



Affiliate and Endorsement Requests Approval Process

POLICY 7: INTERNAL

This is a companion document to Policy 7: External (Affiliate and Endorsement Requests).

The National Executive strongly advocates active collaboration and representation between ACNN and organisations with a particular focus on perinatal and neonatal education, research, clinical care, and support. This includes not-for-profit organisations and support groups for families of preterm and sick neonates. The work of ACNN and such organisations may overlap or be complementary.

Process

On receipt of a formal letter from an organisation applying for affiliate and/or endorsement request, the National Executive:

- Assesses the provided information for sufficient details of the organisation, including its philosophy and objectives and how it is involved in perinatal, neonatal care and/or the support of families
- Assesses that the organisation's philosophy and objectives align with those of ACNN
- Scrutinises the organisation's website is reviewed to ensure that there is cohesion between the application and information displayed on the website
- Discusses the application and may invite/request input from subcommittees relevant to the application
- Makes a decision by unanimous agreement to award or not award affiliate status and/or endorsement of a product or service

The decision of the National Executive is communicated to the organisation by the National Secretary.

If approved, the organisations logo is obtained and placed on the affiliates page of the website.

Ongoing monitoring

Affiliate status and/or endorsement of a product or service is reviewed at least annually.

If the decision is to remove affiliation, information and logo/s are to be removed from the ACNN website and the organisation instructed to remove and discontinue displaying the ACNN logo.

Additional approvals

If an organisation wishes to undertake a specific activity with ACNN or ACNN subcommittees, the parties involved will enter into specific agreements in accordance with ACNN policies and guidelines.

All agreements shall be undertaken by the National Executive. Subcommittees cannot enter nor sign off on agreements with any organisation.