



European College of Veterinary Surgeons

Book of Procedures

Modified August 2018

ECVS Book of Procedures

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1. PURPOSE OF THE BOOK OF PROCEDURES

The guidelines in the Book of Procedures were developed by the Board of Regents (BOR) to assist the Officers, Regents and Committee Members in carrying out the functions and responsibilities of the respective committees or office. The Book of Procedures is an evolving document. One of the functions of the Officers, Regents and Committee Members should be to report to the BOR any changes to the document required to reflect changes in the constitution, and executive decisions of the BOR or the Annual Meeting concerning the office and/or committees, and make recommendations to improve the efficiency of the committee or office.

In case of conflicts between the constitution and the Book of Procedures, the latter is subservient to the constitution.

Sections relating to the Board of Regents, Miscellaneous items, and the Awards will be monitored by the Board of Regents, led by the Chair. Sections related to individual committees will be monitored by their respective Chairs, and proposals for change forwarded to the Board of Regents by these individuals.

In the **Annual Business Cycle**, the Chair of the Board of Regents and the Chairs of the Committees will flag up required changes to the Book of Procedures or any other documentation such as the Training Brochure, Examination Guidelines etc. for discussion to the Board of Regents (or indicate that none is required) in time for the September Board meeting. Changes should be indicated by sending the original version with tracked changes. If these are accepted and have no constitutional implications, the changes will take immediate effect, unless there is a reason for delay, in which case, the time of introduction will be specified. **If any change has constitutional implications, the revised constitution will be presented to the next Annual Business Meeting.** If passed at that stage, the change will be handled in the same way. It will take immediate effect after the Business Meeting vote, unless otherwise specified.

2. MEMBERSHIP

Article V: Section 1 of the Constitution states:

In order to become a member of the College an individual must:

- a) Have a satisfactory ethical standing in the profession and practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
- b) Be a graduate of a veterinary college of a European country, unless relieved of this obligation by the Board of Regents and
- c) Be licensed to practise in a European country unless relieved of this obligation by the Board of Regents and
- d) Have devoted a minimum of four years after graduation from veterinary school to special training and experience in veterinary surgery. The training programme should meet the requirements of the College as described in the Training Brochure and
- e) Have successfully passed the qualifying examination of the European College of Veterinary Surgeons and be certified by the Board of Regents of the European College. The criteria for certifying members shall be specified in the Training Brochure and Examination Guidelines of the College, in line with the Policies and Procedures of the EBVS.

Each Diplomate shall fulfil the re-certification requirements of the College. No credit points can be granted for education or training in non-scientific or non-evidence-based medicine.

Each Diplomate shall be required to keep records of his/her patients and procedures undertaken.

3. THE BOARD OF REGENTS

3.1. CHAIR OF THE BOARD OF REGENTS

A. OFFICER

The immediate Past President of the College shall be the CHAIR OF THE BOARD OF REGENTS. The term of office is one year. He/she shall make recommendations to the Board of Regents regarding appointment to all the standing Committees of the College. The Chair shall oversee the conduct of all business of the College during his/her term of office.

B. RESPONSIBILITIES

The Chair is responsible throughout the year of his/her term of office for all matters involving the BOR and committees reporting to the Board.

3.II. PRESIDENT

A. OFFICER

The PRESIDENT shall preside at the meetings of the College, preserve order, regulate debates, appoint Committees not otherwise provided for, announce results of elections and perform all other duties legitimately appertaining to his/her office. The President of the College shall be a member of the Board of Regents and Chair of the Fiscal Committee.

B. RESPONSIBILITIES

1. The President is responsible throughout the year of his/her term of office for all matters directly involving the Diplomates of the College. This includes addressing the ACVS at their Annual Business Meeting, following a written invitation from the ACVS President. Registration shall be free and free tickets (maximum 2) shall be given for all social functions. This arrangement is based on reciprocity between the ECVS and the ACVS. Travel expenses and accommodation, however, will be paid by ECVS.
2. The President shall forward the contact details and presentation titles of the winning ECVS SA and LA resident presentations to Ann Loew at ACVS for her programme committee to include them in their October Surgical Summit and so she can arrange conference registration for them.

The President shall try to meet the two winners of the resident session at the ACVS Congress and formally invite them to present at ECVS the following year and make sure that the ECVS Programme Committee have their details and presentation titles.

3. The President has overall responsibility for the development and organisation of the ANNUAL MEETING including the Annual Business Meeting and the Annual Scientific Meeting.
 - a) For the planning and organization of the Annual Scientific Meeting, refer to **5: Annual Scientific meeting**
 - b) **PROTOCOL FOR THE ANNUAL BUSINESS MEETING (ABM)**
 1. New Diplomates are introduced and welcomed.
 2. New Officers - During the meeting, the results of the elections are announced and the new officers are congratulated and asked to stand to be recognised. They may be called forward for a photograph to be taken for promotional purposes.

3. Penultimate agenda item – the President thanks retiring officers and awards plaques and gifts.
4. Last agenda item – Presidential seal and gavel are handed to the new President. He/she congratulates and welcomes the new Chair of the Board and closes the meeting.
5. The President of the ACVS shall be invited to the meeting in writing by the President. Travel expenses and accommodation will not be paid. However, registration shall be free and free tickets (maximum 2) shall be given for all social functions. This arrangement is based on reciprocity between the ECVS and the ACVS.

Aide memoire for President

BEFORE THE MEETING	
Prepare a PPT of the Agenda	
Ask CC if they need to address the membership	
Ask the EC if they need to address the membership	
Acknowledge committee members who are leaving (CC, EC and PC)	
Ask the local organisers of next year's meeting if they wish to address the membership	
Include extra slides into the PPT (CC, EC, local organisers)	
Treasurer has his/her own presentation	
Make sure the President's medal and gavel are in the room	
Make sure signature sheets are in the room	
DURING THE MEETING	
Count the attendees roughly to ensure a quorum	
Welcoming the new diplomates: applause after LA and after SA, photo after the meeting	
Accept the minutes: "All in favour", "against", "abstentions"	
At the end, hand-over to new president as described in the BOP	

C. AWARDS CEREMONY

1. The President conducts the Awards Ceremony at the end of the Joerg Auer lecture.
2. The President:
 - a) Announces the runners up and winners of the Resident Awards. Each will receive a Certificate confirming their award. There are three categories: SA orthopaedic, SA soft tissue and large animal. The winners of the three categories receive €350.

Informs the relevant SA and LA resident they have been awarded the honour of presenting their winning talks at the ACVS Surgical Summit in the following October.
 - b) Announces the runner up and the winners of the best posters. They will receive an envelope with a prize in Euros.
 - d) Announces any recipient of the Distinguished Service, Outstanding Career Achievement or Merit Award, and makes the presentation.
 - e) Recognizes the office staff.

D. BANQUET

1. The format of the banquet shall be decided by the BOR in collaboration with the Local Organising Committee and the Operations Manager.
2. The President shall welcome any special guests, and thank the local organisers if the opportunity exists.
3. (In collaboration with the Programme Committee) the President will thank the corporate sponsors in an appropriate way.
4. Makes arrangements ahead of time if slides are to be shown.
5. If appropriate, in collaboration with the Office, makes arrangements ahead of time for a table-setting, paying attention to invited guests and invited ACVS speakers.

3.III. PRESIDENT ELECT

A. OFFICER

The PRESIDENT ELECT shall succeed to the Presidency one year after the Annual Business Meeting at which he/she was elected. He/she shall perform the duties of the President in his/her absence or inability to serve. He/she shall be a standing member of the Programme Committee for the Annual Meeting of the College. He/she shall be a member of the Board of Regents.

B. RESPONSIBILITIES

1. The President-Elect is responsible for attending all meetings of the BOR and participating as a voting member of the BOR. He/she shall observe and learn the duties of the President in preparation for the following year.
2. The President-Elect will oversee the entire SA and LA programmes of the Annual Congress.
3. The President-Elect shall be a member of the Programme Committee, and act as the main liaison between the committee and the BOR.
4. The President-Elect shall remind Diplomates wishing to stand for election to the post of Regent they should send their curriculum vitae, including ECVS committee experience, together with the names of their proposer and seconder, to the Executive Secretary for consideration by the BOR at their February meeting.

C. REPORTING

The President-Elect reports to the Chair of the BOR and the BOR regarding his/her College responsibilities.

3. IV. EXECUTIVE SECRETARY

A. OFFICER

The EXECUTIVE SECRETARY shall be a member of the Board of Regents, and member of the Fiscal Committee. He/she is registered at the Register of Companies. The term of office is three years, but he/she may be re-elected for one further term. He/she shall attend to the correspondence of the College and the Board of Regents; oversee notification of members of the Board of Regents and new members of their election; and assist in keeping the minutes of the College and the Board of Regents in books which shall be the property of the College, and accessible at all reasonable times and places. He/she shall oversee the receipt of date and list the applications of all candidates for examination for membership, showing date of application, age, address, certification of residency sponsors and endorsers. He/she shall send invitations and programmes to guests invited to attend the Annual Meeting at the request of members. He/she shall conduct such routine executive tasks as may be required by the Board of Regents.

B. RESPONSIBILITIES

1. Serves as a voting member of the BOR.
2. Co-ordinates the business activities of the BOR.
3. On behalf of the BOR, co-ordinates the activities of the standing committees of the College.
4. Develops new policy issues for BOR consideration.
5. Implements directives and policies established by the BOR.
6. With the assistance of the OPERATIONS MANAGER supervises the preparation and safekeeping of the minutes of the BOR and the Annual Business Meeting. Attends the annual Fiscal Committee meeting.
7. Notifies newly elected officers and members of the BOR of their election.
8. Notifies new committee members of their assignments.
9. Maintains custody of the Seal of the College and affixes it, when ordered by the BOR, to papers, documents, and with the President, signs all official papers.
10. Co-ordinates and performs other tasks as may be required by the BOR.
11. Supervises the general office of the ECVS and the office staff.

13. Communicates with the President and President Elect, and with the Programme Committee for ASM/ABM preparations.
14. Ancillary duties performed by the Executive Secretary:
 - a) Oversees production and distribution of Diplomate certificates. Signs them together with the Chair of the BOR.
 - b) Oversees production and distribution of award certificates. He/she shall include details of the awards winners in the newsletter.
 - c) Serves as spokesperson for enquiries from the public and the media.
 - d) Assists with contract negotiations and answers enquiries from the publisher of "Veterinary Surgery".
 - e) Assists with city and hotel selection for the Annual Meeting.
 - f) Answers enquiries of members, committee members, and others relating to ECVS policies and issues.

C. REPORTING

The Executive Secretary reports to the Chair of the BOR, the President and the BOR with respect to ECVS business matters.

D. STIPEND AND REIMBURSEMENT

See Budget Preparation and Reimbursement Protocol.

E. DISABLED DIPLOMATES

Any Diplomate who is permanently disabled or otherwise impaired, at any age, and is no longer gainfully employed as a surgeon, may apply in writing to the Executive Secretary for a waiver of annual membership and Annual Meeting registration fees. The disabled or impaired Diplomate shall remain a Diplomate in full standing in the ECVS.

3. V. TREASURER

A. OFFICER

The TREASURER shall be a member of the Board of Regents and the Fiscal Committee. The term of office is three years, but he/she may be re-elected for one further term. He/she is registered at the Register of Companies. He/she shall be the custodian of all the monies of The College. He/she shall approve the books of monies paid by the Operations Manager upon order of the Board of Regents. He/she shall keep full and accurate books of account, containing a record of all monies received and expended, which books shall be the property of the College and open to the inspection of the authorised officials at all reasonable times and places. He/she shall oversee collection of application, examination and membership fees, as promptly as possible, and report all members in arrears. He/she shall submit a written financial report to the Board of Regents annually. A summary of this report shall be submitted to the College.

B. RESPONSIBILITIES

1. MEMBERSHIP FEES:

- a) The Treasurer oversees collection, deposit and accurate record keeping of yearly membership fee payments by each active Diplomate. Each active Diplomate of the College will be billed during the month of January/February by the ECVS Office.
- b) Membership fees are considered overdue if not paid by April 1 of the year to which they apply. Diplomates who are overdue in paying fees will have to pay a surcharge, as established by the BOR. Diplomates who have not paid their fees by April 1 receive a reminder during the month of April, with their new invoices reflecting the surcharge.
- c) A letter is sent following the summer meeting of the BOR to all Diplomates who have not paid their membership fees, notifying them that their membership privileges may terminate if all outstanding membership payments and the surcharge are not paid by January 1 of the following year.
- d) The names of the Diplomates who have not paid their fees from the previous year and who have not responded to reminder letters from the office, will be reported to the February BOR meeting, at which time membership benefits may be suspended.
- e) The names of the Diplomates who have not paid their fees from the previous year, and who have been reported to the February BOR meeting, will be confirmed at the summer ABM, where, subject to a majority vote, they will be officially expelled from the College.

- f) The total number of retired diplomates who are non-paying members shall be reported to the membership at the ABM without mentioning names.
- g) The total number of disabled diplomates who are non-paying members shall be reported to the membership at the ABM without mentioning names.

2. BUDGET PROPOSAL:

- a) The Treasurer oversees and assists with the development of an initial budget proposal for the subsequent fiscal year. The Treasurer sends the budget proposal to each member of the BOR before the February Board meeting. The fiscal year budget is approved annually by the BOR at the February meeting. Following approval of the budget, the Treasurer sends copies of the approved budget to all members of the BOR. The Treasurer also forwards a copy of the relevant section(s) of the budget to each respective committee Chair with an accompanying explanation.

3. INVESTMENTS:

- a) The Treasurer may invest or oversee the investment of College funds to achieve the financial goals of the College as approved by the BOR. The Treasurer acts as agent for the College when placing investments. The "Prudent Person Principle" shall govern the Treasurer's actions.

4. FEDERAL INCOME TAX RETURNS:

- a) The Treasurer oversees the submission of the annual tax report to the Swiss Federal Government.

5. YEARLY INDEPENDENT FINANCIAL REVIEW:

- a) The Treasurer works with the services of a Certified Public Accountant to perform a yearly audit of the financial records of the College. A written report from the accountant of the annual review is submitted to the BOR at the summer meeting and to the Annual Meeting.

6. RECEIPTS OF DEBTS:

- a) The Treasurer oversees the maintenance of accurate records of all monetary income and of the payment of all debts incurred by the College, which have been authorised by the BOR through approval of the annual budget, by a vote of the BOR, or by authorisation from the chair of the BOR.

7. OFFICER, REGENT, AND AUTHORISED COMMITTEE CHAIR/MEMBER EXPENSE REIMBURSEMENT:

- a) The Treasurer oversees the timely reimbursement of allowable expenses incurred by Officers, Regents and authorised committee members. The Treasurer authorises all committee Chair/member expense reimbursement in advance of incurring said expenses. Reimbursement levels shall comply with the protocols of the College.

C. PROTOCOL

1. TREASURER'S CALENDAR

- a) February
 - Attends the Fiscal Committee meeting and the BOR meeting. Submits all year-end investment records to the ECVS Office for year-end financial statements.
 - Presents the provisional financial report (including year-end report and current fiscal year report). Reports names of Diplomates who are a year or more in arrears in paying their annual membership fees.
 - Presents the budget proposal.
- b) July
 - Attends BOR meeting and the Annual Meeting and presents the final financial report (including a review of the current year's budget), and draft year-end audit.
 - Ensures money is available at the Annual Meeting to pay various bills (e.g. resident awards).
- c) September
 - Oversees and assists with preparation of a budget proposal and distributes this proposal to the BOR prior to the February Board meeting.

2. BUDGET

- a) Ensures appropriate changes are made to the budget proposal, in accordance with the budget approved by the BOR. Oversees mailing of copies of appropriate individual budget sections to each respective committee Chair with explanation.

3. OFFICER, REGENT, AND AUTHORISED COMMITTEE CHAIR/MEMBER EXPENSE REIMBURSEMENT:

- a) The Treasurer oversees the process of expense reimbursement. All requests for reimbursement are submitted directly to the ECVS Office.
- b) **Administrative Expenses:** The Office administrative expense budget is to be used for telephone, I.T., secretarial administrative, copying, postage and other expenditures required to conduct College business. Officers, Regents and committee Chairs/members should act prudently and efficiently when utilising the services of the ECVS Office. Restraint should be used in incurring expenses in general, and expenses may not exceed the respective budget, without approval of the BOR. All requests for changes in budgets should be made to the Chair of the BOR.
- c) **Travel Expenses:** Officers, Regents, and authorised committee Chairs/members are entitled to reimbursement for travel to and from official BOR or committee meetings. Officers, Regents, and authorised committee Chairs/members may travel by air (coach class or lowest fare possible) or ground transportation. Private automobile is acceptable as well, and reimbursement is at the current per kilometre rate decided by the BOR (which includes fuel costs and toll charges).
- d) **Other Meeting Expenses:** Officers, Regents and authorised committee Chairs/members are entitled to reimbursement for hotel, meals and miscellaneous travel expenses for each day the BOR or committee meets, including BOR or committee meeting days held in conjunction with the Annual Meeting. Reimbursement shall be equal to actual expenses, as supported by original receipts. Individuals should maintain individual expense receipts while on ECVS business and must submit original receipts to the ECVS Office with requests for reimbursement.

