



EUROPEAN COLLEGE OF

**Animal Welfare  
and Behavioural Medicine**

**Five Year Report  
from the European College  
of Animal Welfare  
and Behavioural Medicine  
(ECAWBM)  
for the  
European Board of Veterinary  
Specialisation**

November 17 2015

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(Current details)

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*The President and*

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Gonçalo Pereira, *Vice President*

Lotta Berg, *Secretary*

Sarah Heath, *Treasurer*

Gary Landsberg, *Member (BM)*

Patricia Turner, *Member (AWSEL)*

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## **A. HISTORY AND PROGRESS OF THE COLLEGE from 2010 until October 2015.**

### **A1. History of the ECAWBM**

The two sub-specialties of the College, Behavioural Medicine (BM) and Animal Welfare Science, Ethics and Law (AWSEL) have differing histories until their combination in 2011. The history prior to ECAWBM is recounted below culminating in 2009, with the European Board of Veterinary Specialisation (EBVS) approving the principle of forming a new college by joining AWSEL with the ECVBM-CA. In 2010 the EBVS discussed and continued to support the formation of a new college and, in 2011, at the EBVS AGM in Brussels the European College of Animal Welfare and Behavioural Medicine (ECAWBM) with two sub-specialties: Behavioural Medicine (BM) and Animal Welfare Science, Ethics and Law (AWSEL) came into existence. In 2013 at the EBVS AGM meeting in Brussels the European College of Animal Welfare and Behavioural Medicine (ECAWBM) received full recognition by the EBVS board for the BM sub-specialty.

The two specialties complement each other and have many areas in common. For example, close observation of animal behaviour is critical to both disciplines in order to both diagnose and treat behavioural problems, and is also a key component of welfare assessment. They both aim to reduce negative mental states, such as fearfulness, and promote positive mental ones for example promotion of early life experiences. Improving animal welfare is often used as a treatment for behavioural problems. Our joint congresses provide a forum for a fruitful exchange of ideas between members of both specialties.

As of now (2015) each sub-specialty contributes fully to the running of the College via the two specialty executive groups reporting to the College (Executive) Board. Both specialties have roughly equal numbers on the College Board. Both AW and BM members have drafted this submission. The College Board is determined that ECAWBM will continue to go from strength to strength, delivering high quality training and accreditation for veterinary surgeons across Europe, who in turn provide specialist services to society and its animals.

#### **A1.1 History of the Behavioural Medicine specialty in relation to the formation of ECAWBM**

There has been an increase in emphasis on the relationship between people and animals both from an anthrozoological point of view and from the perspective of veterinary medicine for many years. In 1992, a group of European veterinarians who were active in the field of veterinary behavioural medicine founded the European Society of Veterinary Clinical Ethology (ESVCE) in Amsterdam. The ESVCE created the appropriate conditions for sharing

scientific and clinical experience from European and non-European veterinarians working in this field. The positive relationship between ESVCE and the Veterinary Behaviour Chapter of the Australian College of Veterinary Scientists (now known as the Australian and New Zealand College of Veterinary Scientists), and the American College of Veterinary Behaviourists (ACVB), led the organisation to actively pursue the formation of a European College in the field of veterinary behavioural medicine.

In 1999, the European Society of Veterinary Clinical Ethology (ESVCE) board published a call for applications in order to create an Organising Committee which could undertake the task of establishing a set of criteria for the proposed European College of veterinarians specialising in behavioural medicine.

The Organising Committee was duly set up and consisted of

Dr J. Dehasse (Belgium)

Miss S. Heath (UK)

Dr P. Mertens (Germany)

Dr C. Béata (France)

Dr G. Muller (France)

Dr P. Pageat (France)

In 2002 this committee submitted an application to EBVS. The EBVS approved provisional recognition of the European College of Veterinary Behavioural Medicine – Companion Animals (ECVBM-CA) and the Organising Committee members became Founding Diplomates and became the College Board members, approved by the EBVS.

Dr J. Dehasse: President

Dr P. Pageat: Vice-President

Miss S. Heath: Secretary

Dr C. Beata: Treasurer

Dr P. Mertens: member without portfolio

Dr G Muller: member without portfolio.

This Board established a set of criteria for *de facto* Diplomates related to training and experience in veterinary behavioural medicine, including academic teaching experience, research, and publications in the field of veterinary behavioural medicine, based on the EBVS model, as follows.

*De facto* Diplomates had to fulfil the following criteria:

- a. Have at least seven years experience in the specialty.
- b. Have spent at least 60% of their time in the specialty (this EBVS requirement has been changed to at least 50% in recent years but was 60% during the period of BM *de facto*)

applications).

- c. Have published at least three original articles in refereed journals as first author and at least three additional articles as co-author excluding reviews and proceeding abstracts.
- d. Have presented original work at scientific specialty meetings

The initial period of activity for the College was to attract and evaluate applicants for *de facto* status, and 21 people were admitted.

The *de facto* period for the ECVBM-CA ended in 2007. Four Diplomates were also Diplomates of the American College of Veterinary Behaviourists and one was also a Fellow of the Chapter of Animal Behaviour in the Australian College of Veterinary Scientists. These Diplomates have given valuable advice to the ECVBM-CA based on their experience within those colleges and have enabled a close liaison between European, Australian and American veterinary behaviourists.

In addition to *de facto* diplomates the Board of the ECVBM-CA established criteria for Associate Members based on the professional and scientific reputation of the applicants with specific requirements for high quality published papers, international lectures, academic position and number of years spent working in this field.

One associate member was appointed in 2007, a second in 2010 and a third in 2011:

The *de facto* Diplomates were asked to volunteer for College Committees. They helped create guidelines for specialist training, examinations and re-evaluation of Credentials. The following committees were set up and functioning by 2006 (where the committee names have subsequently been amended the original names are indicated in brackets): Education (Education and Residency); Re-certification (Continuing Education); Credentials, and Examination.

Between 2002 and 2011, the ECVBM-CA and its successor ECAWBM(BM) organised 9 annual congresses in association with the ESVCE and other international organisations dedicated to the field of veterinary behavioural medicine. College Board meetings and Annual General Meetings were organised in conjunction with the Annual Congress.

The Education Committee, established in 2006, had the initial task of developing guidelines for potential residency training centres, and application forms and guidelines for standard and alternate programmes. By 2007 the first standard residency programmes were approved in Bristol (UK), Barcelona (Spain) and Milan (Italy). Since then, the Committee has approved four centres for residency training (as previously, plus Zaragoza, Spain), and seven alternate residency programmes.

The Continuing Education Committee, established in 2006, initially developed and agreed standards for the re-evaluation of existing Diplomates based on a credit-point system modified from other European Specialist Colleges and approved by EBVS. These standards were first applied in 2008 for the re-evaluation of the Founding Diplomates; all were re-certified according to this credit-point system. In subsequent years, all the *de facto* Diplomates were also evaluated according to these standards 5 years from their initial

approval, with none failing to achieve those standards to date. Changes to the re-evaluation process were approved at the 2010 AGM for use from 2013 onwards to ensure members are active in developing the discipline, for example by giving less weight to attending congresses and more to publishing papers.

In 2010 the first examination for Diplomate status in BM was held at the Universitat Autònoma de Barcelona resulting in the first resident from a standard residency programme passing this examination and becoming a Diplomate of the College. Since that time there have been 10 successful candidates through the examination process.

