



Inward Sponsorship from External Parties Policy

Author(s):	Director of Finance and Commercial Services
Department:	Finance
Owner:	Director of Finance and Commercial Services
Approved By:	Finance & Risk Management Committee
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Related Policies and Procedures:	Outward Sponsorship to External Parties Policy Guidelines for ethical relationships between health professionals and industry (4 th Ed Aug 2018)

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1. Purpose and Scope

1.1 The purpose of this Policy is to:

- Establish the authority for the determination of Inward Sponsorship from External Parties;
- Establish the circumstances when Inward Sponsorship from an External Party is allowable;
- To advise staff on how Inward Sponsorship from External Parties will be handled.

1.2 Alignment to Strategy

As part of the strategic objectives of the College, the Board has directed the RACP to identify, develop and build relationships with direct and indirect stakeholders. These include Specialty Societies; other medical colleges, be they domestic or international; other medical associations; Federal and State government bodies, and agencies and appropriately-vetted commercial organisations.

Often when a relationship has been built the RACP may ask, or be approached by, the other party who wish to provide sponsorship for a variety of events, publications and specific individuals. The RACP has to, however, be comfortable that the sponsorship from the External Party does not breach any ethical, regulatory or financial policies of the RACP.

1.3 Scope

This policy applies to all staff of the RACP and Members when acting on behalf of the College.

2. Ethical, Regulatory and Financial Policies

The RACP has specific policies and guidelines in relation to this issue. This policy should be read in conjunction with those policies and guidelines to understand the full extent of any implications that may arise from inappropriate inward sponsorship arrangements.

2.1 Financial

The RACP does not set financial limits for the receipt of sponsorship. However, sponsorship should not be the main source of revenue for an event or program of the College.

3. Definition

3.1 For the purpose of this policy, sponsorship is a formal arrangement in which an organisation, which is external to the College, agrees to contribute financial and/or non-financial support to a College activity in return for certain specified benefits.

3.2 External Party is an organisation, a formal group of individuals, an informal group of individuals and/or a single individual other than the legal entity called the RACP.

3.3 Internal Party are groups of RACP accredited trainees, groups of Fellows and individuals who are acknowledged Members of the RACP. These members will be categorised in the RACP through the Division, Faculty and Chapter structure.

4. Categories of Sponsorship

Types of sponsorship from external parties fall broadly into two categories:

a. One category is where the sponsorship supports and develops the maintenance of the reputation of the RACP in the community, or a specific body of the RACP. Such sponsorship would be an external organisation sponsoring an RACP event, sponsoring an RACP member(s) to participate in an overseas event, or have an individual or group from overseas participate in an RACP event.

The authority and delegation for this form of Inward Sponsorship has been delegated by the Board to the **Fellowship Committee**.

b. The second category of sponsorship is where an external organisation sponsors (in part or whole) a specific award, medal grant, scholarship or prize which is presented by the RACP.

This category concerns the development and maintenance of the RACP programmes and services. This sponsorship is very specific to the recognition by the RACP that an individual either warrants support or acknowledgement of their service to the wider community, the health community or the RACP.

The authority and delegation for this form of Inward Sponsorship has been delegated by the Board to the **Finance and Risk Management Committee**

5. Types of Sponsorship

Sponsorship may comprise financial support, in-kind support or a combination of both.

This may include:

- Monetary support (direct and/or the provision of a service such as room hire/and or catering).
- Promotional support such as paid for promotion in RACP publications including RACP News and DFAC Web newsletters.
- Use of external party assets such as facilities and venues.
- Access to external party expertise including expert education policy and advocacy or professional staff.
- Inclusion in RACP events such as Congress, ASMs or lectures.

6. Principles of Sponsorship

In judging the suitability of a sponsor and/or sponsorship message, The College is guided by the following:

- The College avoids competing advertising messages. For example, there is no mention of competing brand names within an ad banner; a general conference banner may not be able to avoid listing of multiple sponsors.
- Sponsors are not offered and do not receive returns greater than the level of sponsorship. The Fellowship Committee of the RACP will determine and agree on what benefit is reasonable for the sponsors to expect and consistent with this Sponsorship Policy.
- The Fellowship Committee will review from time to time the approved benefits offered to sponsors to ensure the offering is consistent with RACP policy and guidelines.
- The sponsorship agreement withstands scrutiny by the New Zealand and Australian Governments and the New Zealand and Australian public.
- The sponsorship will not bring adverse publicity to the RACP and its programs and services.
- Employees and members of the RACP do not benefit personally from sponsorship arrangements, unless they happen to be the recipient of a sponsored award or prize.
- The RACP will not consider a sponsorship agreement with any sponsor who is involved in advertising or promoting products or services that are in conflict with College policies or guidelines:

