

Evolutionary Psychiatry Special Interest Group

Annual Plan 2022

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This template is intended to help you prepare your annual plan. The following questions are suggested topics for you to consider when compiling your annual plan. If you have any questions, please do not hesitate to contact the Finance Department.

The main purpose of an Annual Plan is to set out the strategy and action plan for your Faculty, Division, Devolved Nation or Special Interest Group (FDS) for 2022. When completing this template, you should aim to create a document that helps the reader understand what activities your FDS intends to undertake in the coming year. For example:

- *Your objectives for 2022 and the activities you plan to undertake to achieve them*
- *How your FDS objectives align with College objectives:*
 1. *Supporting members through COVID-19 and beyond*
 2. *Delivering education, training and research in psychiatry*
 3. *Promoting recruitment and retention in psychiatry*
 4. *Improving standards and quality across psychiatry and wider mental health services, and supporting the prevention of mental ill health*
 5. *Being the voice of psychiatry*
 6. *Supporting psychiatrists to achieve their professional potential, by providing an excellent member experience*
 7. *Ensuring effective management of College resources and delivering excellent employee experience.*

Overall Aim and Strategy of EPSIG

The main aim of an annual plan is to set out the strategy and action plan for your FDS. This section should include a summary of the medium to long-term objectives.

The statement should explain the purpose of your FDS activities, your objectives, and how you plan to achieve them

The main objectives of Evolutionary Psychiatry SIG are:

- Raise awareness of the value of understanding the contribution of evolutionary theory to psychiatry
 - Encourage research into the evolutionary psychiatry
 - Provide a forum for psychiatrists and others to discuss evolutionary models, research ideas and data with fellow evolutionists
 - Facilitate networking with academic institutions and evolutionary scientists, biologists, psychotherapists, psychologists and other disciplines such as philosophy
 - Keep members and supporters of the SIG informed via our webpage and [newsletter](#)
 - [Organise workshops, symposia and conferences](#) on evolutionary psychiatry and related subjects
 - Organise events in collaboration with international and other national organisations that share our aim of disseminating evolutionary thinking among mental health professionals.
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Current Operating Environment

This section should provide an evaluation of your FDS strengths and weaknesses in relation to environmental opportunities and threats (commonly known as a SWOT analysis). This should help in FDS strategic planning and identifying, assessing and managing the risk. This includes consideration of regulatory, economic, social and technological issues.

Strengths:

What do you do well?

What unique resources can you draw on?

What do others see as your strengths?

1. Growing membership (End of May 2021 was 1716 members).
2. EPSIG is now recognised as the pre-eminent professional group of evolutionary psychiatrists internationally and has managed to attract the support of numerous leading evolutionary psychiatrists in the UK and internationally.

Opportunities:

What good opportunities are open to you?

What trends could you take advantage of?

How can you turn your strengths into opportunities?

1. We look forward to collaborating with similar groups internationally such as the newly formed Irish college of Psychiatrists Evolution and Psychiatry SIG, the Evolutionary Psychiatry Section at the WPA as well as other college faculties and SIGs (contributing to their meetings and conferences or vice versa).
2. We hope that the curriculum committee will agree to include evolution as a basic science.

Weaknesses:

What could you improve?

Where do you have fewer resources than others?

What are others likely to see as weaknesses?

1. Evolutionary science is not currently part of the undergraduate or postgraduate curricula.
2. Psychiatrists have limited knowledge of evolution.
3. Our reserves have remained static during the pandemic.

Threats:

What trends could harm you?

What is your competition doing?

What threats do your weaknesses expose you to?

1. EPSIG fails to grow its membership especially under the ongoing conditions of the pandemic.

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*1 – Lowest likelihood or lowest impact on the risk rating scale
5 – Highest likelihood or highest impact on the risk rating scale

Risk Management - continued

Key

Impact ↑ High ↓ Low	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Low → High Likelihood				

- 1-3** Low/medium likelihood & low/medium severity of impact
- 4-5** Low likelihood but high severity of impact, or vice versa
- 6-9** Medium likelihood & medium severity of impact
- 10-16** Low/medium likelihood & medium/low severity of impact
- 15-25** High likelihood & high severity of impact

Income generating activities

[This section summarises income generating activities your FDS intends to undertake in 2022, e.g. annual meetings, training events, or any other income generating projects.

For every income generating event, please define its preferred format: face to face or online. Please support the format chosen by providing underlying assumptions and reason. Please refer to the budget assumptions and guidance note in Appendix 1.]

What format of income generating activities is planned for 2022?

<u>Title of the activity</u>	<u>Format</u>	<u>Reason</u>
Half-day Scientific Meeting	Either face to face, virtual format or hybrid.	To continue to disseminate theoretical and empirical work on evolution and psychiatry to a wide audience within the mental health community.
Whole day International Evolutionary Psychiatry Symposium	Ditto	Ditto

Income generating activities cont.

*[Please list income generating activities planned for 2022 and provide an explanation as to why your FDS would like to organise it (reason), the total income and expenditure expected to be generated/ incurred. Please indicate how it is linked to the College objectives and whether it is a new, one off or recurrent event. **Please ensure the figures for income generating activities tally with figures in excel document Budget 2022.]***

What income generating activities are planned for 2022?

