



PSCI MEMBER WELCOME PACK

July 2019



CHAPTER 1. ABOUT THIS DOCUMENT

THE PSCI MEMBER WELCOME PACK

This **PSCI MEMBER WELCOME PACK** is for new members of the PSCI. It sign-posts important documents and resources and gives advice on how to become fully integrated into the organisation.

DOCUMENT HISTORY

Version	Date	Status/Changes
1	Jan 2016	First version
2	June 2016	Update
3	Nov 2016	Update
4	May 2018	Update
5	April 2019	Update
6	June 2019	Update

ABOUT THE PHARMACEUTICAL SUPPLY CHAIN INITIATIVE

The Pharmaceutical Supply Chain Initiative (PSCI) is a group of major pharmaceutical and healthcare companies who share a vision to establish and promote responsible practices that will continuously improve social, health, safety and environmental sustainable outcomes for their supply chains. This includes fair and safe work conditions and practices, responsible business practices, and environmental sustainability and efficient use of resources. Find out more on the PSCI website:

<http://pscinitiative.org/home>

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CHAPTER 2. WELCOME LETTER

Dear Colleague,

We are delighted to welcome you to the Pharmaceutical Supply Chain Initiative.

Our vision is to establish and promote responsible practices that will continuously improve social, health, safety and environmental sustainable outcomes for our supply chains.

Our mission is to provide members with a forum to establish industry principles that guide ethics, labor, health & safety, environmental sustainability, and management systems practices to support continuous improvement of suppliers' capabilities.

You are now part of a community committed to promoting responsible supply chains and better business conditions.

As a member company, and individual, we hope that you will be an active participant in the PSCI and help shape the Initiative. We believe that, collectively, PSCI members can drive complex, global change more effectively than any one organisation alone.

The community you are joining shares knowledge and expertise, supports supplier improvement, and acts as a voice for the industry.

In this welcome pack you will find:

- An introduction to who we are and how we work
- An introduction to what we do
- Member benefits
- Member responsibilities
- How to get involved
- Where to find key documents and resources
- Your new member checklist
- Key contacts

We are excited about the future of the Initiative and are deeply committed to promoting responsible supply chain management and better business conditions across the industry. The PSCI Board, membership, and secretariat look forward to working with you in the future.

If you have any questions, please do not hesitate to contact the PSCI secretariat at:

info@PSCInitiative.org

Yours faithfully,

The PSCI Board

Pharmaceutical Supply Chain Initiative

www.PSCInitiative.org

@PSCInitiative

CHAPTER 3. WHO WE ARE

The PSCI is open to all companies who manufacture medical products OR provide materials to the pharmaceutical/biotech/medical devices industries. The basic principle is inclusivity – the PSCI welcomes all companies that are serious about enhancing sustainability standards in the pharmaceutical and medical products supply chain.

PSCI has two types of membership – Full membership and Associate membership. **Full membership** is designed for companies that wish to participate actively. **Associate membership** is designed for companies that wish to take a less active role.

CHAPTER 4. HOW WE WORK

We have 39* member companies and are governed by an elected Board of Directors which is our primary decision-making body. The Board establishes working committees and appoints their leads. The Board is elected by the member companies, who are also invited to participate in the working committees.

The Board is composed of five individuals (Chair, Vice Chair, Secretary, Treasurer, Past Chair) and can have no more than one Associate Member serving at a time.

Day-to-day, the PSCI is supported by a secretariat, which assists the Board and the working committees to achieve their objectives.

The full list of Board members and Committee Leads can be found on the PSCI website at: <http://pscinitiative.org/team>

* The number of Member companies as at June 2019.

CHAPTER 5. WHAT WE DO

THE PRINCIPLES

The PSCI created the Pharmaceutical Industry Principles for Responsible Supply Chain Management (the Principles), a ground-breaking piece of work, to articulate what the industry expects from suppliers. For more information on the Principles, please see the PSCI website **The Principles** page: <http://pscinitiative.org/principles>

AUDIT COLLABORATION

The PSCI audit sharing programme enables suppliers to share audits with more than one member via a web-based platform. This means fewer audits for each supplier and efficiency gains for our members. For more information on the audit sharing programme please refer to the PSCI website **Audit collaboration** page: <http://pscinitiative.org/auditCollaboration> and the **Audit Program Guidance** document.

Please refer to the [Audit Sharing Platform Training Video](#) and [User Guide](#) for guidance on how to sharing audits through the PSCI Audit Sharing Platform.

Note: You will only be able to access the training video once we have issued your member login to the website (more details below, in Chapter 9). To view the video, login to the website, click on the Resources tab and you will see the video under Help & Training.

SUPPORTING SUPPLIERS

The aim of our capability building programme is to build supplier knowledge and expertise so they can identify and solve social, environmental and ethical issues for themselves. We offer assistance to many suppliers that need support in this area.

For more information on the capability building programme, please refer to the PSCI website Supporting suppliers page: <http://pscinitiative.org/supportingSuppliers>

CHAPTER 6. BENEFITS OF MEMBERSHIP

There are several membership benefits.

- Learn from the leaders: Access knowledge and expertise, tapping into a network of professionals
- Improve efficiency: Access a platform of shared audits and help reduce auditing duplication
- Support improvement: Help build supplier capability to implement the PSCI Principles and practices
- Move the industry: Contribute to setting the community agenda
- Enhance your reputation: Be a recognised supporter and advocate of responsible supply chains

CHAPTER 7. RESPONSIBILITIES OF MEMBERS

Members have the following responsibilities. Some are common to both Full and Associate members; others are different.

