

IRPMA 虛擬會議參加者餐飲提供指引

IRPMA Guidance on Meals Provided to Attendees of Virtual Events

生效日：2021 年 10 月 01 日

Effective Date: 01-Oct-2021

目的：

本指引主要目的為提供會員公司，在醫護人員以遠端方式(無論是個別連線或群體連線)參加會員公司所主辦之虛擬會議時，應如何提供餐飲之一般性指導原則。

本指引無意修改、替代或取代任何目前適用的 IRPMA 市場行銷規範、本地法律、法規和醫療機構規範。此指導原則為 IRPMA 建議之標準，會員公司可根據個案情況，納入其他相關因素做為考量，以利進一步評估和管理風險。

Purpose:

The purpose of this Guidance is to provide member companies with general guidelines and principles to consider when providing meals to HCPs who, individually or in a group, remotely attend a virtual event held/owned by a member company.

This Guidance is not intended to amend, replace, or supersede any currently applicable IRPMA Code of Practice, local law, regulation, and healthcare institution's policies. This Guidance sets out the minimum standard recommended by IRPMA for its member companies with respect to the subject matter. Member companies may take into account of any other relevant factors, considerations, and measures to further evaluate and manage the compliance risks.

定義：

本指引所稱「虛擬會議」係指任一演講者及/或參加者同步在線上平台上，以遠端連線方式參加會議。

Definition:

“Virtual event” herein refers to an online event where any one of the speakers and/or attendees may join the event in real-time and remotely via an online platform.

指引：

於虛擬會議提供餐飲時，應注意：

- 會議應限於由會員公司主辦並有具體議程之虛擬會議，且提供科學和/或教育價值，如專題討論會、研討會、諮詢委員會、以及會員公司附屬在第三方機構團體所主辦之會議活動中之獨立衛星會議等類似活動。
- 會議應限於「團體會議」，其定義依各會員公司內部規定為準。若會員公司內部尚無相關規定者，本指引建議「團體會議」需至少有 4 位醫護人員參與，但不包括演講者、主持人和會員公司員工。如為一對一的產品行銷/科學交流等虛擬會議，不得提供餐飲。
- 僅在會員公司員工以線上或在現場參與整場會議，且醫護人員亦將確實參與此虛擬會議時，才得提供餐飲。
- 餐飲提供/送達地點僅限於醫護人員之工作場所，例如醫院、診所或醫學會辦公室等，不可提供/送達至醫護人員之私人住宅或任何其他私人場所。
- 禁止提供任何酒精性飲品，餐飲必須為合理且不鋪張，費用上限為每人每餐新台幣五百元(含稅、服務與外送等相關費用)。
- 虛擬會議之餐飲提供應限於在正常用餐時段，如需於非正常用餐時段提供餐飲，應具備合理理由。
- 餐飲應由會員公司訂購，且費用應由會員公司直接支付予餐飲業者或外送平台，不可支付予醫護人員或由醫護人員申請餐飲費用之報銷。
- 如醫護人員係參加有會員公司員工在同一現場全程參與之會議，提供給該場地醫護人員之餐飲費用每人上限適用 IRPMA 市場行銷規範對於實體會議之規定。

Guidance:

Meals Provided at Virtual Events

- Provision of meals is appropriate where HCPs attend company-owned virtual events with genuine and concrete agenda, which provides scientific and/or educational values, such as a speaker meeting, advisory board, and stand-alone company-owned satellite symposium taking place at third party organized events.
- Provision of meal is limited to “group meetings”, the definition of which is subject to each member company’s internal policies. If no internal policies available, a group meeting may involve at least a number of four (4) audience of the virtual event, excluding speaker(s)/moderator(s) and member company’s staff(s). Meals provided for 1:1 detailing/scientific exchange are not allowed.
- Meals can only be provided with virtual/physical presence of a company staff throughout the event, as it is reasonably expected that HCPs receiving the meals will remain present throughout the event.
- Meals can be provided only in the professional workplace of HCPs; e.g., hospitals, clinics, and business premises of associations. HCPs’ private

residence or any other private places are not allowed.

- No alcohol can be provided, and meals must be reasonable and modest with a maximum amount of NTD 500 per person per meal (including tax, service, and delivery charges).
- Meals are appropriate where virtual events are conducted during normal meal time. Other time slots with justifiable rationales are acceptable.
- Meals shall be ordered and paid by member companies to food delivery vendors. No payment/reimbursement to HCPs for meals is allowed.
- For attending sites with the presence of a member company's staff, meal cap for face-to-face meeting under IRPMA Code of Practice is applicable.