

Flow 3 - Advisory board & Consultancy meeting

MINIMUM REQUIRED DOCUMENTATION
Advisory Board: 4-15 Advisors; Ipsen presentation less than 25% of the agenda; 1 Ipsen employee for 3 Advisors recommended.
Consultancy meeting: 1-3 Consultants
The rationale & legitimate need
Invitation
Slides and materials presented approved in Comando (Comando number)
Advisory Board or Consultancy contracts including FMV rate calculation (no payment just for participation)
Selection criteria for Advisors and Consultants
Conflict of Interest evaluation (unless already included in the agreements)
Detailed agenda* (final agenda showing speakers' names and slots) - for Advisory Board
Signed list of attendees (Advisors/Consultant & Ipsen participants)
Minutes from the meeting for Advisory Board or minutes or other work product for Consultancy meeting
Final report, including evaluation of the use of the advice
Invoice for Advisor's or Consultant's travel if applicable (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)
Invoice for Advisor's or Consultant's accommodation if applicable (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)
Invoice for hospitality if applicable (Purchase Order (PO) number may be sufficient if invoice is available on request in financial/accounting systems and match is possible)
Proof of payment (PO number if payment records are available on request in financial/accounting systems and match is possible)

☐ To be uploaded before the initiation of the event

☐ To be uploaded after the event

*To be updated after the event, if changes occurred