



SICOT EDGE – Standard Operating Procedure (SOP)

(Based on SICOT EDGE Guidelines and Approved Workflow)

In case of discrepancy, the SICOT EDGE Guidelines shall prevail.

1. Purpose

This SOP defines the standardised process, roles, responsibilities, and decision-making pathway for the evaluation, approval, organisation, and reporting of SICOT EDGE, ensuring:

- Scientific excellence
- Strategic alignment
- Financial responsibility
- Timely and transparent governance

2. Scope

This SOP applies to all SICOT EDGE meetings, from Expression of Interest (EOI) submission through post-meeting reporting, involving:

- Applicants / Hosts
- National Representatives (NR)
- SICOT Education Academy (EA)
- BOSS and Subspecialty Chairs
- Executive Committee (EC)
- Professional Congress Organiser (PCO – K.I.T. Group)
- Local Scientific Committee (LSC)

3. Key Principles

- Scientific merit and strategic value are assessed independently from logistics
- Evaluation of Expressions of Interest (EOI) follows a strictly staged and sequential process. Administrative and strategic eligibility review must be completed and cleared by K.I.T. Group before scientific evaluation is initiated by the SICOT Education Academy (EA).
- Conditional approval precedes financial commitment
- Final authority rests with the SICOT Executive Committee (EC)
- Target decision timeline: within six (6) weeks, maximum three (3) months.



4. Roles & Responsibilities

Applicants / Host

- Submit complete Expression of Interest (EOI)
- Establish Local Scientific Committee (LSC)
- Provide scientific concept and local support documentation
- Follow SICOT's faculty support guidelines

National Representative (NR)

- Endorse Expression of Interest (EOI)
- Confirm national or subspecialty society support

SICOT Education Academy (EA) & BOSS / Subspecialty Chair

- Conduct scientific evaluation
- Ensure alignment with SICOT educational standards
- Avoid programme duplication

K.I.T. Group (PCO)

- Administrative screening
- Venue identification & budget preparation following Executive Committee (EC) conditional approval only
- Operational delivery
- Financial reporting

Executive Committee (EC)

- Conditional acceptance
- Final approval or decline
- Oversight of financial and strategic alignment

5. Workflow & Process Steps

Step 1 – Expression of Interest (EOI) Submission

Submitted by: Applicant + National Representative (NR)

Required components:

- Host country and city
- Letters of support (national or subspecialty society)
- Proposed dates
- Preliminary scientific programme
- Proposed Local Scientific Committee (LSC) members

Step 2 – Sequential Evaluation Phase

2a. Eligibility & Strategic Evaluation (Administrative Review)

This step must be completed and cleared before any scientific evaluation may commence.

Conducted by: K.I.T. Group (Administrative / Technical Review Only)

Focus:



- Completeness of application
- Eligibility of applicant
- Strategic fit with SICOT calendar and regions
- No assessment of scientific quality at this stage

2b. Scientific Evaluation

Initiated only after successful completion of Step 2a.

Conducted by:

- SICOT Education Academy (EA)
- BOSS Chair
- Relevant Subspecialty Chair

Focus:

- Scientific relevance and quality
- Educational value
- Subspecialty need
- Avoidance of overlap with Orthopaedic World Congress (OWC) or other SICOT events

Step 3 – Conditional Acceptance

Decision authority:

- SICOT Executive Committee (EC) only

Outcome:

- Conditional acceptance of scientific concept and host
- Authorisation to proceed with venue selection and budget preparation
- No contractual or financial commitment at this stage

Step 4 – Budget Preparation & Feasibility Review

Conducted by: K.I.T. Group (PCO)

Includes:

- Venue options
- Preliminary cost structure
- Sponsorship framework
- Financial risk assessment
- Potential profit-sharing estimate (up to 5–10% to Local Scientific Committee (LSC), subject to agreement)



Step 5 – Presentation to Executive Committee

Presented by: K.I.T. Group (PCO) (with Education Academy (EA) / Local Scientific Committee (LSC) input)

Includes:

- Final scientific programme
- Detailed budget
- Feasibility and risk analysis
- Proposed dates and venue

Step 6 – Final EC Decision

Authority: SICOT Executive Committee (EC)

Possible outcomes:

- Final approval as SICOT EDGE
- Request for modification
- Rescheduling
- Decline

Timeline:

Decision targeted within six (6) weeks, where feasible, in line with SICOT's commitment to timely and transparent governance.

Step 7 – Contracting, Operations & Delivery

Conducted by:

- K.I.T. Group (PCO)
- Local Scientific Committee (LSC)

Includes:

- Venue and supplier contracts
- Scientific programme execution
- Sponsorship management
- Branding and publications
- Registration and on-site delivery

Step 8 – Post-Meeting Reporting

Conducted by: K.I.T. Group (PCO)

Reports submitted to:

- SICOT Treasurer
- Executive Committee (EC)
- Education Academy (EA)



Includes:

- Final financial statement
- Profit/loss distribution
- Attendance data
- Academic summary and outcomes

6. Governance & Compliance

- All financial accounts audited and approved by SICOT Finance Committee (FC)
- All branding, publications, and sponsorship follow SICOT policy
- Confidentiality maintained at all stages

7. Review & Updates

This SOP shall be:

- Reviewed periodically by SICOT Executive Committee (EC) and Education Academy (EA)
- Updated as needed to align with strategic priorities and operational experience

Closing Remark

This SOP operationalises the SICOT EDGE Guidelines into a clear, efficient, and governance-compliant workflow, ensuring scientific excellence while protecting SICOT's strategic and financial integrity.