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## Section 1 - Contacting BAPM

### How can I contact BAPM?

Email [bapm@rcpch.ac.uk](mailto:bapm@rcpch.ac.uk) or if your query is more urgent you may want to [ring the office](#).

If you prefer you can also get in touch with the [Executive Committee](#) representatives directly.

### How do I raise an issue or suggest a piece of work for BAPM's Executive Committee to discuss?

You can email the [BAPM Office](#) or get in touch with an [Executive Committee](#) member directly at any time. We will provide direct feedback where possible and if relevant we will add the issue to the agenda for the next EC meeting. EC meetings are usually held every 2-3 months or more urgent issues can be discussed via email.

## Section 2 – BAPM Membership

### What should I do if I encounter problems logging in to my BAPM account?

If you cannot log in, please email the [BAPM Office](#) and will then investigate and, if necessary, reset your password before getting back to you. There is no need to open a new account. If you're already a BAPM member and you do open a new account, you will not be able to access Members Only resources as the new account will not be linked to the membership database. For members, your login and initial password can be found on the Welcome Letter sent to you when you joined BAPM. If you don't have it to hand, let us know and we will help you with logging in.

### How do I notify BAPM that my email address has changed, about a change of role etc?

We recommend that you update your own details, by logging in to your BAPM account and going to My Account and making the necessary changes. If you encounter problems doing so, email the [BAPM Office](#).

### Can I pay a reduced BAPM membership fee because I work part-time or because I am about to go on maternity or paternity leave?

If you are an existing BAPM member and you are about to take maternity or paternity leave, please let us know the date on which your leave will begin and your planned return to work date by emailing the [BAPM Office](#). We will extend your membership period so you will not pay for the months you are on leave. We do not offer reduced fees for people that work part time.

**I am a Trainee member of BAPM, but have completed my training. How can I update my category of membership to Consultant?**

Please email the [BAPM Office](#) and we will update your details. Similarly, if you are Student member, but are no longer undertaking formal education, please let us know.

**How do I cancel my BAPM membership?**

Firstly, cancel your Direct Debit mandate and inform us by emailing [BAPM Office](#) If you need help cancelling your Direct Debit, just get in touch. It is important you let us know in advance of your automatic renewal as it is not our policy to refund membership fees.

If you are retiring but you would like to continue to support BAPM then you can transfer to the retired member rate of £25 per year. Retired members get access to all the same benefits but are not able to vote. The retired membership rate is only available to those that are fully retired.

**How does Gift Aid work, what are the benefits and how can I opt in?**

Gift Aid is a means by which UK charities can claim extra money from HMRC. Just over half of BAPM members currently Gift Aid their annual membership subscription. In 2019/20, this provided BAPM with nearly £16k of additional revenue, which has not only helped keep the prices we charge for attending BAPM events to a reasonable level, but also allowed us to freeze membership rates.

As a registered charity, BAPM can claim 25p for every £1 of membership fees, which are treated as donations. That's an extra £33.75 a year on a £135 Consultant's subscription and £20 on a Trainee's subscription etc., plus it won't you as the member anything.

If you would like more information about how Gift Aid works please visit the [Charities Aid Foundation website](#),

If you would like us to redeem Gift Aid on your annual membership subscription, you can give your consent online by going to the [BAPM website](#) and logging in or by emailing the [BAPM office](#).

Once logged in, go to your profile. At the bottom of the profile page you will find your current Gift Aid status, which you can alter accordingly using a tick box.

**How can I become a member of BANNFU?**

Go to [www.bapm.org/bannfu](http://www.bapm.org/bannfu) for further details.

If you wish to become a member of our Special Interest Group, the British Association for Neonatal Neurodevelopmental Follow-up (BANNFU), you need also to be member of either BAPM or BACCH. If you are not a healthcare professional but wish to join BANNFU (for example a parent or teacher) then please contact the [BAPM Office](#) with your request to join.

### **How can I update my Infant Journal subscription?**

If you are a member of BAPM and you would like to receive Infant Journal by post or cancel your hard copy subscription please contact the [BAPM Office](#).

To get access to view Infant online contact Brad Wright [brad@infantjournal.co.uk](mailto:brad@infantjournal.co.uk) at Stansted News.

### **How can I check to see when my annual membership fee is due?**

To view your membership status etc., go to [www.bapm.org](http://www.bapm.org) and log in, go to My Account and then Membership.

### **Can I join BAPM if I live outside the UK?**

Yes, healthcare professionals that work overseas are very welcome to join BAPM. If you encounter difficulties setting up a Direct Debit mandate, please let us know by emailing the [BAPM Office](#) and we will offer you alternative means of payment.

## **Section 3 - BAPM Groups**

### **How do I join the BAPM Executive Committee?**

The BAPM Executive Committee (EC) has certain roles that are outlined in the BAPM Constitution. You can see these roles, who holds these currently, and their terms of office at [www.bapm.org/ec](http://www.bapm.org/ec).

When a role on EC is advertised, details will be shared with BAPM members through the usual communication channels. To join BAPM EC you must be an ordinary BAPM member (this means not a student, retired or honorary member). You will be asked to write a brief statement outlining your interest in the role. All eligible candidates' details and statements will be shared with members and a vote taken. The candidate with the most votes will be asked to join the BAPM EC.