D. REPORTING

1. TREASURER'S REPORTS:

- a) The Treasurer shall make three financial reports during the fiscal year, which begins January 1 and ends December 31. These reports shall be presented at the September, February and Summer meetings of the BOR, and at the Annual Meeting.
- b) Each report will contain the total receipts and expenditures of each programme and administrative activity, plus the total net worth of the College.

- c) The report at the Annual Meeting shall include the year-end report, which includes all financial transactions during the previous fiscal year, and an up-to-date report from the beginning of the present fiscal year.
- d) Detailed financial reports, including long-term trends in income and expenditure, shall be presented to the BOR annually or as requested by the BOR.

E. REIMBURSEMENT

1. EXPENSE REIMBURSEMENT:

- a) Official expenses: The annual budget shall contain an appropriate amount of money to be used for telephone, secretarial and bookkeeping assistance, copying, postage, office supplies, professional management accountancy services and insurance premiums. The Treasurer may not exceed the approved budget without consent from the BOR.

**F. WORK SHEET TO ASSIST COMMITTEE BUDGET PREPARATION
EUROPEAN COLLEGE OF VETERINARY SURGEONS**

<u>Committee Name:</u>	<u>Date of Submission</u>
_____	_____

Please reply by September 1.

<u>Item or Category Requested</u>	<u>Amount</u>
Travel	_____
Secretarial Assistance	_____
Local support @ /hour	_____
Telephone	_____
Office Supplies	_____
Reproduction/Copying	_____
Printing/Publishing	_____
Postage/Mailing/Shipping	_____
Photographic Services	_____
Honoraria	_____
Special Contractual Agreements	_____
Awards/Certificates	_____

ECVS Book of Procedures

Hotel/Meeting Services	_____
Rooms	_____
Meals/Receptions	_____
Refreshments/Breaks	_____
Audio visual Aids /Equipment	_____
Miscellaneous ()	_____
Miscellaneous ()	_____
Total	_____

(Not all of these categories are applicable for every committee. Consult the Treasurer regarding applicability.)

Reasonable effort has been made to assure value for money in the preparation of this committee budget.

Signature Committee Chair

3. VI. OPERATIONS MANAGER

A. OFFICER

The OPERATIONS MANAGER is elected by the membership for a term of office of three years. This is an employed position and the candidate will usually be appointed by a subcommittee of the Board of Regents, including the Executive Secretary. The operations manager will be registered at the Register of Companies in Switzerland. The usual term of office will be three years but he/she may be re-appointed indefinitely according to Swiss employment law. He/ she shall be a non-voting member of the Board of Regents and shall attend all Board meetings.

The role of the OPERATIONS MANAGER is primarily to direct, manage and maintain the executive office of the ECVS. However, he/she is also encouraged to develop initiatives and produce proposals to the BOR for approval.

Executive office responsibilities include:

- Work with the BOR sub committee on employment of any new staff, establishing staffing needs and informing the BOR of changes in requirements
- Direct and train office staff to fulfil the functions of the ECVS Office by use of staff development, delegation of key skills and team building
- Manage employment contracts, staff development and appraisals by liaising with University HR where staff are on University contracts (currently University of Zurich) or with the BOR subcommittee where appropriate
- Manage and organise the office facilities, including IT and website technology including liaison with the office providers (currently University of Zurich) and website hosts (Ambrose Fox).

ECVS responsibilities:

- All aspects of running the ECVS executive shall be the primary responsibility of the Operations Manager, including examinations, credentials, membership, annual meeting, finances and publicity
- Develop an annual timeline and deadlines for all office tasks and ensure maintenance of the schedule every year
- Monitor and maintain efficiency of the ECVS functions
- Develop and maintain a marketing, sponsorship and public relations policy and work with the BOR to arrange for the implementation of these policies
- Ensure that all external enquiries directed to the ECVS Office are forwarded to the relevant BOR member efficiently and without undue delay

Financial and legal responsibilities:

- He/she shall approve and pay (or arrange to have paid) all bills for expenses of the College
- He/she shall keep full and accurate books of account, containing a record of all monies received and expended, which books shall be the property of the College and open to the inspection of the authorised officials at all reasonable times and places

- He/she shall collect applications, examination and membership fees, dues as promptly as possible, and report all members in arrears
- He/she shall arrange for signatories to the Bank accounts to be updated when required
- Arrange for the President Elect to be registered with the Notary as required by Swiss law
- He/she shall arrange for the Treasurer to discharge the Board's responsibilities at the AGM each year and for the relevant annual accounting returns to be made according the requirements of Swiss law
- He/she shall arrange for the finances of the College to be audited annually
- He/she shall ensure that all ECVS records and activities are recorded and stored so as to be compliant with any aspect of Swiss law that relates to the College.

Specific requirements:

- Maintain Company and ECVS records in such a way that reference and back up data are available both to the Swiss Authorities as required in Swiss law, or to officers of the College should they need to access them. This includes establishing and maintaining an efficient filing system of hard and electronic data
- Provide the information required for the Treasurer and the Executive Secretary to complete their reports
- He/she shall be the custodian of the records of attendance at all meetings of the College, of members and guests in special registers for each.
- Arrange for all venue bookings, meeting room and hotel bookings, examination facilities to be booked and confirmed, check and sign all contracts with the same, and liaise with the local organisers regarding any changes in availability and organise alternative venues.
- Attend Fiscal Committee Meetings as a non-voting member.

3. VII. REGENTS

A. CONSTITUTION

The Board of Regents shall consist of the Chair of the Board of Regents, the President, the President Elect, the Executive Secretary, the Treasurer, the Operations Manager and six Regents. An attempt should be made to establish an appropriate distribution of Board members among the various European countries, large and small animal surgeons, as well as academicians and practitioners.

Section 1:

The term of office of the Chair of Regents, the President and the President Elect is each for one year. They are registered at the Register of Companies. They hold an honorary post and only get reimbursed for their reasonable expenses.

The Executive Secretary, Treasurer and Operations Manager are registered at the Register of Companies. The term of office of the Executive Secretary, and the Treasurer is each of three years. They can be re-elected for one additional term. The initial term of office of the Operations Manager will be three years but he/she may be re-appointed indefinitely according to Swiss employment law.

The six Regents are elected for terms of three years each. Generally two Regents are elected every year. A Regent may be re-elected for one further three-year term.

Section 2:

The Board of Regents shall be the executive body of The College and shall consider all the business and policies pertaining to the affairs of the College. It, or its designated Committees, shall receive all applications, conduct examinations and make recommendations for membership to the College. It shall consider and act upon charges against Diplomates for alleged offences against the Constitution of the College or charges of unprofessional conduct and shall have the authority to recommend the expulsion of a Diplomat for grievous offences. It shall appoint standing Committees, select the time and place of meetings and determine the fees for examinations, registration and other activities requiring fee income.

It shall direct the management of funds held by the College. A meeting of the Board of Regents shall be held at the time and place designated for the Annual Business Meeting of the College. There shall be at least two more scheduled meetings of the Board of Regents each year. Special meetings may be called at any time by the Chair of the Board of Regents and shall be called by him/her at the written request of not less than six members of the Board of Regents. Not less than 21 days' notice of the time and place of any special meeting shall be given by email, regular mail, telephone or telefax, addressed to each Regent at his/her address as it appears on the books of the College.

Six members of the Board with voting privileges shall constitute a quorum for the transaction of any business, which may come before the meeting.

Section 3:

Vacancies occurring on the Board shall be filled by election of a member at the next Annual Business Meeting. Any member elected to fill a vacancy shall hold the office until expiration of the term in which the vacancy occurred.

B. RESPONSIBILITIES

1. All Regents are expected to attend all meetings of the BOR. If an individual is unable to attend, the Chair of the BOR shall be notified as soon as possible.
2. New Regents will be informed of the dates of the September Board meeting at the time they are nominated as candidates. These will be confirmed to them following their successful election, and thus the September meeting will be their first Board Meeting.
3. Regents are appointed to certain committees mandated by the Constitution.
4. All newly elected Regents must sign a 'Confidentiality Declaration' before commencing their duties. See 4. I. 2 on page 31 for wording.

C. EXPENSES AND REIMBURSEMENT

1. Regents are entitled to reimbursement for travel to and from all official meetings of the BOR including travel to the Annual Meeting of the College.
2. Regents can travel by air (coach/economy class fares) or overland transport, whichever is less. Private automobile is acceptable, and reimbursement is at the current per kilometre rate decided by the BOR (which includes fuel costs and toll charges). For air travel, Regents are encouraged to obtain the lowest fare possible on convenient flights.
3. Regents are entitled to reimbursement for hotel, meals, and miscellaneous travel expenses for each day the BOR meets, including the meeting at the Annual Meeting. Accommodation for the night before and the night after a scheduled committee meeting will be reimbursed. Reimbursement is payable only by submission of travel (original copy of ticket), hotel, and meal receipts to the Operations Manager.
4. Regents shall receive complimentary registration for the annual Congress.

4. COMMITTEES

4.1. CREDENTIALS COMMITTEE (Including PROGRAMME RECERTIFICATION)

A. CONSTITUTION

This Committee shall evaluate all applications from candidates applying to sit the examination of the College and recommend qualified candidates to the Board of Regents. It shall also submit a list of applicants who do not qualify, with reasons for their rejection.

Additionally, this Committee shall evaluate residents and alternate trainees and residents in training and advise them on fulfilling the requirements in the training brochure. It shall also evaluate the credentials of those ACVS Diplomates wishing to become ECVS Diplomates and advise the Board of Regents of their findings.

In case of conflicts between the Training Brochure and the Book of Procedures, the latter is subservient to the former.

B. MEMBERSHIP

The CREDENTIALS COMMITTEE consists of seven members which are appointed by the Board of Regents. The term of office is three to four years with 0 to 2 members being replaced every year in September. A senior Credentials Committee member represents the committee as the Chair. A Vice Chair is appointed from the opposite species discipline to that of the Chair.

C. RESPONSIBILITIES

1. To evaluate the credentials from candidates applying to sit the ECVS certifying examination and to recommend qualified applicants to the Board of Regents. The Credentials Committee shall also submit a list of unsuccessful applicants with the reasons for their rejection to the Board of Regents. The requirements for credentials submission are listed under APPLICATION PROCEDURE in the ECVS Training Brochure.
2. To annually evaluate the submissions of residents and alternate trainees in training and to advise them on fulfilling the requirements of the ECVS Training Brochure.
3. To determine a residency applicant's qualification for future active membership status in the European College of Veterinary Surgeons as specified in the ECVS Constitution. Requirements for admission, guidelines for residency training programmes and the application procedures are

specified in the Training Brochure (TB), which is made available on the unrestricted part of the ECVS website.

Candidates must provide written proof of eligibility to be licensed from the regulatory body for the veterinary profession of the European country in which they wish to practice. This documentation must be submitted prior to starting a residency training programme.

4. To review guidelines for Standard Veterinary Surgery Residency Programme (SVSRPs) and Alternate Veterinary Surgery Training Programme (AVSTPs) and to recommend changes to these documents to the BOR, if indicated.
5. To review and to evaluate the suitability of new and existing SVSRPs and AVSTPs. A new programme must be fully approved by the Credentials Committee prior to accepting a new resident in it. The Credentials Committee will not accept any period of training of a resident performed prior to the date of the acceptance of his/her programme.
6. To enrol eligible residents in appropriate training programmes, to keep track of registered residents during their training and to evaluate their progress. To identify deficiencies in the training by sending written communication at least once a year to the resident with a copy to their named ECVS Diplomate Supervisor.
7. To evaluate the credentials of ACVS Diplomates applying for ECVS membership via reciprocity and to provide a recommendation with regards to acceptance to the Board of.
8. To evaluate all applications of existing SVSRPs for programme re-certification by the ECVS. The Credentials Committee recommends qualified programmes to the Board of Regents. For programmes that do not fulfil the requirements for re-certification, the reason for rejection is provided to the Board of Regents and reported to the Programme Director. This responsibility is delegated to a subcommittee of the Credentials Committee (Re-certification Committee), as described in the Training Brochure.

D. INTERNAL ORGANISATION OF THE COMMITTEE

1. The CC meets three times a year prior to the September, February and July BOR meetings to finalise their recommendations to the BOR.
2. The CC circulates an agenda for each meeting within 7 days before the meeting via the ECVS Office. A final agenda is circulated electronically within 24 hours prior to the start of the meeting.

3. The CC is sub-divided into small animal (SA) and large animal (LA) working groups to efficiently accommodate and distribute the workload. Communications and enquiries regarding SA candidates and programmes are directed to the Chair of the SA sub-committee; communications and enquiries regarding LA candidates and programmes are directed to the Chair of the LA sub-committee. The CC Chair is included in the distribution of all communications and enquiries. The SA and LA chairs (who will be the Chair and Vice Chair of the Credentials Committee) will decide whether the communication needs to be directed to all members of the Committee and/or the BOR before an answer is provided.
4. The CC Chair has the overall responsibility for the efficient running of the CC meetings and for the reporting to the BOR and within the CC.
5. The CC Chair and the CC Vice-Chair decide if an item has to be directed to all members of the CC and/or the BOR before an answer is provided. They respond to emails or other forms of correspondence in a timely manner, ideally within 24-48 hours after receipt. Additional time may be required under exceptional circumstances.
6. The CC Chair and the CC Vice-Chair provide a written report to the BOR at the February and September meetings and report back to the other CC members on the decisions taken by the BOR.

E. WORK SCHEDULE OF THE CREDENTIALS COMMITTEE

1. Applications for new SVSRP and AVSTP are evaluated at the annual February, July, and September meetings.
2. Applications for new residents to start in existing approved SVSRP and AVSTP are evaluated at the annual February, July, and September meetings.
3. Applications of ACVS Diplomates applying for ECVS Membership via reciprocity are evaluated at the annual February, July, and September meetings.
4. Credentials to sit the certifying examination are evaluated only at the annual September meeting.
5. Annual reports of SVSRP and AVSTP residents in training are only evaluated at the annual September meeting.
6. Revisions of annual reports requested by the CC are evaluated at the next upcoming CC meeting after the request for revision.

7. Publications for potential inclusion in a credentials submission that are submitted to the CC for review (see TB, Element 8) are evaluated at the annual February, July, and September meetings.

F. PROTOCOL – CREDENTIALS EVALUATION

1. The credentials to sit the February certifying examination have to be received by the ECVS Office by August 15th of the preceding year. This allows for the files to be uploaded to the CredEv website and made available to the members of the CC for review prior to the September meeting. This credentials submission must include:
 - a) All files specified under APPLICATION PROCEDURE in the current ECVS Training Brochure.
 - Evaluation form (covering form of the complete credentials file)
 - Application form for review of credentials form
 - Programme supervisor statement(s)
 - Curriculum vitae
 - Programme log summary form
 - Surgery Case Log(s)
 - Activity Log
 - Documentation of out rotation specialty training in Anaesthesia, Diagnostic Imaging, Pathology, and Internal Medicine if not previously submitted
 - Presentation Log
 - Accepted first authored paper
 - Accepted second authored paper / first authored case report
 - Three letters of reference, which should be confidential and mailed by the referee directly to the ECVS Office by the referees.
 - b) The archived correspondence between the applicant and/or the Resident Supervisor and the ECVS Office is reviewed by all members of the CC prior to the September meeting.
 - c) Residents must submit their credentials to sit the certifying examination for approval by the CC and BOR within 6 years from the start date of their training programme.
2. The CC meets prior to the September BOR meeting to determine if applicants have met the requirements for eligibility to sit the certifying examination. A minimum of 3 committee members, as well as the Chair and Vice-Chair, must review each credentials submission.

Each credentials submission is independently evaluated by all members of the CC prior to the September meeting in reference to the objectives stated above.

- a) A vote, if an applicant is qualified or not qualified to sit the certifying examination, is given by each CC member. If the candidate's credentials are approved by a majority of the of the CC, a recommendation to allow the candidate to sit the examination is forwarded to the BOR. If a credentials submission is rejected by a majority of the CC members, the applicant is indicated to the BOR as not being eligible to sit the examination. A written justification for rejection is provided to the BOR. The Chair of the CC prepares a report of the individual results of the credentials evaluation for the September BOR meeting.
 - b) A member of the CC is required to abstain from voting on the credentials submission, if the applicant has undertaken ECVS residency training under his / her supervision.
3. The criteria for acceptance of publications in the credentials submission are defined in Element 8 of the Training Brochure (TB):

- a) An applicant must submit a minimum of two publications with his/her credentials.

This first publication has to be a first-authored study published in an accepted, refereed scientific journal. The study has to be an original contribution to the veterinary literature, discussing a surgical topic or a topic allied to the field of surgery and should demonstrate sound scientific methodology. The publication must exceed the level of a single case report. A multiple case series (prospective or retrospective) that provides relevant new conclusions can count as such publication at the discretion of the CC. Alternatively, a publication can document the development of a new (surgical) technique or the results of original biomedical research. Conclusions must be based on data from more than one case. Review articles, single case reports, and textbook chapters do not qualify as this first-publication.

- b) The second publication can be a similar major publication as described above, in which the candidate must be named as either the first or the second author. Review articles, doctoral theses, and textbook chapters do not qualify for the second publication. Case reports in which the resident is first author qualify for the second publication. Case reports that are not first authored and short communications do not qualify for the second publication. However, under exceptional circumstances, a short communication of exceptional scientific merit may be accepted as the second publication at the discretion of the CC.

