

BAPEN Regional Meetings Standard Operating Policy

Introduction

BAPEN's charitable aims are to raise awareness of malnutrition and work towards the advancement of nutritional care. It does so through education as one of its many facets and delivering this at a regional level as well as at the National meeting rotationally held in all four countries of the United Kingdom makes it more accessible to our members. Our current 5-year strategy focus is on Knowledge, Reach and Sustainability. By supporting regional representatives of BAPEN to deliver educational and supportive meetings we are reaching out to local members making delivery more accessible.

This SOP outlines the support BAPEN will provide to facilitate regional meetings. BAPEN has increased the number of regions from 15 to 17 to mirror NHS England regions and to work with networks which already exist. It will also provide a wider reach to some of the previously larger regions. The 17 regions include the national regions of Scotland, Northern Ireland and Wales, and the remainder from England: Northwest, North East, Yorkshire and Humber, West Midlands, East of England, North Thames, South Thames, Kent and Sussex, Surrey and Hampshire, Buckinghamshire, Oxford and West Berkshire, Wiltshire, Gloucester and Bristol, Dorset and Somerset, Devon and Cornwall.

BAPEN regional meetings are usually held annually, but if the meetings have a good attendance and there is a clear need for further meetings it is expected the region would finance this additional meeting through profit and/or Pharma. Regions may wish to link together when organising a meeting if this delivers the charitable aims of BAPEN. There is an expectation that each meeting will post its activity, meeting content and a brief meeting report (within two months of the meeting) on the main BAPEN website.

Secretariat Support

Different models may be used from very light touch to full organisation by the BAPEN Secretariat, however the latter needs to be funded by the region. The Secretariat can assist with the logistics of arranging regional meetings (identifying venues, advertising, managing delegate bookings) but it is acknowledged that networks and working relationships may already exist.

Finances

BAPEN will run the finances in a ring-fence and each region would be sub-ring fenced. The regions are defined and assurances would be required from the region to meet their financial obligation.

BAPEN will provide up to £1000 to 'pump-prime' the meeting to facilitate the logistical set-up of the venue, paying travel expenses of speakers and equipment hire. Pharma sponsorship can be arranged locally or through the Secretariat, though this may already be part of central BAPEN sponsorship. Most meetings will be free but larger, more formal

meetings might incur some charge to attendees. The meetings will aim to recoup these costs through sponsorship and delegate registration fees, and return the £1000 to BAPEN, or the amount of income up to £1000 if the revenue does not exceed the costs. If the meeting losses amount to more than £1000, BAPEN are not expected to pay the losses, this must be funded by the region.

If the meeting returns a profit above the £1000 this money should be used to fund future meetings and utilised with BAPEN's charitable aims and objectives in mind, continuing to deliver BAPEN's Strategy.