7. Authority, Responsibilities and Delegations

7.1 Authority and Delegation of Sponsorship by External Parties

- The authority and delegation to determine **Inward Sponsorship** of the type described at 4a has been delegated by the Board to the **Fellowship Committee**.
- The authority and delegation to determine **Inward Sponsorship** of the type described at 4b has been delegated by the Board to the **Finance and Risk Management Committee**.

7.2 Approval

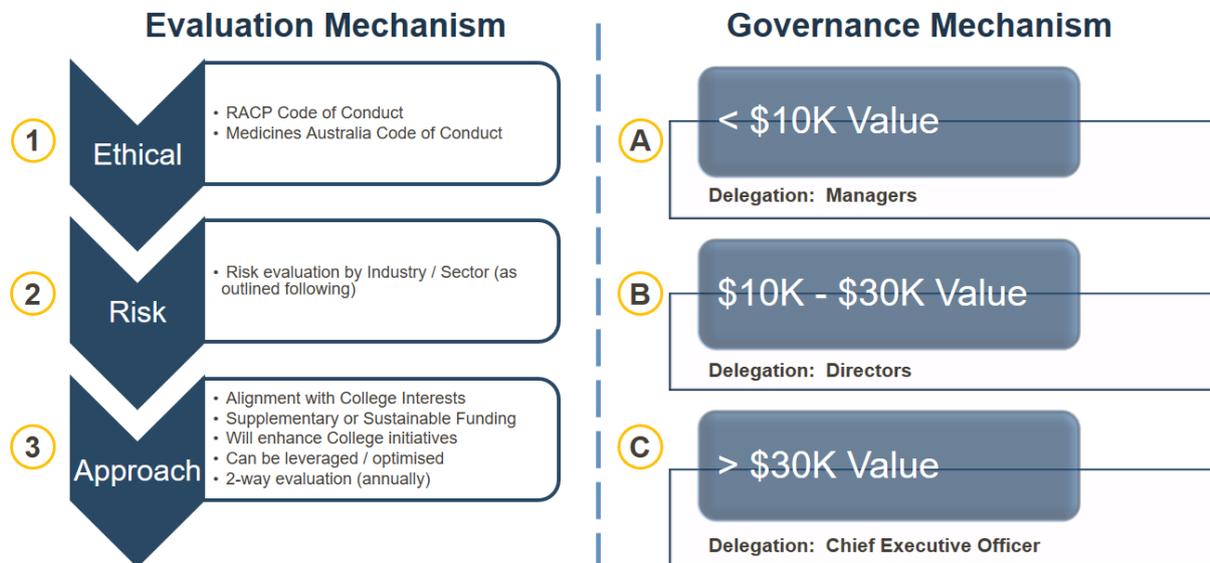
The following should, as appropriate, be incorporated in any correspondence with a potential sponsor

- The acceptance of sponsorships shall be consistent with the RACP’s strategic directions, ethical and financial policies.
- A sponsorship does not imply any exclusive arrangement with the RACP.
- A sponsorship does not imply any grant of control or influence over the content of any RACP activity, publication, position or policy.
- The RACP originator of the sponsorship request must follow the Sponsorship and Evaluation Framework to identify the appropriate level of approval required and obtain that approval prior to advising the external party that the College will accept sponsorship to the event.
- If the External Party is advised that the College will accept sponsorship prior to the appropriate approval being obtained the College reserves the right to refuse the receipt of sponsorship.
- The Finance and Risk Management Committee or Fellowship Committee (as applicable) reserves the right to refuse any offer of sponsorship at its absolute discretion or to negotiate with the sponsor concerning any aspect of a proposed sponsorship.
- A report to Finance and Risk Management Committee and Fellowship Committee listing all approved sponsorship arrangements is to be provided each quarter.

7.3 Inward Sponsorship Evaluation and Approval Framework

Framework 1:

This framework, provides ethical and risk considerations, as well as how the Inward Sponsorship aligns with College priorities as the basis for evaluation of the appropriateness of the sponsorship and then sets out the Governance mechanism for gaining approval to proceed.



