

The Immunisation Advisory Centre (IMAC) Gift and Sponsorship Policy

1. Purpose

- 1.1. Provide procedures, a framework and guidelines under which IMAC may accept Gifts and regulate Sponsorships and account for them.

2. Scope

- 2.1. This policy covers the acceptance of Gifts or Sponsorship by IMAC. It does not include monies or other support for research projects, or work that is governed by a specific contract between the third party and Auckland UniServices (as IMAC's contractual entity).

3. Definitions

3.1. "Gift"

Means a donation of any type of property, including goods, real estate, rights or monies, where there is no consideration made or paid to the donor in any form for the making of that donation.

3.2. "Sponsorship"

Means the payment of money or anything having a monetary value, or the provision of services, rights or any type of property including goods and real estate, to IMAC where the payer or provider receives a consideration for such payment or provision in the form of advertising, logo use, publicity, naming or such similar rights.

4. Responsibilities

- 4.1. The IMAC Director is required to oversee all aspects of this policy.
- 4.2. All IMAC employees are required to ensure they abide by the requirements of this policy.
- 4.3. The IMAC Communications Manager is responsible for ensuring that a copy of this policy is available on the IMAC website.

5. Principles of the policy

- 5.1. All decisions to accept Gifts or Sponsorship must consider, and reflect, the general ethical principles of IMAC:
 - 5.1.1. Academic integrity and independence.
 - 5.1.2. IMAC statements are supported by evidence-based research and facts.
 - 5.1.3. IMAC provides advice to any reputable third party without prejudice.
 - 5.1.4. IMAC will acknowledge all sources of gifts and sponsorship.

5.2. All decisions to accept gifts or sponsorship must consider, and reflect, specific IMAC principles:

- 5.2.1. IMAC maintains full control over the development and production of all IMAC branded education programmes, courses, presentations and workshops. Full control includes programme structure and content.
- 5.2.2. IMAC will accept Gifts for reasonable travel costs (transport, accommodation and meals) to attend academic conferences or seminars whose main purpose is to enhance evidence based academic knowledge.
- 5.2.3. IMAC will not accept Gifts or Sponsorship to attend branded product seminars, launch meetings or other such events.
- 5.2.4. IMAC will not accept Gifts or Sponsorship to speak about, write about, or in any other way promote, specific branded products.
- 5.2.5. IMAC will publish a summary of all Gifts and Sponsorships on their website.

6. Process

- 6.1. Engagement between IMAC and potential third party.
- 6.2. Review of proposed Gift and Sponsorship in relation to this policy.
- 6.3. If approved by the IMAC Director, completion of a "Gift and Sponsorship agreement form" which clearly states the details of support provided.
- 6.4. The IMAC National Manager is notified of any request and sent a copy of the proposed Gift or Sponsorship form prior to finalisation.
- 6.5. The Gift and Sponsorship agreement form must be signed by a member of the IMAC Senior Leadership Team and an electronic copy is to be sent to the IMAC office administrator for central filing. (cc: The IMAC Director and the IMAC National Manager)

7. Related procedures

If the sponsorship value is > \$NZ 10,000, the Sponsorship agreement form must also be signed by the IMAC Director.

8. Related documents

IMAC Gift and Sponsorship agreement form

9. Compliance considerations

When sponsorship is received from the New Zealand pharmaceutical industry, considerations should be given to the Research Medicines Industry of New Zealand Incorporated Code of Practice and the companies own internal policy on providing sponsorship.

10. References

The Research Medicines Industry of New Zealand Incorporated Code of Practice can be downloaded from <http://www.rmianz.co.nz/codeofpractice.pdf>

11. Revision history

Version: Final	Revised by:	IMAC Communications Manager
Version No: 2.0	Reviewed by:	IMAC Director and National Manager
Date: 2012	Approved by:	Director: Nikki Turner
	Review due:	March 2013

Version: Final	Developed by:	IMAC Director and IMAC Operations Manager
Version No: 1.0	Approved by:	Senior Management Team 22-07-10
Date: 2010	Approved by:	Director: Nikki Turner
	Review due:	Annual review due –July 2011