### **How are BAPM working groups formed?**

If the BAPM Executive Committee (EC) agree that a group is needed to develop a piece of work for BAPM then the EC will appoint a chair and support them to write a terms of reference. The terms of reference will outline the expected roles needed on the group. An advert for members to join the group will be shared via the usual BAPM channels and interested members will be asked to submit a brief statement about their interest and relevant experience. The group chair will review applications and select a diverse group of representatives.

We try to keep working groups to a manageable number (9-12 participants) and within that, attempt to have representatives from different roles, different levels of unit and the devolved nations.

If there are leading experts in a particular field that are needed on the group then these people may be asked to join on an individual basis, however most members will be recruited through the open application process. It is expected that working group members will be members of BAPM unless they do not work in perinatology.

**I've never been on a BAPM group before. Is it really okay if I apply?**

Yes! We love to nurture new talent and think it is important that representatives from across perinatology are contributing the BAPM's work. The recruitment process for BAPM's groups is open to all members and we try to make this as transparent as possible. The BAPM office, Executive Committee and working group chairs will do everything they can to ensure that BAPM groups are collaborative, supportive, educational and enjoyable for members.

If you'd like to have a confidential chat before making an application to any BAPM group please feel free to contact Kate or Marcus in the [BAPM office](#) or any member of the [Executive Committee](#).

**Section 4 - BAPM Communications**

**Can I provide a news item to the BAPM website?**

Yes, as long as the story will be of interest to a significant portion of our members and/or the wider perinatal world. BAPM news can be found on our website at [www.bapm.org/news](http://www.bapm.org/news).

Please send approx. 70-150 words and any relevant web links to the BAPM inbox. All supporting information should be contained on the web links, we cannot circulate attachments. We may make minor changes to wording in order to bring news items in line with BAPM house style but will check any changes with you.

Make sure to include any relevant deadlines and a contact for further questions. We also often tweet news items so let us know if you have any specific requests about this.

**Can I provide a news item for the for the BAPM newsletter?**

Please follow the instructions above for providing a news item to the BAPM website. The newsletter will include the news stories that have been submitted to the website that month. The newsletter generally goes out to members on the third Monday in the month so please bear this in mind with any deadlines.

**Can I send you something to email to BAPM members?**

Please see instructions above for submitting a news item. We will not send emails to members on behalf of others outside of the monthly newsletter unless it is an emergency item such as a safety alert.

**Can you advertise my event?**

We will only advertise events that are directly relevant to perinatology. We have an online events calendar that can be found at [www.bapm.org/events](http://www.bapm.org/events). From October 2020 we will only add events to our calendar that are run by the NHS, a UK based medical professional association, are submitted by a BAPM member or we have a marketing agreement in place with the provider. If you wish to submit an event for the calendar you can do this at [www.bapm.org/submittevent](http://www.bapm.org/submittevent).

We will include events in the BAPM newsletter if we have a marketing agreement in place. (For example, you send details of BAPM membership to delegates in exchange for inclusion in the BAPM newsletter.)

If you wish to discuss a marketing agreement for your event please email the [BAPM Office](#).

**Can you tweet something for me?**

You are welcome to request this by emailing the [BAPM Office](#) or tagging us in a tweet. We will do our best to share items we think will have high relevance to our followers.

**Can you advertise my survey to BAPM Members?**

We can include a link to surveys run by BAPM members in the monthly newsletter. We only have space for a link, we will not be able to include any explanatory text.

If you wish to submit a survey please email the [BAPM Office](#) with the following details:

- Survey title
- Name of BAPM member submitting the survey
- Who is doing the survey (this could be the names of individuals / unit / university)
- Deadline for completing the survey
- Online link

Please note that the newsletter goes out on the third Monday of every month so please ensure this works with your deadlines. If this does not work with your deadlines you can request that we tweet this.

### **Why haven't you send my communication to BAPM members?**

Please bear in mind that we are a small office team and we receive a lot of these requests so we cannot guarantee that every item we be shared with our members and followers. We do not want to bombard our members with communications so we will only share items that we think will be relevant and useful to them. We may also need to restrict the communications we send out depending on the number we receive and staff capacity. We will prioritise requests from members above non-members. We do not share items from commercial providers unless a specific agreement is in place. If this is the case then details of the agreement will be included in the communication. If we cannot send out a communication we will try to respond to explain why.

### **Section 5 – Other**

#### **Does BAPM issue certificates of attendance for its events?**

Yes. For our conferences, certificates are emailed to everyone who completes the post-event feedback survey. With BAPM's webinars, we only provide certificates of attendance on request. If you would like us to send you a certificate please email the [BAPM Office](#) following the event.

#### **Can BAPM support my research project?**

BAPM will provide a letter of support for relevant research studies that we believe to be important and of high quality. If you would like us to do this please email a copy of the research proposal to the [BAPM Office](#) for us to review. Please ensure you give us a few weeks to respond. This service is only available to BAPM Members.

We do not generally engage as a co-applicant in studies and we do not make recommendations regarding individual research funding applications.

#### **How do I get BAPM endorsement?**

You can request a copy of the BAPM endorsement policy and application form by emailing the [BAPM Office](#). In order to receive endorsement, BAPM must have been actively involved in the development of the project / document and had a chance to influence the content. Please make the BAPM office aware of the project / document at the earliest opportunity.

If BAPM has not been actively involved in the development of the project / document then you may apply for your project / document to be supported by BAPM. If support is approved then you will be given permission to use the phrase 'Supported by BAPM' on your materials. The BAPM logo cannot be used in this case.

We do not endorse training days or programmes.