statements, if submitted, must follow the guidelines set out in Appendix 3. Videos will be uploaded to the Mi-Voice on-line voting site and can then be viewed alongside the written candidate statement and photo.

6. Other Declarations and Undertakings

Every candidate for election to the National Pharmacy Boards is required to sign declarations and undertakings relating to the following which are included in the nomination form:

6.1 Adverse Decisions

Members and Fellows who have received adverse decisions, for example from a court or regulatory body, are eligible to be candidates and benefit from the protections of the Rehabilitation of Offenders Act 1974. Declaration of adverse decisions is in keeping with principles of transparency and probity.

6.2 Current Investigations

A Member or Fellow is **NOT** eligible for election if they have been charged with a criminal offence (except where that charge is covered by the Rehabilitation of Offenders Act 1974), or if they have been notified by the Society or any professional, regulatory or public body that they are subject to investigation in relation to their conduct or competence. This is to protect the reputation of the Society and the profession from the unknown, pending the outcome of the investigation.

If you are in any doubt whether this requirement applies to you, please seek guidance from the Returning Officer before submitting your nomination.

6.3 Disqualification as a Director or Trustee

A Member or Fellow is **NOT** eligible for election if they are currently disqualified from being a company director or is, or would be, disqualified from being a charity trustee. The standard is that any of the events listed in section 178 of the Charities Act 2011 must **NOT** apply to the candidate. In summary, these events are disqualification from acting as a company director or charity trustee, any conviction for dishonesty or deception, has been adjudged bankrupt and has not been discharged, or has made a composition with creditors that has not been discharged.

If you are in any doubt whether this requirement applies to you, please seek guidance from the Returning Officer before submitting your nomination.

7. Inclusion and Diversity

The RPS is committed to making inclusion and diversity central to the profession, celebrating and encouraging diverse voices across pharmacy and being actively inclusive in its leadership to create a culture of belonging within the National Boards and Assembly.

We would encourage and welcome members from Black, Asian and Minority Ethnic backgrounds, and of all abilities to stand for election to the National Pharmacy Boards to ensure they are representative of the diversity amongst our profession.

8. Information and assistance

The Society does not seek to influence the election of Board Members. Beyond the dissemination of the candidate nomination details, statements, CVs, photos, videos, declaration of relevant interests, election statement and declaration of adverse decisions with the voting papers, the Society will provide no information or assistance to election candidates over and above what it would normally provide to any Member in fulfilment of its Charter obligations.



8. Campaigning

8.1 Contributions to *The Pharmaceutical Journal*

- i. From the date that nominations are closed to 24 hours before voting closes, candidates are expected to send no more than two letters, of which each must be on a different topic, for inclusion in *The Pharmaceutical Journal*
- ii. The *Pharmaceutical Journal* will consider a maximum of two letters from each candidate for inclusion, dating from the publication of the nominations to 24 hours before voting closes, provided they are submitted on schedule
- iii. Each letter must be no longer than 400 words
- iv. Letters must be about issues, not personalities and should neither promote other candidates nor criticise them negatively. Material that contravenes the above will be amended or removed
- v. The editor reserves the right to remove or amend material, or refuse publication outright, at their discretion
- vi. The *Pharmaceutical Journal* will not publish articles of any sort from candidates during the election period, unless they are part of a commissioned series or planned some time in advance or otherwise commissioned at the editor's discretion
- vii. Candidates must not submit paid advertisements relating to their candidacy for inclusion in *The Pharmaceutical Journal* from the date that nominations are closed to the final date for return of voting papers. Any such advertisements received from known candidates will not be published during this period
- viii. Contributions to *The Pharmaceutical Journal* on behalf of candidates will be treated in the same manner as contributions from candidates themselves

8.2 Contributions to other publications or forums, including internet sites or discussion groups, in-house or Member organisation magazines

Anything written by, on behalf of or about candidates should not be libellous or untrue in matters of fact.

Candidates must bear in mind that, under the Society's Code of Conduct, they are required to behave with integrity and honesty and to maintain the dignity and welfare of the Society and their profession and must adhere to the Candidate Guidelines for Use of Social Media and other Forums set out in Appendix 1.