## **A1.2 History of the Animal Welfare Science, Ethics and Law specialty in relation to the formation of ECAWBM**

On 2 September 2006 in Belgrade, Serbia, a conference was organized by TAIEX and FVE concerning animal welfare and EU legislation. One of the conclusions of this conference was to set up a European College of Animal Welfare under EBVS. The following year, in 2007, at the Second Welfare Quality Stakeholder Conference, held in Berlin, the feasibility and necessity for the establishment of a specialist European College of Animal Welfare Science, Ethics and Law was discussed amongst veterinary surgeons attending the conference. Following this discussion expressions of support for such a college were received from 46 veterinary surgeons indicating a strong desire and clear need for such a college amongst European veterinarians specialising in this field. It was resolved that a Founding Committee, supported by the Animal Welfare Science, Ethics and Law Veterinary Association (AWSELVA, UK), would undertake the initiating work required to make a formal application to the European Board of Veterinary Specialisation (EBVS).

The Founding Committee consisted of:

David Main (UK)

Xavier Manteca (Spain)

David Morton (UK)

Siobhan Mullan (UK)

Sue Haslam (UK) (deceased 2008)

In 2007 a letter was sent to EBVS registering interest in setting up a European College of Animal Welfare Science, Ethics and Law. Discussions with EBVS suggested that combining with another small college would ensure the viability of both colleges. Discussions with the ECVBM-CA resulted in agreement to create an overarching college. The members of the original Founding Committee all became Foundation Diplomates of the sub-specialty within the College and formed an Executive Group to represent their members' and subject's interests. They were also to gradually integrate with BM in the new joint college (EC)AWBM over the next few years e.g. fair representation on the College Board, and

contributions to the Annual Congress.

### **A.2.a. : State how the specialties of the organisation assures improved veterinary medical services to the public**

**BM:**

The general public has become increasingly aware of the possibility of seeking help in relation to behavioural concerns about their pets but the lack of regulation in the area of companion animal behaviour has resulted in potentially damaging advice being available. It is therefore essential that the veterinary profession works to safeguard the welfare of companion animals with behavioural problems, by ensuring the availability of specialised services in veterinary behavioural medicine for the pet owning public, the relevant public authorities and animal charities. The College is instrumental in this process and offers assurance to the public by establishing and defining the standards to qualify veterinary surgeons as specialists in veterinary behavioural medicine. Diplomates in behavioural medicine work in a variety of contexts that bring them into contact with the public, including clinical behavioural medicine practice, animal charity work and legal expert witness work. In addition they are involved in collaboration with colleagues from other referral level veterinary disciplines, such as neurology, dermatology and internal medicine, to offer a more comprehensive service to pets and their owners in complex clinical cases. Their involvement in veterinary academia and scientific research also enables them to contribute to the evidence base for new and improved treatment rationales. Another vital role spearheaded by efforts of veterinary behaviourists is in the education and training of veterinarians and support staff to make the veterinary visit a positive experience, and managing fearful and anxious pets with a minimum of stress. Fear of the veterinary clinic directly affects the welfare of the pet and the level of veterinary care that the pet receives since it is a primary reason that owners cite for delaying or avoiding further veterinary visits. Moreover, when they do come to the practice it can alter physiological measurements, such as blood parameters, which may hinder accurate diagnosis.

**AW:** Increasingly, the general public expects the profession to be one of the leading advocates for animal welfare and to provide advice for establishing public policy for farmed animals, as well as for domesticated, captive and wild animals. Veterinarians have become more closely involved in the translation of the animal welfare science and ethics into practice, and into legal and para-legal public policies such as Codes of Practice and Guidelines. The College provides a forum for a European wide exchange of views, and helps set the legal standards for the education of practitioners in these areas and, thereby, provides a better service for the public.

### **Objectives of the ECAWBM**

The primary objectives of the College are to advance AWSEL and BM and in Europe and increase the competency of those who practise in this field by:

- a) Establishing guidelines for post-graduate education and experience prerequisite to becoming a specialist in one of the specialties of AWSEL and BM in Europe.
- b) Examining and authenticating veterinarians as specialists in AWSEL and BM to serve the animals, their owners or keepers and the public in general, by providing expert advice and care.
- c) Encouraging research and other contributions to advance knowledge relating to AWSEL and BM and promoting communication and dissemination of this knowledge.

Further objectives are:

- d) Encouraging the public to use veterinary surgeons who are qualified to fill a unique and specific role in the delivery of modern comprehensive clinical AWSEL and BM at the specialty level.
- e) Positioning the specialists in AWSEL and BM as a common source for referrals and consultancy in the veterinary community.
- f) Improving and promoting the structure of health care, with particular regard to AWSEL and BM, for all animals, thereby improving the perception and understanding of this discipline by owners, veterinary surgeons and those others with an interest in these fields including legislators in national and European Authorities.
- g) Providing an incentive and reward for achieving postgraduate education and experience in AWSEL and BM at the specialist level by restricting the title Diplomate of the European College of Animal Welfare and Behavioural Medicine (AWSEL/BM) to those persons working in the field who have reached the highest level of achievement in their specialty.
- h) Encouraging veterinary schools to establish in-depth instruction and high standards for training in AWSEL and BM and to develop specific funding for areas of research.
- i) Promoting continued improvement of practice standards and knowledge in AWSEL and BM through continuing education and self-assessment.
- j) Supporting sustainable practices in the management of AWSEL and BM.
- l) Encouraging social responsibility in management practices for all species.

### **A.2.b. State how the specialties of the organisation continue to fill a clearly demonstrable need within the profession**

**BM:**

Attendance at the Annual Congress of the ECAWBM, as well as the number of lectures and courses delivered by the ECAWBM (BM) Diplomates around the world, is clear evidence of the need for education in the field of behavioural medicine within the veterinary profession. In addition, the growing number of veterinary surgeons enrolled on a BM residency programme indicates a keen interest within the profession in specialising in this discipline. The growth of the speciality is also reflected in the increasing number of scientific papers being generated. In 2006, Elsevier responded to this demand by the creation of a dedicated journal: *Journal of Veterinary Behavior: Clinical Applications and Research*. In 2015, a journal devoted to dog behaviour was launched under the editorial direction of Angelo Gazzano, a diplomate of ECAWBM (BM) with a specific focus on research, reviews and case histories in dog behaviour. Diplomates in BM are teaching at undergraduate, postgraduate and continuing professional development (CPD) levels in many countries across Europe and the rest of the world. They work closely with colleagues in other referral level veterinary disciplines, such as neurology, dermatology, internal medicine, pain management and geriatric care, to provide a comprehensive approach to complex clinical cases, which have behavioural components. Several BM diplomates have given presentations at national and international conferences of other veterinary disciplines including dermatology, internal medicine, feline medicine, anaesthesia, and neurology, illustrating the benefit to the profession of having collaboration between specialists in the different disciplines. Behavioural medicine has now become an integral component of national and international veterinary conferences with lectures provided by college diplomates commonly attracting overflow attendances. In addition BM diplomates are involved in advising governments on legislation and represent the veterinary profession by doing so.

**AW:**

A concern for animal welfare is fundamental to veterinary practice, as well as ethical considerations and the law. The huge expansion of research and knowledge in the traditional veterinary disciplines over recent decades has been paralleled by the establishment of specialities, and the inclusion of the disciplines of Animal Welfare Science, Ethics and Legislation within the veterinary undergraduate curriculum. Moreover, the creation of many national and international learned societies in the three areas of the specialty has taken place. Furthermore, European governments and the European Commission have established various committees or advisory councils for animal welfare and ethics depending on the specific use of animals, e.g. farming, research. Governments have internal departments dealing with animal welfare issues, and veterinary opinion is frequently sought in drawing up animal related legislation e.g. the animal welfare officer in the slaughter regulation, the designated veterinarian in the animal research legislation. As mentioned earlier, the College provides a forum for a European wide exchange of views.

