1. PURPOSE AND SCOPE

The Annual Scientific Congress (ASC) is the major educational surgical meeting of the Royal Australasian College of Surgeons and its premier CPD activity (RACS). The ASC Planning and Review Committee is responsible for monitoring, evaluating and implementing recommendations for each ASC.

This document sets out the terms of reference for, and function of, the ASC Planning and Review Committee.

2. KEYWORDS

ASC, Committee, Council, Planning, Review

3. BODY OF POLICY

The ASC Planning and Review Committee focuses on the educational, management and financial aspects of the ASC.

3.1. Objectives

3.1.1 To promote the ASC as the principal educational meeting of the RACS
3.1.2 To ensure that the ASC provides quality education
3.1.3 To ensure that the ASC is well managed
3.1.4 To ensure that the ASC is resourced appropriately and that the resources are managed in a responsible way

3.2. Duties and Responsibilities

3.2.1 To evaluate the preceding ASC as an educational activity, and to provide Council with a report on that evaluation compiled by the ASC Scientific Co-ordinator
3.2.2 To evaluate the management and financial aspects of the preceding ASC and provide Council with a report on these matters
3.2.3 To assess and monitor the planning and management of prospective ASC meetings. This includes risk assessment, financial performance, and diversity of conveners and presenters.
3.2.4 To assess and monitor the educational content of prospective ASC meetings.
3.2.5 To make recommendations to PDSB

3.3. Composition

Membership of the Committee comprises:

**Chair**
- Chair, Member of Council appointed by the Chair of the Professional Development Standards Board (PDSB)

**Members**
- Chair, PDSB
- Chair, Professional Development
- Chair, Fellowship Services
- Chair, External Affairs Portfolio
- Treasurer
- Fellow who is a Representative of an Education Portfolio, nominated by the Censor in Chief

**Co-opted members**
- Convener of the immediately preceding ASC
- Convener(s) of the next proposed ASC
Attendees:

- Dean of Education
- EDSA Australia
- EDSA New Zealand
- ASC Scientific Co-ordinator
- ASC Manager
- ASC Program Manager
- Conferences and Events Deputy Manager
- Chief Executive Officer
- Director, External Affairs Division

3.4. Voting Rights

Non-members may be invited to attend all or part of a meeting but have no voting rights.

3.5. Quorum

A quorum shall be a majority of the membership of the Committee.

3.6. Meetings

The Committee holds a face-to-face meeting three times per year on the Friday after Council lunch. A further face-to-face meeting may be held at the conclusion of the ASC and tele-conferences scheduled as required.

3.7. Governance and Reporting

The ASC Planning and Review Committee makes recommendations and reports to Council through the PDSB. The Committee provides an annual ASC Evaluation Report to PDSB and Council following each Congress.

The Committee’s proceedings shall be recorded in minutes and reported to the PDSB.

4. ASSOCIATED DOCUMENTS

ASC Policy

Approver: CEO
Authoriser: PDSB