

<b>Division:</b>	<b>Fellowship Engagement</b>	<b>Ref. No.</b>	<b>POL-3045</b>
<b>Department:</b>	<b>Fellowship Services</b>		
<b>Title:</b>	<b>Upper GI, HPB and Obesity Section Surgical Fund</b>		

## 1. PURPOSE AND SCOPE

This policy determines the function of the Upper GI, HPB and Obesity Section Surgical Fund.

## 2. KEYWORDS

Upper GI, HPB and Obesity Surgery Section, Upper GI, HPB and Obesity Surgical Fund, Investment, Fund, Upper GI, HPB and Obesity Surgery Section Awards.

## 3. BODY OF POLICY

### 3.1. Funds

3.1.1. The Upper GI, HPB and Obesity Surgery Section has a surgical fund called the "Upper GI, HPB and Obesity Surgical Fund". The funds lodged with the College are "pooled" with other funds of the College and invested with the intention of achieving a satisfactory investment return.

The Executive General Manager, Fellowship Engagement is responsible for the Upper GI, HPB and Obesity Surgical Fund in all instances.

3.1.2. The Upper GI, HPB and Obesity Surgical Fund has Financial Reports produced by Finance on a quarterly basis and at year end, detailing expenditure and revenue.

3.1.3. The Section Secretariat distributes the Upper GI, HPB and Obesity Surgical Fund Financial Reports to the Section Committee and at the Section's Annual Business Meeting.

3.1.4. The Fellowship Services Manager will approve payment of costs incurred for products or services or donations as requested by the Upper GI, HPB and Obesity Surgery Section Chair (within Delegation Manual Authority).

### 3.2. Use of Funds

The Fund supports the Section's Awards for best oral research presentations offered at the RACS Annual Scientific Congress Upper GI, HPB and Obesity Surgery Programs. Award costs include a stipend prize and plaques for four awards.

The Fund also supports initiatives in Upper GI, HPB and Obesity surgical education and training.

### 3.3. Applications for Funding

3.3.1. Any member of the Upper GI, HPB and Obesity Surgery Section may apply for funding.

3.3.2. Applications are to be submitted in writing to the Chair Upper GI, HPB and Obesity Surgery Section.

### 3.4. Assessment and Approval of Applications

3.4.1. Funding applications are assessed and approved by the Upper GI, HPB and Obesity Surgery Section Committee.

3.4.2. Applications will be assessed against the following criteria:

- Enhancement of the College's Upper GI, HPB and Obesity education and training
- Other criteria as determined by the Committee.

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3.4.3. Recipients of funding will need to comply with the relevant financial and resource management policies of the College.

### **3.5. Reporting**

3.5.1. The funding recipient must provide a report on the project at completion, in a format approved by the Upper GI, HPB and Obesity Surgery Section Committee.

3.5.2. The Upper GI, HPB and Obesity Surgery Committee will make available the report to the Upper GI, HPB and Obesity Surgery Section at the Annual Business Meeting.

3.5.3. Any publications, papers or physical product resulting from the funded project must acknowledge the contribution of the College.

### **3.6. Unexpended Funds**

Any funds not expended will be reinvested.

## **4. ASSOCIATED DOCUMENTS**

Sections Terms of Reference

Upper GI, HPB and Obesity Surgery Section Awards

Investments - Distribution of Investment Income - Policy

Investments - Distribution of Investment Income - Procedure

**Approver** Fellowship Services Committee  
**Authoriser** Professional Standards and Fellowship Services Committee

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