**A.2.c. State how the specialties of the organisation represent a distinct and identifiable specialty of veterinary medicine**

**BM:** Veterinary behavioural medicine is a distinct and identifiable specialty of veterinary medicine. It has long been recognised in human medicine that there is a bilateral relationship between physical and mental health and research in the veterinary field has illustrated the connection between emotional state and physical disease. Work by diplomates from the BM sub-speciality of the ECAWBM in both research and clinical contexts is helping to increase the evidence-base for behavioural medicine. In turn this will improve the treatment of animals with behavioural disorders and with medical conditions that involve behavioural components. Over recent years there has been a significant level of research in areas such as brain ageing and cognitive ability in companion animals, which have further illustrated the importance of behavioural medicine as a veterinary discipline. With increasing understanding of brain function it is important to build an evidence base in relation to the understanding and diagnosis of mental health and emotional disorders in pets, and the potential use of psychoactive medications and nutritional supplementations to influence emotional state and the resulting behavioural responses. Specialists within the field of behavioural medicine have an important role to play in this process and the College provides an essential forum for collaboration between colleagues working in different European countries and around the world.

**AW:** As more studies in animal welfare science took place, mostly conducted by non-veterinarians, vets began to re-engage with this specialty. For example, they were consulted by animal welfare organisations to provide a more science based veterinary approach, as opposed to the emotional view, and to provide training in animal welfare. They took this science base and used it to broaden their care of animals in practice, as well as to underpin ethical considerations of how to treat animals, both professionally and in a wider context. The AWSEL sub-specialty continues to ensure the sustained development in these three combined specialist fields. Whilst many other specialist European Colleges have components that contribute to this field the AWSEL specialty will serve to maintain rigorous scientific analysis of animal welfare research and logical evaluation of ethical and legal positions. At present there are no other pan-European fora for veterinary surgeons specialising in these three related disciplines to come together to develop ideas in these fields through dialogue with colleagues.

### **A.3. : Other aspects of the history and progress of the College**

The College is made up from two sub-specialties which are at different points in their formation and therefore have different experiences and backgrounds. However, the combination has proved to be synergistic with the BM providing guidance and support to the AWSEL, and AWSEL introducing renewed vigour and slightly different perspectives into the College.

Currently (November 15 2015), the ECAWBM is a fully working College with 81 persons

with Diplomate status - 37 in the Behavioural Medicine (BM) sub-specialty (6 Founding, 21 *de facto*, 10 by examination) 46 in the Animal Welfare Science Law and Ethics (AWSEL) specialty (4 Founding and 42 *de facto*). The discrepancy in the figures is because two persons are diplomates in both sub-specialties. There are 7 Associate Members (4 in the AWSEL sub-specialty, 2 in the BM sub-specialty and 1 in both sub-specialties).

The Diplomates of the College use the specialty titles approved by EBVS of:

European Veterinary Specialist in Behavioural Medicine (Companion Animals) (ECAWBM-BM)

European Veterinary Specialist in Animal Welfare Science, Ethics and Law (ECAWBM-AWSEL)

### ***Management of the College***

As of October/November 2015 each sub-specialty contributes fully to the running of the College via the two specialty executive groups reporting to the College (Executive) Board, i.e. AW and BM. Both specialties have roughly equal numbers on the College Board. The College Board has two main sub-committees primarily responsible for the legal and joint areas of College business: the Finance Committee and the Congress Committee. Within each sub-specialty, there are independent sub-committees working and reporting through a Specialty Executive Group to the College Board requiring ratification for their decisions to ensure compliance with EBVS P&Ps and harmonisation within the College. The sub-committees are: Credentials Committee, Education Committee (formerly Education and Residency), Examination Committee, and Re-certification (formerly Continuing Education) Committee. In summary, all specialty sub-committee decisions will be approved by the Specialty Executive Group, which will then seek their ratification by the College Board.

Since **2011** the College has held five annual (joint) congresses and AGMs at various locations in Europe.

2011 in Avignon, France  
2012 in Martigny, Switzerland  
2013 in Lisbon, Portugal  
2014 in Apt, France  
2015 in Bristol, England

### **A.3.1 Current (2015) College Board, Representatives to EBVS and proposed composition for sub-specialty committees.**

#### **College Board:**

David Morton (President)

Jaume Fatjó (Past-President)  
Lotta Berg (Secretary)  
Sarah Heath (Treasurer)  
Gonçalo da Graça Pereira (Vice President)  
Gary Landsberg (Member)  
Patricia Turner (Member)

**Congress Sub-Committee**

Gary Landsberg (Chair)  
David Morton (*ex officio*)  
Tiny DeKeuster  
Sarah Heath  
Siobhan Mullan

**Finance Sub-Committee**

David Morton (Chair)  
Sarah Heath (BM)  
ANOTHER (AW Vacant)

**Nomination Committee**

Members of the College Board

***SUB-SPECIALTY COMMITTEES***

**AW**

**Specialty Executive Group (AW)**

Nancy de Briyne (Chair)

Laura Hanninen

Marlene Kirchner

David Main

Siobhan Mullan

Deborah Temple

**Education Committee (AW)**

David Main (Chair)

Nancy de Briyne

Antonio Velarde Calvo

Alexandra Harlander-Matauschek

**Credentials Committee (AW)**

Siobhan Mullan (Chair)

Nancy de Briyne

David Main

Xavier Manteca

## **BM**

### **Specialty Executive Group (BM)**

Gonçalo da Graça Pereira

Sarah Heath

Kersti Seksel

Theresa DePorter

Emmanuel Gaultier

Jacqui Ley

Sagi Denenberg

### **Education Committee (BM)**

Kersti Seksel (Chair)

Gonçalo da Graça Pereira (*ex-officio*)

Claude Beata

Helen Zulch

### **Credentials Committee (BM)**

Theresa DePorter (Chair)

Gonçalo da Graça Pereira (*ex-officio*)

Angelo Gazzano.

Jorge Palacio

### **Examination Committee (BM)**

Jacqui Ley (Chair)

Gonçalo da Graça Pereira (*ex-officio*)

Carlo Siracusa

Tiny DeKeuster,

Valerie Jonkheer Sheehy

### **Re-certification Committee**

Emmanuel Gaultier (Chair) (BM)

Gonçalo da Graça Pereira (*ex-officio*)

Joel Dehasse

Tiny DeKeuster

Simona Normando

Sagi Denenberg



Animal Welfare  
and Behavioural Medicine

**Representatives to EBVS**

David Morton

Gonçalo da Graça Pereira

## **B. RESIDENT EDUCATION, QUALIFICATION AND EVALUATION**

### **B1 Critical standards for admission to membership**

#### ***a) Education, training and/or experience***

**BM** only awards Diplomate status by examination. Associate Membership can be applied for at any time.

**AW** *de facto* membership is still open although this will close in 2016. Thereafter, Diplomate status will only be available by examination (unless the College Board makes an exception). Associate Membership can be applied for at any time.

When Diplomate status of any category (*de facto* or by examination) or Associate membership is achieved, active participation in the further development of the College and Congress attendance are expected.

#### ***Diplomate membership (de facto)***

**BM:**

***De facto:***

Not applicable as this was closed in 2009 (see also A1.1)

#### ***Associate Membership***

Nominations for Associate membership will be reviewed and approved by the BM Credentials Committee (Appendix A).

