



APAPE TRAINING AND RESEARCH SUPPORT GRANTS

REGULAMENT

Preamble

The Portuguese Association of Arrhythmology, Pacing and Electrophysiology (APAPE) aims to study, research and promote other training and scientific activities in the medical, surgical, technological and organizational aspects of Arrhythmology, Pacing and Electrophysiology.

The access of health professionals to training and research activities, whether national or international, is fundamental to the quality of care provided in daily clinical practice. The sharing of knowledge and experience is a duty of health professionals and is essential for the continuous improvement of care and results achieved.

The APAPE Training and Research Support Grants aim to facilitate the access of its members to courses and meetings of recognized scientific merit, under conditions that dignify Portuguese medicine and its professionals.

In this context, APAPE intends with this document to clarify rules that it considers appropriate for the proper functioning of these grants.

Article 1

APAPE Duties

Members of APAPE's must:

- (a) be exempt from participating in the distribution of the grant and may not take any direct or indirect action in the selection of the Arrhythmia, Pacing and Electrophysiology Centers or the beneficiary professionals;
- b) Communicate to the responsible of the Center of Arrhythmology, Pacing and Electrophysiology about the existence of a grant within 3 working days, after the acceptance by APAPE and the sponsor of the grant, inform about the conditions associated with it, and wait for the choice of the benefited professionals;
- c) Carry out by themselves or by legally qualified third parties the logistical actions necessary to achieve the objectives of the postgraduate training grant, namely the organization of the trip, accommodation reservations, meal and transfer reservations, if applicable, and event registration;

d) Ensure that participation in training and research takes place under functional and dignified conditions;

e) Provide the sponsors with any clarification on the state of implementation of the Grant;

f) Validate in the Informed Transparency and Publicity Platform the Support granted by the sponsoring companies to APAPE, and, at a second moment, publish the health professionals (s) that were granted by APAPE, as provided in Article 52 (10) of the DL. 145/2009 (as amended by DL No. 5/2017).

g) Make public, periodically and transparently, the APAPE Grants attributed, with the identification of the respective sponsors and contemplated centers.

Article 2

Sponsors

The funding of the grants is guaranteed by institutions with their own legal entity who desire to support the postgraduate training of health professionals. The support is provided without the prospect of direct benefit from APAPE, the Arrhythmia, Pacing and Electrophysiology Centers or the professionals concerned.

Article 3

Sponsor Duties

Sponsors must:

a) Identify which initiative, what is the purpose of the Support and which centers of Arrhythmology, Pacing and Electrophysiology they intend to support (sole responsibility of the sponsor);

b) Be responsible for the costs associated with participating in the proposed initiative (travel, transfers, accommodation, meals, group monitoring assistant when applicable and registration), as well as for the costs of other initiatives determined by them, constituting all these costs. the value of the support scholarship;

c) Express to APAPE the intention to be a sponsor 60 days prior to the date of the proposed initiative, thus enabling the necessary logistical organization, respecting the deadlines defined in this Regulation;

d) Inform APAPE, at the date of presentation of the scholarship, the necessary documents for its formalization, specifying the requirements to be met for internal approval of the payment of the agreed amount.

e) Publish on the Informed Transparency and Publicity Platform the Support granted to APAPE, pursuant to the provisions of Article 159 (5) of the DL. 145/2009, considering the changes introduced by DL. No. 5/2017.

f) Agree on the periodic publication of the APAPE Grants, including the identification of the respective sponsors and contemplated centers.

Article 4

Arrhythmology, Pacing and Electrophysiology Centers

For the purpose of the APAPE Grants, all national Pacing and Electrophysiology laboratories (public or private) that identify an Arrhythmology, Pacing and Electrophysiology Cardiologist responsible for choosing the beneficiary professionals will be considered.

Article 5

Duties of the Arrhythmology, Pacing and Electrophysiology Centers

The Arrhythmology, Pacing and Electrophysiology Centers and respective responsables must:

(a) identify the beneficiary professionals in accordance with their own criteria, but respecting the objectives of the training initiative and respecting the parameters set by the sponsors, and reasonably ensuring the correct use of the resources;

b) Communicate to APAPE within 3 working days, for validation purposes, the names of the professionals chosen and who have agreed to accept the proposed Grant (failure to comply with this deadline may lead to the cancellation of the Grant if it causes difficulties in the organization and/or increased costs);

c) Ensure that its use of the Grant is in accordance with the laws and codes of ethics and conduct of all the institutions.

d) Agree with the periodic publication of the APAPE Grants, including the identification of the respective sponsors and contemplated centers.

Article 6

Beneficiaries

Beneficiaries may preferentially be members of APAPE who work in Arrhythmia, Pacing and Electrophysiology Centers as defined above.

Article 7

Duties of beneficiaries

The owners of Training and Research Grants should:

a) Make available to APAPE all the information necessary for the logistical possibility of his/her participation within 6 working days (non-compliance with this deadline may lead to the cancellation of the Grants if it causes difficulties in organization and/or increase in costs);

b) Ensure that he/she meets the conditions necessary for participation in the training activity (personal availability, authorization of its Center, travel documentation required);

- c) Immediately inform APAPE of the impossibility of their participation for unforeseen reasons;
- d) Be responsible for logistics and any costs not covered by the Grant, namely travel alteration, length of stay or companion participation;
- e) Ensure that his/her use of the Grant is in accordance with the laws and codes of ethics and conduct of all the institutions;
- f) Validate in the Infarmed Transparency and Publicity Platform the Grant received, in accordance with the provisions of paragraph 10 of Article 52 of the DL. 145/2009 (as amended by DL No. 5/2017).
- g) Agree with the periodic publication of the APAPE Grants, including the identification of the respective sponsors and contemplated centers.
- h) Authorize the processing of his/her personal data (name, email, telephone and, where applicable, data contained in the Citizen Card or Passport) by APAPE-SPC and the transfer of such data to third parties hired by APAPE-SPC to provide services associated with the Grant, namely for enrolling in the proposed initiative, booking flights and hotels, among others.

Article 8

Grant Amount

The value of the Grant must include all costs associated with participating in the training activity, calculated within 15 working days after the proposal for it. Added to this, it is necessary 10% for APAPE's administrative costs.

Article 9

Non-realization of the Grant

APAPE disclaims any responsibility for non-realization of the Grant for reasons unrelated to it or proven unforeseen. APAPE is responsible for refunding the value of the Grant after discounting all costs with third parts assumed in the meantime and not recoverable, in addition to the exclusive costs proven by APAPE.

APAPE reserves the right to cancel the Grant if its sponsorship is not sufficient to cover the costs inherent to its operation.

Article 10

Ethics and good conduct

APAPE trusts the good faith and good practices of all stakeholders and is not responsible for any disrespect or ethical failure of third parties.

Article 11**Missing situations**

Situations not provided for in this Regulation will be evaluated by the APAPE Board and the resulting decisions will be binding and will be taken in compliance with the applicable legal and ethical standards.