MINIMUM REQUIREMENTS FOR IASP SUPPORT FOR A PAIN CAMP

All those seeking IASP support for conducting a Pain Camp i**n calendar year 2026 only** must complete the submission process specified in this document and meet the minimum requirements as set forth below.

The IASP Education Programs Working Group (EPWG) will review all funding requests and make recommendations to the IASP Council. Please note that only a limited number of Pain Camps are possible each year.

Pain Camp Objectives/Vision of IASP
Pain Camps are inter-professional residential educational events aimed at promoting interdisciplinary pain management by improving the knowledge and skills of the next generation of healthcare professionals in low- and middle-income countries (LMICs). It is important to clarify in your application how your camp will meet this objective.

One of the long term aims of IASP Pain Camps is also to facilitate the formation of new IASP chapters by building a critical mass of multidisciplinary clinicians in LMICs where there are no IASP Chapters.

Pain Camp Scientific/Educational Program

1. IASP-supported pain camps should be governed by a multidisciplinary/multiprofessional planning committee that reflects the multidisciplinary/multiprofessional nature of IASP.
   ➢ Proposals must include a list of the planning committee members, with information on full name, gender, professional discipline, specialty, institution, country, IASP member status, and email.
   ➢ IASP encourages at least one member of the planning committee to attend one of the organization's established models for a successful camp, such as the Southeast Asian Pain Camp or consult with the organizers of such a camp.
   ➢ IASP prefers that a member of the IASP Council (preferably the IASP liaison to that region) be invited to join the educational program planning committee.

2. Proposals must include the proposed scientific / educational program for the camp.
   ➢ The program should emphasize interdisciplinary management of pain and should contain elements relevant to day-to-day clinical practice.
   ➢ The program should include interactive components such as role-play, group discussions, brainstorming, group assignments, or visits to a local multidisciplinary pain clinic.
   ➢ Including a person with lived experience on the program is encouraged.

3. Proposals must also include a list of Faculty. Faculty members must reflect the multidisciplinary nature of IASP, and should include the following:
   ➢ IASP members from the region (Asia, Australasia and Oceania; Middle East and Africa; Europe; Latin America and the Caribbean; United States and Canada) in which the pain camp is held.
   ➢ The IASP liaison person for the region organizing the camp and/or a member of IASP Council (who may also be the Liaison person for the region),
   ➢ IASP members from any other region of the world.
   ➢ The IASP President should be invited to participate as faculty. (Note that IASP President's travel expenses will be covered by the IASP and do not need to be included in the budget for the camp.)

4. The language that the camp will be conducted in should be specified.

Pain Camp Budget

IASP requires that pain camp applicants include a budget for the pain camp to IASP according to the timeline for the annual IASP budget process.

➢ The budget must provide details on all sources of projected revenue and details and rationale for all projected expenses. Each submission will only apply to one Camp, which must be completed in the year specified. Continued funding by IASP for subsequent pain camps should not be assumed. f successful applicants would like to repeat the event they would need to apply again, along with other applicants, as part of a competitive process.

➢ If the application includes a request for financial support from IASP, the request must include the amount of money requested (in US Dollars) and a detailed accounting of how the funds will be used (see IASP funding guidelines** below).

***IASP Funding Guidelines*

1. *IASP will consider requests to fund the following pain camp costs:*

   ➢ *faculty travel*

   ➢ *facility costs*

   ➢ *food/beverage costs*

   ➢ *social events*

2. *IASP funds will not be used to provide camp organizer, planning committee, or school faculty stipends or honoraria.*

3. *IASP will not support a camp that provides faculty honoraria funded by student registration fees.*

4. *IASP will not provide funds for administrative expenses to support tasks that could be administered by the IASP Secretariat, such as registration management, application processes, website management, and marketing.*

5. *Funding from the IASP for any pain camp will be between USD20,000 to USD30,000 based on the IASP final approved budget which varies year-to-year.*

➢ The request must also clearly specify all other funding sources, the amount of funds from each source, and how those funds will be used.

