



Bone and Joint Decade NATIONAL ACTION NETWORK POLICY

August 2012

The Bone and Joint Decade (“BJD”) is a global alliance of professional, scientific and patient organisations dedicated to improving life for millions across the globe who are affected by Musculoskeletal Conditions.

The goal of the BJD is to raise the recognition of the importance of musculoskeletal conditions at the global, regional and national levels; and to reduce the burden and cost of musculoskeletal disorders to individuals, carers and society. To achieve this, the BJD will:

- raise awareness of the burden of musculoskeletal conditions
- develop sustainable networks
- increase knowledge of the suffering and costs of musculoskeletal conditions
- empower people to prioritise their own care
- improve access to cost-effective prevention and treatment
- increase research into musculoskeletal disorders, prevention and treatment
- provide access to supportive information

The strength of the BJD comes from its worldwide network. Led by the International Coordinating Council (ICC), the BJD is supported by more than a thousand national and international professional, scientific and patient organisations. BJD’s national coordinators are established in 96 countries, while BJD National Action Networks are driving the agenda and goals of the Decade in 61 countries by bringing together all the relevant stakeholders at a national level.

BJD ICC Commitment to the NANs

- Providing materials for dissemination to NAN members (articles, news updates, publications, presentations, lobby materials)
- Helping NANs to remain current on international issues/activities (WHO initiatives and others)

- Facilitating relationship–building amongst NANs and other international organizations through establishing a communication networking mechanism
- Providing of an opportunity for NAN representatives to meet on a regular (yearly) basis through the World Network conference
- Supporting the NAN Coordinator and patient representatives to attend the World Network Meeting with bursaries on a selective basis
- Facilitating the sharing of information between NANs regarding successes and challenges to establishing and maintaining a NAN
- Assigning a BJD ICC representative as a NAN Liaison/mentor for each NAN
- Assisting with linkages between NANs and international organizations where applicable
- Coordinating NAN Mentorship program – opportunity to be mentored by another NAN
- Linking the NANs with their WHO regional offices
- Acting as a support group for lobbying national decision makers including governments
- Inviting NANs to propose experts to participate in task forces and projects

Key Guiding Principles for National Action Networks (NAN)

- The NAN should be multidisciplinary and inclusive – open to representatives from all relevant national professional, scientific and patient organizations.
- The NAN is most effective when working in a coordinated way between all supporting organizations of the NAN and its activities are best disseminated through the various national organizations that support the BJD.
- The NAN is most effective by developing a strategic plan to identify its national priorities in the context of the aims of the BJD and an action plan for its delivery. This should be in support of the overall Strategic Action Plan developed by the ICC.
- The NAN is responsible for disseminating the ideas, activities, news and events of the BJD to the members of its organizations.
- The NAN can use any creative way to promote and achieve the goals of the Decade, providing they are within the framework of the BJD.
- The NAN should work with the ICC and support international initiatives (as appropriate.)
- The NAN should operate in an ethical and non–commercial manner.
- The NAN is most effective by establishing a priority of obtaining or maintaining endorsement of the BJD by its national government.
- A key goal for the NAN is to gain priority for musculoskeletal conditions in the minds and actions of national opinion formers and decision makers.

To ensure consistency and credibility of all the activities done in the name of the Decade, operation guidelines have been developed , which cover these principals and other appropriate issues. For National Action Networks to be recognized by the BJD and obtain permissions to use the name and logo, they must abide by these guidelines.

Annex – NATIONAL ACTION NETWORK OPERATIONS

Introduction

The purpose of this annex is to define the operational policy that applies to the National Action Networks. Conformance with this policy is a requirement to ensure the continued good governance of the Bone and Joint Decade (BJD).

To establish and maintain global consistency in meeting the goals of the BJD, the ICC may authorize the granting of charters for the operation of National Action Networks to carry out its purpose within any nation or other geographical area. The ICC shall establish the standards by which such organizations shall be required to meet in order to qualify as a National Action Network of the BJD. The ICC recognizes the autonomy of each National Action Network as an opportunity to leverage unique and different national relationships to accomplish the mission of the BJD.

Section 1. National Action Network

The NAN may be organized as a separately incorporated entity that has an accepted charter as a National Action Network of the BJD. There is one NAN per country. Each NAN may be organized and operate in such a manner that it may qualify as a tax-exempt charitable organization under appropriate national law. Each NAN shall report and be responsible to the ICC.

