

**EFP INTERNAL PROCESS FOR  
NEW PROJECTS  
(Approved by EC in Split, October 2019)**

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**Introduction:**

The EFPs activity levels are increasing dramatically, with the EFP promoting more and more novel Projects and activities, either via their relationship with EFP Partners, or through institutional and internal decisions taken by the EC Committee.

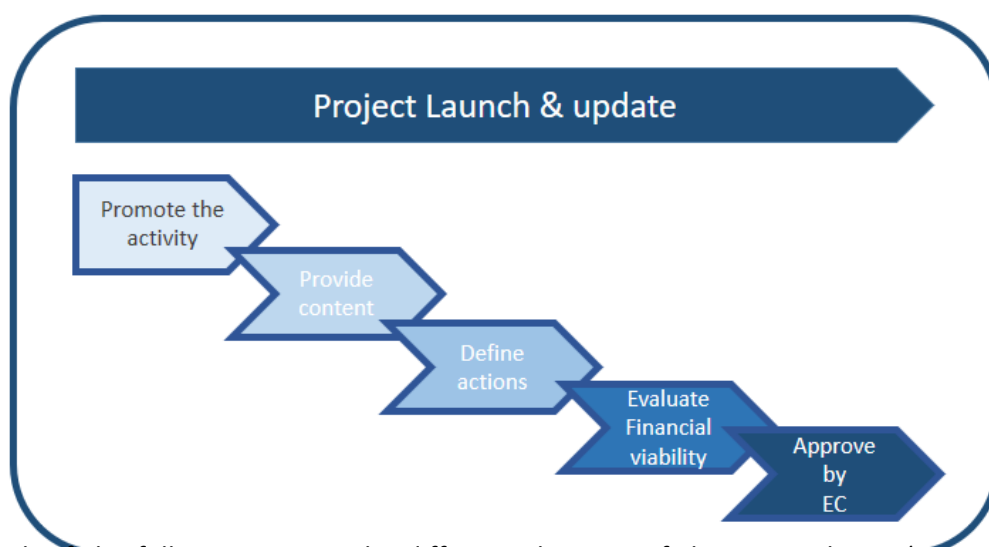
As new projects arise, decisions have to be made and EFP Members have to engage in a coordinated manner.

The purpose of this document is to ensure that clear stages are followed, from the concept or idea through to the completion of the project, ensuring we deliver our scientific and public health activities and at the same time secure financial success.

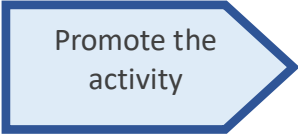
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**Project Launch & Update:**

The figure below illustrates the different phases for any proposed new Project.




In each of the following stages, the different elements of the EFP, Industry (Partners) and professionals must interact positively to guarantee the quality of the new project and its administrative and financial viability.




Promote the activity

Responsible: the idea may be generated by an EFP partner, an individual EFP delegate, an EC Member, a committee Chair, an Officer or a EFP member Society, and also through the EFP providers or employees. An idea can only be promoted if it is supported by at least one EC member or Chairman of a Committee. It would be expected to fit within the current strategic plan.




Provide content

Responsible: the person that generated the idea with or without a promotor (partner/provider/employee etc..) should report to the President and Secretary General on the possible content and purpose of the new project. The content should be checked previously by the Head of Operations and has to be approved by at least one EC member.



Define actions

Responsible: the person that generated the initial idea will send a brief Activity Report to the Secretary General and Head of Operations. The Report should analyse the actions and a draft timeline necessary to fulfil the project.



Evaluate Financial viability

Responsible: the person that generated the idea and the Head of Operation will establish a clear Budget for the Project. **The Treasurer** will be informed of the financial viability of the project and will help to look for potential sponsors and funds for the implementation of the project. **No project will go ahead if the financial viability is lacking or if official approval by the EC is not given.**



Approve by EC

Responsible: The Head of Operations must obtain the official approval of the three EC members, President, Secretary General and Treasurer to go ahead with the Project.

To get the final approval, the EC members will analyse the reports received during the process:

1. Idea generated and supported by one of the EC members
2. Activity Report
3. Budget and financial viability

Results:

If this process is followed in each phase that has been described above, we will be able to guarantee that each new project has a high scientific quality and financial viability. The EFP will be able to control its activities and maintain good coordination in the future.

At the end of each project a short (written) critical evaluation should be provided by the initiator and head of operations in order to see the major achievements in relation to the expenses and other efforts.