**[Guidelines for GHKOL Expert Members]**

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**(2020.03.27.)**

**1. Program Overview**

 ○ Program Title: Consulting Support Project for Globalization of Healthcare Business

 ○ Organizer: Ministry of Health and Welfare

 ○ Manager: Korea Health Industry Development Institute

**2. Details of Duty**

○ **(Consulting)** Provision of short-term consulting services to support the advancement of the Korean medical system by matching client companies with reputable regional and industry experts(GHKOL) specializing in Six Regions (China, Russia·Mongolia·CIS, Asia (excluding regions previously mentioned), Middle East, Americas, Europe·Africa) and Seven Areas (job opportunities, commercialization, finance·investment, legal·regulatory affairs, taxation, infrastructure, and management support), Infrastructure, and International Bidding)

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| The GHKOL shall provide advisory and consulting services on the matters concerning the overseas expansion of the Korean medical system. 1) “Discovery” Stage: Pre-survey(market research, target selection), Business plan and pre-F/S (infrastructure · manpower · partnership · Clinical Contents, formulation of business plan), proposal and negotiation (preparation of proposal, conclusion of MOU, negotiation on business plan and size), Pre F/S) 2) “Full-scale: Stage: Formulation of detailed business operation plan(partner selection and composition, detailed execution plan), feasibility tests and final conclusion of contracts(F/S, establishment of SPC, final conclusion of contracts)3) Stabilization Stage: Establishment of medical institutions (establishment of local corporations /branches, partner contracts, establishment of project management organization and the secondment of medical personnel, execution and management of projects), operation of medical institutions(preparation of operation system, education and training of local medical personnel, local marketing)4) Necessary consulting services requested by the governing body. |

○ **(Information sharing)** ① GHKOL’s regular presentation of seminar subjects for the strategy of medical overseas expansion or ② sharing up-to-date information about medical system overseas expansion information through preparation of expert insight contributions on overseas expansion of a medical system (a guideline for overseas expansion of consumer-centered medical system, present condition of overseas expansion by country, proposal of policy trend and policy support, etc.)etc. (More than once a year is required)

○ **(Others)** support establishment of expert DB for GHKOL, attend meetings and seminars providing expert opinion etc.

**3. Term of Position: From the day of appointment to Dec 31 in 2021**

 \* Extendable for an additional year based on an annual evaluation of performance and client satisfaction

**4. Consulting Process**

① The medical institutions and relevant industries that intend to expand their medical system abroad (Requesting institutions) shall submit an application to the governing body. Then they select and prioritize three experts in order of merit.

\* In the event of a refusal, the next person on the list will be made an offer. The government body may from time to time unilaterally appoint an expert at their own discretion.

② The governing body shall review the submitted application and necessary matters through in-person meetings or wired communication if necessary. After the confirmation and the approval of the assistant administrator (Head of the Global Healthcare Planning Team), the result of the review will be delivered to the applicant within 7days of submission and a request for consulting services may be made to the GHKOL.

③ The governing body shall inform commissioned experts of the submission date and format of the report prior to request. The form of consulting will be decided by mutual consent with the medical institutions, who requested those services, and the experts. Upon agreement the governing body shall be immediately notified. In cases of face-to-face consultation, the person on duty from the governing body may also attend the consultation.

④ Experts shall submit a written document on the results of consultation for medical institutions that intend to expand medical services abroad by an agreed-upon date.

⑤ The governing body shall review results and share consultation notes internally and externally with the applicant. It may make a supplementary request to the experts if necessary.

⑥ In regards to the requests, experts may deliver a maximum of six advancedㆍfollow-up consultations for the same project.

\* In regards to Project Support Consultation, the experts may provide a maximum of ten consulting services.

\* Each Applicant may make a request for consulting services for up to two projects per annum.

⑦ The applicant is required to complete a customer satisfactory survey after the completion of the service. Failure to complete the survey prohibits the applicant from any future consulting services.

⑧ Each expert may provide a maximum of ten consultations per annum.

<Consulting Process>

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Submit an application for consulting services | **→****①** | Application accepted Review and request consulting services | **→****②** | Provide consultingservices | **→****③** | Review and deliveroutcome | **→****④****←****⑤** | Review the consulting outcome· Feedback |
|  |  |  |  |  |  |  |  |  |
| Applicants\* |  | The governing body of GHKOL |  | GHKOLExperts  |  | The governing body of GHKOL |  | Applicants\* |

\* *Applicants: Medical institutions and relevant industries, intending to expand medical services abroad*

**5. Consulting Payment**

○ Experts shall collect payment in exchange for consulting services in accordance with the Program Operation Guide for Supporting the Overseas Expansion of the Korean Medical System as follows:

1. **General Consultation**: up to ₩500,000 per service.

A maximum of six consultations shall be provided for each project.

\* Online advisory excluding legal consultation is regarded as a General Consultation.

1. **Legal Consultation**: market price per service.

Legal consultation shall be provided only once for each project.

\* The unit price for legal consultation shall be set based on the current market price, up to maximum of ₩4,000,000.

1. **Project Supporting Program Consultation**: ₩500,000 per service. A maximum of ten consultations will be provided.

○ Experts shall submit documentations following the format of the Institute within 7 days including holidays after completion of the service in order to receive advisory fees.

\* International experts shall be paid on the same basis as Korean experts.

\* Other expenses related to payments such as remittance and exchange fees shall not be included in the advisory fee. The governing body of GHKOL shall reimburse those expenses.

**6. Privileges of Expert Members**

○ When offering consultation service within the budget, expert members will be provided with consulting fees in accordance with the Management Guidelines for the Consulting Support Project for Globalization of Healthcare Business.

○ Expert members will be listed on the KHIDI homepage and be provided with name cards.

 ○ Expert members will be given primary opportunities to join events and committee meetings organized by the KHIDI as evaluators.

**7. Conditions for Disqualification**

 ○ Those who are classified into one of the following groups cannot be appointed as an expert member.

 (1) Those unable to commit to the Consulting Support Project due to personal affairs

 (2) Those violating Article 3 (duty of diligence), Article 5 (duty of integrity), Article 6 (duty of decency) and Article 7 (duty of confidentiality) of the KHIDI regulations for employees (partially amended on 2018.1.5).

 (3) Those incapable of carrying out the project due to circumstances.

 (4) Others decided by the Secretariat to be unqualified as an expert member.

**\* Report Form for GHKOL Consultation Outcomes (Example)**

**GHKOL Consultation Report**

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| --- |
| **1. Consulting Project Overview** |
| **Client** |  |
| **Expert Member** |  |
| **Project Title** |  |
| **Target Country** |  | **Consulting Area** |  |
| **Project Summary** |  |
|  |
| **2. Consultation Overview** |
| **Date** |  yyyy.mm.dd 00:00 ~ 00:00 |
| **Place** |  |
| **Method** | *Ex. interviews, Q&A, review of documents, e-mails, conversation over the phone, etc.* |
| **Participants (Manager)** |  |
|  |
| **3. Consultation Contents** |
| **Q1** |  |
|  |
| **Q2** |  |
|  |
| **Q3** |  |
|  |
| **Other Results**(if any) |  |
|  |
|  |
|  I confirm all details and statements made above are accurate. yyyy.mm.dd**Name of Expert Member: Signature:**  **Korea Health Industry Development Institute** |