- c) The Committee must encourage residents in training to submit their manuscripts as early as possible in their programme, in order to be able to provide confirmation of acceptance of an intended publication with regards to ECVS publication guidelines (as detailed in Element 8 of the TB).
- d) Publications cannot be older than 5 years at the date of the credentials application
- e) Manuscripts must have been accepted in writing by the editor of an acceptable journal (see Element 8 in the TB) at the deadline for credentials submission (August 15th). A manuscript is considered accepted if further review by the reviewers is not required. Editorial changes affecting sentence structure are acceptable. Publications in journals that are not listed in the TB (Element 8) always have to be evaluated by the CC prior to acceptance.
- f) A copy of the accepted version of a manuscript (including the title page with author information and all images, tables and figures) together with the letter of acceptance from the editor OR a copy of the published paper can be submitted with an annual report. The minimum two required publications have to be submitted again with the credentials application.

4. MAINTENANCE OF RECORDS

- a) All credentials submissions and supporting correspondence must be retained by the ECVS Office for a minimum of:
 - One year for successful candidates who have their credentials application accepted.
 - Five years for candidates who have their credentials application rejected
- b) Written reports (agenda and minutes of any CC meeting) must be retained by the CC Chair for 5 years after tenure on the committee.
- c) The ECVS Office must retain all minutes of the CC and the BOR meetings indefinitely. The office must also record all actions taken based on CC reports and activities.

5. CORRESPONDENCE

- a) All pertinent correspondence between an applicant or resident and any member of the CC must be shared with all the other members of the CC and the ECVS Office. Communications are to be uploaded to the CredEv website by the CC Chair or Vice-Chair, or the ECVS Office.

G. ANNUAL EVALUATION OF TRAINING PROGRAMMES

1. RESPONSIBILITIES AND PROTOCOL

- a) The entire CC must review and recommend changes in the Training Guidelines to the BOR, if necessary or advisable. All changes must be reported to the BOR at the September and February meetings to allow for timely introduction by the BOR or for discussion at the ABM.
- b) The ECVS Office maintains an electronic and a hardcopy file with the annual reports, logs and verification documents for each resident. The electronic files must be uploaded to the ECVS Credev website by the ECVS Office for evaluation by the CC no later than 4 weeks prior to the CC meeting, if possible.
- c) The SA or LA working groups of the CC, respectively, evaluate the SA and LA residents' submissions and progress. The full CC discusses submissions with deficiencies or denials prior to reporting to the BOR by the CC Chair and/or the CC Vice-Chair at the September meeting.
- d) After each annual submission, the named Resident Supervisor is provided with a yearly status report (usually a copy of the correspondence sent to the candidate). This should occur by the 15th October, pending approval of the BOR.
- e) Submissions from candidates who have reached 6 years of training from the start date in either an SVSRP or an AVSTP are evaluated at either the September or February meeting and the CC's findings are immediately reported to the BOR.
- f) Special consideration must be applied to AVSTPs. The trainee must devote a minimum of 60% of their professional time to the discipline of surgery. Supervision by a named ECVS Diplomate Supervisor and a second Supervisor (Diplomate ECVS or a Full Professor of Surgery that is approved by the CC and the BOR) is required and must be documented so as to allow for periodic verification by the CC.

Supervision of AVSTP trainees consist of direct interaction between the named Supervisor and the candidate. This requires that both individuals to be physically present at the premises where diagnostic, therapeutic, and follow-up procedures on patients are performed. The interaction between supervisor and trainee must involve (but should not be limited to) guidance through clinical and surgical procedures, case-related discussions and knowledge exchange. The actual time spent on supervised surgical activity in this manner must be recorded clearly and must fulfil the agreed minimum requirements

according to the TB and individual AVSTP. The extent of supervision must be commensurate with the surgical skills, experience and knowledge of an individual trainee, as agreed with the CC prior to starting the programme. It must be assessed continuously through the programme by the named Supervisor and the CC.

H. REPORTING

1. The CC reports on the evaluation of annual reports and credentials applications in writing to the candidate and their named Supervisor or Co-supervisors following approval by the BOR. The CC Chair also reports to residents in training and their Supervisors at an informational session at the Annual Scientific Meeting in July.
2. The Chair and/or Vice-chair of the Credentials Committee present an oral report to the BOR at the September and February meetings for the purpose of:
 - a) Clarifying, substantiating, or defending the written report and rating of residents/trainees and advising on any problems that have been identified with specific candidates or programmes.
 - b) Submitting problems of procedure or interpretation encountered by the Credentials Committee that require action or clarification by the BOR.
3. Candidates who have submitted their credentials and are approved to sit the certifying examination by the BOR after the September meeting to sit the examination are notified in writing by the ECVS Office no later than October 31st:
 - a) The Chair of the Examination Committee is provided with a list of approved candidates with their current addresses no later than October 31st.
 - b) The Chair of the Examination Committee, in collaboration with the ECVS Office, notifies successful candidates with regard to the dates and procedure of the examination.
4. Candidates who have submitted their credentials but are not approved by the BOR to sit the examination are notified in writing by the ECVS Office no later than October 31st. This notification is written by the Chair or Vice-Chair of the CC and must include a summary of the reasons for rejection.

- a) Upon inquiry by an applicant, the Chair of the CC has the responsibility to interpret the position and action of the CC and the BOR and to encourage or discourage re-application.
 - b) Appeals must be made to the BOR within 30 days after a candidate has received the notification of a negative decision.
 - c) Extenuating circumstances may require further evaluation of a particular applicant after the September meeting of the BOR and before the date of the examination. Correspondence and/or conference calls involving the CC Chair, members of the BOR and the ECVS Office may be used to establish the status of such an applicant.
5. The CC Chair or a designated substitute must prepare a written report to be presented to the ECVS membership at the ABM. This report shall include the total number of credentials applicants, the number of candidates approved to sit the certifying examination, information regarding the number of annual reports and new programme applications reviewed, as well as a summary of CC activity and current thoughts. The Chair can advise Diplomates regarding the supervision of residents and the completion of a satisfactory application. The CC Chair may be asked to give a short oral presentation on pertinent or important information at the ABM.
- a) The CC Chair shall submit copies of a written annual report to the Operations Manager for the MINUTES of the Annual Meeting, for inclusion in the ECVS Spring and Autumn newsletter and to the ECVS Office for the Archives.

I. REIMBURSEMENT

1. OFFICE EXPENSES: Office expenses must be approved by the BOR (BOR September meeting) in advance.
2. TRAVEL EXPENSES: CC members who must travel away from home in order to carry out the duties of the committee are allowed a travel budget. CC members may travel by air or ground transportation and must purchase coach class fares. The use of a private automobile is acceptable, and the College will pay the current km rate decided by the BOR. Each Committee member may receive reimbursement for hotel and meals. Receipts for travel (original copy of ticket), hotel, and meals must be submitted to the ECVS Office before reimbursement is granted.
3. Members of the CC shall receive complimentary registration for the Annual Scientific Meeting. Accommodation for the night before and the night after a CC meeting will be reimbursed

II. NOMINATION OF NEW COMMITTEE MEMBER

1. It is the responsibility of the CC to propose new Committee members to the BOR for ratification.
2. All newly elected CC members must sign a 'Confidentiality Declaration' before commencing their duties.

Declaration of Duty of Confidentiality

I, the undersigned, understand, accept and agree in perpetuity to abide by, a duty to treat all information and material that I become aware of, by whatever means, in the course of my duties performed as a Board Regent and/or Committee Member of the ECVS, in strict and absolute confidence.

Signed

Print Name

Date

4. II. EXAMINATION COMMITTEE

A. CONSTITUTION

The Examination Committee (EC) shall prepare and administer qualifying examinations to candidates approved by the Board of Regents (BOR) annually. The EC will set 2 examinations: one for candidates electing to be examined in Small Animal (SA) Surgery and one for candidates electing to be examined in Large Animal (LA) Surgery. The EC shall work under the direction of and report its findings to the BOR.

B. MEMBERSHIP

1. The EC shall consist of 8 members appointed by the BOR. The committee will comprise four LA and four SA ECVS diplomates. The term of office will be 5 years and two members will be replaced each year. In the first year, members of the EC will be Observers and then serve three further years as an EC member. The incoming Observers will normally attend the second preparation meeting and the examination in their first year of tenure. The EC will select a SA and LA Chairperson each year (typically the member in their 4th year of tenure). In their 5th year of office, the outgoing Chairpersons become Advisers to the EC. The Advisers should attend all preparation meetings and the examination to help with question preparation, exam marking, setting the pass marks and provide assistance to the new Chairpersons. This ensures that the examination process is consistent and provides experience when grading papers, setting the pass marks and making decisions on borderline candidates.
2. Members of the EC should have received training in examination techniques. One EC member in each section (SA and LA) should be a native English speaker. New EC members are appointed by the BOR, in consultation with the EC. The EC will strive to nominate diplomates with experience in examining and have previously expressed interest in joining the EC. Also, to maintain a balance of orthopaedic and soft tissue surgeons and a balance of surgeons in private practice and academia.
3. The EC may request from the BOR that additional examiners are recruited if exceptional circumstances require this.
4. Each year, a SA and LA ACVS diplomate with experience on the ACVS examination committee is invited to assist the EC. ACVS members of the EC will assist in the preparation of the exams by providing questions and reviewing the exam questions and will attend the examination to assist in invigilating, marking the exam papers and setting the pass marks.

5. Two members of the BOR shall be appointed to serve as liaison officers to the EC (one LA and one SA). The appointed Regents should have served previously on the EC and will have responsibilities to facilitate communication between the BOR and EC and to ensure continuity of EC policies, standards and procedures over time and to provide clarification and assistance to the EC as required.

C. RESPONSIBILITIES

1. Preparation of Examination

- a) To set an examination annually that conforms with the College's requirements.
- b) The EC will set examinations that will test a basic working knowledge of all aspects of surgery in all species, as well as special competence in SA or LA Surgery.
- c) The examination is composed of three parts and is described in detail in the Training Brochure.

- i. **Part 1** is the case-based part of the examination

This part of the examination will assess in-depth the candidate's ability to progress through cases, interpret results and make decisions based on the information available prior to, during and after surgery. The candidate will be expected to answer questions covering all areas of SA or LA surgical practice.

In this part of the examination, candidates are examined on 4 cases. For each case, a series of questions are asked about images pertaining to the case. Candidates will have their own question/answer booklet. Associated images will relate to the questions on each page. The case-based examination is progressive. At times, the answer to an earlier question may be given on a subsequent page. It is therefore imperative that candidates do not turn the pages to advance through the exam until instructed to do so. The candidate also may not go back to alter answers after a page has been turned.

- ii. **Part 2** is the practical part of the examination

This part of the examination consists of multiple-choice questions about surgical biology and general surgery including gastrointestinal, cardiovascular, respiratory, musculoskeletal, urogenital, neurological (including special senses) and integumentary surgery. In each organ system, questions will be asked on basic sciences (anatomy, physiology, pathology), pharmacology & anaesthesia,

surgical techniques, diagnosis, surgical treatment and post-operative management. This part of the examination comprises 170 multiple choice questions. Each question will have one correct answer. Of these questions, 42 are of a general nature and 128 questions are more specific. Separate question sets are given to LA and SA candidates.

- iii. **Part 3** is the multiple-choice part of the examination

This part of the examination consists of multiple-choice questions about surgical biology and general surgery including gastrointestinal, cardiovascular, respiratory, musculoskeletal, urogenital, neurological (including special senses) and integumentary surgery. In each organ system, questions will be asked on basic sciences (anatomy, physiology, pathology), pharmacology & anaesthesia, surgical techniques, diagnosis, surgical treatment and post-operative management. This part of the examination comprises 170 multiple choice questions. Each question will have one correct answer. Of these questions, 42 are of a general nature and 128 questions are more specific. Separate question sets are given to LA and SA candidates.

2. Delivery of Examination

- a) The examination is delivered in Zurich in the first or second week of February.
- b) All members of EC, together with the ACVS observer, will meet 1 or 2 days before the start of the examination in Zurich to review and proof read the exam and to liaise with IT support and the ECVS office to ensure that the room facilities, audio-visual equipment, computers and question papers are ready.
- c) The EC are responsible for supervising the administration of the examination including and ensuring suitable invigilation during the examination.

3. Marking of Examination Papers and Setting of Pass Marks

- a) The Examination Committee shall grade the examination and submit the results and their recommendations to the BOR within 2 days of completion of the exam. The EC sets the pass mark, using an accepted validity scoring system.
- b) The College, through the BOR, makes the final selection of Diplomates. To attain Diplomate status, a candidate must pass all three sections of the examination and receive the endorsement of the BOR.

4. Reporting

- a) Results of the ECVS examination shall be sent to the respective candidates within two weeks of the examination. The results shall indicate whether the candidate has passed or failed each part of the exam (i.e. parts 1, 2 and 3). Results are sent out by the ECVS Office.
- b) Unsuccessful candidates will receive a report from the Chairperson of the EC regarding their relative strengths and weaknesses. Information regarding specific examination questions or answers, the pass mark or scores will not be available to candidates. It is the responsibility of the candidate to contact their supervisor or the EC if they want to discuss further assistance regarding the examination. The outgoing Advisers of the EC will provide such advice and may, at their discretion, invite an independent Diplomate ECVS to provide assistance for candidates who have failed three times and who have asked for a mentor/advisor to assist their preparation for their fourth attempt.
- c) Copies of correspondence with unsuccessful candidates will be kept at the ECVS office.

5. Exam Records

- a) Immediately after the examination, the EC Chairpersons shall give the ECVS Office each candidate's oral and practical examination papers. The office shall maintain possession of this material (see E.6: b below).
- b) EC members shall not store examination results on their computers beyond the period of appeal after an examination. All previous members of the EC should destroy results and examination data once their tenure has ceased.

6. Confidentiality

- a) All newly elected Committee members must sign a 'Confidentiality Declaration' before commencing their duties.
- b) Members of the EC will respect the confidentiality of the exam and not discuss or disclose the exam questions with anyone other than members of the EC or the BOR, either during or after their term of office.
- c) The results of the examination shall not be discussed with others who are not members of the EC or the BOR.

- d) EC members shall not store examination results on their computers beyond the period of appeal after an examination. All previous members of the EC should destroy results and examination data once their tenure has ceased.

D. STATUTE OF LIMITATIONS

1. Each candidate can have a total of 4 attempts to pass all three sections of the examination within 8 years of acceptance of their credentials and approval by the BOR.
2. Candidates must state their intent to sit the examination in any year by submitting a completed application form and appropriate fees to the ECVS Office by July 31st of the previous year.
3. Candidates requiring extra time or special allowances during the examination must notify the EC via the ECVS office at least 30 days prior to the date of the examination. The EC may request documentary evidence to support such requests.
4. A candidate must be re-examined in any section not completed successfully. An application shall be made to the ECVS Office by the advertised date and shall be accompanied by payment of the appropriate fee. Candidates who have been successful in one or more section of the examination do not need to be re-examined in these sections.
5. Should a candidate fail all sections of the examination, then the entire examination must be repeated in a subsequent examination period in compliance with the above-mentioned statute of limitations (D1)
6. Candidates must not give or receive assistance of any kind during the examination. Any cheating, any attempt to cheat or assisting others to cheat will result in disqualification from the examination. So as not to disrupt other candidates, the offending candidate will not be informed that they have been disqualified until after that part of the examination has finished. There will be no appeal.

E. PROTOCOL

The Chairpersons of the EC shall oversee and co-ordinate the activities of the EC. The members of the exam committee will work in 2 groups according to their areas of specialist interest to prepare the SA and LA examinations. The Chairperson of each group will be responsible for ensuring collaboration between the 2 groups. The Chairpersons should ensure that the EC members are kept

informed of the timetable for preparation and delivery of the examination and that they make provision to attend the entire examination process. The EC Chairpersons are responsible for ensuring that the Board Liaison Officers are kept informed of the progress of the examination preparation, the dates of meetings, any important decisions made and any relevant correspondence between the examiners or candidates.

1. Preparation of Examination

- a. The Chairpersons of the EC will invite a suitable diplomate of the ACVS to assist with the examination for a one-year period. The Chairpersons should liaise with the ECVS Office to ensure an official invitation is sent. The invitation to the ACVS diplomate should be made as soon as the date for the examination is fixed and, ideally, confirmation should be included in the EC report to the Board for the July BOR meeting. The ACVS examiner is not expected to attend the preparation meetings but should be present throughout the entire examination process in February. The ACVS examiner may be asked to contribute questions and to review the questions for Parts 1 and 2 of the ECVS examination.
- b. The Chairpersons of the EC will delegate members of the EC to prepare questions for Parts 1 and 2 of the examination and notify them by the end of March so that the EC members can prepare material and draft questions for discussion at the EC preparation meetings. The Chairpersons should ensure that the EC members are aware of subjects examined in recent years.
- c. The EC shall meet twice a year (usually in September and November) to prepare the examination. The Chairpersons are responsible for arranging the dates of the two meetings and for informing the ECVS Office and Board Liaison Officers. These meetings may be held in Zurich, or where possible/practical and in an effort to reduce costs, they may be hosted by one of the EC members.
- d. A liaison committee member from the BOR may, if required, attend one of these meetings.
- e. The EC may liaise by teleconference/email/skype with the ACVS examiners appointed for that year.
- f. The EC Chairpersons should liaise with the members of the EC to ensure that they are making progress with their question preparation leading up to the EC preparation meetings. The examiners should bring near-completed questions to the meetings for discussion and final editing. All question material stored or transmitted electronically should be password protected.

