

COSECSA CALENDAR OF EVENTS, JANUARY - DECEMBER 2025

Start Date	End Date	Activity/Meeting	Objective	Expected Output	Source of Funding	Participation/Responsible	Venue
KEY COLLEGE EVENTS/DATES							
August	August	COSECSA Council Meeting	Leadership and Governance	Policy Decisions	COSECSA	Council Members	Virtual
1-Sep	1-Sep	Part I Written Exams	Assessment	Successful Candidates for Final Exams	COSECSA/Partners	Invigilators, Candidates, Secretariat, Host Countries	Virtual
1-Nov	1-Nov	MCS OSCE Exams	Final Assessment	Successful Candidates for FCS Training	COSECSA/Partners	Examiners , Candidates, Secretariat, Host Countries	Virtual
29-Nov	30-Nov	COSECSA Council Meetings	Leadership and Governance	Policy Decisions	COSECSA	Council Members	Bujumbura, Burundi
1-Dec	2-Dec	FCS Clinical Examination	Final Assessment	Graduands	COSECSA/Partners	Examiners, Candidates, Secretariat, Surgical Society of Burundi	Bujumbura, Burundi
3-Dec	3-Dec	Annual General Meeting	Corporate Governance	Decisions and Approvals	COSECSA	College Fellows	Bujumbura, Burundi
3-Dec	3-Dec	Graduation	Certification	Fellows	COSECSA	Fellows, College & Partners	Bujumbura, Burundi
4-Dec	5-Dec	Annual Scientific Conference	Knowledge sharing and dissemination	Abstracts and Publications	Surgical Society/Partners/C OSECSA	Fellows, College & Partners	Bujumbura, Burundi
Date	Responsible	Activity/Meeting	Objective	Expected Output	Source of Funding	Participation	Venue
SECRETARY GENERAL'S OFFICE							
Jan-Dec	Secretary General	Secretariat Meetings	Effective coordination, communication, and implementation of decisions and policies	Smooth running of the College	COSECSA	Secretariat Staff/CEO	Arusha, Tanzania (Secretariat Headquarters)
Jan-Dec	Secretariat/Chief Editor	Monthly ECAJS Editorial Team Meetings	Effective coordination, communication, and implementation of decisions and policies	Smooth running of the Journal	NA	ECAJS Editorial Team	Virtual
Feb-Oct	Secretary General	Monthly Executive Committee Meetings	Leadership and Governance	EXCO Report	NA	Executive Committee members/CEO	Virtual
21 Mar-Dec	Secretariat	Peer Review Academy	Train Reviewers	Enhance reviewers' capacity for peer review and reviewer pool for ECAJS	NA	ECAJS Editorial Team/Managing Editor	Virtual
1-Apr	Secretariat/Editorial Team	ECAJS Issue Publication	Research and Publication	Volume 30 Issue 1 (2025)	COSECSA	ECAJS Editorial Team/Managing Editor	Virtual
1-Jul	Secretariat/Editorial Team	ECAJS Issue Publication	Research and Publication	Volume 30 Issue 2 (2025)	COSECSA	ECAJS Editorial Team/Managing Editor	Virtual
3-Jul	Secretariat/Chief Editor	Mid-year ECAJS Editorial Board Meeting	Effective decision making, communication, and alignment among ECAJS Board Members	Well appraised Board Members	NA	ECAJS Editorial Team	Virtual
1-Aug	Secretary General	Council Meeting	Leadership and Governance	Council Report	NA	Council Members/CEO	Virtual
1-Oct	Secretariat/Editorial Team	ECAJS Issue Publication	Research and Publication	Volume 30 Issue 3 (2025)	COSECSA	ECAJS Editorial Team/Managing Editor	Virtual
6-Nov	Secretariat/Chief Editor	End-year ECAJS Editorial Board Meeting	Effective decision making, communication, and alignment among ECAJS Board	Well appraised Board Members	NA	ECAJS Editorial Team	Virtual
29-30 Nov	Secretary General	Council Meetings	Leadership and Governance	Council Report	COSECSA/Collaboration Partners	Council Members/CEO	Bujumbura, Burundi
3-Dec	Secretary General	Annual General Meeting	Corporate Governance	Decisions and Approvals	COSECSA	Council Members/CEO	Bujumbura, Burundi
3-Dec	Secretary General	Graduation	Certification	Fellows	COSECSA/Surgical Society/Fellows	Council Members, Fellows, Trainees and Partners	Bujumbura, Burundi
3-5 Dec	Secretary General	Scientific Conference	International Dialogues and Networking	Abstracts and Publications	COSECSA/Collaboration Partners/Surgical Society	Council members, Fellows, Trainees and Partners	Bujumbura, Burundi
31-Dec	Secretariat/Editorial Team	ECAJS Issue Publication	Research and Publication	Volume 30 Issue 4 (2025)	COSECSA	ECAJS Editorial Team/Managing Editor	Virtual
REGISTRAR'S OFFICE							

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Jan-Dec	Registrar	Hospital Accreditation Applications	Accreditation of Training Sites	Accredited Training Sites and Programmes	Hospitals	Registrar, ECC Committee Secretariat and PDs	Virtual and Physical
