

E-AHPBA Educational Pyramid Criteria and Procedures

E-AHPBA has introduced the “educational pyramid” which categories courses and meetings that are available to all members. This document details the criteria and eligibility for courses at each level and also outlines the procedure of the application for course endorsement or to co-host a course.

E-AHPBA Endorsed Events

E-AHPBA can support third party (educational or scientific) events by way of a seal of endorsement and the applicant will receive temporary use of the endorsement logo and 2 promotional emails and social media posts for the event. Endorsed events should come from a chapter or an independent member of E-AHPBA. Applications from non-members or expired members will not be accepted. There are two levels of endorsement: SILVER and BLUE.

BLUE

Purpose:

E-AHPBA is willing to endorse and support high quality events organized by its members. These events can either be educational events or scientific events or even scientific study endeavours.

Conditions:

- The event should be in the field of HPB surgery.
- The principle organizer should be a **member** in good standing of E-AHPBA.
- The event is NOT company driven. Company support is allowed but should be disclosed.
- The event should take place within the region covered by E-AHPBA.
- A high educational or scientific level should be guaranteed.
- Any conflict with major E-AHPBA events should be avoided.
- E-AHPBA will consider endorsement for online courses or webinars, however delivery platform will be taken into consideration.
- A fee reduction for E-AHPBA members of at least 25% should be guaranteed.
- CME accreditation is highly recommended.
- The organiser is prepared to show the E-AHPBA BLUE logo on all its related paperwork and advertisement.
- Application should be made at least 6 months in advance of the starting date of the event. E-AHPBA guarantees an answer within one month of the application date.
- The blue seal logo of E-AHPBA can only be used for the specific event and with a maximum of 3 months after the event.
- The organiser is required to submit a short report within 6 months post event regarding the organisation and success of the course and should include participant feedback.

Procedure:

- The organiser applies through by clicking the application button available on the following website page - <http://E-AHPBA.org/education-and-training/educational-activities/> at least 6 months before starting date of the event.
- The application is forwarded to the Educational Committee (for educational events) or to Scientific Committee (for scientific events) with the request of providing an advice for the Executive.
- The President and the Executive Committee approve the support and report to the Executive. If there is a difference of opinion the decision is made by the full Executive.
- The E-AHPBA Management Office informs the organiser, provides the blue seal logo and organises appropriate promotion (mailing and listing/link on the E-AHPBA website).
- The organiser to submit a short report within 6 months post event to the E-AHPBA Management Office regarding the organisation and success of the course and should include participant feedback.

SILVER

Purpose:

E-AHPBA is striving to endorse and support events organised by its chapters. These events can either be educational events or scientific events or even scientific study endeavours.

Conditions:

- The event should be in the field of HPB surgery.
- The principle organiser should be a **chapter** of E-AHPBA.
- The event is NOT company driven. Company support is allowed but should be disclosed.
- The event should take place within the region covered by E-AHPBA.
- E-AHPBA will consider endorsement for online courses or webinars, however delivery platform will be taken into consideration.
- A high educational or scientific level should be guaranteed.
- Any conflicts with major E-AHPBA events should be avoided.
- A fee reduction for E-AHPBA members of at least 25% should be guaranteed.
- CME accreditation is highly recommended.
- The organiser is prepared to show the E-AHPBA SILVER logo on all its related paperwork, social media and advertisements.
- Application should be made at least 6 months in advance of the starting date of the event. E-AHPBA guarantees an answer within one month of the application date.
- The silver seal logo of E-AHPBA can only be used for the specific event and with a maximum of 3 months after the event.
- The organiser is required to submit a short report within 6 months post event regarding the organisation and success of the course and should include participant feedback.

Procedure:

- The organiser applies through by clicking the application button available on the following website page - <http://E-AHPBA.org/education-and-training/educational-activities/> at least 6 months before starting date of the event.
- An accompanying letter by the president of the chapter is provided.
- The application is forwarded to the educational committee (for educational events) or to scientific committee (for scientific events) with the request of providing advice for the executive.
- The President and/or the Executive Committee approve the support and report to the executive. If there is a difference of opinion the decision is made by the full Executive.
- The E-AHPBA Management Office informs the organiser, provides the silver seal logo and organises appropriate promotion (mailing and listing/link on the E-AHPBA website).
- The organiser to submit a short report within 6 months post event to the E-AHPBA Management Office regarding the organisation and success of the course and should include participant feedback.
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E-AHPBA Co-Hosted Events

The E-AHPBA is committed to developing education in the field of HPB Surgery and aims to develop a rolling programme of Gold and Platinum Seal Courses to assist in providing structured training to both beginner and experienced surgeons.

The Courses will be formally organised by the European-African Hepato-Pancreato-Biliary Association (E-AHPBA) in partnership with the Local Organising Committee (LOC). The LOC is responsible for the Course planning areas such as Scientific Programme, speaker management and sponsorship. E-AHPBA will be responsible for approval of the programme, financial management, registration, and promotion via the website and HTMLs. There are two categories of course that can be co-hosted: GOLD and PLATINUM.