- g. New questions are prepared each year by the EC for Parts 1 and 2 of the examination in accordance with the examination blueprint. At the preparation meetings, EC members review all questions and check visual materials for clarity and fairness.
- h. The bank of multiple-choice questions for Part 3 of the examination in the Qant database should be reviewed each year. Those questions that fall outside the reading list, are considered unclear or irrelevant or were answered correctly or incorrectly by more than 80% of the candidates in previous examinations should be removed from the database. It should be aimed to replace 70-80% of the MCQ questions in the exam each year and questions should be selected in accordance with the exam blueprint.
- i. ECVS diplomates are requested to submit MCQ questions. The Chairpersons are responsible for ensuring that there are adequate number of questions for each code to formulate the exam and are responsible for determining how many new questions need to be written for each code and then allocating codes to ECVS diplomates for question submission, taking into consideration their areas of interest. Three or four diplomates should be asked to write a new question for each code as the return of good quality questions is low. A current list of members and their areas of interest can be provided by the ECVS Office. The list of allocated codes/diplomates should be sent to the Operations Manager in the form of an Excel database by the end of April. The deadline for submission of questions by ECVS diplomates is mid-September.
- j. All new questions submitted by the membership are added to the Qant system and the Chairpersons are responsible for allocating questions to the EC members for review and editing of their content and language correction. Questions may be either accepted, rewritten or rejected. The Chairpersons are responsible for the final acceptance or rejection of all questions in the Qant database after content and language correction by the EC members.
- k. The Chairperson are responsible for checking whether enough MCQs for the different codes of the blueprint are available after correction of newly submitted questions. If there is a deficit in questions for any code, EC members are required to write new questions.
- l. The Chairpersons compose Part 3 of the examination in the Qant system in accordance with the blueprint and aim to change at least 70-80% of the questions from the previous year and to ensure a good variety of questions.
- m. The EC should ensure, in collaboration with the BOR or the Executive Secretary, that the necessary space and equipment are available to administer the examination.

- n. The EC should ensure that all the necessary preparations are made for administering, scoring and reporting the results of the examination.
- o. The EC should ensure that a description of the examination procedure, a reading list, and an examination timetable for the upcoming examination are provided to the Executive Secretary for subsequent distribution to examination candidates.
- p. Examination material should be uploaded on the password protected Committee File Sharing Area of the ECVS website. Questions to be included in any section of the examination must not be reviewed with anyone outside the EC or BOR.

2. Delivery of Examination

- a. All member of the EC committee shall be present in Zurich to administer the examination in February. All members of EC, including the ACVS observer, will meet the day before the start of the examination in Zurich proof read the exam questions and to liaise with IT support and the ECVS office to ensure that the room facilities, audio-visual equipment, computers, question and marking papers are ready.
- b. The Chairpersons should ensure that the Observer and ACVS representative witness all parts of the examination. The current examiners should take time during the examination to train the Observer for their subsequent role on the Committee.
- c. The Chairpersons are responsible for preparing and delivering a talk and introducing the members of the EC to the candidates before the start of the examination. The Chairpersons should explain the format of each part of the examination. The candidates should be shown how folders for the case based are used and how they will be instructed to proceed through this part of the exam. Candidates should be reminded that if they turn back in the folder, or make persistent attempts to turn forward, they will be disqualified from the entire examination. Candidates should also be reminded of the confidentiality and non-disclosure rules of the examination and that the consequence of cheating is disqualification from the entire examination.
- d. All members of the EC are usually involved in invigilating Part 1 (case based) of the examination and 2 members of the EC are required to invigilate Part 2 (practical) of the examination. The Chairpersons and one other examiner should be present for the first 30 minutes of each section of Part 3 but thereafter only one SA and one LA member of the EC are required.

- e. The Chairpersons are responsible for listening to and trying to resolve any grievances raised by candidates and should keep a record of these.

3. Marking of Examination Papers and Setting of Pass Mark

- a. The Chairpersons are responsible for supervising the grading of the examination, the collation of marks and for the setting of the pass mark for each part of the exam.
- b. EC members are “blinded” to the candidates’ identities throughout the process of marking and setting the pass marks.
- c. All exam scripts are divided up into individual questions for marking, ensuring that the candidate number is on each question.
- d. Each question from Part 1 and Part 2 is marked twice by 2 members of the EC in accordance with the pre-agreed marking scheme. If there is discrepancy in the marks then the question is discussed between the 2 examiners and, if agreement is not reached, the Chairperson will review and have the final decision.
- e. The pass mark for Parts 1 and 2 are determined using a Borderline Method. The ACSV member or BOR liaison member will lead the setting of the pass mark by reviewing a graph of the results in each part and then give members of the EC selected marginal papers to evaluate to determine whether they agree that the candidate has or has not the theoretical and practical knowledge required of a “minimally qualified candidate”. Members of the EC are blinded to the overall distribution of marks. Total marks, responses to previously identified discriminating questions and a thorough appraisal of responses to each question are considered to determine whether a candidate is considered minimally qualified.
- f. The pass mark for Part 3 of the examination is set by the Chairpersons of the EC using the Modified Hofstee method.

4. Reporting and Correspondence

- a. The Chairpersons are responsible for ensuring that the results list is given to the Operations Manager.
- b. The Chairpersons will prepare a report for the BOR within 48 hours of the end of the examination. using the designated template (see Appendix A). This report should include relevant details of the examination, any changes introduced, any complications encountered and any complaints received. The results should first be presented graphically in a format that does not reveal the identity of the candidates thereby allowing

review and discussion of the results without any potential bias. The report should include the average, median and cut-off scores for each part of the examination. Only after verification of the examination and approval of the results and cut-off scores, should names of candidates be disclosed. This report shall be reviewed by the BOR and a decision rendered regarding certification of examinees.

- c. The Chairpersons will submit a full report of the examination (including individual scores) to the Chair of the Credentials Committee within 30 days of the end of the examination. This information is useful for them when assessing training programmes. The examination report presented to the Board may form the basis of this report.
- d. The Chairpersons should obtain an external examiner's audit report from the ACVS examiners in accordance with the template (see Appendix B).
- e. The Chairpersons should prepare a report for the Annual Business Meeting. This report should include details of candidates who passed; a concise breakdown of numbers of candidates passing and failing and inform diplomates on any changes to the examination. One or both Chairpersons of the EC should be prepared to present this report in person and to answer questions.
- f. The Chairpersons shall correspond with the general membership of the College, when appropriate, regarding the functions of the EC.
- g. The Chairpersons should keep records of any correspondence with candidates.

5. Results

- a. The Chairpersons shall oversee the preparation and mailing of the appropriate letter informing candidates of the results of their examination.
- b. Unsuccessful candidates will receive a report from the Chairpersons of the EC within 30 days of the end of the examination regarding relative strengths and weaknesses. Information regarding specific examination questions or answers, the pass mark or scores will not be available. All pages of Part 1 of the examination are classified as pertaining mainly to Diagnostics; Peri-operative Management; Surgery or Complications allowing feedback about performance in each of these areas to be given to failing candidates.
- c. Approaches for guidance and advice must be made to the EC or the Operations Manager within 30 days of candidates receiving their letter with the detailed breakdown of their examination performance. The Chairpersons should appoint advisors to candidates who failed the

examination and use their discretion to determine how much guidance is given on a case-by-case basis. The advisors shall receive the results of the 3 sections of the examination of each of the candidates assigned to them. Advisors shall not discuss specific examination items or individual scores, percentages or ranking.

6. Exam Records

- a. The EC will ensure that all working papers, question and answer sheets are given to the ECVS Office immediately after the examination for safe storage or destruction as appropriate.
- b. The ECVS Office shall be responsible for safe storage of the examination materials according to the following schedule:
 - Examination score sheets of unsuccessful candidates are stored for 9 years.
 - An unmarked copy of questions of both written and practical sections and the answer keys are stored for 9 years.
 - A summary of performance of all candidates is stored for 9 years.
- c. Copies of correspondence with unsuccessful candidates will be kept at the ECVS office.

7. Expenses and Reimbursement

- a. Office expenses must be approved by the BOR in advance.
- b. EC members who need to travel to carry out their EC duties are allowed a travel budget. EC members may be reimbursed for economy class travel by air, sea or ground transportation. Private car use will be reimbursed at a mileage rate as decided by the BOR.
- c. Each EC member may receive reimbursement for hotel and meal expenses. Accommodation for the night before, nights during and night after a scheduled EC meeting and the examination will be reimbursed.
- d. Receipts for travel (original copy of ticket), hotel and meals must be submitted to the ECVS Office before reimbursement is granted.
- e. Members of the EC will receive complimentary registration for the Annual Congress.

4. III. FISCAL COMMITTEE

A. CONSTITUTION

This Committee shall consist of the President, the Treasurer, the Chair of the Board, the Operations Manager and the Executive Secretary. It shall prepare an annual budget for the College, review the Treasurer's books for the annual audit and advise the Board of Regents on the financial affairs of the College with the help of the professional auditors and the College office.

B. MEMBERSHIP

The FISCAL COMMITTEE shall consist of four members of the Board. The President shall serve as Chair, and the Chair of the Board, the Treasurer and the Executive Secretary will be members. The Operations Manager is a non-voting member.

C. RESPONSIBILITIES

This Committee shall prepare an annual financial report for The College, prepare the Treasurer's books for the annual audit and advise the Board of Regents on the financial affairs of The College with the help of the professional auditors and the ECVS Office.

D. TIMETABLE

This Committee will meet immediately before the February Board Meeting

4. IV. PROGRAMME COMMITTEE

A. CONSTITUTION

This Committee will be responsible for the development of the SA and LA scientific programmes of the Annual Congress and submit a speakers' list for final approval by the Board of Regents.

B. MEMBERSHIP

The Programme Committee (PC) has two subdivisions: a Small Animal (SA) Committee and a Large Animal (LA) Committee.

The SA Committee should consist of SIX (6) members, two of which should have a specialist interest in soft tissue and two should have a specialist interest in orthopaedics/neurology. The LA Committee consists of FOUR (4) members with at least one member with a special interest in orthopaedics and one in soft tissue surgery. Each PC should contain at least one native English speaker.

A Diplomate of the country in which the meeting is to be held should be appointed as an additional member of EACH Programme Committee, but some flexibility is acceptable depending on the venue/location in question.

The minimum expected term of office for each PC member should be 3 years, with a maximum of 5 years, unless otherwise agreed by the Board of Regents.

The composition of each committee (SA and LA) is approved at the February board meeting (year X) and it is decided who will serve as the chair of the programme for the meeting in year X+1 and who will start preparing and become the chair of the programme in year X+2. The longest serving member is the chair for X+1, whereas the second longest serving member is the chair for X+2, unless otherwise approved by the Board of Regents. The position of Chair may be held for a maximum of TWO years unless otherwise approved by the Board of Regents.

The task of the chair is to coordinate the programme construction, abstract marking, abstract selection and abstract editing for Veterinary Surgery. If pre-congress courses are to be held, they should also be coordinated by the chair in close collaboration with a diplomate of the country in which the meeting is to be held. The LA and SA chairs shall report through skype/videoconference at the February and September board meeting on their progress in the design and elaboration of the programmes. The Chairs of the SA and LA committee shall meet the Board in person at the July board meeting.

The President Elect will oversee the SA and LA Committees and the programme for the Annual Scientific Conference.

The chairs of the PC should be kept informed of all communication between the office and the invited speakers (e.g. they should be in cc to the official invitations and follow up mail).

Protocol for the Annual Scientific Meeting, Timetable of Responsibilities, Payment of speakers, Responsibilities of Local Organizers, and Wetlabs:

See **5: Annual Scientific Meeting**

C. RESPONSIBILITIES

See above

D. EXPENSES AND REIMBURSEMENT

Members of the Committee shall receive complimentary registration for the Annual Congress including accommodation up to two nights.

4. V. DIPLOMATE RECERTIFICATION COMMITTEE

A. Recertification of ECVS Diplomates

In order to remain 'practising' and to comply with requirements of the European Board of Veterinary Specialisation (EBVS), ECVS Diplomates must undergo the recertification process every five years. A Diplomate is considered 'practising' for 5 years from the date of initial ECVS Board certification and thereafter for 5 year increments, depending on fulfilment and timely documentation of recertification criteria. Failure to comply with these criteria will render a Diplomate 'non-practising'. Non-practising Diplomates are no longer registered with the EBVS and are not allowed to use the title "European Specialist". Furthermore, they may not establish a new ECVS residency programme or be the named supervisor for a resident in a Standard VSRP or an Alternate VSTP. However, residents/trainees may log (in bold) a non-practising ECVS Diplomate as supervisor in their Surgery Case Logs.

Non-practising Diplomates cannot be nominated as members of the Examination Committee, the Credentials Committee or the Recertification Committee. The title ECVS Diplomate and all other active and passive rights of an ECVS Diplomate, such as the right to vote, eligibility to offices within the college other than the ones listed above and participation in the Annual Business Meeting remain unaffected by the recertification status. Non-practising Diplomates are still required to pay an Annual Membership Fee.

ECVS Diplomate recertification can either be obtained by sitting and passing the Practical Part of the Annual Certifying Examination for residents as the sole criterion or by documentation of activity in the field of Veterinary Surgery using a credit point system. Credit points towards recertification can be obtained by a combination of supervision of residents, preparation of exam questions, membership of selected ECVS committees, attendance to annual ECVS or ACVS meetings or other recognised national or international meetings, scientific publications, acting as a reviewer for *Veterinary Surgery*, documentation of case reports or surgical procedures using the residents' *Surgery case log* form. A minimum of 100 credit points has to be accumulated for successful recertification. To apply, the *ECVS Diplomate Recertification Form* has to be completed and submitted online together with a ZIP file containing the supporting evidence, as indicated on the form, on the ECVS website via "Your ECVS".

For quality assurance purposes, two reference letters are a necessary part of the recertification process in order to have third parties attest to a Diplomate's good standing within the profession, and his or her continued activity in the speciality.

A reference template can be downloaded from the website and, when completed, included in the recertification documents zip file to be uploaded via 'Your ECVS'.

If a Diplomate does not meet the required number of points, they can be given one year extra in which to achieve at least the number of missing points. If they succeed, they will then be re-evaluated four years from the end of the extra year. Thus, diplomates must make up the deficit in the subsequent 4 year period. For example, if a diplomate

has 80 points in the relevant 5 year period, in the following year they need 80 + 20 = 100 points, and in the subsequent 4 years they need 100 points to make up the shortfall.

If they do not succeed, or if any Diplomate does not submit re-certification documents, they will become non-practising Diplomates, removed from the EBVS specialist register, and may only use the title of Diplomate (non-practising).

Should there be a query whether a diplomate is practising for $\geq 60\%$ of their time, the recertification committee may ask for the diplomate's surgical log. This would not be part of the standard submission unless a diplomate was seeking points under "case logs".

A. CONSTITUTION

This Committee shall evaluate the submissions of all Diplomates applying for re-certification by the College and recommend qualified candidates to the Board of Regents. It shall also submit a list of Diplomates who did not satisfy the requirements for re-certification, with reasons for their rejection.

B. MEMBERSHIP

The RECERTIFICATION COMMITTEE shall consist of 2 members appointed by the Board of Regents. The Chair of the Committee shall not be a member of the BOR. The Committee shall evaluate all applications of Diplomates applying for re-certification by the College and recommend qualified candidates to the Board of Regents. It shall also submit a list of Diplomates who did not pass the requirements for re-certification, with reasons for rejection of each. The term of office for the Committee members shall be 3 years with the possibility of re-election for a further 3 years.

C. RESPONSIBILITIES

1. To determine an applicant's qualification for 'practising' status in the European College of Veterinary Surgeons as specified in the Constitution.
2. To determine the number of points accrued and submitted by the applicant as specified under the APPLICATION PROCEDURE.
3. To recommend qualified Members to the Board of Regents.
4. To submit a list of Diplomates to the Board of Regents who did not pass the requirements for re-certification, with reasons for rejection of each.
3. To recommend to the Board of Regents the reinstatement of suitably qualified *lapsed or non-recertified Diplomates*.

4. To submit a list of *lapsed or non-recertified Diplomates* to the Board of Regents who did not pass the requirements for re-certification, with reasons for rejection of each.
5. To submit to the Credentials Committee a list of lapsed Diplomates and non-Diplomate programme supervisors who have failed to recertify.

D. PROTOCOLS

1. To determine an applicant's qualification for 'practising' status in the European College of Veterinary Surgeons as specified in the Constitution.
2. To determine the number of points submitted by the applicant that are deemed relevant, as recommended by the Board of Regents.
3. To review the presentations at National and International Meetings to determine their suitability for inclusion in the application.
4. To check the attendance record at ECVS and ACVS Congresses to determine their suitability for inclusion in the application.
5. To review the papers and case reports to determine their suitability for inclusion in the application.
6. The required points must be collected during the consecutive 5-year period that is concurrent with the period of recertification.
7. Applicants may choose to take the practical component of the examination to maintain their 'practising' status in the European College of Veterinary Surgeons. Those passing the examination will be deemed to be 'practising' members from January 1st of the year they sat it. Those failing it will be required to retake it the following year.
8. Diplomates who have paid their membership fees but who fail the recertification process shall be asked to take the practical examination if they wish to maintain their 'practising' status. Those failing the examination will be expected to retake it or withdraw their application.

