

## PARTNERSHIP & COLLABORATION POLICY

### 1. PURPOSE

This policy provides a framework for establishing, managing, and reviewing partnerships and collaborations involving the Wilson Erhun Foundation for Pharmacy Administration (WEFPA). It ensures that all partnerships are strategic, ethical, transparent, and aligned with WEFPA's mission, values, and governance standards.

### 2. SCOPE

This policy applies to:

- All formal and informal partnerships and collaborations
- Domestic, regional, and international engagements
- Public, private, academic, professional, civil society, and development partners

It applies to the Board, management, staff, consultants, and representatives acting on behalf of WEFPA.

### 3. GUIDING PRINCIPLES

WEFPA partnerships shall be guided by:

- **Mission Alignment:** Clear contribution to WEFPA's objectives
- **Mutual Value:** Defined benefits and responsibilities for all parties
- **Integrity & Independence:** Freedom from undue influence or conflicts of interest
- **Transparency & Accountability:** Clear documentation and reporting
- **Equity & Respect:** Recognition of partners' roles, contexts, and capacities

### 4. TYPES OF PARTNERSHIPS

Partnerships may include, but are not limited to:

- Academic and research collaborations
- Professional and regulatory engagement
- Programme and implementation partnerships
- Funding and donor partnerships
- Technical assistance and capacity-building collaborations
- Advocacy and policy dialogue platforms

### 5. PARTNERSHIP DUE DILIGENCE

Before entering into a partnership, WEFPA shall undertake appropriate due diligence, which may include:

- Assessment of mission and values alignment
- Review of governance and legal status
- Conflict of interest assessment
- Safeguarding and ethical standards review
- Financial and reputational risk considerations

### 6. APPROVAL & AUTHORISATION

- All partnerships shall be approved at the appropriate level of authority.
- Significant or strategic partnerships shall require Board approval.
- No individual may bind WEFPA without formal authorisation.

### 7. FORMALISATION OF PARTNERSHIPS

- Partnerships shall be documented through written agreements (e.g. MoUs, contracts, letters of collaboration).
- Agreements shall clearly define:
  - Purpose and scope
  - Roles and responsibilities



- Governance and decision-making arrangements
- Financial and resource commitments
- Use of name, logo, and intellectual property
- Duration, review, and exit clauses

## **8. IMPLEMENTATION & MANAGEMENT**

- Designated focal persons shall manage partnership implementation.
- Performance shall be monitored to ensure delivery of agreed objectives.
- Issues or disputes shall be addressed promptly and constructively.

## **9. RISK MANAGEMENT**

WEFPA shall manage partnership-related risks by:

- Avoiding partnerships that compromise independence or credibility
- Ensuring compliance with safeguarding, ethics, and data protection standards
- Including termination clauses for non-compliance or misconduct

## **10. COMMUNICATION & REPRESENTATION**

- Public representation of partnerships shall be accurate and authorised.
- Partners may not use WEFPA's name or logo without prior approval.

## **11. REVIEW, RENEWAL & TERMINATION**

- Partnerships shall be reviewed periodically to assess relevance and performance.
- Partnerships may be renewed, modified, or terminated based on performance, strategic fit, or risk considerations.

## **12. ROLES & RESPONSIBILITIES**

### **Board of Trustees**

- Oversight of strategic partnerships

### **Executive Management**

- Approval and management of partnerships within delegated authority

### **Staff & Representatives**

- Compliance with partnership terms and this policy

## **13. NON-COMPLIANCE**

Failure to comply with this policy may result in:

- Termination of partnerships
- Disciplinary action
- Legal or reputational consequences

## **14. MONITORING & REVIEW**

This policy shall be:

- Reviewed every three (3) years or earlier if required
- Updated to reflect organisational strategy and external developments

## **15. RELATED POLICIES**

- Conflict of Interest Policy
- Safeguarding & Protection Policy
- Financial Management & Accountability Policy
- Research Ethics & Publications Policy

