



Association of Anaesthetists International Relations Committee (Grant Awarding)

Funding Partner Memorandum of Understanding

Date of agreement – 6 April 2019 – 5 April 2020

This Memorandum of Understanding (MOU) is between the Association of Anaesthetists (the Association), the Difficult Airway Society (DAS), RA-UK, Royal College of Anaesthetists (RCoA), and the World Anaesthesia Society and serves to set out the basis on which the organisations will work together as funding partners and members of the International Relations Committee (IRC) to promote and support safe anaesthesia, critical care and associated subspecialties in low resourced environments and other overseas locations as appropriate. It is recognised that by working together these organisations are minimising the risk of duplication of activity, increasing communication about projects relating to anaesthetic education in developing healthcare systems and sharing best practice.

Background

Since its inception in 1998, the IRC has brought together representatives of the national anaesthesia organisations and specialist societies, with the aim of supporting education and training in anaesthesia overseas. The IRC has since awarded hundreds of grants to individuals and projects to promote safer anaesthesia in low resource countries.

The IRC is a committee of the Association of Anaesthetists charitable organisation, the AAGBI Foundation and reports to the Board of Trustees. The committee has delegated authority to award grant funding within the charity's annual budget. The priorities and criteria are set by the Board of Trustees to co-ordinate the award of grants for overseas anaesthetic education and training programmes/projects, and the distribution of educational materials to support developing healthcare systems overseas. The IRC feeds into the Foundation Board in recommending priorities and funding criteria.

Role of the IRC in the international grant awarding process

Funding of projects through the IRC may be provided solely by the Association or joint funded/solely funded by other organisations/partners. This role of the IRC includes monitoring and evaluating the impact of grant funding that has been awarded to individuals and institutions and providing regular reports to the Board and funding partners.

The IRC provides a source of international expertise and a focus for information sharing with other organisations in the field; its role extends to advising the board on future direction of the Foundation's international strategy.

The committee is responsible for ensuring that the Foundation complies with best practice as a charitable grant awarding body, adhering to Charity Commission guidance (www.charity-commission.gov.uk) and the recommendations of the Association of Charity Funders (ACF) (www.acf.org.uk) and for continuously improving the awards process and guidance for applicants.

Administrative support for the grant awarding collaboration

The Association will provide administrative support for the grant awarding process and will act as the secretariat for the committee. The Association secretariat will support the committee; meetings will be held at Association headquarters in London or by video conference as required.

Composition of the IRC (grant awarding collaboration)

As a collaborative grant awarding initiative, each funding partner organisation may nominate up to two representatives. Representatives may include a relevant staff members as well as elected Council members of



that organisation. The representatives will be required to attend all grant awarding committee meetings, and will take part in the grant scoring process. All roles will be renewable on an annual basis.

The IRC Chair may, with prior approval by the Association Honorary Secretary, invite any organisation to join the collaboration as a funding partner, subject to signing the Funding Partner MoU.

Decision making and conflicts of interest

Decisions about grant awards are taken at the IRC grant awarding meetings by those representatives present at the meeting. Each funding partner represented at the meeting will determine which grant applications they wish to support. This may include co funding specific applications.

Where a funding partner member is unable to attend a meeting, the representative of that organisation should inform the IRC Chair prior to the meeting and may authorise the chair to allocate funds on their behalf to specific grant applications.

The chair of the IRC has responsibility for ensuring conflicts of interest are declared under the Association's conflicts of interest policy.

If the committee discusses a grant or award for which a member of the committee has applied, or in which the member has a conflicting interest, that member must declare their interest and recuse themselves from that part of the meeting.

Grant awarding process

Funding applications will be assessed at IRC Grant Awarding meetings held at least three times a year.

Each funding partner member present at IRC Grant Awarding meetings must have delegated funding authority from their respective organisation and will be expected to provide details of available funds to be awarded at each round of funding.

The closing dates for applications and guidance for applicants will be advertised at least six months in advance via the website and relevant publications.

Grant applications will be circulated for pre-assessment and scoring to all Association and funding partner representatives members four weeks prior to the meeting.

A report will be provided by the secretariat for the grant awarding meeting showing for each application the scores (both the range of scores by assessors and the average) and the comments. These reports are provided in confidence to the committee for the purpose of decision making.

The scores and comments will not be disclosed outside the meeting, although they may be used by the chair to provide general feed back to a specific applicant for learning and improvement purposes.

After the meeting, the outcome will be communicated to all applications.

Communication with grant recipients will clearly identify any requirements made by the IRC and will clearly identify the funding sources of any grant offered.

Principles of the grant awarding collaboration

All Parties will ensure that any grant call or funded grant:

1. Does not in any way compromise the integrity or reputation of the Association, DAS, RA-UK, RCoA or WAS, its members, and staff
2. Ensure the relationships between the Association, DAS, RA-UK, RCoA and WAS for this process, exemplify, reinforce and promote the vision of all parties and support their strategic directions, product, service, or policy
3. Respect the privacy of all parties members and staff and not contain any arrangements that may cause them to be compromised



4. Agree that Association, DAS, RA-UK, RCoA and WAS will seek approval with regards to use of the Association, DAS, RA-UK, RCoA or WAS name, logo, intellectual property or any public communications relating to the partnership.

Branding and communications

The IRC grant awarding collaboration will be jointly-badged and will feature the logos of all funding partners.

Each funding partner organisation will be recognised in communications about the initiative, including guidance to applicants, grant application forms, website and on successful grant correspondence where they are a funding contributor.

Reporting from grant recipients are included in the IRC meeting papers and may be included on the Association website.

From time to time, the collaboration may be publicised in external communications e.g. press releases.

Monitoring and evaluation

Successful grant applicants will be required to submit a report to the Association on their trip within 30 days of their return to the UK. All reports may be published on the Association website, either in full or an abridged version. All reports will be submitted to the IRC Grant Awarding meetings for information purposes.

An annual report will be produced of grants awarded through the collaboration.

All grant recipients will be required to update the global anaesthesia map.

Resources provided by the partners in the collaboration

The Association expects to provide

Secretariat for the IRC and grant awarding process: administrative support for the committee including liaising with grant recipients.

The necessary online tool for grant evaluation resource to support the committee for the purposes of this project and administration of the process.

Online – Dropbox access and video conference facilities.

Website – hosting and maintaining the international collaboration online

Mapping – curating the online global map

Travel expenses – the Association will cover costs of its representatives

Room hire and catering – Association to provide access to meeting rooms and catering for meetings

The Association Communications team support for communications, press/PR and marketing activities

Financial administration and accounting services through the Association's finance team

Funding for international grant awarding of £54k a year. This allocation is reviewed annually as part of the Association's budget process.

Funding partner organisations members will be expected to cover:

Travel expenses of its representatives on the committee.



Funding for grant awarding of £xxx a year (the figure to be updated annually by each partner)

Financial

A budget for grant awarding purposes will be agreed annually by the partner organisations. This will take place in advance of the new budget year starting 1 April. Each funding partner will confirm the funding they will commit so that a budget can be agreed.

All grant payments will be administered through the Association, and funding partners will be invoiced via the Association Finance Department. Payment must be made within 30 days of receipt of the invoice.

The Association's finance team will be responsible for financial accounting and statutory reporting in compliance with charity and company law.

Dispute resolution

The President of the Association and the President of the relevant organisation shall be the final arbiters of any disputes.

Signed by

Association: Karin Pappenheim

Role: Chief Executive Officer

Date 22/01/2020

RA-UK

Role: Ashwani Gupta: Board member

Date 22/01/2020