

FAQ'S

Question 18

I have been asked to sponsor a Specialist Forum meeting. The committee consists of 4 specialists (surgeon, oncologist, radiologist and pathologist) meeting once every 4 months to plan the meetings. I attend this planning meeting to facilitate logistics and have no input into the topic selection. Once the date and topic is selected, I source the venue, catering.

The Committee sources the speakers. (No honorarium is paid to these speakers)

I print the invitation on the Pharma Company X letter head. This invitation is distributed via two laboratories, to all doctors in the area. I am listed as RSVP, thus I manage RSVPs for catering numbers.

XX sponsor and apply for CPD accreditation.

On the evening of the meeting, I ensure the attendance register is completed and that CPD certificates are distributed.

- Can the rep sit in the planning meeting?
- Can the rep print the invites on Pharm Company X letterhead?
- Can the rep be responsible for the RSVPs?
- Can the rep attend the meeting?
- Can Pharma Company X pay for the venue and catering (sponsorship/grant)?

Bernice Grusd replies

- The following documentation is advisable
- A letter of request from the Specialist Committee
- Signed contract of engagement between the Specialist Committee and the Pharma company
- Can the Sales Representative sit in the planning meeting?

Yes, as they provide no input into the agenda.

- Can the Sales Representative print the invites on Pharma Company X letterhead?

Yes, provided there is full disclosure

18.3 Transparency

- Can the Sales Representative be responsible for the RSVPs?

Yes, there is no unfair or improper advantage to be gained, they are providing reasonable support

- Can the Sales Representative attend the meeting?

Yes, but only as a silent observer

- Can Pharma Company X pay for the venue and catering (sponsorship/grant)?

Yes

Clause 15.4 – Organising meetings

Clause 18.1 - Hospitality/venues of meetings and events

Hospitality costs and provision of alcohol - What is a reasonable cost of a meal and drinks for an HCP for hospitality at a meeting?

Bernice Grusd replies

- Clause 19.1 of the Code requires that the costs of subsistence must not exceed that level which the recipients would normally adopt when paying for themselves.
- Standard operating procedure (SOP) – maximum amounts, quantity, costs and for which type of meals