Jan-Dec	Registrar	Membership and Fellowship Applications	Admission of new Members and Fellows	Admission of Trainees, Members and Fellows	COSECSA	Registrar, ECC Committee, Country Representatives Secretariat and PDs	Virtual
Jan-Dec	Registrar	Oversee applications and verify qualifications for program compliance	Ensure qualified candidates are admitted	Quality Assurance	NA	Registrar, ECC chair and Secretariat	Virtual
Jan-Dec	Registrar	Counsel and advise students, faculty, and staff on academic matters	Provide guidance and clarity on academic policies and regulations	Well-informed trainees and Programme Directors	NA	Registrar, ESCR Chair and Secretariat	Virtual
Jan-Dec	Registrar	Interpret and enforce College policies and regulations	Ensure compliance with College rules and regulations	Consistent enforcement and adherence to College policies	NA	Registrar, Council Members, Fellows and Trainees	Virtual
Jan-Dec	Registrar	Maintain the Register of College membership	Keep an accurate record of College membership	Updated and accurate Register of College membership	NA	Registrar and Secretariat	Arusha, Tanzania (Secretariat Headquarters)/Virtual
Jan-Dec	Registrar	Maintain academic records	Ensure integrity, accuracy, and security of college's records	Accurate and secure academic records for current and former trainees	COSECSA	Registrar/Secretariat	Arusha, Tanzania (Secretariat Headquarters)/Virtual
April	Registrar	Administer Scholarships	Provide scholarships to trainees & fellows undertaking COSECSA programmes as well as scholarships to Female surgeons	Increased number of female surgeons and trainees benefiting from the different scholarship programmes	ACS, Resurge, Operation Smile, Smile Train, Beit Trust, AO Alliance, Christine Evans, HEALS, JSS, INTUITIVE, BJS, LINDSEY STEWART	Registrar, Scholarship Board, /Secretariat/Partners	Regional
Sept 2025 - Jan 2026	Registrar	Receive and Process examination Appeals	ensure a fair, transparent, and timely review of candidates' concerns, upholding the integrity and accuracy of the examination process	Transparent Assessment	COSECSA	Registrar/ECC Chair/Secretariat	Arusha, Tanzania (Secretariat Headquarters)/Virtual
Nov-Dec	Registrar	Transcripts and Certificates Generation	Awarding Membership and Fellowship	Members and Fellows	COSECSA	President, Secretary General, Registrar, Registrar, ECC Chair and Secretariat	Bujumbura, Burundi
FINANCE & GENERAL PURPOSES DEPARTMENT							
July-Aug	Chair, FGPC/Treasurer	Annual Audit	Financial Management	Audit Report	COSECSA	CEO/Finance Officer/Auditors	Arusha, Tanzania (Secretariat Headquarters)
Jan-Dec	FGPC Chair/Treasurer	Guide the Council and provide oversight over the financial management of the College	Financial Oversight	Good Financial Position and Sustainability	COSECSA	CEO/Finance Officer	Arusha, Tanzania (Secretariat Headquarters)
August	Chair, FGPC	Finance and General Purposes Committee (FGPC) Meeting	Oversee and Manage College Finances	Committee Report	NA	FGPC Members	Virtual
28-Nov	Chair, FGPC	Finance and General Purposes Committee (FGPC) Meeting	Oversee and Manage College Finances	Committee Report	COSECSA	FGPC Members	Burundi
EXAMINATION & CREDENTIALS DEPARTMENT							
Jan-Mar	ECC, Chair	Programme Entry Registrations	Increase the number of enrolled trainees on the COSECSA Training Programme	Enrolled Trainees	Partners	ECC/Secretariat	Regional
Jan-Apr	ECC, Chair	Examination candidate registration	Increase the number of Trained Surgeons in the region	Exam candidates registered	Partners	ECC/Secretariat	Regional
Feb-Jun	Chair ECC,	Approval of candidates for Part I exam	Generate final list of Part I exam candidates	Final list of 2025 Part one Candidates	COSECSA	Panel Heads/ECC Chair/Secretariat	Virtual
March	Chair, ECC/Secretariat	Assess suitable examination sites in Burundi	Identify Hospitals that qualify to host paper-based exams/patient-based exams	Improved examination conduct	COSECSA	ECC/Panel heads/Secretariat	Burundi

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March	Chair, ECC	Develop Exams Preparedness Course	Equip candidates with necessary knowledge skills and strategies to effectively prepare for examination	Improved candidates readiness	COSECSA	ECC/Panel heads/Secretariat	Virtual
