



European-African Hepato-Pancreato-Biliary Association (E-AHPBA)

E-AHPBA Governance of Educational Activities

E-AHPBA Platinum Seal Expert Courses:

- E-AHPBA Members can apply to organise a Platinum Seal course in partnership with the E-AHPBA
- Applications should be made directly to the E-AHPBA President via the application form available on the E-AHPBA website <http://eahpba.org/education-and-training/educational-activities/>
- The application will request the following information:
 - Local Chairs CV
 - Potential programme themes
 - Proposed City and course venue
 - Approximately Costs (venue, transportation, hotel etc)
- The application will be reviewed by the E-AHPBA President, once approved the motion will be passed by the E-AHPBA Council.
- E-AHPBA will notify the Local Chair of the preferred date and theme for the course.
- E-AHPBA will appoint a Co-Chair to assist the Local Chair
- E-AHPBA Management Office will be responsible for the project management of the course including meeting organisation, financial management, registration and accommodation booking, speaker invitations, accreditation, promotion, printed material and onsite delivery.
- E-AHPBA management Office in partnership with the Local Organising Committee will actively seek sponsorship for the course as well as Educational Grants where appropriate.
- E-AHPBA will take overall financial risk for the course and therefore all financial gain.
- E-AHPBA Innovation & Development Committee will oversee the course programme including speaker appointments with involvement from the Education Committee.

E-AHPBA Gold Seal Educational and Technical Courses:

- E-AHPBA Members can apply to organise a Gold Seal course in partnership with the E-AHPBA
- Applications should be made directly to the E-AHPBA President via the application form available on the E-AHPBA website <http://eahpba.org/education-and-training/educational-activities/>
- The application will request the following information:
 - Local Chairs CV
 - Potential programme themes
 - Proposed City and course venue
 - Approximately Costs (venue, transportation, hotel etc)
- The application will be reviewed by the E-AHPBA President, once approved the motion will be passed by the E-AHPBA Council.
- E-AHPBA will notify the Local Chair of the preferred date and theme for the course.
- E-AHPBA will appoint a Co-Chair to assist the Local Chair
- E-AHPBA Management Office will be responsible for the project management of the course including meeting organisation, financial management, registration and accommodation booking, speaker invitations, accreditation, promotion, printed material and onsite delivery.
- E-AHPBA management Office in partnership with the Local Organising Committee will actively seek sponsorship for the course as well as Educational Grants where appropriate.
- E-AHPBA will take overall financial risk for the course and therefore all financial gain.



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- E-AHPBA Education Committee will oversee the course programme including speaker appointments. For Technical Course the E-AHPBA Innovation & Development committee will be involved.

E-AHPBA Silver Seal National Chapter Courses:

- Official E-AHPBA National Chapters and/or E-AHPBA members can apply for an E-AHPBA Silver Seal endorsement of a course, which would preferably be run in conjunction with the National Associations Annual meeting.
- Applications should be made directly to the E-AHPBA President via the application form available on the E-AHPBA website <http://eahpba.org/education-and-training/educational-activities/>.
- Applications must be submitted at least 6 months prior to the course.
- The application will request the following information:
 - Local Organising Committee details including E-AHPBA member status
 - Course date and time
 - Host City and course venue
 - Course programme themes
 - Member registration discounts offered
- The application will be reviewed by the E-AHPBA President, once approved the motion will be passed by the E-AHPBA Executive Committee.
- The Local Organising Committees PCO will fully organise the course.
- The Local Organising Committee will take overall financial risk for the course, E-AHPBA will have no financial liability.

- E-AHPBA will assist with promotion via member emails and detailing the course on the website. The course will be granted use of the E-AHPBA Silver Seal logo on all course material.
- E-AHPBA Education Committee will be available to liaise on the course programme including speaker appointments should the Local Organising Committee wish.

E-AHPBA Blue Seal Courses:

- The course organiser can apply for an E-AHPBA Blue Seal endorsement of a meeting or course. There must be at least one E-AHPBA member within the Local Organising Committee.
- Applications should be made directly to the E-AHPBA Secretary General via the application form available on the E-AHPBA website <http://eahpba.org/education-and-training/educational-activities/>.
- The application will request the following information:
 - Local Organising Committee details including E-AHPBA member status
 - Course date and location
 - Course programme themes
 - Member registration discounts offered (if applicable)
- The application will be reviewed by the E-AHPBA Secretary General, once approved the motion will be passed by the E-AHPBA Executive Committee.
- The Local Organising Committees PCO will fully organise the course.
- The Local Organising Committee will take overall financial risk for the course, E-AHPBA will have no financial liability.



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- E-AHPBA will promote via the website. The course will be granted use of the E-AHPBA Blue Seal logo on all course material.