Section 2. Requirements of NANs

By accepting a charter, each NAN shall agree that

- a) it will abide by the guiding principle and standards established by the ICC;
- b) if its charter is revoked or surrendered, it shall discontinue and refrain permanently from the use of any name or symbol indicating that the organisation is affiliated with the BJD.

Section 3. Grant, Revocation and Surrender of Charters

Each NAN shall receive from the ICC a charter authorizing it to use the name Bone and Joint Decade “(Country Name) National Action Network”. The charter of any NAN may be suspended or revoked by the ICC for failure to meet the standards set forth by the ICC, if the NAN has not corrected such default or failure within three months after notice by the ICC. The ICC may not suspend or revoke a charter unless it has given the NAN at least 30 days’ written notice of the proposed action and an opportunity to be heard at a meeting of the ICC. Any NAN may at any time surrender its charter. Following revocation or surrender of charter, the NAN shall remain liable to the BJD for the payment of any amounts owing to the BJD, unless agreed upon by the ICC in advance.

To receive a NAN charter for the Bone and Joint Decade 2010 to 2020, the organising group shall complete the NAN Charter Application. NANs that have received recognition by the ICC prior to December 31, 2010 are required to complete an application for renewal of their charter.

Section 4. Basic Standards for NAN Operations

To achieve the mission of the BJD, the ICC has established basic standards to guide NANs to achieve continued growth and sustained progress toward the fulfillment of our mission. The basic standards are minimum requirements for the granting of a charter for the operation of a NAN to carry out its purpose within its chartered area. This section is designed to (1) serve as a checklist or self-evaluation process to allow a NAN to measure its performance; (2) reflect BJD priorities; (3) serve as the basis for a NAN’s plan of work and long range plan in order to develop strategies to improve deficiencies and maximize strengths; and (4) establish the basic criteria for NAN status.

4.1 STRUCTURE AND GOVERNANCE

- a) The NAN shall apply for and receive approval for charter status to operate under the auspices of the BJD within its country.
- b) The NAN may be organized and operate in such a manner that it may qualify as a tax-exempt charitable organization, incorporated in the jurisdiction in which it operates. The NAN Bylaws shall be consistent with the articles of incorporation and the laws of the state and/or jurisdiction(s) in which it is located and are not in conflict with the aims of the BJD.
- c) The NAN is open to all patient, professional and scientific organizations, research bodies, healthcare providers, government and non-governmental organizations within its chartered area that are relevant to the aims of the BJD and have individually endorsed the BJD.
- d) The NAN shall reflect the diversity of its member organizations in its operations. The NAN shall not maintain or be perceived to maintain preferential treatment based on religion, ethnicity, gender, industry, medical specialty, politics, or funding sources.
- e) The NAN actively collaborates with and works through its member organizations to achieve the goals of the BJD.
- f) The NAN conducts activities only within the country for which it is chartered, unless agreed upon by the NAN of the collaborating country or the ICC.
- g) The NAN may establish its own membership eligibility and requirements. The information will be shared with the ICC.-
- h) The NAN may be governed by a Board of Directors, which is elected in a manner consistent with state/national corporate law. The NAN may establish appropriate criteria for Board service. The Board of Directors may choose to delegate certain authority to an Executive Committee. The Board or the Executive Committee shall meet at least 2 times a year. Minutes of all Board and Executive Committee meetings shall be permanently filed in the NAN office and may be sent to the International BJD Secretariat in a timely manner as a matter of record.
- i) All Board members shall serve without compensation.
- j) The NAN should work with the ICC and support international initiatives as appropriate
- k) The NAN shall adopt the BJD Conflict of Interest policy to which all Board members adhere. Board members may also provide the NAN a written statement describing any possible conflicts of interest, and these statements shall be on file with the NAN office.
- l) The NAN must ensure that its members organizations have formal representatives; additional members can be co-opted.
- m) The NAN may establish volunteer committees that have responsibility for the planning, implementation and evaluation of all management, financial development, and program areas. While a committee may cover more than one area, in general, these areas are: external relations, development, disease groups, activity week, and projects.
- n) The NAN shall provide an annual report to the ICC by February 1 of the following year. The annual report includes: description of organization and structure; names and addresses of Board of Directors, committee members; funding sources and amounts of financial and in-kind support; collaborators and partners; strategic and action plans; activities and programs; and other information relevant to the mission of the BJD.
- o) Upon acceptance for charter, the NAN shall elect a NAN Coordinator to perform the duties of the NAN Coordinator Position Description, which includes to communicate

