



The Alberta Rural Physician Action Plan

Policy & Procedure:	Speaking Engagements
Target Group(s):	RPAP, ARFMN
Goal:	RPAP Administration
Approval Date:	5 December 2001
Revisions:	19 September 2005

1.1 PURPOSE

This policy is intended to establish the conditions and procedures under which RPAP staff will speak at conferences and workshops. ("RPAP" includes the Alberta Rural Family Medicine Network (ARFMN) and all other programs under RPAP's mandate).

As a Crown-funded not-for-profit company, the RPAP has responsibility to provide advice and support to other public organizations within the Province, and will support these activities within the limits of its available resources.

1.2 GUIDELINES & PROCEDURE

The following guidelines and procedures will be followed concerning requests for RPAP staff to speak at conferences and workshops:

1. From time to time, associates of the RPAP will be requested to speak at conferences and workshops sponsored by organizations in the Province and beyond. These requests may come as a result of the associate's professional skill and/or their association with the RPAP. As these commitments will reflect upon the RPAP, and may involve travel and accommodation expenses, the Chair of the RPAP Board must be consulted prior to acceptance of any such commitment.
2. In the event that the commitment is an extension of the associate's duties at the RPAP, and the Chair of the RPAP Board approves the commitment, travel and accommodation expenses will be granted for the associate's participation. An honorarium or other revenue paid to the associate as a result of his/her participation will be remitted to the RPAP.
3. Events involving for-profit organizations may be approved provided the sponsoring organization reimburses the RPAP for travel and accommodation expenses associated with the speaking engagement, together with an honorarium payable to the RPAP, to be determined by the Executive Director and the Chair of the RPAP Board.
4. If the commitment is as a result of the associate's professional qualifications, and not as a result of engagement by the RPAP, and if the project is undertaken without utilizing RPAP time or resources, the associate shall retain any honorarium or revenue resulting from his/her participation. However, the Chair of the RPAP Board must be consulted prior to acceptance of any such commitment.