



# European Board for Accreditation in Pneumology

## EBAP Guidelines for Commercial Support

### 1. Guiding Principles

- a. EBAP requires that there must be a minimum of two commercial sponsors for all educational activities. Single-sponsored activities will not be accredited.
- b. A CME activity has a scientific and educational purpose only. Undue promotion of specific industry products during the training sessions is not permitted. If this principle is not respected EBAP will refuse accreditation to the Provider.
- c. The Provider has the exclusive right to design and to execute the CME activity. This includes the definition of the scientific programme, choice of speakers, and the content of the course.
- d. In any CME activity a balanced presentation of the topic must be given.
- e. The supporting companies will be acknowledged on CME materials as having provided the sponsorship.
- f. The supporting companies must not use the EBAP logo or the EBAP name in any of their own promotional activities. The companies' support is acknowledged directly on the sponsored CME activity materials. The CME course materials are supposed to serve specific educational purposes and cannot be used as part of promotional activities for the supporting companies.

### 2. Acknowledgement

- a. Educational support can be acknowledged in the CME activity's promotional brochures, syllabus, final programme, and other CME course materials.
- b. Reference to specific products using their trade names must be avoided.

### 3. Exhibits and promotion

- a. When commercial exhibits are part of the CME activity, arrangements for the commercial exhibition shall not influence planning, nor interfere with the presentation of the CME activity.
- b. No promotional activity shall be held in the CME course room. The only form of promotion permitted is the acknowledgement that the companies have contributed to the educational programme by way of grants.

### 4. Commercially organized sessions and social events

a. The accredited CME event/activity must be clearly distinguished from commercially organized sessions such as workshops sponsored by the industry, satellite symposia, evening symposia, dinners *etc.*

These, and accompanying social events, should not compete with, nor take precedence over, the accredited CME sessions.

## 5. Disclosure

a. Speakers must disclose existing financial arrangements with any commercial companies contributing to the CME event.

The Disclosure form has to be signed by the speakers and Scientific Committee Members, be archived by the Provider, and shown to EBAP monitors on request (The disclosure form provided by EBAP in the document library should be used).

## 6. Financial

Management of funds from commercial supporters

a. The Following forms of grants are recognized:

- An **unrestricted educational grant** is recommended. This grant should be paid to the Provider directly without additional conditions.
- Restricted grants to reimburse expenses for:
  - ☒ Speakers (all expenses, travel only, accommodation only, honorarium, *etc.*)
  - ☒ Support for catering
  - ☒ Other expenses (*e.g.* printed materials, equipment loan *etc.*)

b. In the case of an **unrestricted educational grant**, the Providers are independent in their use of contributed funds. In this situation, the Provider receives the funds from the commercial companies and then pays all expenses, including the honoraria of the faculty.

c. In the case of **restricted grants**, industry should not provide honoraria, accommodation or travel expenses directly for specific speakers.

d. Written agreement between the supporting companies and the Provider of the CME programme stating that the activity is educational and non-promotional, and that the companies will play no role in the design or conduct of the programme is mandatory. A provider who fails to disclose relevant information may be barred from applying for accreditation in the future.

e. Transparency – the Provider must be accountable and, upon request, be able to report information concerning the expenditure of funds received from the supporting industry.

## 7. Documentation

EBAP requires the following documentation concerning commercially supported CME activities:

a. A letter of agreement with the industry sponsors specifying the conditions of acceptance of the educational grants (and the details of the support provided in case of restricted grants) and a clear statement of provider responsibility for planning, content, and execution of the educational activity;

b. The disclosure of conflict of interest forms, signed by the speakers;

c. Any letters and follow-up documents concerning a problem or complaint related to the industry commercial support of the accredited CME activity.