Full Members	Associate Members
Commit to the Bylaws and adhere to the Articles of Incorporation, Bylaws, Principles, Membership Agreement and Anti-Trust Policy*	
Attend the Annual General Meeting	
Put the PSCI Principles on their website	
Pay annual membership fees according to the PSCI Membership Fee Structure, below	

Full Members	Associate Members
Must share at least five supplier audits or alternative expectation as determined by the PSCI Board	May share supplier audits / audits of own sites
Must join a working group	May join a working group

* Please go to Chapter 8 for links to these documents.

All members are invited and encouraged to join working groups, attend biannual face-to-face meetings and run for a seat on the Board. Full members can participate on the Board in any capacity, Associate members in non-Chair positions.

Membership fees are differentiated based on the size of the member company. Size is determined using annual company revenue.

Annual Revenue	Annual Fee
\$20bn and above	\$25,000
\$10bn to \$20bn	\$20,000
\$5bn to \$10bn	\$17,500
\$2bn to \$5bn	\$15,000
\$1bn to \$2bn	\$12,500
\$500m to \$1bn	\$10,000
Less than \$500m	\$5,000 or \$1000

* Associate members pay a 25% premium on top of the fees outlined above.

CHAPTER 8. GETTING INVOLVED

JOIN A WORKING COMMITTEE

At present, there are five core Committees which support the four core PSCI workstreams:

- **Audit Committee:** developing/reviewing the PSCI audit framework, expectations, and common tools and encouraging audit sharing.
- **Capability Committee:** dedicated to raising supplier capability to address ethical, labor, health and safety, and environmental issues.
- **Communication Committee:** dedicated to improving the marketing, internal and external communication of the PSCI.
- **Governance Committee:** dedicated to defining and reviewing the PSCI's governance structures.
- **Partnership Committee:** dedicated to pursuing partnerships with other industry organisations.

PSCI also sets up limited duration special project groups to look at specific topics, when necessary.

If you would like to find out more about any of the Committees, please let the Secretariat know and we will set up a call with the relevant Committee lead.

SHARE AUDITS

All **Full members** are expected to share at least five supplier audits per annum. These audits can be conducted by internal auditors or third parties. They can cover all sections of the PSCI Principles (Ethics, Labor, Environmental Protection, Health & Safety and Management Systems) or be focused on one area (e.g. Health, Safety and Environmental Protection).

ENGAGE WITH THE PSCI ON SOCIAL MEDIA

Follow us on Twitter @PSCIinitiative and on LinkedIn at

<https://www.linkedin.com/company/pharmaceutical-supply-chain-initiative-psci->

Join the conversation, share information and experience, and help broadcast the PSCI.

SEND YOUR STORIES TO THE SECRETARIAT

Periodically we publish a PSCI member newsletter. This is a channel for sharing your news and experiences with the membership. Please share your news and stories with the Secretariat so they can be included in the newsletter.

KEEP UP TO DATE WITH OUR LATEST NEWS

The PSCI publishes latest news on the website here: <http://pscinitiative.org/news>. Our social media channels, the newsletters and regular member emails are also good ways to stay up-to-date with PSCI activities.

CHAPTER 9. KEY DOCUMENTS AND USEFUL LINKS

Title	Link
PSCI Anti-Trust Policy	Link
PSCI Audit Programme Guidance	Link
PSCI Audit Sharing Platform User Guide	Link
PSCI Audit Sharing Platform Training Video	Link
PSCI Membership Fee Structure	Link
PSCI Overview Presentation	Link
PSCI Principles	Link
PSCI Annual Report 2018	Link
The following will be available to you once you have set up an account on BOX (more details below, in Chapter 9).	
PSCI Articles of Incorporation	Link
PSCI By-Laws	Link
PSCI Standard Operating Procedures	Link
PSCI Strategy 2018-20	Link
PSCI Strategy Presentation	Link

For further resources, including supplier educational materials, please visit the website resources page at: <http://pscinitiative.org/resources>

CHAPTER 10. NEW MEMBER CHECKLIST

#	Name	Task	Check box
1	Overview presentation	This deck is for you to share internally with your colleagues. It outlines the PSCI's objectives and has proven to be a useful tool for communicating what the PSCI does.	
2	Membership agreement	Please review, sign and return it to the Secretariat.	
3	Your company logo	Please send your company logo, in png format, to the Secretariat so we can add it to the members page on the website. You may need to get this approved by your Comms team first.	
4	Confirm your contacts	Member companies are encouraged to involve three individuals from your company. One lead contact and two others. Please confirm who your nominated PSCI contacts are, including name, email address, and job title. We will add their names to our list to ensure that they receive relevant communications.	
5	Access key documents	Key documents are shared with the members on a platform called BOX. If you don't already have an account, please go to https://carnstone.app.box.com/signup/personal and set one up. Once done, please alert the Secretariat who will share the relevant member folders and files with you.	
6	Access PSCI internal website and audit sharing platform	The secretariat will send you PSCI website login details. Once received, please login here and change your password. The instruction will be in the email.	
7	Personal induction call	Please contact the Secretariat to set up your personal induction call.	
8	Confirm your invoicing details	Please confirm your invoicing details by sending the contact name, billing address and PO number to the Secretariat.	
9	Newsletter	Please send a short quote to the secretariat on why you have joined the PSCI so we can include a note in our next newsletter.	
10	Join a workstream	Please contact the Secretariat with your preference if you already know it. If you would like to find out more about one or more of them, let us know and we will set up a call with the relevant workstream lead.	

CHAPTER 11. KEY CONTACTS

If you have any questions, please do not hesitate to contact the PSCI secretariat at:

info@PSCIinitiative.org

General Administration

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Governance Committee

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The PSCI Secretariat is provided by [Carnstone Partners Ltd.](#)

PSCI Secretariat

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About the Secretariat

Carnstone Partners Ltd is an independent management consultancy, specialising in corporate responsibility and sustainability, with a long track record in running industry groups.