

Prepared by : HCRD	Partnership	Date : 1 March 2020
Checked by : COO		Revision : 00
Approved by : QA & MR	Doc. No.: sop-crd/ps/05/ ikb/03/2020/00	Page : 01 Of 02

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

To be the guidelines in the process of dealing with prospective partners

2. Ruang Lingkup:

Scope:

Communication & Reputation Department

3. Tanggung Jawab:

Responsibilities:

- | | |
|------------------------|---------------------------------------|
| 1. Head of Departement | : To create the document draft |
| 2. COO | : To check and approve minor document |
| 3. QA & MR | : To check and approve major document |

4. Referensi:

Reference:

LSPR Event Guidelines
LSPR Publication Guidelines

5. Definisi:

Definition:

-



Approved By:

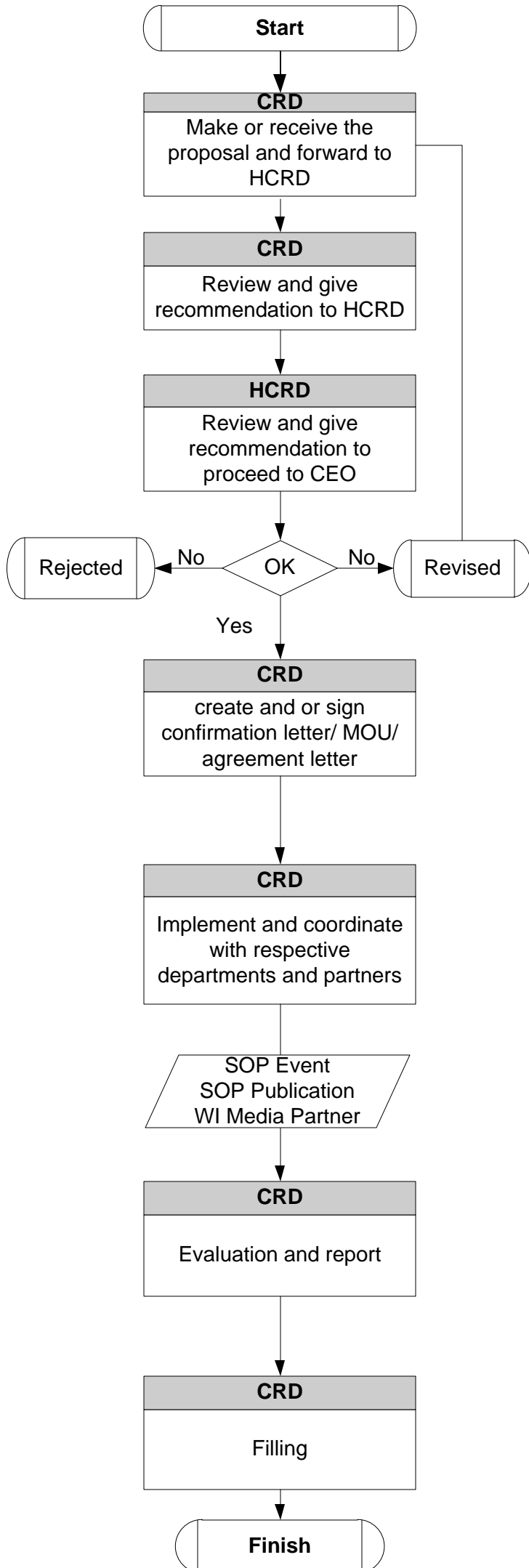
COO

QA/MR

Doc. Control

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STANDARD OPERATING PROCEDURE



Dokumen	Referensi
- Incoming proposal from prospective partners - Proposal made by CRD	Consideration: 1. Timing 2. Objective 3. Budget 4. Image of LSPR 5. Benefit to LSPR 6. News Value 7. Target market/ audience 8. Image of partner 9. Company's product/ service Type of partnership: 1. Sponsorship 2. Special offers/ discount 3. Join promotional programme 4. Event collaboration 5. Media partner 6. etc.
MOU Agreement letter Confirmation letter	Confirmation letter/ MOU/ agreement letter is the statement that Both parties (LSPR & partner) agree to cooperate in short term or long term cooperation. Head of CRD as LSPR representative.
SOP Event SOP Publication WI Media Partner	The agreement based on the confirmation letter.
Internal Communication Email Event Report	The report could be in the form of Internal Communication, email, or together with event report.