Framework 2: Risk-Benefit Evaluation

Using the existing College Risk Matrix, Framework 2 provides a sound basis to evaluate potential sponsors based on Industry / Sector. It can be complemented by desktop research (Google etc.) to provide a ‘rounded view’ of any potential risks.

INWARD SPONSORSHIP FROM EXTERNAL PARTIES POLICY

RISK-BENEFIT LEVELS	INDUSTRY OR SECTOR		
Extremely High Risk / Excluded Activities	<ul style="list-style-type: none"> ▪ Tobacco, Prohibited Drugs, Gaming and Betting, Weapons of War (e.g. guns, missiles, chemicals, other), Food and Beverage Manufacture (with high sugar, fat or salt content), Food Retail Chains, Illegal Activities, Alcohol 		
Category 1: High Risk / High Benefits	<ul style="list-style-type: none"> ▪ Pharmaceutical manufacture/supply ▪ Biotechnology manufacture/supply ▪ Medical Technology, Equipment and Supplies 		
Category 2: Moderate Risk / Medium-High Benefits	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ▪ Medical Service Industries ▪ Aged Care Services and Facilities ▪ Universities and Academic bodies ▪ Publishing (Health and Medical) ▪ Education Technology Providers ▪ Charity / Philanthropic Groups with Allied Health Interests ▪ Hospitals and mainstream health facilities </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ▪ Government Departments and Agencies ▪ Fitness Clubs and Fitness Equipment ▪ Broadcasters and Media Outlets ▪ Financial Services, Banking and Wealth Management ▪ Automobile / Car Manufacture ▪ Electronic equipment manufacture </td> </tr> </table>	<ul style="list-style-type: none"> ▪ Medical Service Industries ▪ Aged Care Services and Facilities ▪ Universities and Academic bodies ▪ Publishing (Health and Medical) ▪ Education Technology Providers ▪ Charity / Philanthropic Groups with Allied Health Interests ▪ Hospitals and mainstream health facilities 	<ul style="list-style-type: none"> ▪ Government Departments and Agencies ▪ Fitness Clubs and Fitness Equipment ▪ Broadcasters and Media Outlets ▪ Financial Services, Banking and Wealth Management ▪ Automobile / Car Manufacture ▪ Electronic equipment manufacture
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Category 3: Lower Risk / Medium-High Benefits	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ▪ Healthy Food Producers ▪ Industry and Professional Membership Organisations ▪ Health Insurance Providers ▪ General Insurance Providers ▪ Leisure, Travel and Lifestyle Service Providers ▪ Recruitment/HR Service Providers </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> ▪ IT/Data Consultants/Advisors ▪ Architecture, Design and Surveying ▪ Office equipment, Furniture and Fit-out ▪ Publishing (Leisure and Non-Medical) ▪ Property/Real Estate Investment Advisors ▪ Management and Marketing Consultants </td> </tr> </table>	<ul style="list-style-type: none"> ▪ Healthy Food Producers ▪ Industry and Professional Membership Organisations ▪ Health Insurance Providers ▪ General Insurance Providers ▪ Leisure, Travel and Lifestyle Service Providers ▪ Recruitment/HR Service Providers 	<ul style="list-style-type: none"> ▪ IT/Data Consultants/Advisors ▪ Architecture, Design and Surveying ▪ Office equipment, Furniture and Fit-out ▪ Publishing (Leisure and Non-Medical) ▪ Property/Real Estate Investment Advisors ▪ Management and Marketing Consultants
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8. Monitoring and Evaluation

8.1 Monitoring

All sponsorships should be monitored and formally evaluated and the evaluation provided to the Finance and Risk Management Committee or the Fellowship Committee (as applicable)

8.2 Reporting

The monitoring and evaluation of individual sponsorships is the responsibility of the Development Directorate, reporting to the Finance and Risk Management Committee or Fellowship Committee (as applicable). These reports will support each committee in the preparation of their submissions to the Board.

9. Review

This Policy will be reviewed no later than 2 years following the date of approval by the Finance and Risk Management Committee.

This policy and associated guidelines are intended to provide general guidance. They are not inclusive or exhaustive and are subject to change at the discretion of the Finance and Risk Management Committee at any time.