8.3 Notes to editors

Should an editor or editors choose to pose questions to candidates, they are asked in the interests of fairness, to ensure that all candidates are given the opportunity to respond to the questions and that the length of the responses be restricted.

9. Hustings

Outside organisations or parts of the Society may arrange hustings events, if they so wish, provided all candidates are given an equal opportunity to present their views.

There will be no restriction on the reporting of hustings events by the pharmacy media. It may be difficult for all candidates to attend such meetings. If a candidate cannot attend, they should have an opportunity of submitting a statement, equal in length to the opening statements of candidates who are able to attend, to be read by the Chair or some other appropriate person.

Appendix 1

Candidate Guidelines for use of Social Media and other forums

Promoting your election campaign via social media, online forums, blogs and other social networking sites can be a good way to reach and engage with voters. Healthy and robust debate is to be expected and encouraged, particularly during the election period, however, all members have a responsibility under the terms and conditions of RPS membership to adhere to the Society's Code of Conduct. The Code specifically includes that every RPS member must:

- conduct themselves in a manner that upholds and enhances the reputation of the Society
- maintain the dignity and welfare of the Society and the profession
- never engage in any activity that will impair the dignity, reputation or welfare of the Society, fellow members or the profession
- not implicate the Society, through direct reference or use of membership status, in any statement that may be construed as defamatory, discriminatory, libellous, offensive, slanderous, subversive or otherwise damaging to the Society

In addition, the following guidelines provide candidates with standards for campaigning responsibly and sensibly, via social and other media forums, in a way that will maintain the reputation of the Society and the profession and not deter participation in the election process.

- You have a right to speak freely and express your views but always think carefully about everything you say, particularly your use and tone of language. Remember you are personally accountable for everything you post on social media
- Never forget that you are on show, as a member of the RPS and as a professional, not just to your followers but to anyone else who sees what you post. Inappropriate use of social media can pose a risk to the Society's and your own individual reputation
- Your posts will be visible for anyone to read including patients, your colleagues and employer, wider pharmacy stakeholders, potential and existing members of the RPS and the press
- Use your common sense and think about the impact your posts/comments might have on others before you publish them. Avoid posting anything that could be offensive or could be misconstrued in a way that could damage your own or the Society's reputation
- Do not defame or disparage the RPS, its members, other candidates or staff
- Never make comments that could be perceived as racist, sexist, homophobic or otherwise prejudiced - harassment, ethnic slurs, personal insults, racial or religious intolerance and any other form of inappropriate behaviour is unacceptable. You may also be committing a criminal offence
- Always treat others with consideration, politeness and respect
- Do not engage in any form of negative campaigning – do not criticise your fellow candidates or members. You should be respectful of other people's opinions whether those opinions are in accordance with your own or not
- Exercise caution when engaging with others who have made negative comments, always remain professional. Do not get drawn into slanging matches or trolling exchanges. Remain polite and considerate, even if they have been rude or unpleasant
- Do not publically share something about other candidates or members that might be confidential. Do not post anything that is libellous or untrue - online posts are subject to the same copyright and defamation laws as written or verbal communications
- Always show due consideration when discussing controversial topics or issues that may provoke a charged, emotional response
- Do not join in with others who may be attacking another individual - cyber bullying or trolling of any kind is unacceptable

In addition to the general Code of Conduct, an additional level of professional responsibility and behaviour is required from all members of the RPS's governing bodies, including National Pharmacy Board members, which reflects their status as leaders of the Society and the pharmacy profession in general. Existing Board members standing for re-election and new candidates are therefore reminded that, on taking office, they are required to sign an additional agreement binding them to uphold the requirements of the Code of Conduct for Members.

All members and candidates are encouraged to report any breach of these guidelines, the Code of Conduct or misuse of social media in general to the RPS. Any instances of suspected breach of the election guidelines, and/or of the Society's Code of Conduct will be investigated under the Society's Conduct Scheme and may result in a formal Conduct Hearing. Any member who is subsequently found to be in breach of the Code may have sanctions imposed on them, including removal from office and/or the elections process, and may ultimately be removed from membership of the Society.

Members may also be requested to remove individual comments/postings which are deemed to constitute a breach of either these guidelines or the Code - failure to comply with such a request may result in a formal Conduct Hearing.

