

Honorarium and Attendance Expense Reimbursement Policy

1. Definition

The following defined terms will have the following meaning:

- (a) “**Advisory Body**” shall mean the Expert Advisory Group, Scientific Advisory Panel, or Community Advisory Panel of MPP.
- (b) “**Eligible Persons**” shall mean any persons, including members of an Advisory Body of MPP, who are eligible to receive an Honorarium from MPP in accordance with this Policy.
- (c) “**Event**” shall mean a public or private external event, conference, convention meeting, panel discussion, workshop discussion or a similar event, and shall not include any Advisory Body meeting.
- (d) “**Honorarium**” shall mean a payment made by MPP to an Eligible Person in recognition of, and as an expression of gratitude for, their attendance and contribution to an Event in their personal capacity and on a voluntary basis upon the request of MPP.
- (e) “**MPP**” shall mean the Medicines Patent Pool Foundation.
- (f) “**Policy**” shall mean this Honorarium and Attendance Expense Reimbursement Policy.

2. Purpose

- (a) The purpose of this Policy is to provide a framework for Eligible Persons to be awarded an Honorarium and reimbursed expenses by MPP for their attendance at an Event in accordance with this Policy. An Honorarium and reimbursement for attendance expenses do not constitute any kind of consultation or service fee or salary payment to an Eligible Person by MPP.
- (b) This Policy does not cover the attendance of members of an Advisory Body at an Advisory Body meeting, which will be governed by Article 8 of MPP’s Statutes, Article 16 of MPP’s By-Laws, Terms of Reference of the Expert Advisory Group, Terms of Reference of the Scientific Advisory Panel, and Terms of Reference of the Community Advisory Panel, as relevant.

3. Eligible persons

- (a) An Honorarium will be made available by MPP to an Eligible Person who:
 - (i) MPP considers to hold a specific skillset and/or highly technical expertise that are necessary to attend and contribute to an Event;
 - (ii) MPP invites to attend and contribute to such an Event in their personal capacity and on a voluntary basis; and
 - (iii) is permitted to receive an Honorarium under the rules and regulations of their employer and the legislation of their country of residence and nationality.
- (b) No person serving as a member of the Governance Board of MPP will be an Eligible Person under this Policy.

4. Accountability and Disclosure

- (a) Any Eligible Person who receives an Honorarium from MPP under this Policy (“**Recipient**”) must:
 - (i) comply with the rules and regulations of their employer and any applicable legislation in their country of residence and nationality;

- (ii) disclose the Honorarium in accordance with the rules and regulations of their employer and legislation in their country of residence and nationality; and
 - (iii) pay any taxation levied on the Honorarium in any competent jurisdiction to the relevant authority.
- (b) The Recipient will be solely responsible for the forementioned obligations in paragraph 4(a).
- (c) The Recipient may elect to decline an Honorarium based on any factors relevant to their personal circumstances.
- (d) MPP will disclose any Honorarium made to a Recipient in accordance with relevant financial guidelines, applicable accounting principles, reporting standards, and laws.

5. Roles and Responsibilities

- (a) The Executive Director of MPP, together with the Operations and Resources department of MPP, will periodically review and determine the amounts available for honoraria to be made available to Eligible Persons in accordance with MPP's budget, sources of funding, Statutes, By-Laws, Terms of Reference, and any relevant policies.
- (b) The Ethics and Compliance Committee of MPP, a sub-committee of the Governance Board of MPP, will oversee the application and periodic review of this Policy and will recommend to the Governance Board any necessary and appropriate modifications to this Policy.

6. Honorarium amount and payment

- (a) The Honorarium amount payable to an Eligible Person will be a maximum of 1,000 USD per day at an Event and a maximum of 10,000 USD per year.
- (b) MPP will have the sole discretion to award an Honorarium to an Eligible Person, subject to that Eligible Person providing MPP with the following:
 - (i) a written declaration and certification that they are permitted by the rules and regulations of their employer and the legislation of their country of residence and nationality to receive an Honorarium; and
 - (ii) upon request, proof of attendance at an Event.
- (c) In accordance with paragraph 6(a), MPP will have the sole discretion to determine the Honorarium amount that it considers appropriate to award an Eligible Person, including to modify the Honorarium amount to offset any amount payable by MPP to an authority that the Honorarium is subject to under any applicable laws.

7. Attendance expenses

- (a) An Eligible Person that attends an Event upon the request of MPP may be reimbursed legitimate, necessary and reasonable travel and hospitality expenses that are directly connected with, or pertain to, their attendance and contribution at such an Event, unless such travel and expenses are covered by other sources (e.g. the employer of an Eligible Person).
- (b) Any and all reimbursement of travel and expenses to an Eligible Person will be in accordance with MPP's Travel and Expense Policy, wherein an Eligible Person is a 'Traveller' under that policy.

[Adopted by the Medicines Patent Pool Foundation's Governance Board on 10 November 2023]