

1. Introduction

1.1 Purpose

To provide guidelines for the SAHMRI in relation to payment of sitting fees and reimbursement for the contribution of consumer and community members to advisory, reference and/or working groups established by the SAHMRI. This may also be applied for other research co-design roles, by negotiation.

1.2 Background

SAHMRI's vision is to conduct inspired research that will lead to better health outcomes. In 2014, SAHMRI, in partnership with Health Consumers Alliance of SA developed a Consumer and Community Engagement Framework designed to inform the implementation of consumer and community engagement across the Institute. Through ongoing partnership with consumers and community, SAHMRI is implementing this framework and developing contemporary strategies that recognise the value of consumer and community engagement in health and medical research. The SAHMRI Community and Consumer Engagement in Research Position Statement describes the commitment of the Institute to meaningful engagement.

1.3 Policy Statement

For SAHMRI to achieve its aims and objectives in undertaking research, sound partnerships, collaboration and engagement with community groups and individuals are critical. We acknowledge and value the unique skills and expertise of those communities and individuals who will contribute and share their knowledge through participation in SAHMRI advisory structures. Therefore, the skills, expertise and knowledge brought to SAHMRI through these collaborations and partnerships must be supported with resources, including remuneration.

2. Definitions

N/A

3. Responsibilities

Responsibilities of consumers and community members, as well as SAHMRI researchers and staff are detailed in the SAHMRI Consumer and Community Co-research Policy (POL 0038, see item 5.2).

4. Policy Guidelines

4.1 Eligibility Criteria for Remuneration

To be eligible to receive remuneration for expertise provided to SAHMRI's advisory structures, the person must be either: not in receipt of an income from employment; or; stand to lose income as a result of participation.

4.2 What Travel and out of pocket expenses will be covered?

The costs associated with members of advisory structures travelling to meetings will be paid for by SAHMRI, so members are not financially disadvantaged by their participation.

4.2.1 Travel

Travel arrangements will be negotiated with each member individually. The type of travel arranged (e.g. car, bus, plane or train) will depend on the availability of transport in the members' normal place of residence.

4.2.2 Petrol

Petrol allowance will be paid on a per kilometre basis for those members who utilise their own vehicle to travel. The rate will be in line with the SA Health Sitting Fees and Reimbursement for External Individuals Policy Directive (see 5.1). Where there is an alternative and more cost effective form of transport such as airflight, and the person chooses to drive, then reimbursement will be paid up to the value of a return economy airfare from their normal place of residence.

4.2.3 Accommodation

SAHMRI's Research Office will book accommodation where necessary and the accommodation will be of a comfortable and reasonable standard. Accommodation will only be booked where an overnight stay is required due to unavailability of timely transport.

4.2.4 Meal Allowance

Meal allowance will only be paid where an overnight absence from the members' home is required to fulfil their obligations.

The rates of meal allowance which SAHMRI provides are based on SA Health's policy rates (see 5.1).

4.3 Sitting Fees

Payment will be made to members of SAHMRI advisory structures at an hourly rate. This payment will incorporate advisory members' preparation time for meetings.

A minimum of 2 hours sitting fee will be paid to members in the rare occurrence where a meeting may not be two hours in length.

The hourly rates paid by SAHMRI will be in line with SA Health policy rates (see 5.1).

4.4 Other reimbursements

Members will be eligible to apply for other out of pocket expenses that occur as a result of participation on advisory structures.

These include:

- Car parking fees
- Public transports costs
- Other items, by negotiation

Approval for 'other reimbursements' is to be sought via the lead of the project engaging the consumer/community member, or for SAHMRI-wide advisory roles via the Director, Health Policy Centre.

For further information and enquiries contact
SAHMRI Research Office
Phone: 08 8128 4001
Email: researchoffice@sahmri.com

5 Associated Documents

5.1 External

- [SA Health Sitting Fees and Reimbursement for External Individuals Policy](#) (includes Sitting Fees and Reimbursement Schedule)

5.2 Internal

- Position Statement: [Community and Consumer Engagement in Research at SAHMRI](#)
- SAHMRI Consumer and Community Engagement Co-Research Policy, Partnering with Consumers in Research (POL 0038)
- [Consumer Engagement website](#)
- [Consumer and Community Engagement Framework](#)
- [SAHMRI Community Engagement Expense Claim Form](#)