April	ECC, Chair	Examiner's Exchange Programme	Knowledge of exams conduct and format	Exchange Programme report	COSECSA	ECC/Secretariat	WACS/Colleges of Medicine of South Africa & Others
May	Chair, ECC, Panel Head	Preparation of Part I examination and submission to the Registrar for Review	Final Examination prepared	Standardised Exam	NA	Registrar, ECC chair, panel heads	Virtual
June	Chair ECC, Secretariat	Part I examination finalisation	Part I exams ready for implementation	Finalized Part One 2025 examination for each discipline	COSECSA	ECC/Registrar/Secretariat	virtual
August	Chair ECC, Secretariat	Mock online exam to all candidates	To ensure candidates are familiar with the exam system	All candidates are conversant with the exam system	COSECSA	ECC/Secretariat/CR	Virtual
August	Chair, ECC	Workshop to review Examination Standard Operating Procedures	Achieve Excellence in Training and Examination	Updated Examination SoPs	COSECSA	ECC/Examiners	Virtual
September	Chair, ECC/Panel heads	Develop clear guidelines for December Clinical and Viva Exams	Ensure standardized, fair and transparent Assessment	Standardized fair and transparent exams	COSECSA	ECC/Secretariat/Panel heads	Virtual
September	Chair, ECC	Review meeting to update the COSECSA Part II marking sheets, domains and descriptors	Conduct an in-depth analysis of the existing Part II documents and offer solutions; Clinical Part II examinations	Revisited questions after the conclusion of each year Part I and Part II exams	COSECSA	ECC/Court of Examiners & International Examiners	Virtual
September	ECC, Secretariat, Country representatives	COSECSA MCS and FCS written (Part I) examinations	Examine candidates	Qualified candidates sit for the Part I examination and eligible to sit Part II Exams	COSECSA/Collaboration Partners	ECC/Secretariat/CR	Virtual
Sept-Dec	Chair, ECC	Conduct post-examination review workshop	Improve examination processes	Examination recommendations and findings in place	COSECSA/Partners	ECC/Examiner	Burundi
October	Panel Heads, ECC chair	Final review and submission of exam candidates logbooks	To approve candidates who qualify to sit for examination based on their logbook entries	Qualified Part II examination candidates list	N/A	ECC/Secretariat/Programme directors/candidates	Virtual
Oct-Nov	Chair, ECC	Mock exams for MCS OSCE and Clinical Viva Exams	Conduct periodical examinations	Mock results	COSECSA/Collaboration Partners	ECC/Candidates/Examiners/Secretariat	Onsite/Online (ZOOM)
Oct-Nov	Chair, ECC	Examiners' workshops	Enhance the Examiners' knowledge on Examination SoPs and compliance	COSECSA Examiners compliant to the Exams Conduct	COSECSA	ECC/Examiners/Secretariat/LoC	Burundi/online
November	Chair, ECC	MCS Part II Examinations	Assess the Candidates' readiness to sit final exams	Final qualified Cohort	COSECSA/Collaboration Partners	ECC/Candidates/Examiners/Examiners/Secretariat	Onsite/Online (ZOOM)
1 - 2 Dec	Chair, ECC	FCS Part II Examinations	Final College Examinations	Final qualified Cohort	COSECSA/Collaboration Partners	ECC/Candidates/Examiners/Examiners/Secretariat	Onsite/Online (ZOOM)
December	Chair, ECC	Workshop on OSCE and Viva	Train regional examiners, certify and appoint them and to increase number of OSCE Cases in the examination pool	A pool of certified regional examiners	COSECSA	ECC/Examiners/Fellows	TBD
December	Chair, ECC	Exam Writing Workshop	Develop examination questions bank	Standardised examination questions	COSECSA/Partners	ECC/Court of Examiners & International Examiners	Burundi
December	Chair, ECC/Registrar	Graduation	COSECSA Main objective is achieved	Final qualified Cohort of Surgeons	COSECSA/Collaboration Partners	ECC/Candidates/Examiners/Secretariat	Burundi
December	Chair, ECC/Registrar	New Fellows' Seminar	Orientation of the New Fellows on the College conduct of business and COSECSA image	All New Fellows oriented	COSECSA/Collaboration Partners	Registrar/FGPC/ECC/ESRC	Burundi/Virtual
EDUCATION, SCIENTIFIC AND RESEARCH DEPARTMENT							
Jan-May	ESRC/Secretariat	Develop one manuscript on CPD activities	Document the process of Research Methodology CPD Development	Research Manuscript developed	RCSI/Intuitive Foundation	ESRC/Secretariat	Virtual
