

SAPA Policy on Conducting SAPA Sponsored Event in China

This policy is established by SAPA BD in 2005 in order to better coordinate Events sponsored by SAPA that are organized to promote and to facilitate interaction with pharmaceutical professionals and companies in US and China as stated in the SAPA bylaws

1. Scope and Nature of SAPA Event

- 1.1 SAPA is a not-for-profit organization. Event organized or sponsored by SAPA ("SAPA Event") are designed for public benefit. All Events shall be open to any fellow pharmaceutical professionals and general public.
- 1.2 It is the ultimate legal responsibility of event participants to ensure that only public and authorized information will be exchanged during any SAPA Event.
- 1.3 SAPA Event shall not be used by any individual event organizer to conduct directly personal business transactions of any form including fund, technology, product transactions and consulting service between individual organizer and companies.

2 Event Initiation and Approval Process

- 2.1 SAPA Event initiation and approval shall be overseen by a SAPA EC Event Coordination Department ("ECD"), or any other ad-hoc Department designated by EC that is formed by members from Headquarters and Chapters and designated by SAPA EC. An Event recommended by ECD shall need the final approval from SAPA Executive Committee ("EC").
- 2.2 Initiators of a SAPA Event are required to seek support from at least two SAPA EC members. The EC members who second the Initiation provide primary screening to ensure the purpose of the Event is inline with the general mission of this organization.
- 2.3 The Initiator is required to submit an Information form for approval in advance. The form shall include but not limited to the following information:
 - 2.3.1 Goals and target audience/participants
 - 2.3.2 Subject, time, location, and scope and its impact on SAPA
 - 2.3.3 Event Leaders and Organization team
 - 2.3.4. Finance plan
 - 2.3.5. Promotion plan
 - 2.3.6 Legal issue
- 2.4 Once a proposal is received, ECD shall discuss the proposed SAPA Event and make recommendation to EC for approval/rejection. Once approved, an Official Authorization Letter from ECD shall be provided to the initiators and designated SAPA Event Leaders if not the initiators.

- 2.5 Under special situation the relative information can not be made available within sufficient time before the Event, the Initiator should submit the event proposal to ECD for expedite approval process and in the mean time seek an preliminary approval from SAPA President and/or vice presidents (“Presidents”).

3 Execution and Monitoring

- 3.1 Approved SAPA Event shall be organized and executed by a team led by the Event Leaders designated by ECD.
- 3.2 It is the responsibility of the Event Leader to keep ECD informed on the progress of the Event.
- 3.3 Any changes to the original proposal should be agreed by ECD before such changes take place. ECD has the authority to stop or cancel an Event if the Department does not think the modified proposal reflects the interest of the organization. Should it happens, a Cancellation Letter shall be sent to the Event Leaders.
- 3.4 A report to EC from Event Leader is required at the end of the event.

4. Finance and Accounting

- 4.1 ECD shall be allowed to submit an Annual Budget at the beginning of a new EC term. Once approved by the EC, ECD shall be in power to allocate budgeted fund to support initial promotion and other general operational cost of an Event.
- 4.2 All the Events shall be organized based on the principle of self-sufficiency with limited financial support from ECD.
- 4.3 Sponsorship/donation Agreement between with Event Commercial Sponsors shall be submitted to SAPA Presidents for approval and signature, unless it is otherwise agreed and authorized by SAPA Presidents in written. Such agreement shall be documented by both SAPA Treasure and ECD.
- 4.4 All the transactions during the Event shall be well documented by the event organizer(s). A financial report shall be submitted to SAPA treasure after the Event for auditing purpose by the Event Leaders. Any surplus fund from the operation remains the asset of SAPA.
- 4.5 Under situation that is unforeseen by the current policy, the Event Leaders should seek instructions from SAPA Treasure and ECD. Unless there is writing instruction from SAPA treasures, person(s) conduct monetary or non-monetary transaction shall be liable for such actions.

5. Business Ethics

- 5.1 SAPA Event and its benefit should be provided equally to all SAPA members including corporate members.

- 5.2 Any individual organizer and SAPA delegate member cannot accept significant gift, donation or other form of benefit from Sponsors to a SAPA Event on behalf of SAPA. Organizers and delegate members are encouraged to seek further guidance from SAPA policy on “Code of Conduct”.
- 5.3 Any person who is leading an Event shall avoid conflict of interest of his/her own business with such events. Should it be the case, the person should inform ECD and ask to be removed from leading position of the Event.
- 5.4 No individual organizer or SAPA member can sign contract, promise any commitment on behalf of or borrow SAPA name before, during and after any SAPA event without ECD’s approval.

6. Legal liabilities

- 6.1 SAPA is registered in US and governed by US law.
- 6.2 All SAPA events in China must also abide by the law of China.
- 6.3 SAPA is not liable for any actions from any individual members that is not authorized by SAPA or not following guidelines provided by SAPA
- 6.4 SAPA reserves its right to challenge any illegal activities that takes advantage of the name and reputation of SAPA for personal benefit

7. Disciplinary Action

- 7.1 Engaging in gross violation of the procedure shall result in disciplinary action by SAPA BD to protect SAPA’s operation, integrity and reputation.
- 7.2 Disciplinary actions, including but not limited warning, serious warning, or discharge from the current duty, shall be discussed and approved by SAPA BD and EC.
- 7.3 SAPA BD/EC shall not exclude the possibility to bring the case further to legal system if the consequence of such violation includes breaking existing Law or causing damage of public interest.