

AfGH Volunteer Contribution Policy: April 2023

Policy responsible	Katie Husselby katie@actionforglobalhealth.org.uk
Audience	AfGH employees, members and volunteers
Formally endorsed by	AfGH Steering Committee & STOPAIDS
Accompanying documentation	Action for Global Health Voluntary Contribution Receipt Form STOPAIDS GDPR Policy STOPAIDS Travel Policy
Next review date	April 2025

Introduction

Action for Global Health will centre the voices and experiences of people living with or communities affected by health inequities across all areas of our work. We will facilitate these contributions by alleviating challenges such as accessibility to our working platforms, as well as compensating the financial and opportunity costs incurred by voluntary contributors to our work.

Purpose of this policy

To recognise the valuable input of people with lived experience of health inequities to our work

To classify people with lived experience of health inequities as voluntary contributors to our work

To alleviate financial barriers to becoming a voluntary contributor to our work by offering an honorarium payment to people with lived experience of health inequities

To outline the eligibility criteria and process for receiving a voluntary honorarium for voluntary contribution to our work

To outline the responsibilities of those receiving voluntary honorariums for the tax liabilities of any payment received

1. The value of people with lived experience of health inequities in our work

Action for Global Health's 2022-2025 strategy outlines a number of [health equity principles](#). In particular, 'We believe people with lived experiences of health inequities are experts and we will actively solicit meaningful input from members within our community and support them to authentically tell their stories in a dignified and respectful manner in all of our work.'

Our work on global health should be guided as much as possible by those most affected by the consequences of global health resourcing and policy decisions. We harness the expertise and strength of our members and partners, including people with lived experience of health inequity globally and civil society organisations based

in low- and middle-income countries, to secure political action and commitments in the UK to improve health equity globally.

2. People with lived experience of health inequities as volunteer contributors

In accordance with UK charity and tax law, people who contribute their lived experience of health inequities to our work and are not recompensed for their time in any other way will likely be considered volunteers. Whilst volunteers cannot be paid for their work, we recognise the value of the expertise of people with lived experience of health inequities to our work and the miscellaneous costs, including travel, subsistence, and opportunity costs, incurred in the course of their contributions. People with lived experience of health inequities can, of course, also contribute to our work as employees or paid contractors/consultants and are not limited to a volunteer capacity. This policy, however, specifically deals with people with lived experience of health inequities contributing to our work without any contractual obligation to do so, in the capacity of volunteer.

3. Honorarium for voluntary contributors to our work

There are often costs associated with contributing time and expertise and ensuring your physical or virtual presence to a working group, workshop, roundtable discussion, event or other types of meetings or consultation processes.

AfGH recognises that there are different types of voluntary contribution and as such has set out the following honorarium contributions for the various formats in which you may contribute to our work, upon our specific request for you to contribute in your capacity as someone with lived experience of health inequities who meets the eligibility criteria in section 4.

Presenting in an AfGH working group meeting £25

Meetings with AfGH staff (less than 2 hours) £25

Participating in a webinar or a workshop £35

Drafting, reviewing and/or commenting on an AfGH policy document or written piece (short) £50

Drafting, reviewing and/or commenting on an AfGH policy document (long) £75

Attending or speaking in person at an AfGH led or supported event £75 (Full day) £50 (half day)

Speaking virtually at an AfGH led or supported event £50

The above cost considerations are separate to receipted expenses for specific items, such as travel or accommodation expenditure, which will be reimbursed where appropriate in accordance with the STOPAIDS (our host organisation) travel and expenses policies.

All expenditure should be pre-approved with your lead contact point at AfGH.

4. Eligibility criteria and process for receiving an honorarium for your voluntary contribution

The AfGH staff member you are working with will notify you if you are eligible to receive an honorarium for your voluntary contribution to a set activity before any such activity is mutually agreed upon.

As a volunteer you may accept the honorarium or waive the honorarium. If you choose to accept the honorarium you will be sent a form to complete with your personal and banking details and will receive your honorarium 2-3 weeks after you have completed and returned the form.

The honorarium is primarily for people with lived experience of health inequities who are not acting in their capacity as a paid employee of an organisation working in the area of global public health.

Honorariums cannot be given to paid employees of AfGH member organisations unless they are strictly contributing their lived experience of health inequities outside of their work time and in a private voluntary capacity only.

Honorariums cannot be given to people with lived experience of health inequities who sit on the AfGH Steering Committee due to the governance function of the steering committee, but expenses incurred can be considered.

5. Responsibility of tax liabilities for voluntary honorarium payments

It is your responsibility to abide by tax laws in your country of residence, including notifying the relevant tax authority in your country of residence of receipt of the honorarium payment you receive from AfGH.

If you receive state benefits, you must be aware that any honorarium payments you receive may affect your income and eligibility for these benefits. We cannot advise on whether or how the honorarium will impact benefit payments and it is your responsibility to check the position and act in accordance with the relevant laws and regulations.