

Sponsorship, gifts and offers of hospitality for the Association of Supportive and Palliative Care Pharmacy (ASPCP) Guidelines, terms and conditions

General principles

- All sponsorship, gifts and offers of hospitality to committee members will comply with the following guidance, terms and conditions, prevailing ABPI Code of Practice, professional Code of Ethics and ASPCP rules of constitution and governance.
- Sponsorships and declarations by committee members must be approved in the first instance by the ASPCP Treasurer and declared as part of the end of year accounts. This information would be logged on the Charity Commission website if the ASPCP decides to become a registered charity in the future.

Hospitality

- No hospitality, invitations or gifts must be accepted where these may be deemed as an inducement or where they would bring the ASPCP into disrespect.
- All accepted offers of hospitality, invitations or gifts must be recorded by the benefactor and declared to the ASPCP Treasurer. The approximate value of the gift should be declared prior to the event.
- Modest hospitality, provided it is normal and reasonable in the circumstances, up to the value of £25, need not be recorded e.g. sandwich lunch, notepad and pens and the like.

Declarations of interest and possible conflicts of interest

- Committee members must declare any commercial interests which may conflict with their committee role e.g. where matters or decisions of sponsorship are granted.
- As part of the terms and conditions of ASPCP committee membership, members will be asked to declare any commercial interests resulting in personal financial gain or benefit in kind they may have to the ASPCP Treasurer at the commencement of their tenure.

Sponsorship

Sponsorship will confer the following benefits on the sponsoring organisation:

- Company logo on home page of ASPCP web site advertising that the company is either a Principal Sponsor or Sponsor.
- Company name and logo printed on ASPCP Conference notification, promotional material and final programme stating principal sponsor or sponsor.
- Stand at annual ASPCP conference with a maximum of two people in attendance including lunch, all free of charge.
- Access to educational plenary sessions at annual ASPCP conference, free of charge. When attending educational sessions it is expected that company representatives are courteous and not disruptive i.e. entering and leaving the area to answer phones calls as this can be off putting to speakers and attendees.
- Option of delivering an educational presentation at the conference provided the content is agreed as relevant to ASPCP members as judged by ASPCP conference organisers.
- Option of information on ASPCP members including name, role and employer when requested a month in advance. A confidentiality agreement must be signed prior to receiving the requested information. Information can only be provided for members who have agreed to the sharing of their information.
- Sponsors will not share any information on ASPCP members with subsidiaries or third parties. Information will be kept secure and confidential according to data protection and not shared with other departments within the organisation or used for commercial purposes.
- As with all company personnel, sponsors are unable to join as members of the ASPCP however have access to all public parts of the ASPCP website available at www.aspcp.uk

In addition the Principal Sponsor has the following additional benefits:

- Option of stand at a regional group meeting when notified to chairperson in advance. Maximum of two people in attendance, all free of charge. Regional groups are held in North West, Midlands and South East.
- Opportunity to work with the ASPCP on joint educational projects.
- An option to work with the ASPCP to sponsor a Masterclass or Workshop which can be recorded and shared on the website.

Ideally, 3 months termination of notice is required by either party.

All matters pertaining to sponsorship, gifts and offers of hospitality to ASPCP committee members which require clarification or further definition and all requests by sponsoring organisations which are not covered by the above terms and conditions must be related to the ASPCP Treasurer in the first instance.

Written by: Elizabeth Miller, Treasurer ASPCP, 10th February 2015

Approved by PCPN Committee: 16th February 2016

Reviewed: 4th July 2017

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Next Review date: July 2019