

ANZGITA POLICY for

In-Country Medical Institution Partner Agreements

1. PURPOSE AND SCOPE

The work of the Australian and New Zealand Gastroenterology International Training Association (ANZGITA) is undertaken by forming relationships with medical institution partners (In-country Partner) in the countries in which we operate. Formal agreements are needed with In-country Partners as part of good governance. The policy identifies the structure and content of agreements.

2. BACKGROUND

ANZGITA provides capacity building in gastroenterology services through in-country training programs. Since 2007, ANZGITA, and its predecessor group GeFiTT, has operated training programs in Fiji, Solomon Islands and Myanmar at the facilities provided by our In-country Partners and, where applicable, their associated university. These partners have proven to be closely engaged, trustworthy and reliable in the planning and successful execution of programs. As ANZGITA is now also acting independently of existing Australian partners, there is a need to formalise successful in-country partnerships and to provide a framework for future ones.

3. CAPACITY AND RISK ASSESSMENTS

Before entering into any agreement with a new partner, ANZGITA will undertake a formal capacity and risk assessment of the partner against their designated roles and responsibilities.

In line with ANZGITA's Counter Terrorism and Sanctions Policy, all reasonable efforts will be made by ANZGITA to ensure that the proposed partner does not have direct or indirect links with terrorist organisations or activities or engage in activities related to sanctions.

In line with ANZGITA's Fraud and Corruption Policy, all reasonable efforts will be made by ANZGITA to ensure that the proposed partner does not engage in forms of institutional corruption and the primary responsible staff of the organisation with whom we will work are of reputable character and have an appropriate commercial track record.

4. CONTENT OF AGREEMENTS

The agreement must clearly identify the services that are the subject of the agreement.

The agreement must identify, where relevant to the work to be delivered, the party responsible for:

- program organisation
- scheduling of activities associated with planning, execution and review of a program;
- organising program logistics (primarily travel and accommodation arrangements);
- trainer selection, preparation, welfare and feedback;
- trainee selection, welfare, assessment and feedback;
- academic curriculum;

- provision of equipment and disposables;
- funding arrangements;
- program budget preparation, monitoring and reporting;
- liaising with
 - Australian/New Zealand Government posts and other relevant in-country personnel;
 - the partner's government Department of Health (or equivalent).
 - other program partners, e.g. WGO, RACS
- where appropriate, performing the obligations that arise as a consequence of the project being conducted under the auspices of the Australian/New Zealand Government.

The agreement will also identify:

- identification of individuals, and their positions, who have funds management responsibilities
- the monitoring and reporting requirements of the program.
- the process by which performance issues of partners are addressed and managed.
- how communications between ANZGITA and the Partner are to occur, including who the appropriate contact officers are for each party to the agreement.
- when and how each completed program is reviewed with the partner and other relevant stakeholders
- the term of the agreement
- when and how the agreement will be reviewed during its existence
- when and how the agreement can be terminated.

Where applicable, the agreement should mirror ANZGITA's policies around issues such as fraud, child protection and counter-terrorism and sanctions.

5. EXCEPTIONS

Where the in-country government directly engages an in-country organisation or government department to work with ANZGITA to deliver project activities under a Department of Foreign Affairs and Trade (DFAT) Head Agreement, a separate written agreement between the in-country organisation and ANZGITA is not required.

Approved by Board of Directors.

Date: 14/12/15