When Diplomate status of either category (*de facto* or by examination) or Associate membership is achieved, active participation in the further development of the College and congress attendance are expected.

#### ***Diplomate membership (by examination)***

The main duty of the sub-specialty Credentials Committees is to evaluate the applications to sit the College's examinations. Briefly, the candidate sends his / her application (see Appendix B) together with proof of payment to the Secretary of the College who forwards the documents to the Chairman of the Credentials Committee. After an initial review of the documents, the Chairman sends the application to all Committee members and sets a deadline within 30 days to receive their opinions including reasons for acceptance or rejection. Once all the opinions have been sent to the Chairman, s/he either:

1. Informs all Committee members of the decision and the Secretary informs the candidate (if there is agreement between all the Committee members); or
2. Highlights the points of disagreement and opens another round of consultations to try to reach an agreement. If this is not possible, the decision is taken by a majority vote.
3. Promptly report to applicants or candidates by email details concerning any deficiencies in credentials or preliminary examination results that prevent them from sitting the examination or being certified by the College.

Key features of this review process include:

- i. Confirmation of veterinary license and eligibility to practise in a European country. Have gained their veterinary degree at least 48 months previously.
- ii. The applicant has met the educational, training and experience requirements established by the College. Has completed a residency or approved alternative residency program. A letter of verification must be received from the supervising diplomate.
- iii. Have demonstrated satisfactory moral and ethical standing in the profession. Assessed by three letters of recommendation.
- iv. The letter of recommendation should include specific statements regarding the applicant's qualifications in, but not limited to, the following areas.
  - a. Professional ability and technical skills: Theoretical knowledge, practical application, diagnostic skills, awareness of literature, attendance at educational meetings, thoroughness and academic excellence.
  - b. Organizational skills: Record keeping, chart management and intercommunication skills with primary care veterinarians and other specialists.
  - c. Individual character: honesty, reliability, competence, initiative, motivation and reliability
  - d. Professionalism, ethics and integrity
  - e. Communications skills: ability to interact with owners, public, veterinary professionals and the animals presented as patients.
- v. Negative evaluations may result in rejection of the application.
- vi. ECAWBM reserves the right to solicit information from individuals other than those supplied by the Applicant, but the Applicant will be notified.
- vii. Have met the minimal publication requirements as defined by the College (at least two peer-reviewed publications in international refereed journals).

An approved standard residency or alternate residency are the normal routes to attaining the experience necessary for the specialty Credential Committee's approval to enter the examination.

However, as stated in the EBVS Model Bylaws

5.2. Apart from candidates who have successfully completed either a standard or an alternate residency programme, those who are **internationally** recognised in the field of XXXX may also be allowed to sit the examination with assessment by other means at the discretion of the Credentials Committee and the Executive Committee.

IF BM wished to pursue such applications they will have to be submitted to the BM Credentials Committee and be approved by the BM Executive Group and the College Board.

**Re-certification of the Diplomate status** takes place every five years and details of the requirements for successful re-certification are given in Appendix C.

**AW :**

#### ***Diplomate membership (de facto) (AW)***

The AWSEL specialty has been open for *de facto* membership since 2011 and will be closed in April 2016.

The requirements that must be fulfilled to become a Diplomate of the ECAWBM are set out in the Constitution, and Bylaws (and in line with EBVS Policies and Procedures). Individuals for *de facto* membership of AWSEL have their education, training and experience assessed by the AW Credentials Committee. The Committee has drawn up guidance for applicants and for the Committee. There is an informal advisory system in place (as it is a new specialty) to help ensure that any application stands a fair chance of acceptance (see current application forms for *de facto* (Appendix D) and Associate (Appendix E) members; consequently the acceptance rate is high. Those advising applicants are on the Credentials committee but do not participate in the final vote.

The AWSEL Credentials Committee has met 20 times since April 2011, and has received more than 70 expressions of interest, considered 50 applications and accepted 46 *de facto* Diplomates and 5 Associate Diplomates,

Reasons for rejection, or delaying an application, or for resubmission have been:

1. a failure to understand that the College has a different emphasis from what might be expected from a good or average practitioner to considering whether the applicant is instrumental in the development of at least one of the core elements of AWSEL

through research and practice. Thus it is not so much a question of whether someone practices good welfare, behaves ethically and legally, but whether they have advanced the subject in some way through their chosen work. The role of the Diplomates of the College is to develop the specialty and promote its core elements through education and research, as well as practice;

2. a failure to offer enough knowledge in one of the 3 disciplines. While it is not necessary for applicants to have an expert knowledge in all 3 they should have at least a robust basic knowledge in the other two.
3. a lack of publications to meet the EBVS required standards and they are helped through detailed advice (Appendix F for example of accepted journals); and
4. not being eligible to practice in a European Country.

In addition, to qualify for membership as a *de facto* Diplomat, candidates have to meet the following criteria.

- i. Are licensed to practise or are eligible to be licensed to practise in a European country (Applicants may be relieved of this requirement in exceptional cases) (The College Board may waive this requirement upon request from the specialist Executive Group in line with EBVS P&Ps Section II. G2).
- ii. Meet the educational, training and experience requirements established by the College.
- iii. Have demonstrated satisfactory moral and ethical standing in the profession.
- iv. Practise scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.

#### ***Diplomate membership (by examination)***

Not applicable at present as the AW specialty has not held any examinations to date and anticipate that the first will be held in or after 2017. However, the qualifications needed to sit the examination will parallel those described for BM above.

#### ***Associate Membership***

Nominations for Associate membership will be reviewed and approved by the appropriate specialty Executive Group on the advice of AWSEL Credentials Committee.

#### ***Re-certification***

Re-certification of the Diplomat status takes place every five years and details of the requirements for successful re-certification will be similar to those are given for BM (Appendix C) and will be drawn up for AW at an appropriate time.

**b) *Standard residency or route for qualification***

**BM :**

The Education and Residency Committee (ERC) was first formed in February 2006, and has laid down the requirements and minimum standards for a suitable residency training programme (Appendices H & I). Briefly, residency programmes should run for a minimum of 3 years full-time, or equivalent part-time. Programmes (Standard and Alternate) should be supervised and overseen by an existing Diplomate of the ECAWBM(BM) who may authorise the assistance of other suitably qualified professionals to undertake specific aspects of training (e.g. research skills, equitation science). To ensure sufficient clinical experience post-qualification from veterinary programmes, applicants are required to have completed either a one year rotating medicine internship, or two years in first opinion practice prior to commencing a residency programme.

The residency programmes provide the resident with a full theoretical and practical knowledge of dogs, cats and equine behaviour (i.e. domestic species of the genus *Equus*), and also have full theoretical and practical knowledge of the behaviour of the more common exotic domesticated small pets kept as companion animals, such as rabbits, rodents, psittacine birds, goats, pigs, alpacas, as well as other non-domesticated species such as reptiles. However, it is recognised that not every centre may have a sufficient clinical case load in all species or groups of species in order to offer full competency training. Specific centres must offer full clinical training with a sufficient caseload in domestic dogs and cats, but may also offer competency in one or both of the other categories. Whilst it is recognised that domestic dogs make up the majority of caseload for referral clinics, not more than 75% of a resident's total caseload should be related to a single species. Where experience with certain species is not available in the primary residency establishment residents should arrange to visit other college Diplomates to gain necessary experience.

Members of the College are currently offering five Standard residency programmes and six Alternate programmes. Two facilities offer both, a conforming and a non-conforming programme. Four programmes are offered in academic settings and two programmes are offered in private practice. Five diplomats have expressed an interest or more concrete plans to offer a Residency in the future and the committee has received over 15 enquiries from people wishing to undertake a residency in veterinary behavioural medicine.

