

ANZGITA POLICY for

Agreements with Partners other than In-Country Medical Institutions

1. PURPOSE AND SCOPE

The work of the Australian and New Zealand Gastroenterology International Training Association (ANZGITA) is supported by forming relationships with medical organisations that assist in the work we undertake. Where these relationships entail significant commitments by either party, formal agreements are needed as part of good governance. The policy identifies the structure and content of agreements initiated by ANZGITA.

2. BACKGROUND

ANZGITA provides capacity building in gastroenterology services through in-country training programs in AsiaPacific. Since 2007, ANZGITA, and its predecessor group GeFITT, has operated training programs in Fiji, Solomon Islands and Myanmar with the support and assistance of other medical organisations. Examples of these organisations are WGO, RACS and GESA. These and other partners have provided assistance either on a specific issue at some time or on a continuing basis in one or more areas. Where the commitments entailed are of significance to ANZGITA, these relationships need to be formalised in line with this policy which will also provide a framework for future agreements.

ANZGITA is prepared to use an agreement structure of a partner as long as the items that we require to be included are included.

3. CAPACITY AND RISK ASSESSMENTS

Before entering into any agreement with a 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, ANZGITA will ensure that the proposed partner has its own policies appropriate in place appropriate for the form of relationship.

In line with ANZGITA's Fraud and Corruption Policy, ANZGITA will ensure that the proposed partner has its own policies appropriate in place appropriate for the form of relationship.

4. CONTENT OF AGREEMENTS

The agreement must clearly identify the services and/or equipment that are the subject of the agreement.

The agreement must identify:

- The purpose and objectives of the relationship;
- The roles each organisation will perform in working together;
- The shared risks for the organisations in performing the agreement;
- The responsibilities of each organisation in undertaking those roles;

- the responsible persons (by position) in each organisation for managing the relationship including the different components of the agreement;
- the main processes implemented to support the operation of the agreement and mitigate joint risks associated with it;
- identification of positions, the occupiers of which have financial management responsibilities relevant to the agreement;
- other stakeholders relevant to the agreement and the roles they have that may affect the agreement;
- funding arrangements;

For monitoring performance of the services covered by the agreement and reviewing the agreement, it will also contain:

- the term of the agreement
- the monitoring, reporting and joint reviewing procedures of the program.
- the process by which performance issues are addressed and managed.
- 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.

Approved by Board of Directors.

Date: 14/12/15