

## **Framework of Institutional collaboration between the EFP and non-profit organizations**

As part of its mission, the EFP collaborates with other non-profit organizations, such as Foundations, to fulfill the EFP's objectives and goals.

It is acknowledged as essential that both organizations mutually benefit from the collaborative activities, and the common ground of this collaboration is transparently described.

### **Objectives and type of collaborations**

The overall goal of any collaborative activities is to support the EFP to achieve its strategic goals to promote health and wellbeing at all ages. Types of collaborative activities include – but are not limited to – symposia, conferences, educational programs, publications, digital media, and other activities. All activities should have a clear target audience, specific objectives, and deliverables.

If a non-profit organization has a relationship with or is fully supported by a company, this document aims to describe the general framework of collaboration between the EFP and the non-profit organization. The EFP would expect the linked company to be a partner of the EFP.

### **Process**

The EFP and the non-profit organization establish a working team that should prepare a proposal to be submitted for discussion to the EC of the EFP. From the EFP perspective, the working team includes 2 members of the EC, that have no conflict of interest, and the Head of Operations.

For activities with a scientific/educational content- the proposal should include a working package with a specific scientific program, target audience and learning objectives, advertising plan, and a financial plan. The scientific program, including chairmen, speakers, and materials (verbal, printed, or electronic) should be selected purely based on appropriateness for the purpose, and should have high professional standing, skills, and quality. The EFP reserves the **right of veto** in the choice of chairs, speakers, and topics.

The proposal should clearly state the ways in which the EFP and the non-profit organization may benefit from the proposed collaboration. Further, the proposal should clearly present the communication strategy guaranteeing transparency and the independence of the EFP.

The EFP President will be the point of contact with the non-profit organization. If there is a need for the EFP to use its own financial resources for the project, then the Treasurer should be consulted during the preparation of the proposal and prior to bringing it to the EC.

The EFP EC is the governing body and decides on the acceptance of the proposal and/or the need of amendments/changes.

With regard to the agreement - a MOU should be signed between both parties.

The EFP representatives need to take care that:

1. The activity is free of industrial influence.
2. Any support of the industry is transparent.
3. Any financial implications from the EFP perspective are approved following the Treasurer's proposal, business case, budget, and contract
4. The collaboration respects the independence of the EFP.
5. Organizing committee (when needed) will include at least 50% EFP representatives, appointed by the EFP EC.
6. For scientific and educational activities the EFP has the RIGHT OF VETO when choosing speakers and topics.