

## **Classifying types of OGSM activities**

### Preamble

The financial guidelines for the society was introduced to provide clarity on the funding available for the different types of activities that the society is involved in and to enhance transparency on how these funds are utilized. These guidelines have been well received and at present form the basis of our funding policies. However, due to the myriad of different activities organized by the society, and the levels of cooperation with other organizations are varied and complex, it was decided that it would be best to classify these activities and to subsequently outline its relationship to the financial guidelines that are in place.

This classification is therefore to be read together with the financial guidelines.

### Types of activities

- A. Organized by OGSM
- B. Co-organized by OGSM
- C. Organized by OGSM in collaboration with another organization/organizations
- D. Supported by OGSM
- E. Pharmaceutical organized activity without input otherwise from OGSM

#### **A. Activities organized by OGSM**

- These activities would include all large programs such as the annual congress, sub-specialty committee activities and state committee activities organized entirely and primarily by OGSM.
- The financial guidelines are applicable in its entirety for all these activities.
- The full accounts related to these activities will appear in the annual audited society accounts.
- The society will be fully accountable for all profits or losses incurred in the organizing of such events.
- The society will be liable in both a civil as well as medico legal perspective and should therefore make all required arrangements to protect itself for any untoward eventuality.

#### **B. Activities co-organized by OGSM**

- OGSM may at certain times choose to co-organize activities with a 'third party'.
- 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.
- The organizing committee of such activities must have at least one named representative from the society

- Such activities may or may not require a financial allocation.
- If a financial allocation is required, the request must be directed to the council via the relevant committee chairperson and approval by both parties and documented in the minutes of council meeting.
- If a financial allocation was provided to help carry out the activity, full accounts must be made available for scrutiny.
- Whichever the circumstances, the financial guidelines already in place will apply to all such activities.
- The allocated amount will be documented in the annual accounts but the detailed accounts will not appear.
- The extent of financial liability to the society should be declared to council before approval of the said collaboration can be carried out. This approval must be clearly documented in the minutes of council's meeting.
- If approved by council, the society will be liable for losses incurred to the extent that was agreed upon at the time the decision was made to sanction the said activity.
- The society may be liable in both a civil as well as medico legal perspective and should therefore make all required arrangements to protect itself for any untoward eventuality.

#### **Activities organized by OGSM in collaboration with other organization/organizations**

- OGSM may at certain times choose to collaborate in activities organized with a 'third party'.
- A 'third party' has been previously defined.
- The society may be the 'primary initiator' of this collaboration (whereby OGSM invites other organizations to work with her) or may be invited to collaborate, whereby the society becomes a 'partner'.
- If the society is the primary initiator, the society is deemed to be the principal organizer and all other collaborators only play a subsidiary role. Hence, for the purpose of the guideline, this type of collaboration may be considered as similar to that of organizer and should comply with all items mentioned under paragraph A.
- If the society is playing a subsidiary role, then the extent of the society's role must first be defined. If a financial allocation is required, or if there is risk of incurring financial loss, then all items outline in paragraph B must be complied with.
- If there is a financial allocation provided, the organizing committee of such activities must have at least one named representative from the society.
- If no financial allocation is provided and there is no liability to loss incurred, financial accounts will not be required to be submitted for scrutiny.
- As stipulated in the financial guidelines a fee will be payable unless the council decides that the collaborators are an organization of such stature that the said collaborative activity will add prestige to the society. Such potential collaborators

would include the Malaysian Medical Association, The Academy of Medicine or other professional bodies.

- The society must make it clear to her collaborators that the society (OGSM) will not bear any financial liability nor incur any risk (either civil or medico-legal) should an untoward incident occur unless otherwise agreed to prior to accepting to participate in such a collaboration.

### **Activities supported by OGSM**

- OGSM may at certain times be approached by organizations, hospitals, pharmaceutical companies and other such entities to allow its name and /or logo to be utilized to imply a collaborative effort. In other instances, these third parties may request that OGSM facilitate provision of CME/CPD points.
- A 'third party' has been previously defined.
- For the purpose of these guidelines, support is arbitrarily defined as 'no real involvement in the activity beyond prior knowledge of the said event and some assistance possibly in mailing out promotional material and providing CME/CPD points and with no financial allocation or liability'.
- All such activity requires prior approval from council.
- Such activities will have no financial allocation nor will the society be held liable in any way should the said activity incur a loss.
- Financial accounts will not be required to be submitted for scrutiny.
- As stipulated in the financial guidelines, a fee will be payable unless the council decides that the collaborators are an organization of such stature that the said collaborative activity will add prestige to the society. Such potential collaborators would include the Malaysian Medical Association, The Academy of Medicine or other professional bodies.
- The society must make it clear to the organizers that the society (OGSM) will not bear any financial liability nor incur any risk (either civil or medico-legal) should an untoward incident occur.

### **Pharmaceutical organized activity without input otherwise from OGSM**

We have been made to understand that pharmaceutical organizations would not be allowed to organize CME/CPD activities on their own as this is governed by the Malaysian Ministry of Health. The society is of the opinion that these activities form the backbone of our CME/CPD activities and as such the society should facilitate such activities.

Therefore, an exception to the above guidelines is made for such CME/CPD activities organized by pharmaceutical organization as it would appear to be in the best interest of the members.

Such activities will be considered 'organized by' OGSM although in true fact, the program is arranged entirely by the pharmaceutical organization with exception to the following:

1. The said activity is first approved by council
  2. The invitation card/letter is vetted by council before mail-out
  3. The mail-out is carried out by the society secretariat
  4. CME points are facilitated by the society
  5. A charge for the mail-out is incurred to the pharmaceutical organization
  6. A CME administrative charge is incurred as per the financial guidelines
- Such activities will have no financial allocation nor will the society be held liable in any way should the said activity incur a loss.
  - Financial accounts will not be required to be submitted for scrutiny.
  - Such activities must also comply with all other parameters previously outlined in other guidance especially with regards to placement of logo and choice of wording used.
  - The society must make it clear to the pharmaceutical organizers that the society will not bear any financial liability nor incur any risk (either civil or medico-legal) should an untoward incident occur.

## **Conclusion**

The purpose of this guideline is to provide clarity on the categories of activities that the society is involved in. This allows consistency in the way in which the society collaborates with other organizations. We envision that these guidelines will need to be improvised as the circumstances dictate.