Agreement for non-NHS funding of educational events

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| **Name of event** |  | **Date of event** |  |
| **Summary of intended aims and objectives** |
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| **Name of ICB staff member requesting sponsorship** |  |
| **Role of staff member** |  | **Department** |  |
| **Signature** |  | **Date** |  |

**Details of Non-NHS Organisation/ Sponsor**

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| **Name of non-NHS organisation** |  |
| **Name of non- NHS organisation staff member** |  |
| **Signature** |  | **Date** |  |

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| **Details of Products/services to be Promoted at Event** |
| **Product to be sponsored** | **Method of Promotion** | **Approval Status****(Approved/Not Approved)** |
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| **Guidelines for Non-NHS Funding of Educational Events** |
| 1. Pharmaceutical sponsorship is defined as including NHS funding from external sources, including funding of all or part of the cost of a member of staff, NHS research, staff training, pharmaceuticals, equipment, meeting rooms, costs associated with meetings, meals, gifts, hospitality, hotel and transport costs (including trips abroad), provision of free services and building or premises.
2. The Sponsor will abide by the NHS Derby and Derbyshire Commercial Sponsorship and Joint Working with the Pharmaceutical Industry Policy.
3. Only products in the NHS Derby and Derbyshire ICB prescribing formularies may be promoted at the meetings. Products can only be promoted in line with the ICBs prescribing guidelines.
4. Prior to the meeting the Sponsor will;
* Confirm the products they wish to promote. There should be no promotion of products apart from that agreed in writing.
* Provide information as to the content of the meeting/ event and the identity of the speakers and nature of the displayed promotional material agreed.
1. All speakers will be asked to declare their commercial interests to the audience at the beginning of the event and on any papers/ advertising material supplied/ used at the event.
2. The company cannot promote its products through the work it is supporting by direct advertisement, except by manning a promotional stand at the sponsored meeting/ event. This stand will be manned at registration period only and will preferably be in a separate area to that of the main meeting.
3. Where training is being provided by the industry the ICB must be satisfied that training complies with ABPI Code of Practice, guidance complies with current evidence based and NHS and local prescribing guidance.
4. No employee or associated representative from the non-NHS organisation will be allowed to be a delegate at the event without written approval from the ICB. Approval for sponsorship is **not** approval for non-NHS delegate attendance.
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| **Submission Details** |
| Submit completed form to ddicb.meds.man@nhs.net for review and approval. |

**Approval - to be completed by the Derbyshire Prescribing Group**

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| **Approval status** | **Approved** |  | **Not Approved** |  | **Date** |  |
| **Name of ICB Executive/Functional Director** |  |
| **Signature** |  | **Date** |  |

Following review/approval – forms should be submitted to suzanne.pickering1@nhs.net and frances.palmer1@nhs.net