Since its inception, the ERC has received six applications for standard residency programmes, and seven alternate programmes, and the ERC is committed to encouraging and supporting applications from both routes. In the majority of cases where applications made have been incomplete or appear not to fulfil residency requirements, approval has ultimately been given after any problems or ambiguities have been clarified and rectified. The number of residency positions in Universities appears to have reduced over the period 2010-2012 to 2012-2015, potentially through reduced external funding of such positions by industry and charitable organisations. The College encourages support for these programmes by external bodies, through promoting the importance of behavioural medicine in animal welfare to relevant

stakeholders and emphasising the importance of behavioural medicine within a veterinary context and also within the context of animal welfare. It is hoped that by doing this more funding can be obtained from a wider variety of sources but the present economic situation in a number of European countries is making it difficult.

The list of residencies at the time of writing this report are as follows.

**Standard Programmes- and residents enrolled (if applicable):**

Drs Casey and Denenberg – University of Bristol, UK:

Vacant

Drs. Manteca and Amat – University of Barcelona, Spain:

Susana Le Brech (9/2011 to 9/2014)

Drs. Palestini, Canali and Minero - University of Milan, Italy:

Dr Zita Talamonti (2014 – 2017)

Drs. Palacio and García-Belenguer - Spain :

Isabel Luño Muniesa (10/2011 to 10/2014)

**Alternate Programmes and residents enrolled (if applicable)**

Drs. García-Belenguer and Palacio: Spain,

Angela González Martínez (11/2011 to 11/2015)

Dr. Landsberg – private practice, Canada:

Colleen Wilson (4/2009 to 11/2014),

Drs. Manteca and Amat – University of Barcelona, Spain:

Daniel Ferreiro (2012 to 2017)

Dr. Daniel Mills – Lincoln University, UK

Vacant

Dr. Kersti Seksel – private practice, Australia,

Caroline Perrin (8/2011 to 7/2016)

Andrew O'Shea (2015- 2018)

Drs. Palestini, Canali and Minero – University of Milan, Italy,

Riccardo Benedetti (1/2011 to 3/2016)

Dr Anouck Haverbeke- Belgium-

Emmanuelle Titeux (2015 to 2018)

**AW:**

The standard residency requirements for the AW specialty have been drafted in accordance with EBVS policy. The requirements for both standard and the alternate routes have been specified (see Section c below). At present, there are no standard residency positions available for the AW specialty as it is anticipated that currently most residencies will operate via the alternative route.

In order to ensure the residency programme is available to veterinarians wishing to pursue an animal welfare related career the Education Committee is helping prospective residents identify a potential supervisor and formulate a training programme that works for their circumstances.

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**c) *Alternate route for qualification***

**BM:**

The alternative programme meets the same requirements as an accredited residency programme and must be approved by the Education Committee (see Appendices I & J). The total length of this programme must be at least as long as that for the internship/residency based programme, and the equivalent of at least 50% over 3 years of the applicant's time working in a practice under the direct supervision of a Diplomate. Whenever possible the Education Committee will always promote standard programmes over the alternate programmes unless a standard route cannot be followed by that particular candidate in a specific location. This will mean that applicants have a broad range of locations internationally that will allow them to proceed to specialist status.

**AW:**

Most applicants have chosen the alternate route Appendix O as no residencies are available. For example, of the existing residents, two are undertaking animal welfare PhD programmes, one has a teaching position at a veterinary school and another works partly in a small animal practice and in an animal welfare research group. However, this should not be seen as a disadvantage as it will provide unique opportunities as students need to fulfil stringent requirements in all three elements of the specialty and at present no one institution has them all readily available. Veterinary schools often call in outside lecturers in ethology, ethics and law, many of whom are not at the cutting edge of each discipline. By having an alternate course students can have placements where there is cutting edge research, or that element is being studied or taught in more depth (e.g. ethics, law). Furthermore, they have the opportunity to visit institutions worldwide and gain valuable experience.. The application form and a model course can be found in Appendices N and O respectively.

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**d) Required publications**

**BM**

Candidates are required to be approved by the Credentials Committee (Appendix B) to:

- have at least one case report or review paper accepted for publication in a peer reviewed journal during the second year of their programme, and at least one experimental paper accepted for publication in a peer reviewed journal during their third year of study. The resident should appear as first author on at least one paper overall. These papers should be accepted for publication prior to the applicant sitting their final examination (see Appendix P for examples of accepted journals); and
- present at least one oral or poster presentation in each of their second and third years, at a national or international veterinary or animal behaviour congress (but not including local presentations e.g. departmental seminars). At least one of these presentations should be at the ECAWBM's annual meeting. In addition, at least one of these presentations should be based on research / data from the applicant's own research.

Specified times for achieving publication and presentation requirements has helped residents plan their work programme to enable them to meet the criteria to sit the examination.

**AW**

Candidates must:

- have at least two papers accepted for publication in a peer-reviewed journal (Appendix F). The resident should appear as first author on at least one paper. These papers should be accepted for publication (i.e. In Press) prior to the scholar sitting their final examination, and
- present at least two oral or poster presentation at a relevant national or international congress (not including local continuing education presentations). At least one of these presentations should be at the ECAWBM annual meeting. In addition, at least one of these presentations should be based on research / data from the scholar's own research.

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**e) Summary of credentials that have led to denial of qualification for examination**

**BM**

Since 2011 there have been no denials.

**AW**

Not applicable

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**f) How unsuccessful candidates are advised of deficiencies (provide sample letters)**

**BM**

Personal letters are sent detailing the reasons for failure. As the circumstances vary, and it is usually a very sensitive issue for the candidate, we feel that personal letters are more appropriate (see below a template of a letter of denial).

Dear Dr/Mr/M \_\_\_\_\_,

*I regret to inform you the European College of Animal Welfare and Behavioural Medicine Credentialing Committee has completed review of your application and your application has not been approved. The committee has summarized their concerns:*

1. A
2. B
3. C

*Thank you for your application and in interest in becoming a diplomate in Animal Welfare and Behavioural Medicine. Please address the concerns and consider to apply next year (if appropriate).*

*Sincerely,*

*Chair, ECAWBM Credentialing Committee*

**AW**

Not applicable

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**g) Time limit for notifying candidates of acceptance or denial of credentials of qualification for examination**

**BM**

Effective from 2015, applications for credentialing are due on April 1st each year, and candidates will be notified by email before June 1<sup>st</sup> of acceptance or not.

**AW**

Not applicable

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**h) Other guidelines used to assess applicant qualifications**

**BM**

**Re-certification**

The BM Re-Certification Committee (RCC) was first convened in 2006 and re-certification is carried out every 5 years on an individual basis. Since some committee members needed to be re-certified it was decided not to include them into these decisions due to a conflict of interest and, therefore, additional members have been co-opted to assist the RCC.

The first group were evaluated, using a standard point-grid system but it became clear that it required improvement and new re-certification guidelines were adopted in 2010. The new guidelines (Appendix C) now require the following.

- A minimum time spent in activities directly related to the BM sub-specialty, rather than a percentage of time (e.g. 50%) in order to ensure a significant level of involvement in the discipline. If Diplomates for example only work part-time they should therefore spend a greater proportion of their time in Behavioural Medicine activities.
- Points relating to scientific publications are weighted by impact factor of the journal to encourage high quality research and ensure that Diplomates are working at the required level.
- Points are preferentially given to Diplomates presenting papers at the ECAWBM annual meeting to reward Diplomates for taking an active part in one of the College's core activities.

