

OGSM Funding Guidelines for State Fellowship / CME Activities

Preamble

The Obstetrical and Gynaecological Society serves many functions. Two of these important functions include promoting academic activity and fellowship within the fraternity. To this end, the society should play an important facilitating role in ensuring that the various committees are able to optimally organize their relevant activities.

The society is fortunate to be in a financially enviable position, thereby allowing the sub-committees the option of obtaining monetary assistance to carry out their activities. However, it is also imperative that such funding comply with the acceptable norms related to financial prudence and transparency. We therefore recommend the following guidelines.

The preparation of these guidelines was based on the following principles:

1. That the society must support academic and fellowship activity that benefits the fraternity in general and its membership in particular. While the financial assistance available is not substantial, it may be useful if utilized as seed money.
2. While the society remains financially sound, such guidelines must ensure financial prudence and encourage further transparency.
3. There needs to be an acceptable balance between providing guidance to organizing committees and simultaneously avoiding micro-managing these committees.

1. State fellowship / CME / CPD activity

- a. The role of state chairpersons and purpose of the state committee has been previously outlined.
- b. An annual allocation of RM2000.00 for fellowship activity and a further allocation of RM1000.00 for CME/ CPD activity are to be made available per state as of 2010/2011.
- c. This amount may be rolled over for a two year period. Therefore, at any one time, a total allocation not exceeding RM4000.00 for fellowship and a further allocation not exceeding RM2000.00 may be made available per state as of 2010/2011.
- d. The balance available if remains un-utilized as of 30 November of the 2nd year may be redistributed to other states / sub-specialty committees as seen reasonable by council as to optimize its usage.
- e. All state chairpersons are responsible for the funds allocated.
- f. State chairpersons may negotiate to undertake joint activities with other states thereby pooling their financial resources. Other states undertaking such collaborative efforts must first consent (in writing or email) to this collaboration. This will ensure no future dispute with regards to disbursement of funds.

- g. All requests for state allocations should be made in writing to the council not less than 6 weeks before the planned activity. This request may be conveyed to the council by email or conventional mail.
- h. For state activities, all members residing within the state should be informed. All members residing within the given state should be informed and invited.
- i. The OGSM secretariat will undertake the mail-out on behalf of the organizing committee. If possible, this will be done complementary but otherwise all postage costs will be borne by the organizing committee and therefore deducted from their allocated funds. All electronic mail-outs will be complementary.
- j. All members should be offered a discount for registration fees. The quantum of the discount will be left to the discretion of the organizing committee but it is envisioned that it would be no less than 10%.
- k. The organizing committee will be allowed to utilize whatever funding obtained from the society as they see reasonable but must make available their detailed accounts within 2 months after completion of the said activity, highlighting expenditures incurred for which the society's funds were utilized for. Failure to comply may incur loss of funding for future projects.
- l. The state committee must endeavour to ensure that a report of the project is made available for inclusion in the Society newsletter with 2 months of completion of the said activity. Failure to do so may result in that all future funding for future state activities will be withheld.
- m. Individual members applying for funding under the auspices of the state sub-committee will need to first obtain approval from the state chairperson before the request is forwarded to the council.
- n. If the state committee funds have been completely utilized but the committee would like to request funding for further activities, the state may choose to divert funds from their fellowship allocation to carry out CME/CPD activities. Alternatively, the society will endeavour to request for funds to be diverted from other states (with consent) should these funds remain un-utilized by 30 November of the given year.

2. Sub-specialty committee activity

- a. The role of sub-specialty chairpersons and purpose of the sub-specialty committee's have been previously outlined.
- b. An annual allocation of RM10,000.00 is to be made available per sub-specialty.
- c. This amount may be rolled over for a two year period. Therefore, at any time, a total allocation not exceeding RM20,000.00 may be made available (depending on the funding balance available) per sub-specialty sub-committee as of 2010/2011

- d. All sub-specialty chairpersons are responsible for the funds allocated.
- e. All requests for sub-specialty allocations should be made in writing to the council not less than 6 weeks before the planned activity.
- f. For all sub-specialty activities, all society members should be informed and invited. Therefore all members should be informed and invited.
- g. The OGSM secretariat will undertake the mail-out on behalf of the organizing committee. If possible, this will be done complementary but otherwise all postage costs will be borne by the organizing committee and therefore deducted from their allocated funds. All electronic mail-outs will be complementary.
- h. All members should be offered a discount for registration fees. The quantum of the discount will be left to the discretion of the organizing committee but it is envisioned that it would be no less than 10%.
- i. The organizing committee will be allowed to utilize whatever funding obtained from the society as they see reasonable but must make available the detailed accounts within 2 months after completion of the said activity, highlighting expenditures incurred for which the society's funds were utilized for. Failure to comply may incur loss of funding for future projects.
- j. The sub-specialty committee must endeavour to ensure that a report of the project is made available for inclusion in the Society newsletter with 2 months of completion of the said activity. Failure to do so may result in that all future funding for future state activities will be withheld.

3. State fellowship / CME / CPD or sub-specialty committee activity held in collaboration with a 'third party' where funding for the society is requested for

- a. A 'third party' is defined as any organization which collaborates with the organizing committee in organizing an activity together with the Society. The 'third party' may be a hospital department (either public or private), a pharmaceutical organization, a non-governmental organization or some other institution or organization.
- b. The society encourages such collaboration provided that it serves the best interest of the society and its members.
- c. If undertaking collaborations with the pharmaceutical industry, special guidelines may apply (Refer to item 5).
- d. The total amount of funding that may be requested for any project carried out in collaboration with a 'third party' should not exceed the allocation for the state fellowship/CME/CPD or sub-specialty fund. However, approval in writing (or email) must first be obtained from the state chairperson or sub-specialty chairperson.

