

ANNEXE 1

MMA FOUNDATION FUNDING GUIDELINES

AS APPROVED BY MMAF BOARD OF TRUSTEES WITH EFFECT FROM : 1/2/2012

GENERAL TERMS OF REFERENCE

- 1 Donations / Appeals will be considered only from registered organisations and for causes which are related to medical and community improvements.
- 2 All applications for events-related funding must be submitted to the MMA Foundation at least **TWO MONTHS before the date of the event.**
- 3 Last date for inclusion in appeals/requests list for any one meeting will be two weeks before respective Board Of Trustees / Funding and Sub-Committee meeting dates.
Any appeals / requests received after the cut-off date will be referred to the next Board Of Trustees / Funding & Sub-Committee meetings respectively.
- 4 Requests received for funding of event after it has been held will not be approved.
- 5 Payments for donations and appeals will be made only after due tabling and approval at scheduled Sub-Committee, General Funding Committee and Board Of Trustees meetings.

APPROVALS BY ALL FUNDING AND SUB-COMMITTEES OF MMA FOUNDATION FOR CMES, PUBLIC FORUMS & COMMUNITY HEALTH PROJECTS (Subject to General Terms and Schedule of Criteria, Rates & Limits *)

- 1 Speakers should be local valid members of MMA, unless in Allied Health Services, MOH Representatives or invited foreign medical/scientific experts.
- * 2 For symposium / seminars conducted, a maximum of six local speakers (MMA members) per event may be approved.
- 3 Events with invited foreign speakers may be approved for three times per year.
Events with local speakers may be approved for any number of times per year.
- 4 Applications by individuals for sponsorship to attend local/foreign conferences / events or publishing / printing of books / literature will not be approved.
- 5 Reimbursable expenses allowed *
 - a) Accommodation
 - b) Hall rental
 - c) PA system & multi-media equipment
 - d) Promotion expenses (Banners, Brochures, Posters & Publicity material)
 - e) Registration fees for participants
 - f) Travel allowance for foreign speakers (per diem)
 - g) Travel - air-fares, airport transfers, mileage, taxi-fares & toll .

** Please see attached list for specific criteria, rates and limits*

- 6 Expenses / claims disallowed
Honorariums, meals, refreshments or secretarial expenses.
- 7 Payments for approved future events and / or claims will be disbursed only upon submission of requisite original receipts by respective society / association / organisation.
Advance payments will not be approved / effected.
- 8 Payments will be issued only to the respective organising body who will undertake responsibility for reimbursements to speakers / participants.

MMA FOUNDATION FUNDING GUIDELINES FOR ALL FUNDING COMMITTEES (ANNEXE II)

WEF : 1/2/2012

SCHEDULE OF CRITERIA, RATES AND LIMITS (MAXIMUM) FOR CME, PUBLIC FORUMS AND COMMUNITY HEALTH PROJECTS *

* (Subject to General Terms of Funding Guidelines)

NO	CRITERIA	GENERAL FUND	EYE FUND	INF DIS FUND	RADIOLOGY FUND	AMC FUND
1	ACCOMMODATION, PER DAY Foreign speakers Local Speakers (MMA Members only) limited to 6 nos if 2 or more days	350.00 350.00	350.00 350.00	350.00 350.00	350.00 350.00	350.00 350.00
2	HALL RENTAL, PER EVENT	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
3	PA SYSTEM & LCD PROJECTORS, PER EVENT Public Forums & CME	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
4	PROMOTIONS, PER EVENT Public Forums (Banners, Brochures, Posters & Publicity)	750.00	750.00	750.00	750.00	750.00
5	REGISTRATION FEES , PER EVENT <i>MMA Doctors and Affiliate Members (medical students) - 15 nos max</i> RM 1.00 to RM300.00 RM301.00 to RM500.00 (max) if within state RM301.00 to RM500.00 (max) if outstation <i>For Allied Health Staff</i> Max 50 non-clinicians p.a. - Max RM10,000.00 p.a. Max 20 non-clinicians p.a. - Max RM 4,000.00 p.a.	100% 50% 100% 100% -	100% 50% 100% -	100% 50% 100% -	100% 50% 100% 100%	100% 50% 100% 100%
6	TRAVEL ALLOWANCE FOR FOREIGN SPEAKERS Per Diem Max p.a. (RM150.00 per day x 7days x 3 speakers)	150.00 3,150.00	150.00 3,150.00	150.00 3,150.00	150.00 3,150.00	150.00 3,150.00
7	TRAVEL REIMBURSEMENT, PER EVENT Economy Air-Ticket, First-Class Train Ticket or Taxi-Fare Mileage Claims is at RM1.00 Per Kilometer & Toll Charges will be Reimbursed	100% 1.00 / km	100% 1.00 / km	100% 1.00 / km	100% 1.00 / km	100% 1.00 / km
8	MAXIMUM W/FOREIGN SPEAKERS PER EVENT (3X PER ANNUM)	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
9	MAXIMUM W/O FOREIGN SPEAKERS PER EVENT (ANY NO PER ANNUM)	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00
10	APPROVING LIMITS OF RM10,000 BY EACH FUND AND RM20,000 AND ABOVE SHOULD BE APPROVED BY THE BOARD OF TRUSTEES	20,000.00	10,000.00	10,000.00	10,000.00	10,000.00

* Subject to approval limits, the General Funding Committee and/or Board may at its discretion increase or decrease the quantum for each criteria, on a case-to-case basis