➢ If you are planning to source for additional funding from industry, IASP suggests following the IASP Procedures to Work with Industry as listed below.

Procedures to Work with Industry

Who can initiate and Secure Relationships with Industry on behalf of IASP

Any officer, director, member of a committee with governing board delegated powers, employee or agent of the Organization, can initiate contact with a commercial entity on behalf of IASP, after first informing the Secretariat to approve the solicitation concept and applied program or initiative to receive funding. Conflicts of Interest must be disclosed. Approved persons who initiate contact will turn that relationship over to the Secretariat to confirm funding agreements with a contract between IASP and the commercial entity. Contracts will detail funding to be received, how support is disclosed, and explicit benefits to both IASP and the commercial entity.

Interactions with Industry

Any officer, director, member of a committee with governing board delegated powers, employee or agent of the Organization, who initiates or maintains a relationship with Industry on behalf of IASP, should do so without serving self-interest and will not accept personal gifts, favors, or monetary funds, as a result of procuring commercial support originating from these relationships.

Identification of Programs for Commercial Support

The Executive Committee and Council will annually identify initiatives and programs for which commercial support is sought. Those items prioritized for Industry funding should support IASP's strategic plan and specifically align with organizational goals identified for the year in which support is solicited.

Guiding Principles when Securing Commercial Support

Any commercial entity that IASP enters into relationship with must adhere to IASP's guiding principles. Industry partners must be ethical, appropriate and professional, and must support IASP's mission to improve pain relief worldwide through research, education, practice, and policy. IASP must retain full ownership and independence from industry during the creation and delivery of any educational program and initiative. All programs supported by Industry will be free from commercial influence.

Alignment with an Industry Codes of Conduct

Any commercial entity that IASP enters into relationship with should adhere to both the spirit and the letter of the following industry codes that align with IASP principles: International Federation of Pharmaceutical Manufacturers & Associations Code of Practice, Advanced Medical Technology Association Code of Ethics, and the Pharmaceutical Research and Manufacturers Association Codes and Guidelines.

- ➢ The registration fee must be included in the budget, which should also include a policy on who will be fully funded, partially funded, and self- funded.
  - ➢ *FULLY FUNDED*: Registration fees, travel and accommodation are covered by the organizers.
  - ➢ *PARTIALLY FUNDED*: Cost of registration fees, travel and/or accommodations costs are partially covered by the organizers.
  - ➢ *SELF-FUNDED*: Participant pays the registration fee (which must be clearly stated in the budget), travel and accommodation costs.

Pain Camp Participants

1. Participants should come from low- and middle-income countries in a specified region of the world. Chapters in high Income countries (HICs) in the region may also be included (e.g., members from the Singapore chapter are eligible to join the Southeast Asian pain camp).
2. Participants should preferably be early career and come from different professional backgrounds. Ideally, participants should include physicians from different specialties (e.g., anesthesiology, neurology, palliative medicine, family medicine, surgery, orthopaedics, dental), clinical psychologists, physiotherapists, occupational therapists, nurses and pharmacists.
3. Participants should be practicing clinicians and/or current faculty members at clinical schools/universities.
4. The criteria for selection of the participants should be specified in the application. Applicants may want to consider context specific training needs for the region such as rural vs urban setting or primary healthcare settings vs tertiary healthcare.
5. Membership requirement:
   - ➢ All applicants for pain camps supported by IASP must be IASP members; nonmember applications can be considered for admission, but they must join IASP before the camp.
   - ➢ The IASP Secretariat will work with all IASP-supported pain camps to validate membership of applicants.
6. All applications (both successful and unsuccessful) will be shared with the IASP Secretariat.
7. Applicants must commit to attending the whole program and be able to participate in the official language of the camp.

