

## PRESENCE OF STAFF AND EXECUTIVE COMMITTEE MEMBERS

### AT EFP AND INTERNATIONAL EVENTS

Approved by EC 26th Nov. 2019

Many International events take place during the year and often the EFP staff and official providers as well as the Executive Committee members do not know whether they should or not go. For financial and sustainability reasons this policy is needed to fix a guideline to follow .

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#### **EFP Staff and providers**

The main reason for staff/providers to travel to an event is that their presence is needed and their professional time at the event fully justified.

#### **EC & GA meetings:**

Head of operations & European Coordinator to go to all EC & GA meetings

Head of Communication: to go to the *General EC* meetings & GA. Will not be necessary at Core EC meetings (unless invited).

#### **EuroPerio congresses:**

Being the major event of the EFP these are the people that should be going all 5 days of the congress:

Head of Operations: relations and meetings with International societies, meetings with Industry partners, strategic and help to the Executive Committee in general, on-site link with the congress PCO.

Head of Communication: Press and Press conferences, communication in general and social media.

European coordinator: support and relations with National Societies and sister associations, support Executive Committee, support EFP village, EFP desk and congress PCO. Liaisons with the staff of NS and sister associations

EFP Providers: The presence of other EFP providers should be fully justified and budgeted before the event. The SG and Treasurer will take the decision of their presence at the congress.

#### **European Master Clinic events:**

Heads of Operation & Communication & European Coordinator to travel to these events only if justified by a clear professional reason. Secretary General and Treasurer to decide.

#### **International Master Clinic events:**

Heads of Operation & Communication & European Coordinator only to travel if a clear professional reason is justified.

#### **International congresses of Member societies or sister societies:**

The presence of the EFP staff and providers will only be accepted if there is a clear professional reason behind their trip. No trips to International countries even if invited will be accepted without the approval of the SG and Treasurer.

**Executive Committee members:**

**The EFP President:** Can go to EFP meetings and, when an institutional presence is required, to International events with all costs covered by the EFP (Internal Travel policy to be followed).

**SG & T:** Will go to the major events. On Master Clinic events and International events will try to alternate if needed (Internal Travel policy to be followed)

**Other Executive Committee members:**

**ECs and GAs:** Hotel rooms, flights & expenses costs will be covered by the EFP (March and October meetings). When an EFP officer is either President or EFP Delegate of a NS the travel costs to attend the GA will be shared between the EFP and the NS

**EuroPerio Congresses:** Registration, flights and hotel rooms covered by the EuroPerio congress (internal EFP Travel Policy to be followed). Additional costs (transfer/food & beverage etc..) will not be covered

**Master Clinic events:** Only the Registration will be covered by EFP

**International events:** International events in representation of the EFP must be approved by the SG and T, on a case by case basis. In general, flights and hotels should be offered by the inviting society/entity.