The publication of a high quality photograph of a candidate can have a positive impact on voters. We therefore encourage all candidates to follow these guidelines as closely as possible in order to ensure their portrayal in the best possible way.

Image Submission Guidelines

- ✓ Photos must be at least 1024 x 768 pixels, in JPG, GIF or PNG format and not pasted into Word documents. They need to be good quality, taken with a digital camera; no scanned images or pictures of pictures.
- ✓ Try to take photos against a background that is relatively plain & light, and isn't too 'busy' e.g. no large items like wall-clocks, or bookcases etc.
- ✓ Photos should include your full face and shoulders at a minimum.
- ✓ Pictures should be taken facing the camera or from a slight angle.
- ✓ Try to use natural bright lighting when taking the photo, avoid using the flash where possible.
- ✓ Think about the context. Your photo should represent you as a professional, so take this into account when considering things like outfits, settings, and poses.
- ✓ Smile! You should try to smile naturally for the photo, this isn't a mugshot, we'd like to show your personality.
- ✓ We'll do all the cropping/editing so don't worry about that.
- ✗ Please don't send group photos, use a solo shot of yourself.
- ✗ Don't manually take the photo yourself (ie. no 'selfies'), get someone else to take it for you or use the timer.

Examples of Good Profile Photos



Candidates are invited to submit a short video clip, up to two minutes long, which will be uploaded to the Mi-Voice online voting site and can then be viewed alongside your written candidate statement and photo.

The video clip will give you an opportunity to address the members of the country in which you are standing for election and should be based on your nomination statement about why you wish to be elected and what you feel you can bring to the role.

To ensure fairness for all candidates, if you do wish to include a video statement with your nomination you must follow these guidelines:

- ✓ The video must be a simple address to camera in a single shot.
- ✗ Videos must not contain captions (other than subtitles - which shall be permitted if they are a visual representation of the audio content), subtitles, additional images or graphics, background music or logos of any kind
- ✓ Videos should show you framed with your head and shoulders in view, looking into the camera.
- ✓ Ensure you choose an environment that is quiet and with good lighting to record your statement.
- ✓ Choose an appropriate backdrop to your recording and think about what you are wearing – be aware that how you look and the scene behind you will influence how viewers receive your statement.
- ✓ Prepare what you want to say in advance, ensuring that your speech does not exceed two minutes in total.
- ✓ Your video can be recorded from a laptop or hand held device so long as you ensure the camera is securely held still during the recording, either by another person holding it or through using a tripod.
- ✗ 'Selfie' style with a hand held device is not recommended.
- ✓ Check your video statement thoroughly before forwarding it to us. Make sure you are happy with how it looks and that what you say can be clearly heard. It is possible that you may not have noticed background noises until after you hear them on your recording.
- ✓ Be prepared to have a couple of goes at your video statement until you have a version you are happy to submit.
- ✓ **Ensure you keep your video statement to 2 minutes or less** – statements longer than 2 minutes will not be accepted.
- ✗ The RPS and Mi-Voice are not able to help you film or edit your video.

Video Specifications

Please note that videos need to be in one of the following formats:

- WMV
- AVI
- MOV
- 3GP
- MPEG
- MP4
- FLV
- SWF
- WebM
- MKV (h.264)

We recommend uploading videos in HD for quality playback, using one of the standard aspect ratios: 4:3 or 16:9. File size should not exceed 50MB.

All videos will require approval by the relevant Returning Officer prior to uploading to the website to ensure appropriate content.

Submitting your video file

If your video file is under 10MB you can email it to support@mi-voice.com

If you prefer, or if your video file exceeds this size, you can upload your video via the Mi-Voice online site at www.mi-nomination.com/rpharms

Alternatively you can use a free file sharing website such as www.wetransfer.com or www.mailbigfile.com. These services* enable you to upload your file and have the download link sent directly to our email address support@mi-voice.com

Video statements will not be accepted after the closing of nominations. If you have any questions please contact Mi-Voice using support@mi-voice.com

* Please note that these websites are in no way affiliated with the RPS or Mi-Voice and no responsibility can be taken for any issues which may arise from their use.