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Date

Name
Job Title
Address

Dear <Insert HCP Name>

Thank you for approaching Servier Laboratories to consider a request for funding or project support. If you feel that your request meets the criteria set below, please complete a letter of request as detailed. Please note that applications may take up to 4-6 weeks to process in order that we may give each application our full and fair consideration.

Servier Laboratories and ABPI Code of Practice: Use of funding

Servier Laboratories sets the highest ethical standards and aims to comply with the ABPI Code of Practice and all other relevant regulations in every aspect of its business. It is therefore extremely important that any funding follows these standards. Servier Laboratories is pleased to consider funding on the following understanding:

It is Servier Laboratories policy that a letter from the prospective recipient must accompany all requests for funding or project support. We cannot consider any requests without this. Following this you may be asked to complete a signed Details of Funding Form. Projects will also need to go through a further approval process to satisfy the requirements of the ABPI Code of Practice for the pharmaceutical industry.

Principles of the Servier Laboratories Ltd Funding policy

- Funding must be of benefit to the wider NHS and/or its patients and should not directly benefit an individual or group of individuals
- Servier Laboratories will not benefit directly from the payment
- The recipient declares their intention to use the money in line with the stated proposal
- Servier Laboratories reserve the right to decline requests at their discretion or to contribute in part as an alternative to full funding
- Please note that receipts are necessary as proof of expenditure and will be required to be seen (in original form) before payments can be made

Funding of Medical and Educational Goods or Services

Examples* of appropriate funding includes payments for:

- Support for the production of patient-focused disease area information leaflets or booklets. (Support will not be offered for the production of drug-related information leaflets for patients)
- Sponsoring educational websites
- Support for development of disease awareness materials
- Medical educational meetings

Funding of Medical and Educational Goods or Services (continued)

- Hospital/CCG/Trust organised training courses
- Development of local and regional therapy guidelines
- Medical Patient Review Services
- Purchasing of equipment
- Medical or charitable donations
- Research and clinical posts within the NHS

**Please note that these are examples only; the actual decision will be based on the evidence supplied and the individual circumstances. Servier Laboratories reserve the right to decline requests at their discretion or to contribute in part as an alternative to full funding.*

NB. Servier Laboratories involvement **must** be prominently declared.

Servier Laboratories must always be transparent in its declaration of funding. For activities such as the funding of NHS websites or printing of guidelines, a reference to Servier Laboratories funding must be clearly displayed, on website pages and all printed materials, in compliance with the ABPI Code of Practice.

Meetings funding

In your application letter please consider and detail the following:

Programme

- The focus of any activity is educational
- All educational meetings have a formal invitation and agenda
- All invitations and associated materials relating to the meeting must reflect the high standards of Servier Laboratories and fully convey that the educational aspect of the meeting is the main attraction for the meeting and that any subsistence is purely secondary
- Declaration of funding from Servier Laboratories should appear prominently on all printed materials related to the meeting

Arrangements

- Hospitality refers to accommodation and subsistence (i.e. meals and drinks) offered in connection with legitimate educational, scientific and business purposes consistent with the ABPI Code of Practice. Therefore all meetings need to comply with these requirements.
- Any subsistence is secondary to the educational/scientific purpose of meetings
- Venues are appropriate to the occasion and should not include expensive venues or places chosen because of their resort location. Business-type hotels (not luxury hotels or those perceived to be exclusive) should be used. When meetings are held in the UK, Servier Laboratories' policy is that hotel venues may not be more than 4 black star rated (AA classification) i.e. 4 red star and 5 star venues are not allowed
- The costs involved are modest, in line with what the recipients would personally and routinely be willing to pay under the same circumstances
- Subsistence is only available to members of the healthcare professions or appropriate administrative staff. It must not be extended to spouses, families or companions. Meetings with lavish evening events will not be supported (e.g. gala dinners, free bar etc.)
- A breakdown of costs (including honoraria fees) should be included.

Funding for Projects and other Activities

- Funding is requested by institutions and / or healthcare professionals with the intention of enhancing patient care provision
- Declaration of Servier Laboratories funding should appear prominently on all printed materials
- Funding is not linked to inclusion in formulary or to past / future business volume
- All funding must comply with the ABPI Code of Practice and with Servier Laboratories' own policies and processes

Disclosure

Servier is a member company of the European Federation of Pharmaceutical Industries and Associations (EFPIA) and the ABPI. Servier supports in this context the pharmaceutical industry initiative towards transparency of financial interactions with healthcare professionals and healthcare organisations throughout European countries.

In application of the EFPIA Disclosure Code and the ABPI code, Servier is required to disclose transfers of values that are made (paid or reimbursed) to healthcare organisations and healthcare professionals or for their benefit, either directly or indirectly.

Depending on consent, these amounts may be disclosed together with personal details. Without your consent, transfers of value to individuals will only be disclosed in aggregate, that is to say, in a manner that does not permit individual identification on the basis of the information that will be published by Servier.

The disclosure will consist of the publication of all this information on an internet website managed by the ABPI. Information will be updated on a yearly basis and will start with transfers of value made from 1st January of each year. This information will thus be accessible to the public and will remain available for a period of at least 3 years.

Letter from Health Care Professional

To help us consider your request, please include the following information in the request letter, which should be on signed headed paper from your institution (e.g. CCG, Practice, NHS Trust, etc).

- A detailed description of how the funds will be used, including an agenda, if appropriate. If a request includes a review of patient care, please mention any local or national guidelines/protocols being followed
- When the funding is required
- The estimated cost of the project/funding and the level of funding needed from Servier Laboratories with a breakdown of costs, to justify total request
- Full timescales and duration of support required from Servier Laboratories. Please note your application should be received ideally 8 weeks before the event, to allow for our internal consideration process. Please also note we are unable to sponsor retrospective requests.)
- How this funding would benefit the NHS and its patients
- Details of any planned venue(s)
- Confirmation that all appropriate statements of Servier Laboratories' support will be included in all printed materials

Please forward your request letter either by post or e-mail to:

MEGS Committee c/o Medical Affairs
Servier Laboratories Ltd
Sefton House
Sefton Park
Bells Hill
Stoke Poges
Slough
SL2 4JS

E-mail Address: MEGSrequests-uk@servier.com

Your request will be given due consideration. Please understand however that no guarantee can be made that the funding will be approved as various checks, including adherence to the ABPI Code of Practice and Servier Laboratories internal policy, will need to be carried out by Head Office.

Yours sincerely

Dr Clare Spooner MCEM MRCP MFPM
Director of Medical Affairs
Servier Laboratories Ltd.