

## CHECKLIST

# Preparing a collaboration

### The four key principles for collaboration:

#### 1. Clarity of Purpose

Each party should be clear about the reason for and the planned outcome of the collaboration – and the ultimate benefit for patients

#### 2. Integrity

Each party should act and be seen to act honestly and with integrity at all times

#### 3. Independence

Each party should maintain their independence

#### 4. Transparency

Each party should be open and honest about the purpose of the collaboration and be able to account publicly for the associated activities and any exchanges of funding

### Using this guide: a checklist

- Has there been a frank discussion about the purpose and expected benefits of the collaboration, and any risks, addressing all the issues in this guide?
- Are the objectives and planned outcomes of the collaboration specified?
- Are the roles of each partner and reporting mechanisms specified?
- Has a written agreement or contract been put in place, which sets out how each party will adhere to the four key principles?
- Is there a named senior individual accountable for managing and maintaining the relationship and monitoring adherence to the four key principles?
- Is information about the collaboration published on the company and charity websites?
- Can each party confidently explain the collaboration in public?

**Source:** National Voices, The Association of the British Pharmaceutical Industry (ABPI) (2015): Working together, delivering for patients. A guide to collaboration between charities and pharmaceutical companies in the UK (12/06/17)