

**ALLSA POLICY DOCUMENT – FEBRUARY 2014**

**SOP – Guideline to Sponsors of ALLSA Guideline Meetings**

**ALLSA Executive Committee will identify the need for a particular Guideline or Guideline renewal.**

**A member of the Excom will be charged by the Excom with approaching a particular Company/ies to ask if they would be willing to support such an initiative financially.**

**Responsibilities of the Sponsoring Company**

1. To make an unrestricted financial grant to ALLSA to cover the costs of travel, accommodation, transfers and meals of the invited delegates to the Working Group of said Guideline;
2. To offer support in the form of advertising to the Journal willing to publish said Guideline;
3. To be allowed first opportunity to have reprints of the Guideline and distribute these to doctors for CME purposes.

**Responsibilities of ALLSA**

1. To be fair in the request of a Company/ies to sponsor such a Guideline;
2. To make a request for monies based on Economy class travel and accommodation at a hotel offering preferential rates to ALLSA;
3. Not to request payment in any form to a Health Care Worker involved in such a Guideline that may be seen as individual payment or honorarium;
4. To acknowledge sponsorship funding within the Guideline

**ALL THE CRITERIA ABOVE MUST OPERATE.**

**Process**

* The Chairman of ALLSA may personally request said funding or delegate responsibility to another person on Excom;
* The need for said Guideline and approval to involve a Company/ies will be approved at an Excom Meeting and by all Excom members.

**Payment**

Payment for such endorsements shall be in the form of an unrestricted grant to ALLSA as SPONSORSHIP.

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Signed on this day 22 February 2014….

Chairman: ALLSA