E. TIMETABLE OF RESPONSIBILITIES

1. The Committee will convene early in August in order to report its findings to the September BOR meeting.
2. The Operations Manager and Executive Secretary shall ensure that all relevant documentation is available on line for the Committee Meetings.

F. NOMINATION OF NEW COMMITTEE MEMBERS

1. It is the responsibility of the Recertification Committee to propose new Committee members to the BOR for ratification.

G. EXPENSES AND REIMBURSEMENT

1. OFFICE EXPENSES: Office expenses must be approved by the Board (BOR July meeting) in advance.
2. TRAVEL EXPENSES: Committee members who must travel away from home in order to carry out the duties of his/her Committee are allowed a travel budget. This budget is given to the Committee Chair who is responsible for informing his/her Committee members of its use. Committee members may travel by air or ground transportation and must purchase coach class fares. Private automobile is acceptable, and the College will pay the current km rate decided by the Board. Each Committee member may receive reimbursement for hotel and meals. Receipts for travel (original copy of ticket), hotel, and meals must be submitted to the ECVS Office before reimbursement is granted.
3. Members of the Committee shall receive complimentary registration for the Annual Congress. Accommodation for the night before, the night after a scheduled committee meeting will be reimbursed.

4. VI. RESIDENT RESEARCH GRANT COMMITTEE

D. CONSTITUTION

This Committee shall receive and evaluate all requests for College funds, allocated to the "Resident Research Grant" and shall make recommendations to the Board of Regents regarding distribution of funding.

E. MEMBERSHIP

The Resident Research Grant Committee shall consist of three members of the College. The term of office shall be 3 years, which may be extended, with one member being appointed by the Board of Regents every year. The senior member shall be the Committee Chair.

F. DUTIES

1. The Committee shall receive and evaluate all requests for College funds, allocated to the "Resident Research grant". The Committee will score each application out of 100 in the following categories:
 - a. Overall quality of proposal (40 pts)
 - b. Potential impact of study (20 pts)
 - c. Ability to carry out the investigation and likelihood of timely completion (20 pts)
 - d. Appropriateness of budget (10 pts)
 - e. The care and use of experimental animals using the principles of replacement, reduction and refinement (10 pts)

The scores will be used to rank the applications in two separate categories – small animal and large animal. The top scoring application in each category will be put forward to the Board of regents for approval of funding. If the Committee believes that no application is considered worthy of funding in one of these categories, the Committee can recommend to the Board to award two grants in the same category.

G. DEADLINES

Completed Resident Research Grant applications must be received in the ECVS Office by December 1st and forwarded to the Committee. The Resident Research Grant Committee is expected to finalize proposal evaluation by February 1st in time for the February Board meeting, where potential awardees are proposed; immediately thereafter, awards can be distributed.

H. GRANT REVIEW PROCEDURE

SEE "Resident Research Grant" description.

4. VII. APPEALS COMMITTEE

A. CONSTITUTION

This Committee will consider and evaluate appeals made by Resident candidates against a decision on their credentials application or against their result in an examination.

The Committee will evaluate such appeals and report in writing to the Board of Regents on their merit, with recommendations as to the action to be taken.

It is not the duty of the Appeals Committee to consider requests for the discretionary relaxing of procedures, rules, regulations or College policy in individual cases. Nor is it its duty to make recommendations as to such. Its function is to consider Appeals that contend that the procedures, rules or regulations relating to a Credentials evaluation or an examination have been applied or interpreted incorrectly or unfairly leading to a wrong or unjustifiable decision or result.

This Committee will also investigate any allegations of a breach of Examination Security as described in the Examination Guide.

B. MEMBERSHIP

The Appeals Committee shall consist of four Diplomates appointed by the Board of Regents. The term of office shall be at the discretion of the Board, with members replaced as needed to maintain a full Appeals Committee. Members of the Committee shall not be current members of the Board of Regents.

C. DUTIES

The Committee will appoint a Chair and consider and evaluate appeals made by Resident candidates (the appellant) against a decision on their credentials application or against their result in an examination.

The Committee will evaluate such appeals and report in writing to the Board of Regents on their merit, with recommendations as to the action to be taken.

It is not the duty of the Appeals Committee to consider requests for the discretionary relaxing of procedures, rules, regulations or College policy in individual cases. Nor is it its duty to make recommendations as to such. Its function is to consider Appeals that contend that the procedures, rules or regulations relating to a Credentials evaluation or an examination have been applied or interpreted incorrectly or unfairly leading to a wrong or unjustifiable decision or result.

D. CONFLICT OF INTEREST

If a Committee member believes there is a conflict of interest, he/she shall inform the Chair of the Board of Regents who will determine whether they withdraw from evaluating that appeal.

E. APPEALS AND REVIEW PROCEDURES

The College will only consider appeals against decisions made by the Credentials Committee or against examination results from Resident candidates. Candidates may appeal if they believe that a decision or a result has been wrongly or unfairly arrived at.

1. **TIME OF APPEAL:** Candidates who wish to appeal the results of credentials evaluation or examination results must do so in writing to the ECVS Office within 30 days of the date of the written notice of the decision or result in question from the Board of Regents.
2. **CONTENT OF APPEAL:** The appellant must make it clear what decision is being appealed against and the grounds claimed i.e. what procedure, rule or regulation has been incorrectly applied or interpreted so as to lead to a wrong or unjust outcome. Any evidence or documents supporting the Appeal must be provided at the same time.

NB Appeals that do not contend that rules regulations or procedures have been wrongly or unfairly applied (e.g. those that in fact amount to a plea for leniency in view of special or extenuating circumstances) will not be referred to the Appeals Committee, but may, at the discretion of the Chair of the Board of Regents, be submitted for review by the full Board of Regents.

3. The Executive Secretary will record the date of receipt of the Appeal and within 7 days of that date send an acknowledgement to the appellant. The Executive Secretary will file the original Appeal and ensure that a copy is forwarded to the Chair of the Board of Regents.
4. The Chair of the Board of Regents, at his/her discretion, or in consultation with other members of the Board of Regents, will determine for each Appeal received whether:
 - (i) The Appeal is made against a relevant rule, regulation or procedure to the effect that a wrong or unjust result has been arrived at, in which case the Appeal Procedure proper will be invoked; or
 - (ii) The Appeal is not made against a relevant rule, regulation or procedure, in which case the Appeal Procedure proper will not be invoked, but the Appeal amounts to a potentially reasonable request

for leniency or relaxation of a rule, regulation or procedure because of special or extenuating circumstances, in which case the matter will be referred to the full Board of Regents for review; or

- (iii) The Appeal is not made against a relevant rule, regulation or procedure, in which case the Appeal Procedure proper will not be invoked, nor does the Appeal amount to a potentially reasonable request for leniency or relaxation of a rule, regulation or procedure because of special or extenuating circumstances, in which case the matter will be closed.
5. No later than 30 days of the date of receipt of an Appeal the Executive Secretary will send written confirmation to the appellant indicating which of 4(i) – 4(iii) above applies. In the event that the matter has been referred to the Appeals Committee or to the Board of Regents for review, the Executive Secretary will give an indication to the appellant of when a decision on the Appeal or Review can be expected. Alternatively, when an Appeal is not accepted for consideration by the Appeals Committee or for Review, the Executive Secretary will send written confirmation of this to the appellant, stating the reasons.
6. No later than 30 days after the date of receipt of the Appeal, the Executive Secretary will collate all Information needed for the review of each Appeal and distribute it to members of the Appeal Committee or the Board of Regents (whichever is relevant according to paragraph 4 above). This information will include:
- (i) All documents submitted by the appellant in support of the Appeal (which must be in writing);
 - (ii) The reasons given to the appellant indicating which of 4(i) – 4(iii) above applies (see paragraph 5 above) (including copies of all relevant correspondence and documents);
 - (iii) Copies of the written procedures, rules and regulations that governed the credentials decision or examination result in question;
 - (iv) Copies of the appellant’s submitted credentials or examination results/scripts.
 - (v) Such further information that may subsequently be reasonably required by the Committee or the Board of Regents.
 - (vi) Additionally, in the event of an Appeal against an examination result that is referred to the Appeals Committee or to the Board of Regents for Review, a report from the Chair of the Examination Committee (requested by the Chair of the Board of Regents) explaining the method used to score the practical and oral examinations, and any other information pertinent to the conducting and grading of the examination.

7. The Appeals Committee will consider the Appeal and, no later than 30 days after receiving all necessary information in order to consider the Appeal, the Chairman of the Committee shall report in writing to the Executive Secretary on its findings, reasons and recommendations.
8. The appeal Committee's decision will be determined by simple majority vote, the Chair to have a casting vote in the event of no simple majority being reached.
9. The Executive Secretary, within 30 days of the date on which a decision is reached will send the written decision of the Appeals Committee to the appellant.

F. REPORTING AND CONFIDENTIALITY

1. All appeals and grievances shall remain confidential within the level of necessary disclosure. The recording of appeals and reviews in the Appeal Committee's minutes shall name the appellant and reflect the nature of the problem, summary of discussion points and recommended action.
2. Following an Appeal against or a Review of an examination result each Appeal Committee member shall erase each tape and destroy all written material pertaining to the examination in his or her possession. Each Appeal Committee member shall send a letter to the Chair of the Board of Regents stating that all materials have been so destroyed.

G. EXPENSES

1. Administration expenses for the production and distribution of material pertaining to the review will be borne by the budgets of the College.
2. The College will reimburse members of the Appeal Committee any reasonable expenses in respect of evaluating an Appeal.

H. GRIEVANCE PROCEDURES

1. Although the initial grievance may be verbal, a plaintiff must submit a written grievance to the Chair of the BOR. The plaintiff's correspondence must include:
 - a) the identity of the plaintiff
 - b) the identity of the accused individual or group
 - c) the specific grievance(s) with appropriate documentation
 - d) the action requested by the ECVS.

2. **TIMETABLES OF EVALUATION AND RESPONSE:** The Appeals Committee shall respond to written grievances against persons or bodies governed by the ECVS Constitution within a reasonable period of time and after appropriate consultation.
 3. **METHOD OF EVALUATION:** The Chair of the BOR shall make the initial determination if the matter should be reviewed by the full BOR.
 4. **RESPONSES AND BOR CONFIDENTIALITY:**
 - a) The Chair of the BOR shall respond to the plaintiff without consulting the BOR when the grievance does not relate to individuals or groups governed by the ECVS Constitution.
 - b) The numbers and types of such complaints shall be made known to the BOR at its next scheduled meeting; however, the identity of the plaintiff and the accused individual shall not be disclosed to the BOR.
- I. APPEALS INVOLVING DENIAL OF APPROVAL OF A RESIDENCY PROGRAMME, TEMPORARY OR PERMANENT SUSPENSION OF CERTIFICATION, OR DENIAL OF RECERTIFICATION.**
1. **TIMETABLE OF EVALUATION AND RESPONSE:** The Appeals Committee shall respond to such written appeals within a reasonable period of time and after appropriate consultation.
 2. **METHOD OF EVALUATION:** The Chair of the BOR shall make the initial determination if the matter should be reviewed by the full BOR or referred to the Appeal Committee.

5. ANNUAL SCIENTIFIC MEETING (ASM)

A. CONSTITUTION

The Scientific Meeting of the College will be held annually, the host city and the dates of the meeting being decided by the Board of Regents. Local organizers in cooperation with the Operations Manager suggest congress location and social functions.

The scientific programme will consist of a General session with invited speakers, an Open Communication session, a Resident Forum and a Poster session. The small animal programme will have a soft tissue and orthopaedic stream. Pre-Congress courses may also be organized.

The format of a meeting may be changed by the Board of Regents.

The Programme Committee will present a proposal for the scientific programme, with subjects for sessions, topics for lectures and names of speakers, for final decision by the Board of Regents. The committee should take into account previous programmes and the continuing education needs of the diplomates.

Abstracts for the open communication, Resident forum and poster sessions will be evaluated by the Programme Committee.

B. GUIDELINES

1. The Scientific Session will have 4 sections: General Session with invited speakers, Open Communications, Resident Forum and Poster Session. This format may change at the discretion of the Board of Regents
2. Abstract Selection for Open Communications, Residents Forum and Poster Session.
 - a) Abstracts for the Open Communication and Poster Sessions may be submitted by surgeons and scientists world-wide. Abstracts for the Residents' Forum may be submitted only by Residents and Alternate Trainees training under the guidelines of the ECVS.
 - b) The College shall only accept abstracts that comply with the Statement on Humane Care and Use of Animals.
 - c) Submitted abstracts must not have been submitted for presentation at any other meeting that takes place prior to the next ECVS meeting. Submitted abstracts must not have been published in any journal or meeting proceeding prior to the next ECVS meeting.
 - d) Abstracts must be submitted online via the ECVS website and the guidelines on abstract content and length as available on the website must be respected.
Long blinded abstracts for evaluation and short abstracts for publication are required for all categories - Open Communications,

- Resident Forum and Poster Session. The Programme Committee should not have access to the identity of the authors or institution when reviewing, scoring and accepting submitted papers.
- e) Residents may only submit one abstract for the Residents' Forum. However, they may submit other abstracts for the Open Communications and the Poster Session. Abstracts not accepted for the Residents' Forum may be considered for the Open Communications and the Poster Session.
 - f) Multiple submissions are allowed for the Open communication and Poster session. For Open communications authors should indicate their first choice for oral presentation.
 - g) All long abstracts shall be blindly reviewed by the Programme Committee on-line. The Programme Committee chairs will notify the Executive Secretary and the president-elect of the outcome of their review **no later than January 15th**.
 - h) If a delegate is unable to present his/her abstract (either as an oral presentation or as a poster) at the ASM, and an alternate presenter is unavailable, the abstract shall be removed from the programme and the proceedings where possible. Abstracts that are not presented at the ASM shall not be forwarded for publication in Veterinary Surgery.
 - i) Winners of the poster competition receive € 250 each. Winners of the resident forum receive € 350. Residents selected to present their papers at the ACVS Surgical Summit receive € 1500 (hotel and travel expenses). ACVS will waive the registration fee and a reciprocal arrangement for the registration fee exists for ACVS Residents presenting at ECVS.

3. Faculty

- a) In the SA programme, up to 10 invited ACVS or non-ECVS speakers from outside the organizing country and up to 2 invited ECVS speakers from outside Europe may be included in the main programme as paid speakers.
- b) In the LA programme up to 5 invited ACVS or non-ECVS speakers from outside the organizing country and up to 2 invited ECVS speakers from outside Europe may be included in the main programme as paid speakers.
- c) The programme committee must utilise invited speakers (ACVS or non-ECVS from outside the organizing country) fully, i.e. for multiple contributions to the programme (e.g. more than one lecture, master classes, panel discussions, and pre-Congress courses).
- d) The costs of any additional invited speakers must be covered by sponsorship secured for that specific purpose.

III. TIMETABLE OF RESPONSIBILITIES IN PLANNING OF THE ASM

1. ***Minus 2 years (July board meeting)***

The host city and dates for the meeting should be decided by the BOR at the July BOR meeting two years in advance of the proposed Annual Meeting.

2. ***Minus 22 months (September board meeting)***

The programme committee provides the BOR with a preliminary programme for the meeting nearly 2 years later. This includes the topics of the main sessions, the names of the main invited speakers and the pre-congress courses that will be organised and/or the companies that will be addressed for a pre-congress course. Any changes or suggestions made by the Board should be communicated by the president-elect to the PC **before the end of October**. In the absence of any changes from the Board, the proposed programme will be taken for granted. At this time **provisional invitations** should be sent by the Chairs of the Programme Committee to the speakers to check their availability and willingness to participate to the programme. All speakers should be informed that an lecture summary for the Proceedings is required by April 1st of the relevant year, and of the standard of presentation expected.

3. ***Minus 17 months (February board meeting)***

The programme committee provides the BOR with a draft programme for the meeting of the following year (+18 months). This includes the titles of the lectures in the different sessions, the names of the invited speakers (+ their response to the provisional invitation) and the list of pre-congress courses and resident training sessions that will be organised. For each of the individual sessions in the programme, a Session Director needs to be named. The role of the Session Director is to facilitate communication between the different speakers in the session in order to avoid any overlap between presentations. Any changes or suggestions made by the Board should be communicated by the president-elect to the PC **before the end of February**. In the absence of any changes from the Board, the proposed programme will be considered signed off. The Office sends the first official invitation to the speakers once the preliminary programme has been approved by the Board. This letter should give the dates, other speakers/titles in the session and a rough idea of the expected standard.

4. ***Minus 12 months (July board meeting)***

The Chairs of the Programme Committee will meet the Board at this meeting and propose a definitive version of the programme. This includes the definitive titles of all lectures and the names of the invited speakers, the timing of the lectures and the breaks, the titles and speakers for the resident lecture, meet the expert sessions, opening and closing lecture. For each pre-congress course a financial plan is presented using the "financial plan pre-congress" template available from the Office. If more speakers than the allowed quota are listed, their specific sponsorship should be detailed. Any

changes should be communicated by the president-elect to the PC **before the end of July**. In the absence of any changes from the Board, the proposed programme will be taken for granted.

The Operations Manager provides, in collaboration with the local diplomates, a provisional budget for the ASM and presents a list of sponsors to the Board.

