

**DECISION TREE**

- ➔ All offers should be forwarded in writing to the COVID-19 Offers Team (covid19.offers@hse.ie)
- ➔ Once registered and acknowledged, each offer will be referred to the appropriate Workflow Lead - where assessment should take place
- ➔ In exceptional cases, where offers are being made locally for local use - assessment can take place by appropriate local management (see NFR17 COVID -19 Appendix 2)

1 Offer made, receipted and acknowledged by COVID-19 Offers Team and referred to relevant Workflow Lead (WL)



2	Is it related to the COVID-19 Response	→	Yes	→	Go to NFR 17 COVID-19
		↓	No	→	Go to NFR 17

3 WL determines can the offer be accepted (see below)



Yes



- (i) WL ensures the evaluation process is documented (see App 3 NFR 17 COVID-19)
- (ii) WL ensures a letter of acceptance is issued to the donor (see App 4 NFR 17 COVID-19)
- (iii) WL ensures an official receipt is issued to the donor (see App 5 NFR 17 COVID-19)
- (iv) WL team updates the COVID-19 Offers Team
- (v) Local Finance ensures the correct procedures are followed in recording the offer

No



- WL ensures the evaluation process is documented (see App 3 NFR 17 Covid 19)
- WL ensures a letter of non-acceptance is issued to the donor (see App 4 NFR 17 Covid 19)
- WL team provides Covid 19 Offers team with an update

*Retain a copy of all correspondence on file*

**Evaluating an offer**

- Will accepting the offer compromise or be seen to compromise the integrity of the HSE or any of its employees
- Could acceptance of the offer be seen to influence current or future dealings with the donor
- Is there a real or a perceived conflict of interest
- Are there expectations on the donor's behalf of future favourable treatment
- Are there any obligations expected of the HSE in accepting the offer
- Is it legally possible to accept the donation
- Will the donation be of positive use to the organisation
- Are there matters pending between the donor and the HSE e.g. is the donor involved in a current tender process
- Is the donation being made for endorsement purposes
- Will the amount of value of the donation give rise to significant concern
- Does the gift meet generally acceptable public standards
- Is the gift reasonable to administer
- Are any of the conditions attaching to the gift prohibitive to accepting the gift
- Is the gift being made to support the activities of a specific individual

## PROCESS FLOW

