



ISSOP policy on sponsorship of its activities (excluding Annual meetings¹)

Adopted at AGM 2014 on 17th June 2014

1. Purpose

- 1.1. ISSOP may enter into mutually beneficial agreements with sponsors, including health oriented corporate sponsors, foundations and individuals who wish to support the mission and activities of ISSOP by sponsoring activities and projects in their entirety or in part. Such sponsors are referred to as Project Sponsors.
- 1.2. The purpose of this policy is to have an agreed approach to Project Sponsors.

2. Definition

- 2.1. Sponsorship is the negotiated provision of funds, goods or services for ISSOP activities or projects in exchange for sponsor(s) visibility and recognition or similar.
- 2.2. Such sponsorship may take the form of financial, in-kind contributions or services.
- 2.3. ISSOP may enter into such sponsorship agreements with a single or several sponsoring entities as appropriate, with preference for multiple sponsors.
- 2.4. ISSOP Core Executive Committee (Core EC hereafter) can name an individual ISSOP member or a third party to identify appropriate sponsors for projects.

3. Criteria for Sponsorship

- 3.1. The sponsored project must be aligned to the ISSOP mission and strategy, and must benefit ISSOP as an association, contributing positively to its global leadership role.
- 3.2. No sponsorship should knowingly be accepted from any company in a business which is inconsistent with ISSOP mission and strategy such as alcohol, tobacco, weapons, infant formula milk, soft drinks, or exploits children in another way.
- 3.3. However, this would not necessarily preclude involvement with business that sell such products as a minor part of their business.
- 3.4. Sponsorship from pharmaceutical manufacturers is only acceptable if the company manufactures a product which has a strong evidence to benefit child health (eg vaccines)

4. Projects for sponsorship

- 4.1. The project scope must be relevant or adaptable to meet the needs of professionals and patients in different settings, within or between countries (i.e. pilot or demonstration projects, international or regional projects).
- 4.2. The project must be based on an assessment of needs by ISSOP members locally or centrally and validated by the ISSOP Core EC, who will periodically evaluate it.
- 4.3. The sponsorship seeker will carry out due diligence with regard to potential donors and will provide information and report to ISSOP Core EC regarding background and appropriateness of this organization. The final decision on sponsors remains with ISSOP.

¹ Regarding our annual meetings, the national organisers do all the work and local sponsors can be approached.

5. Terms of sponsorship

- 5.1. Sponsorship must not entail tacit or explicit endorsement to any sponsor product or service or associated weblink.
- 5.2. Sponsorship will be provided as a 'restricted' (for specific purposes) or 'unrestricted grant' (general ISSOP use such as educational, capacity building etc.) to be agreed with sponsor.

6. Sponsor Benefits

- 6.1. The sponsor can be acknowledged on the ISSOP website, newsletter, and collateral material in relation to the sponsored activity with no direct link to any sponsor product or service.
- 6.2. Company logos should not appear on ISSOP packs handed out to delegates.
- 6.3. Other opportunities for recognition, depending on extent of sponsorship and nature of project can be negotiated at the project and sponsorship set-up stage.

7. Budget and Financial Control

- 7.1. Any project sponsorship agreement must include a mutually agreed detailed annual budget determining the amount committed by the sponsor and based on the agreed short, medium or long term needs of the project.
- 7.2. The ISSOP secretariat will monitor and account for all expenditures.
- 7.3. Depending on the nature of the project, periodic progress reports and financial reports will be provided to the sponsor.
- 7.4. All sponsorship for ISSOP must be full and transparently recorded in the ISSOP annual accounts and reported to the AGM.

8. ISSOP Board and Committee Members are required to:

- 8.1. Open doors and assist with sponsorship negotiations if required
- 8.2. ISSOP Core EC and Council members are required to:
 - 8.2.1. Disclose to the ISSOP Core EC any sponsorship agreements in the name of ISSOP as well as the terms of such agreements and be available to ISSOP auditors to provide further details as required.
 - 8.2.2. Share the terms of independently negotiated contracts with the secretariat to avoid duplicated efforts.
 - 8.2.3. All sponsorship agreements on behalf of ISSOP should adhere to this policy.

9. Risk Management

- 9.1. For long term projects, interim project reports should be prepared by the relevant expert committees for review and discussion by ISSOP Core EC.
- 9.2. If a project is deemed to be unsuccessful, remedial action should be proposed or an exit strategy should be discussed and agreed with the project sponsor.
- 9.3. Termination of the relationship with the sponsor can happen prior to the end of the project, if relevant, appropriate and decided by ISSOP. This exit/termination clause should be integrated into all contracts with sponsors.