



Funding guidelines

1. Principles:

1.1. NAM is an independent, educational charity supporting people living with HIV, and related conditions in particular hepatitis, to live longer, healthier lives by providing relevant, up-to-date, accurate and comprehensive information.

1.2. These funding guidelines have been developed to ensure that the needs of people living with HIV are prioritised.

1.2 It is essential that NAM can deliver news, treatment information and support materials for patients and professionals that are accurate, independent and trusted.

1.4 We endeavour to ensure that our coverage is fair and without bias either in favour of our funders or against companies who do not fund our work.

1.5 NAM will not accept funding that seeks to limit NAM's editorial independence.

2. Support for NAM's work

2.1 NAM welcomes funding from a broad range of funders to support our work while maintaining our independence.

2.2. To support our work, we approach statutory authorities, trusts and corporate funders including pharmaceutical companies. We also accept funds as donations from individuals or businesses.

2.3 We do not accept funder or donor influence in editorial matters as this is incompatible with our mission. Our donors respect this. Our independence and impartiality feature highly among the reasons given by donors for their support.

2.4 To meet the varied needs of our target audiences, NAM seeks both unrestricted grants to support our work generally and restricted grants for specific projects or reporting on specific topics. NAM will not seek, or accept, grants that restrict our editorial independence.

2.5 We publicly welcome the generosity of our donors and funders and are happy to acknowledge their support in our annual report. Funding of specific projects will be acknowledged as agreed and in such a way as to be compliant with relevant legislation.

2.6 We will not usually reproduce marketing content such as company logos or product brands on our publications. An exception is made in the case where company names, logos or drug treatments are depicted in artwork for information on drugs that are currently used to treat or prevent HIV (such as the Antiretroviral Drugs Chart).

2.7 Attendance at medical conferences is vital to ensure our editorial team retains its level of expertise. We strongly welcome donations to our annual conference and news reporting budget. Any such donations will not determine what is covered in our conference coverage and news reporting, nor how subjects are covered.

2.8 For community input events arranged by pharmaceutical companies, we will accept travel, accommodation and other reasonable expenses from the company.

2.9 Where staffing resources allow, we welcome the opportunity to join pharmaceutical companies' Community Advisory Boards (CABs) and other expert advisory boards. Our role on such boards is to ensure that the best interests of patients and relevant communities are served.

2.10 Our patient information materials are accredited by the Information Standard and are checked by our medical advisory board to ensure that they are accurate and objective. Our medical advisory board reflects a wide spectrum of medical experience and we seek the views of multiple professionals with relevant experience to avoid bias.

2.11 These guidelines can only cover direct transactions between NAM and corporate funders. Where a third party, such as a community newspaper or other organisation commissions work from NAM, we acknowledge that the third party's funding arrangements are outside our control.

3. Consultancy commissions

3.1 NAM carries out a range of consultancy work for partners, chiefly other organisations who share some or all of NAM's aims.

3.2 NAM is happy to consider commissions to provide consultancy for corporate projects which fall outside our own programme provided the primary intention of such projects is education and not marketing.

3.3 As the finished materials are not part of NAM's patient information materials, and therefore have not been approved by NAM's medical advisory panel, the following guidelines will be used to ensure that audiences are not given the impression that NAM endorses the materials:

- NAM's responsibility for and ownership of the work will cease at the point it is handed to the commissioner
- NAM will not be credited as the originator/author of the work
- The commissioner will carry out any re-drafting necessary to ensure the text fulfils any standards set out in the law or the guidelines of relevant regulatory bodies
- The agreement should not be construed as implying endorsement by NAM of the commissioner or its products.

4. Process for complaints or expressions of concern

4.1 Any concerns about NAM's editorial independence, from whatever source, should be addressed to NAM's Executive Director.

4.2 Concerns or complaints will be addressed according to their compliance with these guidelines and a response will normally be supplied within 10 working days of receipt.

4.3 If the complainant is not satisfied with the response, they may write directly to the Chair of NAM's Board of Trustees, who will raise the issue with the Board. The Chair's response should normally be received within 30 days of receipt.

4.4 The adjudication of NAM's Chair, following consultation with the Board, will be final.