



Bogotá, June 04, 2024

FIRST CALL
The Executive Committee of the Pharmaceutical Forum of the Americas

hereby summons:

National Pharmaceutical Organizations members of the Forum
Observer Organizations members of the Forum
Pan American Health Organization
International Pharmaceutical Federation
Pharmaceutical Organizations of the Americas Region
International Pharmaceutical Organizations

to the

ANNUAL MEETING/GENERAL ASSEMBLY

Based on article 20 of the Statute of the Pharmaceutical Forum of the Americas, the Executive Committee convenes the Ordinary General Assembly, to be held on Saturday, November 23th, 2024:

- **On-site:** Tarija, Bolivia.
- **Virtual:** link to be provided closer to the date

| Countries | 1st Call | 2nd Call |
|--|----------|----------|
| | Time | Time |
| Costa Rica, Honduras, Mexico | 7:00 AM | |
| Bolivia, Chile, Paraguay, United States (Washington) | 9:00 AM | |
| Colombia, Ecuador, Panama, Jamaica | 8:00 AM | |
| Argentina, Brazil, and Uruguay | 10:00 AM | |
| Central Europe | 15:00 - | |

AGENDA

Location: Place to be confirmed.

Date: November 23, 2024

Time: 09:00 am

| Nº | Time | Activity |
|----|---------------|---|
| 1 | 9:00 am | Confirmation of quorum |
| 2 | To be defined | Approval of the agenda |
| 3 | To be defined | Approval of the minutes of the Ordinary General Assembly held on December 11, 2023, in Montevideo, Uruguay. |



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|----|---------------|---|
| 4 | To be defined | To receive the report on the activities of the Executive Committee for the period between December 12, 2023 and November 22, 2024: 4.1 Report of the President 4.2 Vice-Presidency Report 4.3 Treasurer's Report 4.4 Report of the Director of Pharmaceutical Education 4.5 Report of the Directorate of Pharmacy Practice |
| 5 | To be defined | To receive the report of activities of the Technical Secretariat for the period from December 12, 2023 to November 22, 2024. |
| 6 | To be defined | Analysis and approval of the Forum's annual work plan for the period 2024-2025. |
| 7 | To be defined | Discussion Roadmap Project: Advancement of the Pharmacy Practice in Latin America |
| 8 | To be defined | Approval of new bylaws of the Pharmaceutical Forum of the Americas |
| 9 | To be defined | Election of the members of the Executive Committee for the positions to be renewed for the period 2024-2025 |
| | | Break |
| 10 | To be defined | Designation of the site of the next Ordinary General Assembly to be held in 2025 |
| 11 | To be defined | Any other matter related to the objectives of the Forum, after inclusion in the agenda 30 continuous days in advance, at the request of a pharmaceutical organization member, the Executive Committee or the Technical Secretariat. |
| 12 | To be defined | To declare firm the resolutions adopted at the Ordinary General Assembly. |

NOTE: Organizations are requested to indicate their preferred mode of participation (face-to-face or virtual) and to confirm in writing to the Pharmaceutical Forum of the Americas the designation of their delegate, providing the full name and position of the representative who will attend the General Assembly on behalf of the organization. This information **must be sent 15 working days prior to the Technical Secretariat through the following e-mail address: ffa@forofar.org.**

Dra. Magaly Rodríguez de Bittner

QF. Fernando Puello

President - FFA

Technical Secretariat - FFA