

Log of activities template

Log of activities	
Date from/to of engagement (month/year or ongoing)	
Time spent for the activity/or time of engagement (e.g. contract for six months but engagement actual engagement only for one day)	
Country of activity	
Participation Were you participating in your individual capacity or as a representative of your patient organisation?	
Activity What activity did you engage in?	
To complete this field, see Annex: Patient engagement activities and methods of engagement	
Description of activity (Individual/specific medicine or non-medicine related; disease-related or not) Be mindful not to disclose any confidential information. To complete this field, see Annex: Patient engagement activities and methods of engagement	
Engaging stakeholder organisation(s)	

Log of activities

Type of agreement/contract signed with the engaging stakeholder^{3,4}

Have you signed any agreement (e.g. collaboration, consultancy, speaker, advisory board, grant, donation agreement, etc.)

Personal experience

Complete with feedback received after the activity (e.g. was your input taken into account?) or your general impression about the engagement (e.g. were the clauses within the agreement fulfilled?)

Future impact

Were you informed about potential restrictions for future engagements?

Remuneration

Have you received any payment?
Were travel and accommodation covered (including daily allowance for subsistence where applicable)?
Did you receive any additional payment for the expertise and time spent in the activity?

Funding

Has your PO received any funding (i.e. also unrelated to the activity) from the engaging organisation?

Open text field (comments, observations, etc.)

³ Guiding Principles on Reasonable Agreements between Patient Advocates and Pharmaceutical Companies. Available at: https://www.mpeurope.org/legal-agreements/wp-content/uploads/2019/03/Legal_Agreements_A5_3mm-bleed_PRINT_v2.pdf. Last accessed 12 May 2020.

⁴ PARADIGM Legal toolkit. Available at: <http://imi-paradigm.eu/PEtoolbox/contract-templates>. Last accessed 12 May 2020.