In July, a general mailing should be made by the Operations Manager to all Diplomates, Residents and university clinical departments to request abstracts for the Short Communication, Resident Forum and Poster Sessions. **The firm deadline for submission of abstracts is November 15th**. Authors are requested to submit long blinded abstracts for evaluation and short abstracts for publication in Veterinary Surgery .

5. ***Minus 9 months (September board meeting)***

A definitive version of the programme is provided to the Board, if not already done at the July board meeting. This includes the definitive titles of all lectures and the names of the invited speakers, the timing of the lectures and the breaks, the titles and speakers for the resident lecture, meet the expert sessions, opening and closing lecture. A detailed outline of the content of pre-congress courses and resident training sessions is provided for publication on the ECVS website and a proposal is made for the fee to be charged, to be approved by the BOR. Any changes should be communicated by the president-elect to the programme committee **immediately after the Board meeting**.

In September, official invitations are sent by the Operations Manager to all invited speakers. The chairs of the PC are kept informed about all communication between the office and the invited speakers. Speakers should be reminded that lecture summary for the Proceedings Book is required by April 1st together with a digital head and shoulders photograph. All speakers are informed of the honorarium, if any, and costs that will be reimbursed. They are also reminded of the expected standard of their lecture.

In the first week of October, the first advertisement for the ASM is placed on the website by the office. Other appropriate sites should also be considered. The topics of the main programme are outlined and the names of the invited speakers are presented. Each pre-congress course is also advertised including a short description of their content and the list of instructors.

6. ***Minus 6 months (February board meeting)***

The Chairs of the PC should ensure evaluation of all abstracts has been completed on-line by 15th January. A definitive version of the full programme is presented to the board, including the titles of the abstracts selected for the Open communications and Poster session and the names of

the presenting authors. This requires breaking of the code after approval by the president-elect between January 15th (dead-line of selection) and the board meeting. The definitive programme should also include the names of the chairs of all sessions and the names of the discussants for the resident forum. The definitive programme is approved by the board.

The week after the February board meeting, the list of the abstracts that are accepted for oral presentation and for poster presentation is placed on the website, and a general mail is sent by the Operations Manager to spread this information.

7. **By March 1st**, a personal mail is sent to all authors presenting at the Open communications indicating the slot where they will present and the timing. Authors presenting at the Poster sessions receive a mail with the instructions for their poster.

8. ***0 months: Annual scientific meeting***

The chairs of the PC should **attend the ASM** and meet with the invited speakers (e.g. during the dinner on Wednesday evening). They should ascertain that the pre-congress courses have run well and determine if sponsors and delegates are happy. They should ensure that the chairs of the sessions are well informed on their tasks. They are encouraged to meet with sponsors and exhibitors to check for possible future participation in pre-congress courses.

The PC chair should, on the last day of the annual congress, go to the ECVS Office on site and collect the feedback forms filled out by the session chairs. They should look at this information, summarize it and report back to the board.

The PC Chair should forward to the Credentials Committee the names of the poster presenters who were selected to give an oral presentation.

A meeting with the other PC members who attend the ASM should be held to discuss the progress of the following year's programmes.

Within two weeks of the ASM, the chairs should write a mail to thank the invited speakers for their contribution to the meeting. They also provide feedback to the new president-elect on the course of the past ASM and give ideas for improvement in the future.

The finalized programme (main programme and pre-congress courses) is put on the website by March 1st. The responsibility rests with Executive Secretary and the Operations Manager in cooperation with the Chairs of the Programme Committee

D. PAYMENT OF SPEAKERS & EXPENSES

	Congress registration incl. social events	Free social events partner	Travel expenses	Hotel accomm.	Payment honorarium
Main programme					
Free communication speaker	No	No	No	No	0
Speaker at resident forum	No (resident fee)	No	No	No	0
Chair persons / Discussant	No	No	No	No	0
Invited speaker non ECVS	Yes	Yes	Yes	Night before and after presentation	100€/hr lecture
Invited speaker ECVS	Yes	Yes	No, except for ECVS residing outside the EU (up to 1000€)	No	100€/hr lecture
Invited speaker ACVS	Yes	Yes	Yes	Night before and after presentation	100€/hr lecture
Pre-congress programme	Congress registration incl. social events	Free social events partner	Travel expenses	Hotel accommodation	Payment honorarium
Invited speaker non ECVS	Yes	Yes	Yes	Night before and after pre-congress	100€/hr lecture 50€/hr lab instructor
Invited speaker ECVS	Yes	Yes	Up to 100€ for locals, 600€ for EU and 1500€ for non EU	Only required extension of accommodation	100€/hr lecture 50€/hr lab instructor
Invited speaker ACVS	Yes	Yes	Yes	Night before and after pre-congress	100€/hr lecture 50€/hr lab instructor
Board and commission members attending the	Congress registration , including	Free social events partner	Travel expenses	Hotel accommodation	Payment honorarium

annual scientific meeting	social events				
Board, CC- and Programme-Committee combined with a meeting only	yes	no	yes Up to 100€ for locals, 600€ for EU and 1500€ for non EU	up to Friday - additional nights for meeting and working commitments	no

E. RESPONSIBILITIES OF LOCAL ORGANISERS

The role of the local organisers consists of:

1. Coming forward with a proposal that contains a choice of 2 venues (hotel and/or congress centre with large enough rooms) and a price for each of those.
2. Making a proposal for 2 social functions with price: the welcome reception on Thursday and the Farewell party with (standing) dinner on Saturday. A third social function on Friday may only be proposed if sponsored.
3. Taking part in the preparation of the scientific programme via a SA and a LA representative on the Programme Committee. The local organisers propose speakers for the opening State of the Art and closing Joerg Auer lectures.
4. Addressing local sponsors.
5. Developing a list of local helpers (students, interns, residents 2-4 each SA/LA).

F. PRE-CONGRESS COURSES

The Board of Regents of the ECVS has specific requirements of Programme Committees involved in its Annual Scientific Meeting. A particular area of difficulty has been pre-Congress wet- or dry labs, where two main issues arise. These are:

- a) ethical and legal, relating to the content and design of the wetlab, and
- b) organisational, relating to the delivery of the wetlab in terms of procuring the necessary equipment and funding (including sponsorship).

a) Ethical and Legal

The ECVS is the international leader in education and the setting of standards in the discipline of veterinary surgery. No other organisation dedicated to surgery embraces such a range of cultures and scientific traditions, or operates successfully across so many national boundaries. The College wishes to continue to foster this spirit of collaboration and inclusiveness, which means that all its members should feel able to participate in and support College-branded activities

without breaking any national laws or offending the ethical codes of the veterinary authorities in their home countries.

The ECVS does not wish to make any judgements on the laws of independent nation states or to pronounce on well-thought ethical frameworks affecting groups of Diplomates and individual colleagues in the countries where they practise. However, it is important that Programme Committees remember that veterinarians are the important animal welfare custodians of our world, and that there are particular sensitivities around the use of live animals for procedural training in pre-Congress courses. Therefore, whenever Programme Committees are considering the use of live animals, they must contact the Board of Regents immediately to seek advice over whether it will be possible to run the proposed wet-lab alongside and under the banner of the Annual Scientific Meeting. ECVS may not be prepared to run a wetlab even if the laws of the country in which the Meeting is scheduled to take place would permit the proposed training procedures to be undertaken.

Two types of pre-Congress courses may be held.

3. Labs organised by commercial companies at a fee to the ECVS. ECVS will provide the opportunity and a room at a price to be determined; the companies should run the entire organisation of the lab but ECVS will maintain the final say on scientific content. Where novel materials are concerned, ECVS will expect a minimum of one peer reviewed publication before agreeing to the lab. Companies will have complete autonomy financially and invite speakers themselves. The programme committee is able to use these speakers in the main programme. The lab must be organised with the Meeting Committee so that they are aware of all arrangements.

The Company organising and running the lab must sign a contract that clarifies all responsibilities and payments. The ECVS Office will not proceed with advertising, venue deposits etc until they have received the deposit as stated in the contract.

It is the responsibility of the ECVS committee member organising the lab and liaising with The Company to ensure that the Contract (appendix D) has been issued, signed and the deposit paid before instructing the ECVS Office to proceed, or making any bookings themselves.

The organiser and ECVS Office must keep a record of all expenses (including ECVS Office staff time) relating to the lab organisation in the event of either cancellation or for verified final accounts for the Lab.

The Deposit is calculated according to the table below:

Basic sum for organization of a pre congress lab (part or whole day)	3000 €
Additional sum for work with cadavers (wet –lab)	1000 €
Additional sum for each whole or part day over one day	1000 €

2. Labs organised by ECVS diplomates and the College, for which the financial organisation is the responsibility of the College and the profits return to the College.

The Programme Committee may wish to propose other models, but if a different arrangement is being put forward, this must be discussed with the ECVS Office at the earliest opportunity and must be presented to the board according to the time schedule detailed above.

6. MISCELLANEOUS

6. I. VALIDITY OF WEB BASED FORMS

Web based forms are considered to be the valid and current forms to be used for communication within the College.

6. II. NEWS RELEASES

A. PROTOCOL

Accurate and timely news releases from the ECVS to the veterinary and non-veterinary communities reporting College events, awards, new members, and important decisions have great promotional value to the College and its individual members.

1. WHEN AND WHAT TO REPORT?

- a. Immediately following the Annual General Meeting
 - Attendance.
 - Programme highlights.
 - Election of new officers, outgoing officers, list of officers and Regents for coming year.
 - Honorary lecture and sponsor(if applicable).
 - Winners of Resident awards.
 - Distinguished Service Award (if applicable).
 - Newsworthy decisions by BOR.
 - Date and location of next annual meeting.
 - Photographs of officers and award recipients.
 - Names of new Diplomates.
 - Date and location of next examination.

2. WHERE TO REPORT

- a. Newsletter
- b. Veterinary Surgery
- c. Other journals as appropriate
- d. Newspapers as indicated

3. WHO REPORTS?

- a. The Executive Secretary will solicit newsworthy items from the Programme Committee Chairman, Chair of BOR, President, and President-Elect
- b. The Executive Secretary will write and disseminate releases.

6. III. DEATH OF DIPLOMATES

A. PROTOCOL

The Exec. Sec. should email an obituary to all diplomates if one is provided. A list of Diplomates who have died since the last Annual Meeting of the College shall be announced by the President of the College, followed by a minute's silence.

6. IV. EUROPEAN ASSOCIATE EDITOR OF VETERINARY SURGERY

A. OFFICER

1. The European Associate Editor is appointed by the Board of Regents for a term of three years.
2. Remuneration of the post of European Associate Editor is determined by the BOR in conjunction with the BOR of the ACVS.
3. The BOR is responsible for providing an appropriate employment contract.
4. The function of the European Associate Editor shall be to advise the Journal Editor.

He/she shall read the manuscripts selected by the Journal Editor, identify reviewers, and interpret the reviewers' comments. The European Associate Editor is not involved in the management of the Journal or in political issues.

6. V. ACVS DIPLOMATES WISHING TO OBTAIN ECVS DIPLOMATE STATUS

Members of the ACVS can apply to the Board of Regents for temporary membership of ECVS. The list of requirements and procedures is detailed below. Once accepted for membership with the ECVS, ACVS Diplomates are subject to the same rules and regulations that apply to all ECVS Diplomates, including the requirement for recertification every 5 years.

The application of a Dip. ACVS wishing to obtain Dip. ECVS status should contain the following:

If the Dip. ACVS has been a Diplomate for less than 5 years:

- A letter of intent.
- An updated CV.
- Two letters of reference by ACVS or ECVS Diplomates that attest to a satisfactory moral and ethical standing in the profession.
- Copy of a graduation certificate from a European Veterinary School, unless relieved of this obligation by the Board of Regents.
- Two peer reviewed publications: a first authored research paper and a first authored case report / second authored research paper, as set out in the Training Brochure for ECVS Residents. The papers may date from after the start of his / her ACVS Residency programme.

If the Dip. ACVS has been a Diplomate for more than 5 years:

- A letter of intent.
- An updated CV.
- Two letters of reference that attest to a satisfactory moral and ethical standing in the profession.
- Copy of a graduation certificate from a European Veterinary School, unless relieved of this obligation by the Board of Regents.
- Two peer reviewed publications: a first authored research paper and a first authored case report / second authored research paper, as set out in the Training Brochure for ECVS Residents. The papers may date from after the start of his / her ACVS Residency programme.
- ACVS diplomates who have been boarded for five or more years must also fulfil the recertification requirements for ECVS Diplomates.
- A recertification application form and the required documents as per the recertification guidelines can be found on the ECVS website.

A signed hard copy of the documents in addition to a CD or flash drive containing the electronic version (PDF) of all the documents must be mailed to the ECVS Office. Applications from ACVS Diplomates wishing to obtain ECVS Diplomate status are reviewed three times a year; i.e. during the February, July (at the Annual Scientific Meeting) and September meetings.

ECVS Book of Procedures

ECVS Diplomate status will be granted to a Dip. ACVS if the following criteria are met:

- A satisfactory moral and ethical standing in the profession.
- A graduate of a veterinary college of a European country, unless relieved of this obligation by the Board of Regents.
- Devotion of a minimum of four years after graduation from veterinary school to special training and experience in veterinary surgery i.e. have completed the equivalent of a one year rotating internship followed by a three year full time residency training programme which should meet the requirements of the European College as described in the current training brochure including a minimum of two peer reviewed publications as set out in the training brochure.
- Have successfully passed the qualifying examination of the American College of Veterinary Surgeons and be certified by the Board of Regents of the American College of Veterinary Surgeons.
- If five years or more from attaining ACVS Diplomate status: fulfil the requirements for ECVS diplomate recertification.
- Pay an application fee of: € 100.

It is important to note the following:

- To establish a new ECVS residency programme, an ACVS Diplomate must be registered with the ECVS prior to becoming a Programme Director and/or a Resident Supervisor.
- ACVS Diplomates who do not fulfil the recertification criteria, may be granted 'non-practising' ECVS Diplomate status. A non-practising ECVS Diplomate may not establish a new ECVS residency programme or be the named supervisor for a resident in a Standard VSRP or an Alternate VSTP. However, residents/trainees may log (in bold) the ACVS Diplomate with non-practising ECVS Diplomate status as supervisor in their Surgery Case Logs.

ACVS Diplomates wishing to obtain ECVS Diplomate status should in the first instance be asked to view the relevant page on the ECVS website.

6. VI. RETIRED DIPLOMATES

Diplomates who have attained 65 years of age shall be termed Retired Diplomates and shall no longer be required to pay a Membership fee. Retired diplomates may, nevertheless, obtain *Veterinary Surgery* by payment of an appropriate fee.

The College is not required to pay EBVS an annual fee for retired diplomates.

A Retired Diplomat is not allowed to use the title European Specialist nor Diplomat but may use the title Diplomat (Retired).

If diplomates eligible to attain retired status wish to remain active as practising diplomates and remain on the EBVS Specialist list they need to continue paying their annual dues and satisfy the recertification criteria.

7. AWARDS

7. I. AWARD FOR OUTSTANDING CAREER ACHIEVEMENT

A. CONSTITUTION

The ECVS Award for Outstanding Career Achievement is the most prestigious of the ECVS' family of honours. It was established by the Board of Regents to recognise ECVS Diplomates who have distinguished themselves in the pursuit of surgery by making significant contributions to the development of surgical techniques and methodology, and disseminating knowledge to colleagues, residents and students. This award will consist of a plaque and will be bestowed at the Annual Business Meeting.

B. PROTOCOL

1. Conferring the Award for Outstanding Career achievement is intended to recognise and to honour the recipient for his/her outstanding contributions to the science related directly or peripherally to veterinary surgery or veterinary medicine. Outstanding contributions to the veterinary profession may also be honoured.
2. The Award for Outstanding Career Achievement shall be conferred on Diplomates only.
3. Not more than one Award for Outstanding Career Achievement may be elected at a given Annual Business Meeting and the award will not necessarily be given annually.
4. Nominations should be made by submitting a completed ECVS Award for Outstanding Career Achievement Nomination Form, together with supporting letters from two Diplomates. Six (6) copies of these three documents will be required. These will be screened by an ad hoc Awards Committee which will make a recommendation to the Board of Regents. If two-thirds of the members of the ECVS Board of Regents support the proposals, the recommendation will be submitted to the membership for approval by electronic ballot. The award will be made if two-thirds of those voting are in favour.

C. REPORTING

A list of recipients of the Award for Outstanding Career Achievement is published on the ECVS website.

7. II. MERIT AWARD

A. CONSTITUTION

The ECVS Merit Award allows the ECVS to acknowledge contributions to the progress of veterinary surgery made by an individual from outside the College. This award is given to an individual who has a career dominated by major and ongoing contributions to the general field of veterinary surgery. Only non-ECVS Diplomates are eligible, and only one award can be given each year.

B. PROTOCOL

1. GUIDELINES FOR NOMINATION

- a) Conferring a Merit Award recognises and honours recipients for outstanding contributions related directly or peripherally to the general field of veterinary surgery.
- b) A candidate for a Merit Award is nominated by at least two Diplomates of the ECVS. The nomination should include the Candidate's curriculum vitae and any additional information requested by the BOR. The nomination is submitted to the BOR at the September Meeting. The BOR elects a recipient among the nominations by a two-thirds majority.
- c) Selection of an individual(s) for the Merit Award(s) does not have to be an annual affair. Awards shall be limited to no more than three annually.