Application

E-AHPBA Members with an idea for educational course are welcome to apply for the Gold and Platinum Seal endorsement and support via the E-AHPBA website. Applications should be made at least 6 months in advance of the starting date of the event. E-AHPBA guarantees an answer within 2 months of the application date. The following conditions act as a basis for consideration from E-AHPBA, these should be met or agreed to before submission of the application

GOLD

The E-AHPBA is committed to providing education and training for young developing surgeons. To that effect, and to support colleagues preparing for the UEMS exam, high quality courses are organised which follow the UEMS Syllabus. These specific E-AHPBA courses are recognisable by their Gold Seal.

Gold Courses are organised in line with the UEMS Exam schedule and will aim to cover the syllabus over a two-year period. Each course aimed at one of the main topics: Pancreas, Bile Duct, Liver or General HPB.

Conditions:

- The event should be in the field of HPB surgery.
- The principle organiser should be a Member of E-AHPBA.
- The E-AHPBA will allocate a co-organiser that is part of the E-AHPBA Education Committee
- The E-AHPBA will support the provision of two invited speakers from E-AHPBA Council or Committees
- The event is NOT company driven. Company support is allowed but should be disclosed.
- The event should take place within the region covered by E-AHPBA.
- The event can take place virtually or in hybrid format but online platform should be disclosed.
- A high educational or scientific level should be guaranteed.
- Any conflicts with major E-AHPBA events should be avoided.
- **CME accreditation is highly recommended.**
- The Gold or Platinum seal logo of E-AHPBA can only be used for the specific event and with a maximum of 3 months after the event.
- A PDF summary of the presentations should be provided for participants after the event to enhance the learning effect
- The organiser is required to submit a short report within 6 months post event regarding the organisation and success of the course and should include participant feedback.

Procedure:

- The organiser applies through by clicking the application button available on the following website page - <http://E-AHPBA.org/education-and-training/educational-activities/> at least 6 months before starting date of the event.

- The application is free.
- The application is forwarded to the Educational Committee for initial review.
- It will be forwarded to the Executive Committee with advice and comment from the Education Committee.
- The President and/or the Secretary General approve the support and report to the Executive Committee. If there is a difference of opinion the decision is made by the full Executive.
- The E-AHPBA Management Office informs the local organising committee and prepares and shares timeline of event planning.

PLATINUM

The E-AHPBA is committed to providing access to the latest advancements in the field of HPB Surgery. To support colleagues throughout the European, African and Middle East Region, the E-AHPBA has developed a programme of Expert level courses in areas such as Robotics or Minimally Invasive Surgery. These specific E-AHPBA courses are recognisable by their Platinum Seal.

Conditions:

- The event should be in the field of HPB surgery.
- The principle organiser should be a Member of E-AHPBA.
- The E-AHPBA will allocation a co-organiser that is part of the E-AHPBA Education Committee
- The E-AHPBA will support the provision of two invited speakers from E-AHPBA Council or Committees
- The event is can be company driven if agreed with E-AHPBA in advance. Company support is also allowed but should be disclosed.
- The event should take place within the region covered by E-AHPBA.
- The event can take place virtually or in hybrid format but online platform should be disclosed.
- A high educational or scientific level should be guaranteed.
- Any conflicts with major E-AHPBA events should be avoided.
- **CME accreditation is highly recommended.**
- The Gold or Platinum seal logo of E-AHPBA can only be used for the specific event and with a maximum of 3 months after the event.
- A PDF summary of the presentations should be provided for participants after the event to enhance the learning effect
- The organiser is required to submit a short report within 6 months post event regarding the organisation and success of the course and should include participant feedback.

Procedure:

- The organiser applies through by clicking the application button available on the following website page - <http://E-AHPBA.org/education-and-training/educational-activities/> at least 6 months before starting date of the event.
- The application is free.
- The application is forwarded to the Educational Committee for initial review.
- It will be forwarded to the Executive Committee with advice and comment from the Education Committee.
- The President and/or the Secretary General approve the support and report to the Executive Committee. If there is a difference of opinion the decision is made by the full Executive.
- The E-AHPBA Management Office informs the local organising committee and prepares and shares timeline of event planning.

Roles and Responsibilities

As Gold and Platinum Courses would be co-hosted, the roles and responsibilities of planning and organising the Course will be split between E-AHPBA and the Local Organising Committee.

Local Organising Committee and Course Chair

- Sourcing Local Venue
- Creation of Schedule of Invited Speakers
- Speaker management and logistics
- Social Programme
- Providing onsite Support
- Sourcing and negotiating Sponsorship
- Curation and approval of the Scientific Course programme: educational content and value in the context of the overall E-AHPBA and UEMS educational strategy;
- Appraisal of the Course based on the evaluations collected by the participants and the educators and financial efficiency.

E-AHPBA

Working in close relationship with the Course Chair, E-AHPBA will be providing full logistic support for the following areas:

- Budget Management
- Registration Management
- Programme Support and Guidance