Geographic Regions

IASP will prioritize supporting camps in diverse geographic regions (Asia, Australasia and Oceania; Middle East and Africa; Europe; Latin America and the Caribbean; United States and Canada). IASP will consider requests for more than one pain camp in a particular geographic region but is unlikely to fund more than one pain camp in a particular region per call. If there are two or more applicants from the same region, they may be asked to consider combining their applications. Neighboring Chapters are encouraged to consider combining resources to support a pain camp or providing funds for members to attend a pain camp in their region.

It is IASP's goal that, over time, IASP-supported pain camps in different regions will work together to coordinate the development of program content.

Branding

IASP requires that all IASP-supported pain camps include the IASP name and logo in the branding of the camp. All IASP-supported pain camps will be recognized by IASP as "IASP Pain Camps."

- ➢ Proposal requests must address how the IASP name/logo will be integrated into the pain camp branding.

Program Evaluation

All IASP-supported pain camps must conduct evaluations of each pain camp program, including evaluations by pain camp students and faculty. A plan for such evaluations must be included in all proposals.

Application Process Summary

1. Applications must be submitted during the call for applications via the online application by 15 April 2025. You will receive a decision no later than 1 August 2025.

2. Applications are to be made using the IASP application form. Information required includes:
   - ➢ Name of organizer (this can be a Chapter or a Federation)
   - ➢ List of planning committee members (must be from different countries, and all must be IASP members; preferable to include an IASP councilor)
   - ➢ Rationale for having this pain camp and how it will meet the aims and objectives of pain camps.
   - ➢ Proposed dates of the camp
   - ➢ Proposed venue for the camp
   - ➢ Proposed content of the scientific and social program. It is important to ensure that the academic content comprises *evidence-based* assessment and management strategies. While a detailed program is not required, provide as much information as possible that will help evaluate the scientific merits of the program.
   - ➢ Proposed faculty, including their IASP member status, gender, country, qualifications, and professional discipline. The list need not be the final one but should include at least five (5) faculty members.
   - ➢ Proposed number of participants, including which countries they are from and criteria for selection of the final list. This should also include which participants will be fully funded and which will be partially funded.
   - ➢ Amount requested from IASP in USD.
   - ➢ Proposed budget, including what sum is requested (if any) from IASP. The budget must include other proposed sources of income (both potential and confirmed) as well and the proposed registration fee.
   - ➢ A detailed plan related to the resources needed to fully support the administrative aspects of managing the pain camp, including the proposed use of IASP Secretariat support (from the items listed above).
   - ➢ The plan should also provide a detailed staffing plan with job responsibilities and associated costs.
   - ➢ Evaluation process
   - ➢ Proposal for follow-up of camp participants (short and long term).

Program Administration/Logistical Support

IASP prefers that IASP-supported pain camps liaise with the IASP Secretariat when planning the proposed schools, but it must be recognized that, apart from the agreed financial support, IASP administrative support will be limited to marketing and promotion.

Criteria to be Used in Selecting Successful Applicants

All applications to run Pain Camps will be assessed according to the principles and criteria outlined in this Minimum Requirements document. These will include the completion of all sections outlined in the Application Process Summary.

Post-Camp Report

After completion of the program (preferably within one month of the Camp), IASP Pain Camps must provide a comprehensive report to the IASP Council, using a standard format supplied by the IASP.

The report should include a summary of the program evaluation results from participants and faculty and a final financial reporting (compared with budget) of the program costs and revenue (including any net income/loss). The evaluation by participants and faculty should include both quantitative evaluations of each component of the program, as well as qualitative comments for individual feedback.

The report format should cover the following headings:

1. Name |Chapter| Federation
2. Person Submitting Report
3. A summary
4. A brief description of the applicants (including the number who applied, their discipline/profession, and countries/regions from which they came)
5. A description of those selected to attend (including their gender, country, discipline/profession, training level) and any who declined or withdrew
6. The results of the evaluation survey used (including both quantitative and qualitative measures)
7. Information on how you will follow-up with attendees.
8. Proposed ideas and work plan for future pain schools
9. A final budget that includes details on what companies/organizations supported the school and the amount.