2. THE RECIPIENTS WILL RECEIVE:

- a) Complimentary registration at that Annual Meeting.
- b) Two complimentary social function tickets.
- c) An introduction (not longer than five minutes) recognising their contribution to veterinary surgery and the awarding of an appropriate plaque after the Joerg Auer lecture at the Annual Meeting.

C. REPORTING

A list of Merit Award recipients is published on the ECVS website.

7. III. DISTINGUISHED SERVICE AWARD

A. CONSTITUTION

Distinguished Service Award candidates shall be nominated by the membership and elected by the BOR. The nominees must have demonstrated unusual service to the ECVS.

B. PROTOCOL

1. GUIDELINES FOR NOMINATION

- a) Conferring a Distinguished Service Award recognises and honours recipients for outstanding contributions related directly or peripherally to the functions of the ECVS.
- b) A candidate for a Distinguished Service Award is nominated by at least two Diplomates of the ECVS. The nomination should include the Candidate's curriculum vitae and any additional information requested by the BOR. The nomination is submitted to the BOR at the September Meeting. The BOR elects a recipient among the nominations by a two-thirds majority.
- c) Selection of an individual for the Distinguished Service Award does not have to be an annual affair. Awards shall be limited to no more than three annually.

2. THE RECIPIENTS WILL RECEIVE:

- a) Complimentary registration at that and subsequent Annual Meetings.
- b) Two complimentary social function tickets.
- c) An introduction (not longer than five minutes) recognising their contribution to ECVS and the awarding of an appropriate plaque after the Joerg Auer lecture at the Annual Meeting.

C. REPORTING

A list of Distinguished Service Award receivers is published on the ECVS website.

7. IV. RESIDENT AWARD

A. CONSTITUTION

1. OBJECTIVE: The recognition of outstanding presentations by Residents and Alternate Trainees by the ECVS should encourage the continued development of clinically important research. Only Europeans i.e. Residents and Trainees who are training under the guidelines of the ECVS and enrolled postgraduate students are eligible.

2. CATEGORIES:

a) Awards for the outstanding presentation by surgical residents and trainees will be made each year. Three presentations (one large and two small animal [one Ortho and one Soft Tissue]) will be selected from those given in the Residents Forum in the large- and small animal sections at the Annual Meeting of the College.

Two of the award winners (one SA and one LA) shall be entitled to present their papers at the October Surgical Summit of the ACVS. They will receive free conference registration from ACVS and €1500 from ECVS for hotel and travel expenses.

The small animal award will alternate between orthopaedic and soft tissue presentations commencing with the orthopaedic presentations in 2016.

b) In addition, three presentations (one large and two small animal [one Ortho and one Soft Tissue]) may be selected for “highly commended” or runner up.

c) Residents may present only one abstract at the Residents Forum.

d) There shall be no differentiation between “Clinical Presentations” and “Research Presentations” unless the number and/or the quality of the presented papers would point toward this.

3. GENERAL GUIDELINES:

a) The presentation must represent the original work of the Resident. The Resident shall be the author.

b) Studies may be prospective or retrospective clinical studies or appropriate laboratory research.

c) Literature review papers that do not include original work are not eligible.

- d) Members of the judging committee shall not have been a co-worker or involved in the development of the presentation.
- e) A Resident who has won the first prize previously, will not be eligible to enter the competition.

B. PROTOCOL

1. **RESIDENT EVALUATION PANEL:** Three Panels are formed each year (one large animal and two small animal) by the discussants that are selected by the Programme Committee. They will be selected on the grounds of their expertise in the subject of the presentation. The Chairman of each panel will be a BOR member or a previous Board member and is assisted and supervised by the President Elect.
2. **CRITERIA FOR SELECTION:** The presentation shall be a well-organised original study. Preference shall be given to either prospective or retrospective clinical studies or to a laboratory study that makes significant contributions to the practice and art of veterinary surgery. Individual points should include:
 - a) **Hypothesis:** Is it clear, concise, and clinically relevant?
 - b) **Experimental design and method:** Does the experiment appropriately evaluate the hypothesis?
 - c) **Results:** Are the results well organised and effectively presented?
 - d) **Interpretation and clinical implications:** Are the interpretations and conclusions appropriate to the study? What is the impact of the study on the discipline of clinical surgery?
3. **ANNUAL MEETING PRESENTATION:** Eligible papers should be verified when abstracts are submitted to the Programme Committee. The abstract shall be reviewed for acceptance before the meeting and the Resident Evaluation panel appointed by the Programme Committee shall evaluate the oral presentations.
4. **DETAILS OF AWARD:**
 - a) The winner of each specialty group shall receive a cash award of €350 and a certificate. Additionally, one presentation in each category will be "highly commended" and awarded a certificate.

- b) Award presentations after the Joerg Auer lecture at the Annual meeting will be made by the President and the Chairs of the Resident Evaluation Panels.

C. REPORTING

1. The Chairs of the Panels will provide a written list of award recipients (including: full name(s), titles, addresses and title of the presentation) to the Executive Secretary.
2. The Executive Secretary shall include details of the awards winners in the newsletter.

7. V. RESIDENT RESEARCH GRANT

A. OBJECTIVES

In keeping with the objectives of the European College of Veterinary Surgeons, whereby ECVS encourages Diplomates and prospective members to pursue original investigations and to contribute to the veterinary literature, ECVS has established a research grant programme. Surgically related clinical and basic research proposals will be considered for funding.

B. ELIGIBILITY

Resident Research Grants shall be available to trainees registered with ECVS and enrolled in an ECVS-approved European Surgery Residency Programme or Alternate Training Programme. It is expected that eligible trainees will substantially participate in developing and writing the proposal. Trainees are encouraged to apply during the first half of their programmed training time, as the projects should be completed at the end of the training period. It is expected that results of such funded studies will be published within one year after completion of the study. If applicable, manuscripts of ECVS-funded studies shall be submitted to Veterinary Surgery.

C. FUNDS

At the discretion of the Board of Regents and the Resident Research Grant Committee, the amount to be granted will be determined annually. Grants will be up to Euro 7500 (seven thousand five hundred); more than one start-up grant per year may be awarded to winning proposals of different investigators in different fields of specialization. Usually one grant for a small animal candidate and one for a large animal candidate will be awarded. Depending on funds available, grants might only be sufficient to complete single smaller research projects or might be viewed and used as seed money for starting-up larger research programmes. In the latter, proof of full funding for a project only partially fundable with ECVS support shall be received within 6 months. Payment of the ECVS research grant will only be executed when full funding of a study is assured. Credit to the ECVS Resident Research Grant shall be given in resulting publications, regardless whether full or partial funding has been obtained.

D. APPLICATION

1. APPLICATION FORMS may be obtained by the ECVS Office or downloaded from the ECVS web site (www.ecvs.org). – see Appendix B
2. APPLICATION DEADLINE
To be considered for funding at the September BOR meeting, completed grant applications must be received at the ECVS Office by December 1st. The Resident Research Grant Committee will finalize proposal evaluation,

proposing potential awardees to the Board of Regents for the February Board Meeting; shortly thereafter, grants can be distributed.

3. FUNDING CONSIDERATIONS

Funds may be used only for direct expenses of the project. Travel, consultative fees, publication fees, personnel costs, and institutional overhead will not be funded by the grant. If the proposed length of the study is greater than one year, partial payments may be granted at the discretion of the Board of Regents and the Resident Research Grant Committee. A time limit of two years is suggested for completion of the research, although the Board of Regents may grant exceptions.

4. COMPLIANCE WITH HUMANE CARE AND USE OF ANIMALS

Each proposal must include written and supervisor-signed proof of compliance with the "Humane Care and Use of Animals" as outlined in the ECVS Training Guidelines.

5. GUIDELINES FOR SUBMISSION OF PROPOSALS

- a) Proposals (6 copies) are sent to the ECVS Office by December 1st, and the receipt of each proposal is acknowledged.
- b) Proposals are forwarded to the Resident Research Grant Committee by the ECVS Office. The Resident Research Grant Committee consists of three Diplomates elected by the Board of Regents.
- c) The Committee will score each application out of 100 in the following categories:
 - Overall quality of proposal (40 pts)
 - Potential impact of study (20 pts)
 - Ability to carry out the investigation and likelihood of timely completion (20 pts)
 - Appropriateness of budget (10 pt)
 - The care and use of experimental animals using the principles of replacement, reduction and refinement (10 pt)

The name of the applicant and of the institution should not appear in the body of the proposal (Form G). Once the proposals are scored using the criteria on this form, the members of the Research Award Committee are provided with information (Forms A – F) regarding the Investigator(s) and facilities. The score for the final category is then based on the ability to carry out the investigation and likelihood of timely completion. Each Resident Research Grant Committee member will grade each proposal. Scores are averaged and a list of those proposals with scores of 70 or greater is submitted to the ECVS Board of Regents in rank order. During its February meeting, the Board of Regents, based on the Resident Research Grant Committee's recommendations, will decide which proposal(s) will be

funded, based upon monies available. The ECVS Board of Regents notifies the Resident Research Grant Committee and the recipients for final ratification. All applicants will be notified of the Board of Regents' action by the end of February.

d) If funded, a Memorandum of Agreement must be completed by the applicant's institution or a non-institutional individual Diplomate and returned to the ECVS Office. The ECVS Executive Secretary will then sign the Memorandum of Agreement, and payment will be initiated as determined by the Board of Regents.

e) An educational critique will be sent to all unsuccessful candidates.

6. REPORTING

A yearly report on the progress and results of the study must be submitted to the Resident Research Grant Committee Chair via the ECVS Office Zurich by December 1, each year, until the project is completed. A report of the publication of the manuscript shall be submitted in two copies; one to the Chair of the Resident Research Grant Committee, the other to the ECVS Office who will publish pertinent information in the ECVS Newsletter.

7. REGENT LIAISON to the ECVS Resident Research Grant Committee

a) A member of the Board of Regents may be appointed by the BOR to serve as liaison to the Resident Research Grant Committee.

b) Responsibilities:

- To facilitate communication between the BOR and the Resident Research Grant Committee.
- To provide clarification and assistance to the Resident Research Grant Committee as required.

APPENDIX A EXAMINATION REPORT TEMPLATE

(SA/LA) Examination Report

Chair of the (SA/LA) Examination Committee: *name*

Date

Committee members:

(Chair), (Advisor), (2nd year), (1st year), (Observer), (ACVS representative)

1. Preparation of the Exam

Any relevant matters such as:

- *Meetings: dates/venues/comments*
- *Matters arising during question preparation*
- *Any changes to how the examination was prepared compared to last year*
- *Matters from Residents (if any)*
- *Other*

2. Delivery of the Exam

2a) Administrative matters

Relevant comments relating to the facilities available to the ECs.

Any changes from the preceding year?

Any deficiencies or difficulties?

Points of consideration: candidates/examiners/administration/unforeseen difficulties

2b) Pre-examination information sessions

Relevant comments on the welcome session, signing-in of candidates, introduction to examiners, explanation of procedures, practice sessions etc.

2c) Part 1 (case-based): date, venue

E.g. Relevant comments on the delivery of this part of the examination:

- *any changes to how the exam was delivered compared to last year?*
- *comments on venue and facilities*
- *any technical difficulties encountered?*
- *any irregularities in the delivery of the exam?*
- *any particular difficulties experienced by individual candidates worthy of note?*
- *quality/visibility of image projection: was this checked from all parts of the room by the EC?*
- *was the time allowed for answering questions appropriate?*
- *any complaints by candidates?*

2d) Part 2: Practical: date, venue

As Part 1

2e) Part 3: (written examination): date, venue

Relevant comments on the delivery of this part of the examination:

- *number of new questions prepared for this year/number of re-used questions*
- *any changes to how the exam was delivered compared to last year?*
- *QANT: any comments?*
- *comments on venue and facilities*
- *any technical difficulties encountered?*
- *any irregularities in the delivery of the exam?*
- *any particular difficulties experienced by individual candidates worthy of note*
- *was the time allowed for each paper appropriate?*
- *any complaints by candidates?*
- *any questions that had to be discounted due to errors in question setting?*

3. Grading of the exam papers and setting the pass-mark

How were the papers marked?

What was the involvement of the ACVS observer and incoming ECVS examiner (observer)

How was the pass mark determined for each of the 3 Parts?

4. Any other comments:

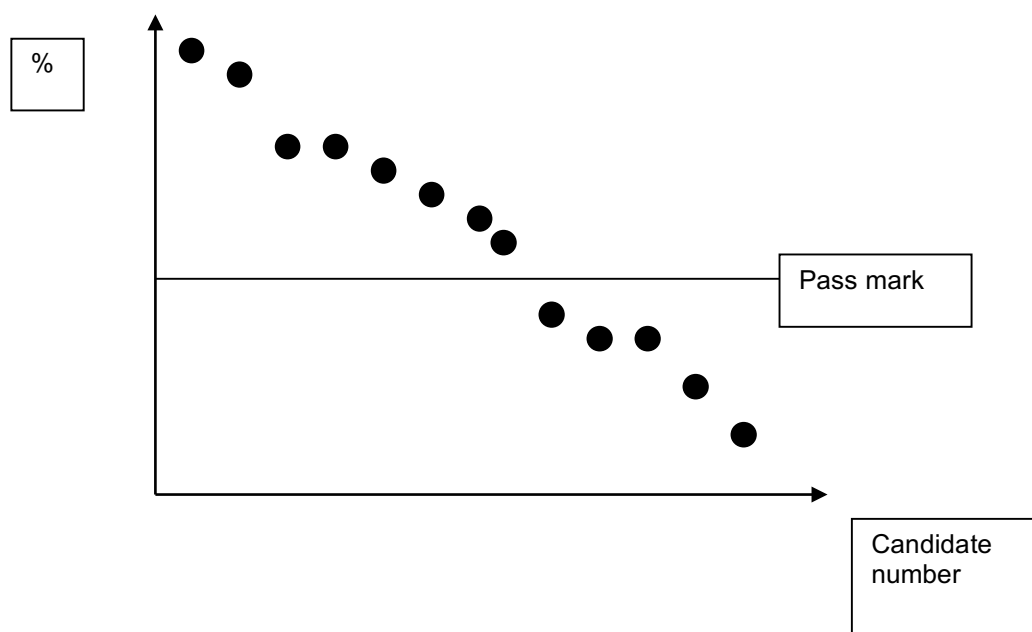
Comments from candidates.

Comments from the EC

Comments from the Office

Recommendations for change/improvement

INSERT GRAPH TO SHOW THE DISTRIBUTION OF MARKS AND THE PASSMARK BUT USING ONLY CANDIDATE NUMBERS. THE IDENTITY OF THESE NUMBERS SHOULD NOT BE MADE KNOWN TO THE BOARD AT THIS POINT.



SA/LA EXAMINATION RESULTS

PART 1 (CASE BASED)	Current year	Preceding year	Two years preceding
Number of candidates			
Average mark (%)			
Pass mark (%)			
N^o (+ %) of candidates passed			
N ^o (+ %) of candidates failed			
N ^o (+ %) failing 1 st attempt			
N ^o (+ %) failing 2 nd attempt			
N ^o (+ %) failing 3 rd attempt			
N ^o (+ %) failing 4 th attempt			

PART 2 (PRACTICAL)	Current year	Preceding year	Two years preceding
Number of candidates			
Average mark (%)			
Pass mark (%)			
N^o (+ %) of candidates passed			
N ^o (+ %) of candidates failed			
N ^o (+ %) failing 1 st attempt			
N ^o (+ %) failing 2 nd attempt			
N ^o (+ %) failing 3 rd attempt			
N ^o (+ %) failing 4 th attempt			

PART 3 (MULTIPLE CHOICE)	Current year	Preceding year	Two years preceding
Number of candidates			
Average mark (%)			
Pass mark (%)			
N^o (+ %) of candidates passed			
N ^o (+ %) of candidates failed			
N ^o (+ %) failing 1 st attempt			
N ^o (+ %) failing 2 nd attempt			
N ^o (+ %) failing 3 rd attempt			
N ^o (+ %) failing 4 th attempt			

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Insert and annotate the candidate table from the ECVS Office as illustrated below:

Red = failed

Green = passed

	N°	Name	Year of acceptance	N° times taken exam	Nation.	Part 1 : Case-based Pass mark (%)	Part 2 : Practical Pass mark (%)	Part 3 : Multiple choice Pass mark (%)
SA	11		2007	3	SE	%	%	%
SA	42		2010	1		%	%	%
SA	54		2008	2	IE	%		
SA	29		2010	1		%	%	%
SA	92		2010	1	FR	%	%	%
SA	52		2009	2	IT	%	%	%
SA	91		2006	4	BE/IT	%	%	%
SA	78		2007	3	AT			%
SA	22		2009	2	ES/GB			%
SA	97		2010	1	GR	%	%	%
SA	43		2009	2	GB			%
SA	18		2009	2	DE			%
SA	66		2010	1	IT	%	%	%
SA	26		2009	2	FR	%	%	%
SA	80		2010	1	DE	%	%	%
SA	70		2005	4	DE	%	%	

Note 1: in the above example, Candidates SA91 and SA70 have failed the exam 4 times and unless there are extenuating circumstances which are put to the Board, they will not be able to sit the exam again (hence the box with their name has been filled in with red).

Note 2: the actual marks (%) obtained by each candidate should be put in the columns for Parts 1, 2 & 3.