In 2010, 2011, 2012, 2013, 2014 and 2015, all *de facto* applicants were re-certified and it is anticipated that 6 Foundation Diplomates were recertified for a second time except for one that had retired (but this has yet to be ratified by the College Board). Since 2013 there have

been some minor amendments to the evaluation process in accordance with feedback from RCC members and applicants during the previous recertification process. The document presenting the recertification process is on the College website.

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## **B2 Describe the educational programmes available to potential candidates and indicate how these activities are supported and encouraged by the organisation.**

### ***BM***

Behavioural Medicine currently offers 4 standard residency programmes at the following universities: University of Milan (Italy), Universitat Autònoma de Barcelona (Spain), University of Bristol (UK) and University of Zaragoza (Spain). Three of these Universities also offer an Alternate Residency. In addition to those there are three Alternate programmes offered in private practice (Australia, Belgium, Canada).

### ***AW***

A residency requirement document describes the procedures for approval of a standard and alternate residency programmes. As previously discussed, the lack of clinical income for animal welfare means that we are anticipating that each residency programme will need to be unique to that individual (i.e. an alternate residency). For the four current and future residency programmes, the relevant supervisor and residency committee has provided guidance on the training options within their country or by on-line courses that can help fulfil the academic requirements. In addition, the Education Committee has provided guidance to education providers such as the University of Winchester that are designing formal Masters level training courses covering the academic requirements.

The Animal Welfare Diplomates of the college are keen to support the education of residents once they have enrolled. During the 2015 ECAWBM conference several 6 diplomates attended, without charging a fee, a residency training day that was attended by all four enrolled residents. This format worked well and we intend to make this a feature of all future conferences.

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## B3 Examination Procedures and Policies

### a. Describe the nature and the scope of the examination(s)

#### **BM**

*Background:* The Examination Committee runs and is responsible for the examination.

The first examination in Behavioural Medicine was held in December 2010 and thereafter examinations have been held in association with the Annual College Congress. Candidates are supported by the provision of information on matters such as travel, local accommodation. Members of the Examination Committee from the host Faculty coordinates assistance in relation to meals, study areas and materials, and transport between the accommodation and examination venue. The examination is taken in English and candidates are allowed to take English language dictionaries (supplied by the ECAWBM) into the written papers. Appropriate translators (voluntary ECAWBM Diplomates) may accompany non-native English speaking candidates into the examination, and although candidates rarely seek language assistance during the examination, it gives candidates confidence. An Application Packet with all relevant information is available for prospective Diplomates on the College website [www.ecawbm.org](http://www.ecawbm.org) < <http://www.ecawbm.com/behavioural-medicine> >

ECAWBM holds annual examinations that comply with EBVS Policies and Procedures. Details of the format of the examination (duration, number and format of questions, etc), and model questions are available on the College website ([www.ecawbm.org](http://www.ecawbm.org)).

The examinations aim to evaluate the clinical behavioural and basic ethology knowledge of the candidates obtained during the standard residency training or alternate training programme. All candidates must have their credentials accepted by the BM Credentials Committee (Appendix B) together with a case log and evidence of 2 accepted peer reviewed scientific publications, one of which has to be an original research paper, and one may be a case report. Additionally, residents must have: attended at least four major conferences that are approved by the BM Education Committee; have conducted at least one research project; and presented *at least one* oral or poster presentation in each of their second and third years at a national or international veterinary or animal behaviour congress (this excludes any local continuing education presentations) (see Appendix P).

Applicants must be satisfied that they are suitably qualified to attempt a demanding professional examination that will test a broad range of knowledge and skills and should consult carefully with supervisors, employers and mentors before making an application to sit the examination. The following candidate categories are available:

#### **Category 1:** ECAWBM Standard Residency Training Programme

Applicants who have finished a standard residency or alternate training programme supervised by a Diplomate of the ECAWBM can submit their credentials for the examination. All publications, case logs and clinical training requirements must have been completed prior to application.

### Category 2:

Those who are experienced and well recognised in the field of Animal Welfare Science, Ethics and Law and/or Behavioural Science and Medicine with assessment by other means confirming that they meet the criteria as set forward for completion of residency programmes. Their applications must also be approved by the specialty Credentials Committee.

### *The examination content and layout*

The examination consists of **5 parts**:

**Part 1 - 150 multiple-choice questions.** The duration will be 4 hours. This part will be divided into 2 sections:

**Section 1:** 75 questions that consist of a question stem and four possible answers, of which only one is correct. These questions are worth one point.

**Section 2:** 75 questions may consist of a question stem and four possible answers, of which only one is incorrect. These questions are worth one point.

This part includes questions of: General issues of ethology, communication skills and statistical analysis. (See Appendix Q)

**Part 2 - 150 multiple-choice questions.** The duration will be 4 hours. This part will be divided into 2 sections:

**Section 1:** 75 questions that consist of a question stem and four possible answers, of which only one is correct. These questions are worth one point.

**Section 2:** 75 questions may consist of a question stem and four possible answers, of which only one is incorrect. These questions are worth one point.

This part includes questions of species' typical behaviour and behaviour problems. (Appendix R)

**Part 3 - Written case based paper.** The duration will be 4 hours. This part will be divided into 5 clinical cases of different species:

- 2 cases of dogs.
- 2 cases of cats.
- 1 case of following species. The applicant has to choose between the following species: Pet birds, horses, rabbits, pocket pets, reptiles/amphibians, other (to be approved by the Examination Committee).

There will be 5 questions of each case about taking history, differential diagnoses and treatment. These questions are worth two points (10 points per case).

**Part 4 - Critique of a peer reviewed study**, published up to a maximum of 3 years prior

to the year of the examination.  
This part includes 5 short questions that are worth two points each one. The duration will be 3 hours.

### **Part 5 – Clinical consultations.**

#### *From 2016 onwards*

In 2016, the candidates' videos will be assessed at the Annual meeting by examiners from the Credentials and Examinations Committees. From 2017, the video clinical consultations will be the responsibility of the Credentials Committee and will determine if a candidate sits the written examinations. The same principles will apply as now for content, supervision, submission, evaluation, etc

#### *Past 5 years:*

The candidate will perform a behaviour consultation on two different species of their choice. At least one of these must be related to dogs or cats. The other one could be related to pet birds, small mammals, horses, and others as deemed appropriate by the examination committee.

These consultations must be recorded under supervision of a Diplomate (that has to be present during all the consultation). The video recordings must be presented the day of the exam. Each consult may last at the most 2 hours; all the videos that exceed this time, will be directly discarded. Both video recordings have to be delivered in a pendrive/USB stick. It allows the following video formats: .mpeg, .mpeg2, .avi, .mov.

Issues such as interview structure, differential diagnosis, treatment, communication skills, risk assessment (in case of aggression problems) and animal welfare will be evaluated by the Examination Committee. This part is worth 20 points (10 points each clinical consultation).

If the Examination Committee has any concerns or questions about the video recording they will contact the candidate for more explanation.

**Examination evaluation:**

<b>Part</b>	<b>Total points</b>
1	150
2	150
3	50
4	10
5	20

The average score of the candidate, for the whole examination, must be 70%, and no part of the examination can be < 50%.

***AW***

All 4 Foundation Diplomates are experienced examiners, and have 10 to 20 years experience in teaching and examining in animal welfare science, ethics and law..

Examination procedures: The initial 4 candidates will be able to sit the exam from Autumn 2017 onwards. The examination is likely to be arranged alongside ECAWBM meeting. In 2016 an Examinations Committee will be established. This is planned to be chaired an AWSEL person experienced in examining at a post-graduate level. The detailed examination will be defined in 2016, however, the following principles will apply.