- e. For state activities, all members residing within the state should be informed. Therefore the organizing committee must endeavour to ensure that all members within the state are invited. For all sub-specialty activities, **all** members should be invited.
- f. The OGSM secretariat will undertake the mail-out on behalf of the organizing committee. This will ensure that the mailing list remains secure. All postage costs will be borne by the organizing committee and therefore deducted from their allocated funds or charged to the organizing committee. All electronic mail-outs will be complementary.
- g. All members should be offered a discount for registration fees. The quantum of the discount will be left to the discretion of the organizing committee but it is envisioned that it would be no less than 10%.
- h. All requests for allocations should be made in writing to the council not less than 6 weeks before the planned activity.
- i. The organizing committee will be allowed to utilize whatever funding obtained from the society as they see reasonable but must make available the detailed accounts within 2 months after completion of the said activity.
- j. The organizing committee must endeavour to ensure that a report of the project is made available for inclusion in the Society newsletter with 2 months of completion of the said activity. Failure to do so may imply that all future funding for future state activities will be withheld.

4. Guidelines when projects are carried out by a 'third party' without utilization of funds from OGSM but when only the Society's name and logo is utilized

Some projects carried out by state committees or sub-specialty committees are entirely self-funded. However, a request is made to the society to utilize its name and logo, thereby implying a collaborative effort.

An example of this may be an industry sponsored event, organized as a CME/ CPD event and with some intention of promoting a product or drug.

Events such as these will not require the organizers to present their accounts for the society's scrutiny but must comply with the specific requirements outlined below.

Furthermore, these activities must comply with the guidance provided in items 1 and 2 (whichever is applicable)

If the said project (either CME, CPD or otherwise) is carried out solely by the pharmaceutical company without collaboration with any particular sub-committee but with the intention of utilizing the society as a CME point provider (or mediator) only, such activity must also comply with all relevant provisions in this guidance. Furthermore, a special CPD administration fee will apply.

The fee will depend on the nature of the CME/CPD activity, and the categories are as follows:

- a. Event duration: half day or less – RM500.00
- b. Event duration: half to full day – RM800.00
- c. Multiple day event – RM1000.00

5. Special guidelines when collaborating with pharmaceutical organizations

These guidelines will apply to any activity that is undertaken in collaboration with a pharmaceutical organization regardless whether it is a state committee activity (fellowship / CME / CPD), sub-specialty activity or other activity of a similar nature and regardless whether society funds are requested for.

- a. The name and/or logo of the society must appear on the front cover of any/all promotional material produced for the purpose of promoting the said event.
- b. The name and/or logo of the pharmaceutical organization sponsoring / organizing the event may be placed on the promotional material but must utilize the wording or **'supported by'** (the pharmaceutical company) only and not 'organized by'.
- c. For state activities, all members residing within the state should be informed. The organizing committee must endeavour to ensure that all these members are invited.
- d. For all sub-specialty activities, all society members should be informed and invited. Therefore, the organizing committee must endeavour to ensure that all these members are invited.
- e. The OGSM secretariat will undertake the mail-out on behalf of the organizing committee. This will ensure that the mailing list remains secure. All postage costs will be borne by the organizing committee and therefore deducted from their allocated funds or charged to the organizing committee. All electronic mail-outs will be complementary. Furthermore, there will be a nominal service charge for the mail-out incurred amounting to RM150.00 payable to the society.
- f. For fellowship activities (either state or national), the name and /or logo of the sponsoring / supporting pharmaceutical organization may only occupy a non-prominent position on the promotional material and any CME/ CPD activity that is being organized in conjunction with the fellowship activity must not show bias towards any particular product or drug.
- g. However, during the actual fellowship activity organized, the sponsoring company may be allowed to distribute product or drug related promotional material.
- h. The 'third party' may be allowed to undertake the design of any promotional material that is to be sent out to all members. However, the organizing committee is

responsible in ensuring that all promotional materials conform to the respective guidelines.

- i. All promotional material that is to be sent out must first be vetted by the council. Draft material may be sent to council by email but must be received by the committee no less than 21 days before the date of the planned activity. Ultimately, it is the relevant state or sub-specialty chairperson who will be responsible to ensure that these promotional materials comply with the guidelines.
- j. As mentioned above, all approved promotional material will be mailed out by the society secretariat but mailing costs will be borne entirely by the 'third party'. Furthermore, there will be a nominal service charge incurred amounting to RM150.00 payable to the society.

6. Involvement of state or sub-specialty committees in bidding for international meetings

- a. It is generally perceived that the holding of joint meetings with international participation although difficult is in the best interest of all members.
- b. However, state and subspecialty chairpersons are required to first inform the council in writing regarding their intention to bid for such events even if the society is merely a supporting party. Their intention must be made known to council in writing (email or conventional mail) no less than 8 weeks before the official bid is made.
- c. Should the bid proposal be approved by council but subsequently be found to require funding, the proposal must first be discussed at the following annual general meeting before the bid can be made.

7. Conclusion

It is envisioned that these guidelines will provide the foundation for better governance and transparency in the financial allocations of the society. It is also anticipated that these guidelines may need to be changed as circumstances dictate.