

## Education Planning Committee Terms of Reference

### 1. Members

The UKCPA Education Planning Committee (EPC) consists of representation from all UKCPA Groups, at least one member of the UKCPA Education & Training Group Committee (nominated by UKCPA Education & Training Group Chair), the Business Management Group (Chair, Vice-Chair, Treasurer, General Manager and General Secretary), and one Trustee.

A representative from the Guild of Healthcare Pharmacists will attend meetings relevant to the Spring joint conference.

The Chair of the EPC is the General Secretary.

The EPC Steering Group consists of the Business Management Group plus one Trustee and one UKCPA Education & Training Committee member (nominated by Education & Training Group Chair), chaired by the General Secretary.

The EPC Steering Group has the ability to appoint (on a temporary basis) appropriate experts to advise and consult in educational and development matters.

### 2. Minutes

The General Manager, or an individual appointed by the General Manager, will act as EPC Secretary who will coordinate all meetings, prepare the agenda and minutes, and follow up action points.

### 3. Frequency of meetings

The EPC will meet face-to-face twice per year, at Spring and Autumn conferences.

The EPC Steering Group will additionally meet face-to-face twice per year, at Spring and Autumn conferences, if required. They will also meet, either face-to-face or via teleconference, an additional two times per annual conference.

### 4. Reporting and accountability

The EPC reports to General Committee.

The EPC Steering Group reports to EPC and/or General Committee.

### 5. Roles of the Education Planning Committee (see Figure below)

#### Symposia 18 months ahead

- To outline broad themes
- To 'horizon scan' for relevant and timely topic areas
- To draft a programme of topic areas, under agreed theme
- To suggest venues and dates
- To consider revenues and incomes in relation to size and scope of symposia

## Symposia 12 months ahead

- To discuss and finalise details of plenary speakers and workshop leaders and topics, under the theme already agreed by the Steering Group
- Confirmation of date and venue

## Masterclasses and other educational events

- To discuss forthcoming themes and educational needs
- To make suggestions for new events

## Other duties

- To consider and discuss the strategic direction of educational events, and make recommendations to GC
- To consider and discuss changes to the traditional structure of educational events, and make recommendations to GC
- To receive proposals for new events and agree for them to be investigated further by EPC Steering Committee
- To have regular contact throughout the year with special interest groups and membership to enable suggestions for timely topics and speakers
- To report to General Committee

## **6. Roles of the Education Planning Committee Steering Group (see Figure below)**

### Symposia 18 months ahead

- To outline broad themes
- To 'horizon scan' for relevant and timely topic areas
- To draft a programme of topic areas, under agreed theme
- To suggest venues and dates
- To consider revenues and incomes in relation to size and scope of symposia

### Symposia 6 months ahead

- To finalise programme ready for marketing

### Symposia 3 months ahead

- To discuss and agree last minute decisions and unplanned changes
- To suggest responsive and current issues for symposia

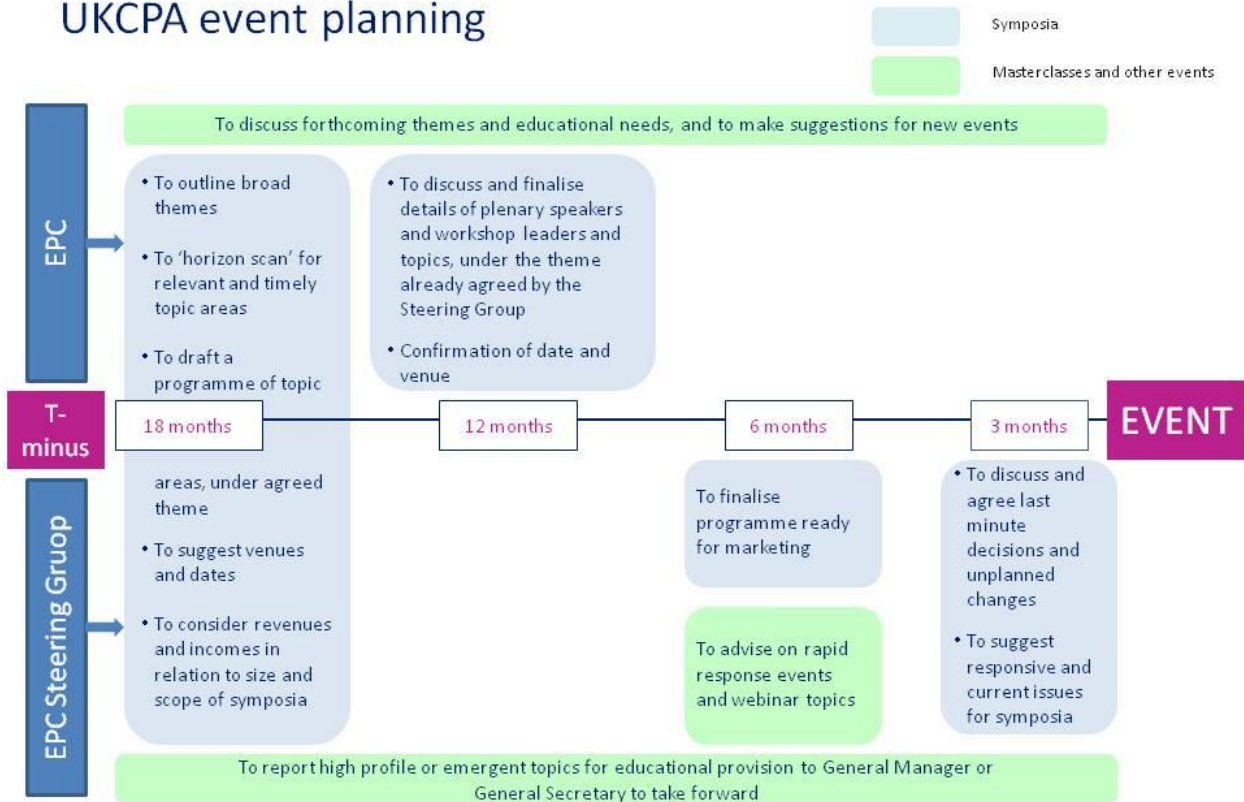
### Other educational events

- To advise on topics for 'rapid response' events
- To report high profile or emergent topics for educational provision to General Manager or General Secretary to take forward

### Other duties

- To monitor income and expenditure from symposia and events on behalf of GC
- To draft up business models for new events and propose to General Committee and/or Business Management Group
- To report back to EPC.

## UKCPA event planning



### 7. Time commitment

As a guide only, time commitment for each EPC member is expected to be a minimum of 6 hours per year made up as follows (excluding travel time):

EPC meeting at Spring conference:	3 hours
EPC meeting at Autumn conference :	3 hours

As a guide only, time commitment for each EPC Steering Group member is expected to be a minimum of 10 hours per year made up as follows (excluding travel time):

EPC meeting at Spring conference:	3 hours
EPC meeting at Autumn conference :	3 hours
Teleconferences (two per annual conference, at one hour each):	4 hours