Summary	Number (+ %) passed
First attempt	
Second attempt	
Third attempt	
Fourth attempt	

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List of candidates who have passed the examination and who are being put forward for approval as new diplomates:

Name	Nationality
------	-------------

RECOMMENDATIONS FROM THE EXAMINATION COMMITTEE

New exam committee

Chair

2° year

1° year

Adviser (past-chair)

Observer

Date of the next examination committee meeting:

Signature of the Chair of the SA/LA Examination Committee

APPENDIX B ECVS EXTERNAL EXAMINER’S REPORT

External examiner name: _____

Year of exam: _____

SA or LA (circle appropriately)

Category for comment	ECVS response
The programme – e.g. comments on the overall standard of the examination	
The standard of candidates – e.g. comments on the overall standard of the candidates with respect to previous years (if appropriate) or ACVS	
Assessment process – e.g. how the examination was conducted	
Assessment procedures – e.g. issues with respect to marking, setting of the cut score	

APPENDIX C APPLICATION FORMS FOR RESIDENT RESEARCH GRANT

A. COVER PAGE GRANT APPLICATION

(to be completed by the investigator(s))

1. Title of Proposal:

2. Investigators:

Diplomate Supervisor:

Name, degree

Title

Signature

Mailing address: (Include dept., service or laboratory)

Phone

email:

Resident applying for Research Grant

Name, degree

Title

Signature

Mailing address: (Include dept., service or laboratory)

Phone

email:

3. Biography

(Complete for Diplomate or Diplomate Supervisor, Resident requesting Research grant, other Co-Investigators)

Name:

Title:

Year ECVS Board-Certified:

Year starting ECVS-endorsed training (Resident only):

Education (begin with veterinary studies and include Postdoctoral):

Institution and Location

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Degree
Year Conferred
Scientific Field

Honours:

Major Research Interest:

Role in Proposed Project (be specific):

Previous and Current Research Support (Study title and funding amount in €):

Research and/or Professional Experience

(Starting with the present position. List training and experience relevant to area of this project. List publications, if any (not abstracts or proceedings) of applicant that are relevant to this project. An additional page may be used.)

4. Location where study will be performed:

TO BE COMPLETED BY ADVISOR OR INSTITUTIONAL REPRESENTATIVE

a. Applicant Organization:

b. Name, title, and phone number of official(s) signing for Applicant Organization:

c. Type of Organization:

EU-government non-EU government
 private Other (specify): _____

d. Name, title, address, and phone number (e-mail) of official(s) in Business Office who should be contacted as to where funds should be sent:

e. Organization to receive credit for the Grant:

I. Name of the Institution to which payment shall be made payable:

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5. **Dates of Proposed Project:** From: _____ To: _____

6. **Total Budget:** € _____ **Amount Requested:** € _____

Name, official Title, Department, project responsibilities and time commitment of all professional personnel engaged in project:

7. Humane Care and Use of Animals

Title of proposal:

Investigators:

Pursuant to policy established by the Regents of the European College of Veterinary Surgeons and published in the ECVS training guidelines (Residency Programme Guidelines and Alternate Training Guidelines), *I certify* that the above described protocol follows the guidelines set forth by the Regents of the European College of Veterinary Surgeons, as published in the ECVS training guidelines, and that the conduct of the study is in compliance with the pertaining laws and regulations of the European Community and the country where the research is conducted.

Chairman, Institutional Animal Care and Use Committee and/or Supervising Diplomate (Professor of Surgery)

Name of Institution

Date

NOTE: This completed form must be sent to the ECVS Office by December 1st for evaluation by the Board of Regents in the following February. Proposals from private practice (Alternate Training Programmes) must seek local/regional institutional approval and must be signed by the supervising Diplomate. Notification of the outcome of the application will be sent by the end of February following the Board of Regent's deliberations.

Date received: _____

Facilities Statement: (not to exceed one typed double-spaced page)
Describe the facilities and equipment available for use in this project.

RESEARCH PROPOSAL – GRANT APPLICATION

NOTE: *The names of investigators or of their Institutions should not appear in this portion of the grant application to ensure it can be evaluated blindly.*

All pages must be typed double-spaced.

Title of Project:

Use this space to describe your Proposed Research.

- **Hypothesis:** (Not to exceed 1/2 page)
Concisely state your hypothesis as a statement or series of related statements that can be tested by experiment. The statement(s) should be followed by a brief explanation of how the hypothesis would be tested.
- **Specific aim:** (Not to exceed 1/2 page)
Describe what the proposed research is intended to accomplish within the one-year funding period.
- **Background and Significance/Preliminary Studies:** (Not to exceed 2 pages)
Briefly discuss the background of the proposal by critical evaluation of existing knowledge and by identification of gaps which would be addressed by the proposed research. State concisely the importance of the proposed research by relating the specific aims to the broad, long-term objectives of the proposed investigation and the field of veterinary surgery. Applicants may also use this section to describe preliminary studies that are pertinent to the application or to provide other information that will help establish the competence of the investigator to undertake the proposed research.
- **Experimental approach:** (Not to exceed 4 pages)
The experimental design and procedures should be described in detail. Include the means by which data will be collected. Discuss potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the stated aim (Section 2 above). Provide a tentative sequence or timetable for the investigation.
- **Statistical methods:** (Not to exceed 1 page)
Describe how the data will be analysed and interpreted. State the statistical methods to be used. Specify the number of observations required to yield statistically significant results at a particular confidence level (e.g., 0.05).

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- **References:** (Not to exceed 2 pages)
List appropriate articles in order cited according to the format of Veterinary Surgery.

Facilities Statement: (not to exceed one typed double-spaced page)
Describe the facilities and equipment available for use in this project.

Dates of Proposed Project: From: _____ To: _____

Total Budget: € _____ **Amount Requested:** € _____

DETAILED BUDGET FOR 12-MONTH PERIOD (IN EURO) – GRANT APPLICATION

Equipment (Describe and give cost of each item over € 100)

Total:

Supplies (Describe and give cost by group or category only)

Total:

Miscellaneous expenses

- List other **available** support for this project (source and amount)
- List other **requested** support for this project (source and amount)

Total:

FINAL TOTAL: Euro €

AMOUNT REQUESTED OF ECVS: €

APPENDIX D TEMPLATE FOR PRE-CONGRESS LAB CONTRACT

CONTRACT

This contract is made between the parties named below:

1. The European College of Veterinary Surgeons
c/o Vetsuisse Faculty, University of Zurich
Winterthurerstrasse 260
CH 8057 Zurich

[hereinafter referred to as 'ECVS']

and

2. (name of company)
..... (address)

[Hereinafter referred to as 'The Company']

WHEREAS:

Subject to the terms and conditions listed below: ECVS agrees to provide the facility for The Company to run the following 'Teaching Lab' [hereinafter referred to as the 'Lab'] within the ECVS annual congress, and The Company agrees to be responsible for the running of the Lab.

Title of Lab:

Lab type: (dry / wet /....)

Date(s):

Duration:

Location:

Definitions:

Teaching lab: a one or two-day practical course including small group teaching and usually practical skills

TERMS AND CONDITIONS

Obligations of ECVS:

1. Teaching Lab lecture space

ECVS will be responsible for locating and negotiating a rental fee for the Lab. ECVS will propose to the The Company a lab lecture space within or close to the location of the ECVS annual scientific meeting. This will include an appropriate space to run the lab and a space for catering that can also be used by The Company for exhibitions, promotional material or stands. ECVS will provide an estimate of the rental cost of this location to The Company at the latest by January 1st in the year in which the Lab will be run. The final confirmed rental cost of the location will be charged by ECVS to The Company within 2 weeks after completion of the Lab or on receipt of a final invoice, whichever is the sooner.

2. Local Organization

2.1 ECVS will provide The Company with the name of one local contact person who can help The Company in the preparation of the lab. This includes help in the assembling, preparing and disposal of cadavers (if applicable), in providing basic lab supplies (gowns, gloves, covers), radiography (if applicable) and any other fees (as specified, see Annex 1). ECVS will provide at latest by January 1st an estimate of the cost related to this provision (basic cost + cost per participant) according to requirements of The Company and information from the local provider. The final confirmed cost will be charged by ECVS to The Company within 2 weeks after completion of the Lab or on receipt of a final invoice, whichever is the sooner.

2.2 Catering will be provided by a local provider to be proposed by ECVS with the initial estimates, according to the catering requirements requested by The Company. Catering costs will be invoiced to The Company together with all other invoices. If The Company wishes to provide their own catering facility, this must be agreed in advance at the time of booking the course.

2.3 Advertisement of the Lab

ECVS undertakes to advertise and promote the lab on behalf of The Company through:

- Email: to the entire ECVS database including residents, ECVS diplomates and attendants at 3 former ECVS congresses
- The ECVS website, including providing a website link to the company for additional event PR

The promotion will be purely in digital format and will take the form of a promotional document provided to ECVS by The Company, to include details of the Lab (title, location, date(s) and time(s), registration fee, content of the course, name of the instructors,.) as well as the logo of The Company running the teaching lab. ECVS reserves a right of approval of content of the document before its publication.

2.4 Accommodation

ECVS will provide a list of hotels at the venue with a negotiated group rate and booking code for use by The Company in arranging accommodation for Lab instructors/lecturers.

3. Registration Administration

3.1 ECVS will administer the registration process and will receive the payments of the participants to the lab. Normally only registrants who are attending the ECVS congress will be accepted to attend the lab course. If registrants not attending the ECVS congress are to be accepted, then this must be negotiated with the ECVS Office in advance of course organization and ECVS registrants will take priority.

3.2 ECVS will maintain registrations online and will enable The Company to see day by day the number of registrants. On simple request from The Company, ECVS will provide the names of the registrants to The Company.

3.3 ECVS will credit The Company's account with the registration fees received in respect of the Lab. The balance of the account, after subtraction of all costs

mentioned under paragraphs 1 and 2, will be notified to The Company within 2 months after the end of the ECVS annual meeting in which it was run, along with a final invoice (if the account balance is in debit) or a final payment (if the account balance is in credit)

- 3.4 For the avoidance of doubt ECVS will not be responsible for failure of attraction of registrants or failure to cover The Company's costs of running the Lab.
4. ECVS will offer the Company a 25% discount on Exhibitors' fees at the ECVS Annual Scientific Meeting for the year in which they organise a teaching Lab, subject to that Lab taking place and running in accordance with The Company's obligations under this contract.

Obligations of the Company

5. The Company will invite/recruit the Lab instructors and agree with them a lecturing fee. All costs for Lab instructors (including but not necessarily limited to any instructor/lecture fee, travel costs, hotel costs from the night before until the night after the lab dates, food and beverage from the night before until the night after the lab dates) will be paid by The Company directly to the Lab instructors. The Company will notify ECVS of the Instructors/Lecturers who have appointed for the teaching of the Lab as soon as this is known and at the latest by January 1st of the year in which the Lab will be run. The Company agrees that ECVS is entitled to invite Lab instructors to speak at the ECVS Annual Scientific Meeting within which the Lab is to be held.
6. The Company will set the registration fee for the Lab and communicate this to ECVS at least 4 months before the date of the Lab.
7. The Company is responsible for providing the digital advertisement page for the lab to ECVS for promotional purposes (see paragraph 2.3 above).
8. The Company will also advertise the lab using their own resources and direct potential registrants to the ECVS website for online registration.
9. The Company will set a minimum participant number. If the set number is not reached by a mutually agreed dead-line(*insert date*)....., the Lab will be cancelled.
10. The Company is responsible for the final practical organization of the course. The Company will provide adequate corporate support, provide and ship the Lab materials and equipment (instrumentation, implants, educational support materials).
11. The organizing company will pay ECVS a deposit of Euros. This sum will be paid to ECVS at least 4 months before the Lab date of or within 4 weeks of date invoicing (whichever is the earlier). This payment serves as notice to the ECVS Office that The Company wish to proceed with the teaching lab and the ECVS Office

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will then proceed with advertising, registration, confirmation of location bookings and other organizational and administration tasks as required.

12. In the event of cancellation of the lab, this deposit will be refunded to The Company *less* the costs incurred by ECVS up to and including the date that they are notified that the lab has been cancelled.

Signed (The Company):

Name:

Company:

Date:

Signed (ECVS)

Name:

Position in ECVS:

Date:

APPENDIX E EUROPEAN COLLEGE OF VETERINARY SURGEONS ECVS INVESTMENT REGULATIONS

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1. Principles

1.1 Constitution

The name of the organisation is European College of Veterinary Surgeons, hereinafter referred to as "the College" (constitution article 1).

Article IX: BOARD OF REGENTS

The Board of Regents shall consist of the Chair of the Board of Regents, the President, the President Elect, the Executive Secretary, the Treasurer, the Operations Manager and six Regents.

The Board of Regents shall be the executive body of the College and shall consider all the business and policies pertaining to the affairs of the College.

The Board of Regents shall direct the management of funds held by the College.

1.2 Investment Organisation

The OPERATIONS MANAGER shall propose investments in collaboration with a financial institution and the Board of Regents has the power to decide based on these proposals and within these guidelines.

1.3 General framework and investment strategy

According to article 9, the investment of the College funds is the responsibility of the Board of Regents (the Board). The Board can assign third parties, such as banks and asset managers, with the management of the funds.

The Board decides the regulation of the investments. It defines therein the investment strategy and the principles.

The investment guidelines have to be defined so that the assets of the College are used as safely as possible.

The Board defines the broad strategy for the investments, in which diversification is a key aim.

2. Objectives

3.1 Framework of asset management

The 'investment regulations' document is the binding framework for investments in order to optimize the management of the College's capital.

Where the asset management is delegated, the 'investment regulations' document forms an integral part of the contract terms in the legal relationship between the College and the banks/institutions/persons responsible for that asset management / investment advice.

2.2 Safety

Investment safety is the main target. It shall be achieved by purchasing high quality funds with adequate risk diversification.

2.3 Yield

The target of investment is a reasonable Yield in EURO, taking into account the safety of the College funds.

3. Organisation

3.1 Board

The Board charges the Operations Manager, with advice from the Treasurer, with the preparation and implementation of investment business conducted with banks and asset managers.

3.2 Operations Manager

The Operation Manager is responsible for

- communication with banks (client advisor or external portfolio manager), in collaboration with the Board.
- placement of instructions to buy and sell securities or assets
- the cash management of College funds

4. General principles of asset management

The bank and asset manager shall take appropriate organizational and personal measures to avoid conflicts of interest between the College and the bank or other officer or take necessary steps to avoid a conflict of interest that would disadvantage the College. The involved parties shall always act within the spirit and in the interest of the College.

5. Investment strategy

5.1 Investment objective and investment policy of the mandates

The funds will be invested according to the principles of diversification in securities and other investments as described thereafter. The target of the investment is to achieve a reasonable Yield in EURO, taking into account the safety of College funds.

Assuming that no conflicting policies are defined in section 6, investments have to comply with the investment strategy in section 5.

5.2 Currency

The investment and reporting Currency is EURO.

5.3 Investments

The funds shall be invested in bonds and other interest bearing securities with fixed or variable terms (including zerobonds), in liquid assets and in other approved investments according to section 6.1

Investments in shares and similar like investment companies are not allowed.

Investments can be done either in individual, single issue bonds or in collective investments.

Investments are 100% in Euro and/or CHF or are 100% hedged against one of those currencies. Investments in bonds and other interest bearing securities with fixed or variable term are limited to good quality (single bonds) with at least an A rating (Standard & Poor's or Moody's) or similar quality. If the rating of an existing investment is downgraded below A, this investment must be sold within a reasonable term.

For assets with collective investments, single bonds may have lower ratings, but must remain in the range of "investment-grade" (Standard & Poor's AAA-BBB-, Moody's Aaa-Baa3).

Taking into account the main target of safety of College funds, the Board should chose primarily a short investment horizon and ongoing yield. Temporary minor fluctuations of assets are acceptable.

6. Investment policy

6.1 Investments

For investments the following rules have to be followed:

The following asset classes are allowed:

- a) liquid assets: Demand deposits or callable investments with maturities no longer than 12 months with banks domiciled in Switzerland
- b) bonds: Securities and money market instruments traded at Stock exchange or other regulated market places, accessible to the public.

6.2 Investment Restrictions

- a) The maximum cumulative percentage per issuer (bonds and money market investments) shall not exceed 15%. Exemption under b)
- b) In deviation of a) the board can decide that up to 50% of liquid assets can be deposited in a fully callable current account of the same issuer if no adequate investments can be made.

7. Commissions and costs

The Board requires that all information regarding the costs and commission levied by a third party in the management of the College's funds be presented in both a transparent and easily understandable format.

8. Duration and resolution

8.1 Mandate

In case a mandate is allocated to a third party (e.g. investment manager) this will generally be for an indefinite period. However, this period can be terminated at any time after 3 months without prior notice. A pure investment advisory contract can be cancelled at any time

9. Reporting to the Board

A portfolio report, including bond ratings, shall be available to the Board for the February and September meetings. The portfolio report shall be presented to the board by the treasurer at both meetings.

10. Approval Investment Regulations

The Board has approved the present investment regulations at its meeting on TT.MMM.YYYY. This 'investment regulations' document reflects the investment strategy –since the beginning and formally enters into force on TT.MMM.YYYY.

date and place Zurich, TT.MMM.YYYY

President Board of Regents

Signature

President Elect

Signature
