

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

1. PURPOSE AND SCOPE

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

2. KEYWORDS

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

3. BODY OF POLICY

3.1. Funds

3.1.1. The Upper GI, HPB and Obesity Surgery Section has a surgical fund called "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 Deputy CEO, 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 Upper GI, HPB and Obesity Surgery Section Chair and Committee and to the Upper GI, HPB and Obesity Surgery Section at its ABM.

3.1.4. The Manager, Fellowship Services 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 is to support 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 Committee of the Upper GI, HPB and Obesity Surgery Section.

3.4.2. ASC Conveners (or others as approved by the Section) shall apply to the College for funds to sponsor Section ASC Visitors to visit other centres before and/or after the ASC (or other purposes as approved by the Section).

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- 3.4.3. Applications will be assessed against the following criteria:
- a. Enhancement of the College's Upper GI, HPB and Obesity education and training
 - b. Other criteria as determined by the Committee
- 3.4.4. Recipients of funding must 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 ABM.
- 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

Investments - Distribution of Investment Income - Policy

Investments - Distribution of Investment Income - Procedure

Approver Chief Executive Officer
Authoriser Professional Development and Standards Board