The examination will examine the resident's knowledge and understanding of the ECAWBM Animal Welfare syllabus in Welfare Science, Ethics and Law (Appendix S). The students will be expected to have a detailed knowledge of recent animal welfare literature (Appendices F & T). The examination will include the following three elements

1. Theoretical examination consisting of a 1 hour short question examination and a 2 hour long question examination
2. Practical examination consisting of an animal welfare assessment of a group of animals
3. Presentation and discussion of the animal welfare science, ethics and law of a controversial topic.

All residents, mentors and supervisors will be continuously monitoring by the Education Committee to ensure that when they sit the exam they are ready to do so.

***b. Describe how you assure that the examination questions reflect the professional activities expected of Diplomates***

***BM***

All questions must be referenced with at least one current peer reviewed journal or current textbook; peer reviewed journals and a list of text books are used to construct the questions. Candidates will be aware of the journals and books that are used and consequently will normally be included as part of their examination training and preparation (see Appendix P & U). The reading list is reviewed every 5 years for relevance and to consider new publications for inclusion.

Diplomates are required to supply questions with references for consideration for inclusion in the examinations. All examination questions are recorded in a database with their academic references and a reference to the learning outcomes. Where gaps in questions for particular learning outcomes are detected, the Examinations Committee identifies diplomates with expertise in the area and invites them to contribute questions.

The examination questions and results are reviewed each year and questions assessed as to their usefulness in examining the learning outcomes. At each examination, 25% of the questions are replaced with new questions. The questions are retained in the database mentioned earlier allowing the creation of a validated question bank for assessing candidates' knowledge.

***AW***

The precise examination procedures, format and content will be developed from 2016 in advance of the 2017 examination. The examination will address the theory, including knowledge of recent literature, practical welfare assessment and ability to analyse and professionally present a controversial animal welfare topic.

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***c. Describe how examination questions are developed, reviewed, graded, and evaluated***

***BM***

All questions must be referenced with at least one peer reviewed journal or current textbook,

and will be reviewed by all members of the examination committee, and modified if necessary.

On reviewing the questions and deciding on which to retain for future examinations the Examination Committee makes the final selection, using prior response rates of the candidates. After the final step of the rating-process (see below), the responses of the best candidates are re-analysed, to assess the questions where they failed. If the less successful candidates also failed, the question is officially removed from the list of possible questions to be retained.

#### *Multiple choice questions (300 points) Parts 1 and 2:*

Multiple-choice sections from examination Parts 1 and 2 are reviewed by an automatic system of optical sheets corrections. Each question that has not been answered correctly by the majority of candidates is reviewed for its appropriateness and clarity, and whether the answer is correct. Some questions may be dropped from the examination at this time. The Examinations Committee uses standard methods of calculating the pass point (e.g. Angoff method, Nedelsky method).

#### *Written case based paper (50 points) Part 3:*

There will be 5 questions on each case about history taking, differential diagnosis and treatment. The Examination Committee establishes a list of criteria that should be given to obtain the maximum score for each individual question. The final score for each question is calculated according to the percentage of those criteria provided by the applicant. The examiner reserves the right to apply a positive or a negative correction to the final score for each case depending on the overall resolution of the case, as well as on the existence of wrong statements. Each case is independently reviewed and scored by at least 2 Diplomates. If there is a strong disagreement between evaluators, a third evaluator is appointed. The final score will be the average of three evaluators. A minimum score of 70% is required.

#### *Critique of a peer review study (10 points) Part 4.*

This includes 5 short written questions that are each worth two points. Each case will be independently reviewed by at least 2 Diplomates. The final score will be the average of both evaluators. The Examination Committee establishes a list of criteria that should be given to obtain the maximum score for each individual question. The final score for each question is calculated according to the percentage of those criteria provided by the applicant. The examiner reserves the right to apply a positive or a negative correction to the final score for each case depending on the overall resolution of the case, as well as on the existence of wrong statements. Each case is independently reviewed and scored by at least 2 Diplomates.

If there is a strong disagreement between evaluators, a third evaluator is appointed. The final score will be the average of three evaluators. A minimum score of 70% is required.

#### **Clinical consultations (20 points) Part 5.**

The recordings of the clinical session will be independently reviewed by at least 3 Diplomates. For this practical session, three Diplomates, selected for their capability to understand the candidate's native language, review the videos provided by the candidate. The examiners will focus on the candidate's skill in a face-to-face consultation, including the ability to perform a structured interview and his/her communication skills. Questions are then asked in presence of the other evaluators and the candidate then has a face-to-face discussion with the examiners to finalise the evaluation. A minimum score of 70% is required.

From 2016 onwards, the video will be examined by a joint committee from the Examination and Credentials Committees using the existing criteria.

#### ***AW***

The precise examination procedures, format and content will be developed from 2016 in advance of the 2017 examination. The examination will address the theory, including knowledge of recent literature, practical welfare assessment and ability to analyse and professionally present a controversial animal welfare topic. The Examination Committee will be chaired by a University academic familiar with best practice examination procedures in general and particularly in AWSEL. Examination questions will be based on the syllabus including recent literature on the topic. Existing *de-facto* diplomates will be involved in the development, review, grading, and evaluation of examination questions.

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#### ***d. Indicate if and how consultative resources are utilized***

#### ***BM***

Answers to examination questions are always evaluated based on the specific current peer reviewed journals or current textbooks are used to develop them.

#### ***AW***

Detailed procedures will be developed in 2016 and see B3b and B3c above.

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*e. Describe the procedure used for establishing the pass mark*

**BM**

The applicant should score above the cut-off point established for Parts 1 and 2 of the examination. An average score of 70% is required for Parts 3, 4 and 5 of the examination. A score higher than 50% is required for each of the written examinations, as well as for the clinical consultation.

For each written question a criterion reference list that would be included in a model answer, is drawn up by the Examination Committee. The list is divided into those criteria essential for a good understanding of the topic, and into less important criteria. The final score for an answer is based on the number of criteria the candidate scores, showing an adequate knowledge of the topic has been achieved. The pass mark is therefore criterion referenced and not norm referenced, and the choice of questions for the examination is used to help determine the difficulty of an examination.

**AW**

Detailed procedures will be developed in 2016

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*f. List the primary reasons why candidates fail*

**BM**

Several possible reasons for failing of candidates have been considered by the Examination Committee and the Board:

1. Insufficient knowledge: It is possible that some candidates simply had difficulty recalling information or suffered from poor examination technique, possibly through not having had sufficient practice ahead of the examination. The Examination Committee members brief candidates and their supervisors fully with face-to-face briefings at the Residents' meetings at Congress, in addition to publishing example papers on the website.
2. Insufficient practical case management experience: For the practical part of the examination, the candidate may fail as a result of any action during the consultation

(video recordings) from the supervising Diplomate trying to prevent or influence an action or a decision from the candidate. However, that has to be modulated in the event of putting the candidate, patient, owner, or supervising Diplomate at risk (e.g. aggression, side-effect of a drug). Moreover, other reasons to fail could be lack of observational skills, or inability to interact effectively and professionally with clients or animals.

3. Language barrier: as ECAWBM(BM) resident programmes are run in different countries, and for many candidates English is not their mother tongue, this may cause difficulties, particularly in stressful situations. The ECAWBM is very aware of this potential problem and does all it can to support candidates as much as possible during the examination, e.g. non-medical dictionaries are allowed, there are always invigilators available to support the candidates.
4. Examination anxiety may have been an issue for some candidates but the examiners were thoroughly briefed about how to deal with nervous candidates and all efforts are taken to ensure that no candidates are disadvantaged through nerves.

