

Paid Speakers Policy

Policy Statement

The purpose of this policy is to outline the guidelines and procedures for engaging external speakers who will be compensated for their participation in events hosted by UKPIPS.

Scope

This policy applies to all events organised by UKPIPS that involve the services of external speakers which may be in person or via video conferencing.

Principles

UKPIPS has considered the following core principles in formulating this policy:

- **Freedom of Speech and Expression:** We value vibrant debate, encourage knowledge sharing and are committed to freedom of expression within the law.
- **Duty of Care:** We prioritise the safety and well-being of our employees, volunteers, Trustees and all persons undertaking activities on behalf of UKPIPS (Staff) as well as any visitors to events.
- **Transparency:** All arrangements with external speakers must be transparent and documented.

Guidelines

1) Speaker Selection and Approval

- Speakers may be suggested by staff, volunteers or associates assisting in the organisation of a UKPIPS event.
- Trustees must formally propose potential speakers (either from suggestions or their own considerations), referencing speaker expertise and relevance to the event.
- Trustees will conduct an approval process that involves assessing the speaker's qualifications, alignment with UKPIPS values, and potential impact on attendees.

2) Expenses

Expenses for external speakers is permitted for the following:

- **Travel Expenses:** Reimbursement for travel costs (e.g., rail fare, parking).
- **Accommodation:** The cost of accommodation as and where required.
- **Meals and Incidentals:** Reimbursement for meals and other incidental expenses.

In exceptional circumstances, a fixed fee for the speaker's time and expertise may be considered. Expenses must be agreed upon in advance with the speaker concerned and the UKPIPS Event Co-ordinator.

3) Expense Reimbursement

- Expenses will be operated on a reimbursement basis.
- Speakers must submit valid receipts for travel expenses.
- Reimbursement will be arranged by the Administrative Office and Finance Officer.

4) Contractual Agreements

- A written agreement should be created to outline expenses, expectations, and any other relevant terms.
- Agreements should address cancellation policies, intellectual property rights, and confidentiality.
- Whilst emphasising our commitment to Freedom of Speech, Trustees will retain the right to review the content and materials a Speaker is planning to use prior to the event as part of Trustee responsibility for staff and participant safeguarding.

5) Event Logistics

- External speakers are responsible for their own logistics (e.g., travel arrangements, accommodations).
- Clear communication with speakers regarding event details is essential.

6) Reporting and Documentation

- UKPIPS will maintain records of speaker agreements, expenses, and payments, in accordance with our Standard Operating Procedures and Data Protection Policy.