<u>Title of the activity</u>	<u>Reason</u>	<u>Income</u>	<u>Cost</u>	<u>How linked to College objectives</u>	<u>Frequency (new/ recurrent/ one-off) & Date of the event</u>
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Half-day Scientific Meeting	To continue to disseminate theoretical and empirical work on evolution and psychiatry to a wide audience within the mental health community.	£500 (estimate)	£100 (estimate)	College objectives 2,4 & 6	May 2022. Exact date to be determined
Whole day 5 th International Evolutionary Psychiatry Symposium	Ditto	£10,000 (estimate)	£2500 (estimate)	Ditto	October 2022. Exact date to be determined.

Spending activities

*This section summarises activities that do not always generate/ receive income (although some projects may do). Please indicate whether it is a new, one-off or recurrent activity and how it will be funded and **provide the date it will take place**. Examples of such activities are:*

- Executive Committee meetings: These take place 4 times a year roughly in January, March, May (also AGM) and September. They take place virtually through Skype and do not currently incur any costs. All agendas and minutes are prepared by EPSIG officers in their own time with no call on college admin resources with the exception of posting these documents on EPSIG web pages. (linked to College objectives 2, 4 &6).*
- Prizes: The Charles Darwin Essay Prize to be launched in August 2021 then annually. The monetary value is £250. (linked to College objectives 2, 4 &6).*
- Newsletters: EPSIG issues 4 newsletters a year. These are in electronic form and are sent out to the membership. No direct cost is incurred other than the regular admin support involved in emailing and posting on the EPSIG web pages. (linked to College objectives 2, 4 &6).*
- EPSIG YouTube channel: This is created and maintained entirely through the efforts of EPSIG members with no costs or admin time by the college. It contains all lectures and presentations of past EPSIG events. (linked to College objectives 2, 4 &6).*

For the activities planned for 2022, please explain:

- a. *How they link to the College objectives.*
- b. *The **central College resources** required to support your activities e.g. staff support from say committee/division managers or other staff at the College (quantify how many days in the year), rooms at the College (how many full or half days and the number it should accommodate).*
- c. ***Please ensure the figures for spending activities tally with figures in excel document Budget 2022 and are allocated to the period.***

What are spending activities?

<u>Title of the activity</u>	<u>Reason/ how funded/ how important</u>	<u>Income</u>	<u>Cost</u>	<u>How linked to College objectives</u>	<u>Estimated central College resources needed</u>	<u>Frequency (new/ recurrent/ one-off) & the activity date (month)</u>
Half-day Scientific Meeting	To continue to disseminate theoretical and empirical work on evolution and psychiatry to a wide audience within the mental health community. Should be funded from registration fees. Important.	£500 (estimate)	£100 (estimate)	College objectives 2, 4, 6	College admin support.	Annually. May 2022 (exact date to be determined)
Full-day 5 th International EP Symposium	Ditto	£10,000 (estimate)	£2500 (estimate)	Ditto	Support from CALC	Annually. October 2022 (exact date to be determined)

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Aspirational projects

*This section lists activities that your FDS would like to undertake in 2022 – **aspirational projects**, projects which are not crucial or probable or well defined (developed) at the moment. As this budget is prepared well in advance, by listing aspirational projects, it will allow the committee to define/ develop it later in the year. They will not be included in the budget 2022 for now, however during the year 2022 FDS can seek an approval from the Treasurer/ Board of Trustees to carry this aspirational activity once defined/ quantified.*

What are Aspirational Projects?

<u>Title of the activity</u>	<u>Reason/ how funded/ how important</u>	<u>Income</u>	<u>Cost</u>	<u>How linked to College objectives</u>	<u>Estimated central College resources needed</u>	<u>Frequency (new/ recurrent/ one-off/date)</u>

Prizes / Bursaries

[Please specify prizes / bursaries your FDS plans to fund in 2022.]

<u>Prize / Bursary</u>	<u>Purpose</u>	<u>How linked to College objectives</u>	<u>Value</u>	<u>How funded/ specify the date or month</u>
The Charles Darwin Essay Prize.	To stimulate interest in evolutionary thinking in psychiatry among students and psychiatric trainees.	College objectives 2, 4, 6	£500 (2 prizes of £250 each)	July/August of every year.

Further comments in support of the plan

Appendix 1: Assumptions and key points to take into consideration when setting the budget 2022

1. Annual Meetings/ conferences/ training events

The College is working on a new Future Service Delivery Model for events once all restrictions are lifted. The College is considering the delivery of face to face, online and hybrid events. The hybrid event (live-stream event) being the most complex and resource intense, will be explored and run with a small number of pilots. The Future Service Delivery Model is yet to be approved by Trustees, once the decision is made it will be communicated to you asap (it will be before the budget 2022 submission deadline).

Until then, we request for you and your committee to consider how your FDS would like conferences to be delivered in 2022 (face to face or online) and why.

For Divisions and Devolved Nations – Division Managers are responsible for preparing the events budget.

For Faculties and Special Interest Groups – if your events are run by Centre for Advanced Learning & Conferences (CALC), then CALC is responsible for the conference budget preparation. Please note, events organised by CALC will incur a fee and this will be included in the budget for the event.

For all other events it is Finance Officers responsibility.

- 2. Committee meetings/ Strategy Days** – Capped at 4 meetings per year: one face to face meeting and all other meetings to be held virtually.
 - 3. Projects** – activities that are highly probable and crucial for your FDS. Please provide details what they entail. If your FDS project is an event, please indicate whether it would be face to face or online and a reason for choosing the format.
 - 4. Aspirational Projects** - projects which are not crucial or probable or well defined at the time the budget is prepared. They will not be included in the budget 2022 for now, however during the year 2022 FDS can seek an approval from the Treasurer/ Board of Trustees. If aspirational project is to be an event than please specify the format (face to face, online or hybrid).
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