

Financial guidelines addition – 071112

The use of OGSM premises for CME/CPD activities

This subsection is to be read together with the existing financial guidelines and all pre-requisites and clauses in the said guideline must be fulfilled at all times unless specified.

Preamble

As previously outlined, society activities may be organized by sub-speciality sub-committees, state committees, as a joint collaboration with third parties or solely by a third party which merely utilizes the society's name and logo for other reasons including utilizing the society as a CME point mediator.

For the purpose of clarity, a third party may include a myriad of different organizations, including hospitals both private and public, non-governmental organizations (NGO's) which include medical associations, specialty societies or otherwise or pharmaceutical organizations.

All related guidance to the running of such activities have been previously outlined but this sub-section is strictly related to the utilization of the OGSM premises for these activities.

Guidelines

1. All activities organized primarily by the society (either by council, sub-specialty or state committee) may utilize the OGSM premises without charge. This is regardless whether the said activity is carried out in collaboration with a third party. However, the organizers of the activity should first seek approval from council not less than 6 weeks before the said activity.
2. All activities which are being organized primarily by a third party (but in-collaboration with the society) may also be allowed to utilize the OGSM premises subject to approval by council and availability, but such use will incur a rental charge amounting to RM500.00 for a session of less than half day while a session of up to a full day will incur a rental of RM1,000.00.
3. All other incidental expenditure related to the utilization of the OGSM premises for these activities will also necessarily be borne by the organizers. Examples of these expenditures include catering charges and rental of chairs and audio-visual equipment. Should the third party organizers chose to utilize the LCD projector belonging to OGSM for their activity, a further charge of RM500 will be applicable.

4. All activities regardless of who the primary organizer is must first seek approval from council at least six weeks prior to the event. This is to ensure that the said activity being carried out at the society premises will not tarnish the reputation of the society by implication. The council therefore reserves the right to refuse permission to the primary organizer to utilize the OGSM premises.

5. All other criteria set out in the existent financial guidelines must also be fulfilled before the said activity can be carried out.

6. A deposit of RM500 will be collected in addition to the rental fee. This amount will be refunded in full provided that the OGSM premises are vacated in the same condition it was made available to them including ensuring there is no damage to society property.

7. Activities that have no relation to the function or philosophy of the society and are merely utilizing the society's premises as a venue (non-collaborative activities) will not be allowed.

Conclusion

The guidance above was conceived to fulfil a need that recently emerged. However, it is envisioned that it may need to be improvised and improved as member's feedback and circumstances dictate.