with and serve as the official NAN spokesperson to the ICC, represent the NAN at international meetings, and ensure that its annual report is submitted in a timely manner. The NAN Coordinator shall be elected to a term of 2 years, renewable at the discretion of the Board of Directors. In the event that the NAN Coordinator cannot participate in international network meetings, a proxy will be designated.

4.2 PLANNING

- a) The NAN is encouraged to develop, evaluate and periodically revise a long-range strategic plan. This long-range plan should incorporate the goals of the BJD and national priorities as established by the NAN. The plan may be submitted to the International BJD Secretariat as a matter of record.
- b) The NAN shall develop an annual plan of work with specific objectives that address each aspect of the mission of the BJD.

4.3 FISCAL MANAGEMENT

- a) When applicable, the NAN shall comply with all regulations, rulings and policies applicable to a tax-exempt charitable organization in their jurisdiction.
- b) The NAN's Board of Directors shall approve a budget that appropriately allocates financial resources to achieve the plan of work.
- c) The NAN is encouraged to seek diversity in its revenue sources and maintain funding from at least 3 independent sources. Ethical fund raising.
- d) The NAN shall be responsible for its own financial management. The BJD shall not be responsible for any debts incurred by the NAN.

4.4 PUBLIC RELATIONS AND AWARENESS

- a) The name of the NAN should be consistent in all materials with the name for which it has been chartered by the ICC.
- b) The NAN may create, support and acknowledge awareness and educational programs. The NAN should not endorse specific products, services or devices. It should have no testing facilities or testing facilities personnel. It may acknowledge the state of applicable science as expressed in recognized scientific journals and published research.
- c) The trademarked BJD logo shall not appear on any branded or product-related materials that are designed for distribution to consumers.
- d) There is one BJD logo. The NAN is authorized and encouraged by the ICC to use the NAN logo in accordance with the NAN Logo Guidelines.
- e) The NAN should have one homepage on the Internet, which is linked to the International BJD website. This national domain will be given free of charge by the ICC. The NAN's homepage address shall be www.boneandjointdecade.org/ _____ (country code). The NAN shall adhere to guidelines as established by the ICC.
- f) The NAN is encouraged to actively promote the BJD by the submission of articles about the BJD in national professional journals, magazines of patient organizations, and other national media outlets.
- g) The NAN should actively seek and secure the endorsement and ongoing support from the national government to accomplish the mission of the BJD.

- h) Those persons actually authorized by a NAN to make public statements on the BJD or to respond to media or other inquiries should be delineated by the NAN. Authorized spokespersons should be sensitive to the potential problems and liabilities that could conceivably flow from their statements or actions on behalf of the NAN or the BJD, as the case may be, and limit their public statements to matters of fact which are susceptible of proof, carefully avoiding speculation, matters of opinion and tending to convey derogatory connotations.
- i) The NAN may copyright materials it produces as original material, but not material received from the ICC or from other NANs, unless authorized in advance.
- j) The NAN shall disseminate materials to its member organizations on the request of the ICC.
- k) The NAN shall actively participate in BJD international activities, e.g. activity week and virtual networking.

.5 CORPORATE RELATIONS

- a) The NAN's basic authorization to use the Bone & Joint Decade name together with the NAN logo to promote and carry out the mission of the Bone & Joint Decade shall be limited to its designated chartered area.
- b) NAN fundraising events and activities should be limited to those which will be directed and implemented primarily within the NAN's chartered area.
- c) The NAN shall comply with the fund raising policies and logo guidelines established by the ICC.
- d) The rights and obligation of a NAN to conduct fundraising activities within its chartered area are not exclusive of, but rather co-existent with, the rights and obligations of the ICC to conduct fundraising and other activities as appropriate to further the BJD's general purposes. Solicitation of particular corporations or foundations by the ICC should, as a matter of practice, be limited to those entities with which the ICC believes it could have a significant fundraising impact beyond that achieved by NANs.