Jan-June	Chair, ESRC	Surgical Audits and Standards	Collect and analyse patient outcomes data	Audit Report/Manuscript generated	RCSI	ESRC/Secretariat/Accredited Facilities	Regional
Jan-Dec	ESRC/Secretariat	Health Education And Leadership (HEAL) course	Fostering leadership skills, enhancing surgical education, and improving professional networks	Advanced pedagogical skills, cultivation of essential leadership qualities, and best practice mentorship	Proximie	ESRC/Secretariat	Regional

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Jan-Dec	ESRC/Secretariat	Build Research Capacity within COSECSA	Provide research workshops/grants, facilitate presentations of papers at forums for young researchers among Fellows and Trainees	Enhance capacity, Research papers written and published/ Presented	RCSI/Intuitive Foundation	ESRC/Secretariat/Fellows/Trainees	Regional
Jan-Dec	ESRC/Secretariat	Enhance COSECSA IRB and Data Governance Group	Ensure ethical conduct of research	Reviewed research proposals	COSECSA	ESRC/Secretariat/IRB Chair	TBD
Mar-Sept	Chair, ESRC	COSECSA CPD Registration	Dialogue with the appropriate authorities in COSECSA Countries to gain CPD recognition	Registration of COSECSA as CPD provider in Member Countries	COSECSA/RCSI	ESRC/Secretariat	Regional
Mar-Sept	ESRC/Secretariat	Organize weekly online COSECSA – UGHE (CEGS) educational lecture series on Surgical Oncology, Thoracic and Vascular for trainees and examination candidates	Exposing trainees with important topics under Surgical Oncology, Thoracic and Vascular Surgeries	Enhanced exam readiness for candidates	NA	COSECSA/UGHE/Educators	Virtual
Apr - June	Chair, ESRC	Curriculum Review	Updating COSECSA Curricula to accommodate current evolvments	Revised Finalised Curriculum	COSECSA	Panel Heads/ ESRC	TBD
Apr - Sept	ESRC/Secretariat	Train the Trainer/ Master Trainer Workshop	Increased number of Trainers/ Plastic and Reconstructive Surgery Trainers	Enhanced knowledge on COSECSA's training model	Smile Train/RCSI	Plastic Surgery Fellows/Other specialities/CANECSA/ECSACOG/ECSACON	Regional
Apr - Sept	ESRC/Secretariat	Conduct Post Fellowship Programme in Cleft Care	Enhance Capacity in Cleft Surgery Training	Improved skills in Management of Cleft Lip and Palate	Smile Train	PDs/Plastic Surgery Trainees	Regional
Apr - Dec	ESRC/Secretariat	Preparation for Annual Scientific Conference	Planning for the December Annual Scientific Conference in Bujumbura, Burundi	Reviewed and accepted abstracts for presentation	COSECSA	Secretariat/Scientific Committee	Virtual/Physically in Burundi
May -Aug	ESRC/Secretariat	Short Term Regional Exchange Program	Provide exposure to trainees on Regional Surgical Cases	9 Trainees exchanged in a year	Smile Train/ReSurge International	PDs/Plastic Surgery Trainees	Regional
August	Chair, ESRC	ESRC Meeting	Strategic Direction of the Education, Scientific and Research Docket of the	Committee Report	NA	Committee Members	Virtual
September	ESRC/Secretariat	Conduct Plastic Surgery Capacity building workshop	Enhance capacity in Plastic Surgery	Trainees proficiency in Cleft Management and Research	Operation Smile	ESRC/Secretariat/Stakeholders	Regional
3-Dec	Chair, ESRC	ESRC Meeting	Strategic Direction of the Education, Scientific and Research Docket of the College	Committee Report	COSECSA	Committee Members	Burundi
COLLEGE CROSS CUTTING ACTIVITIES							
Jan-Jun	Chief Executive Officer	COSECSA Champions/Ambassadors	Establish COSECSA Champions/Ambassadors	Visibility buy - in of the COSECSA trainee program	COSECSA	Secretariat/Fellows	Regional
Jan-Dec	Chief Executive Officer	IT systems Assessment	Maintain and Update the College IT Systems	A robust IT systems	COSECSA/RCSI	SG/RCSI/Secretariat	Arusha, Tanzania (Secretariat Headquarters)
Jan-Dec	Chief Executive Officer	Advocacy meetings with Government officials/Potential Partners	Build and nurture Partnership with Governments and Partners	Improved collaboration with government and Partners	COSECSA/Partners	Secretariat/Councils/Ministries Health	Regional
July-Sept	Chief Executive Officer	Meeting with Country Representatives and Country Coordinators	Improve coordination of COSECSA training Programmes in Member States	Increased COSECSA numbers in the region	COSECSA	SG/Country Coordinators/Secretariat/CRS	Regional