*AW*

Not applicable

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***g. List the time limit (in days) for reporting scores to candidates after the examination is administered***

***BM***

The Examination Committee will send the final score for each candidate to the Secretary of the ECAWBM who will formally inform the candidate within 2 weeks by e-mail as to whether they have passed the entire examination, or specify which parts have been passed.

The Examination Committee will mark the examinations within 24 hours and seek to inform candidates informally as soon as possible in order that candidates may have the opportunity to discuss their scores with them, prior to returning home. The aim of this is to prevent problems by explaining the outcome of the examinations to the candidates. Currently this system has worked well and has been an efficient way of producing timely responses for candidates.

*AW*

Detailed procedures will be developed in 2016

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***h. If you use oral examinations, describe how they are structured and evaluated and how you strive to avoid unfairness or personality conflicts***

***BM***

There are no face-to-face oral examinations

***AW***

Detailed procedures will be developed in 2016

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***i. Describe how unsuccessful candidates are advised of deficiencies on examination***

***BM***

Candidates failing any part of the examination are notified by phone, in person and/or by email within 2 weeks of the examination. Exact scores are not revealed but candidates are encouraged to contact the Examinations Committee chair personally (by telephone or email) to discuss the specific reasons for the decision, and to obtain specific advice as to how to improve in the future. Furthermore, after the examination there is the opportunity to discuss their scores with members of the Examination Committee prior to returning to their various geographical locations (as outlined in g.) above.

We intend to use the template below for future feedback.

Personal letters are sent detailing the reasons for failure. As the circumstances vary, and it is usually a very sensitive issue for the candidate, we feel that personal letters are more appropriate.

*Dear Dr/Mr/M... \_\_\_\_\_,*

*I am sorry to have to inform you that you have not satisfactorily completed the examination. The Examination Committee has completed a review of your results and hope that you will re-sit the examination at your earliest convenience, and that you will find the following feedback useful. The committee has summarised their concerns below:*

*The main reasons for failure were (separate for each examination part):*

David Morton 19/11/2015 16:48

**Comment [1]:** An addendum may follow this section

- 1.
- 2.
- 3.

*We suggest that the following actions will improve your chances of passing the examination next time (relate back to each reason given above):*

- 1.
- 2.
- 3.

*Please consider trying again next year (if appropriate).*

*Thank you for taking an interest in becoming a Diplomate in the European College Animal Welfare and Behavioural Medicine.*

*Yours sincerely,*

*Chair, ECAWBM Examination Committee (BM/AW)*

*AW*

Detailed procedures will be developed in 2016

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***j. Describe other relevant aspects of your testing programme***

***BM***

The results for successive years from 2010 to 2015 are given in the tables below.

Number of candidates examined for this specialty in 2010			
	Number Examined or	Number Accepted or	Percent Accepted or

	Reviewed	Passed	Passed
Credentials (Exam.)	5	4	80%
Written exam.	4	1	25%
Clinical consultation	1	1	100%

In 2010, only one candidate passed the four written parts of the exam. Two candidates passed the first and the second parts of the exam (MCQ). Three candidates passed the third part of the examination and two candidates passed the third part of the exam.

Number of candidates examined for this specialty in 2011			
	Number Examined or Reviewed	Number Accepted or Passed	Percent Accepted or Passed
Credentials (Exam.)	13	12	92%
Written exam.	15	7	47%
Clinical consultation	7	5	71%

In 2011, there were 15 candidates, 3 of whom had to complete only part of the examination since they had passed parts in the previous year. Seven of the candidates passed the written portion of the exam, and their video recordings of consultations (practical portion of examination) were reviewed on the following two days. Five of the candidates also passed the practical portion.

Number of candidates examined for this specialty in 2012			
	Number Examined or Reviewed	Number Accepted or Passed	Percent Accepted or Passed
Credentials (Exam.)	5	4	80%

Written exam.	4	1	25%
Clinical consultation	1	1	100%

In 2012, 4 candidates passed all sections of the examination at the first attempt; 6 candidates passed the written part of the examination at their first attempt; 5 candidates passed the clinical consultation part of the examination at their first attempt.

Number of candidates examined for this specialty in 2013			
	Number Examined or Reviewed	Number Accepted or Passed	Percent Accepted or Passed
Credentials (Exam.)	0	0	0%
Written exam.	0	0	0%
Clinical consultation	2	1	500%

In 2013 two candidates resubmitted their videos for consideration. Both had previously completed credentialing and passed the written portions of the examinations but failed the videos. One candidate passed and one failed.

Number of candidates examined for this specialty in 2014			
	Number Examined or Reviewed	Number Accepted or Passed	Percent Accepted or Passed
Credentials (Exam.)	2	1	50%
Written exam.	1	0	0%

Clinical consultation	2	1	50%
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The 2014 exam had 2 candidates attempting sections of the examination that they had previously failed. One attempted the written examinations but failed. The second candidate resubmitted her videos and passed these.

Number of candidates examined for this specialty in 2015			
	Number Examined or Reviewed	Number Accepted or Passed	Percent Accepted or Passed
Credentials (Exam.)	1	1	100%
Written exam.	1	1	100%
Clinical consultation	1	1	100%

In 2015 one candidate was accepted through credentialing for the examination and passed.

In addition training in design and production of examination questions is constantly being addressed so that the examiners will meet point 5 of the 5 year Report College Check list. The BM Executive Group is confident that the experience of the Examinations Committee in holding exams between 2010 and 2015 will lead to further improved practices in 2016 and beyond.

#### *Independent External Moderation*

During the examination BM has at least 1 diplomate observing at all times. As we have had low numbers of candidates (1 candidate sitting the examination) for the last few years we have not had the 3 diplomates having oversight (as in our guidelines) as it was felt that this would be overwhelming for the candidate. When more than 1 person is sitting the examination then 3 diplomates are present to monitor and to answer any process questions for the candidates.

At present there is no external examination moderation only invigilation

### ***AW***

Although AW will not run examinations until 2017/2018 the Foundation Diplomates have discussed a timeline to ensure that the examination procedure will be in order in good time. In particular, all Diplomates will shortly be reminded that they will be requested to provide questions for the examination. Initially, the Education Committee will deal with examination related matters, for example, ensuring that their members will attend the EBVS training or other relevant course.

All 4 Foundation Diplomates are experienced examiners, and have over 10 years experience in examining in AWSEL. In addition, one person has attended the EBVS training day and this will be increased in the coming years aiming for a majority of Examination Committee members being trained at some relevant course. An Examination Committee will be formed in 2016.

### ***AW, BM and College view:***

Each specialty Examination Committee, the specialty Executive Group, and the College = Board regularly review the examination process to make sure it is fit for purpose. The College will be guided by the EBVS examination best practice document.

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***k. In the detailed five-year report of provisionally recognised Colleges, details on the procedures followed and results of de facto recognition must be included***

### ***BM***

BM was awarded full recognition in 2012 and so there have been no further *de facto* applications since 2007.

### ***AW***

Since the sub-specialty started (April 2011) there have been over 70 expressions of interest and 50 applications for *de facto* membership. The Credentials Committee meets approximately every 6-8 weeks. The Committee draws up guidance for applicants and decision-making guidelines for the Committee. There is an informal advisory system in place (as it is a new sub-specialty of the College) to help ensure that any application stands a fair chance of acceptance (see current application forms for *de facto* (Appendix D) and Associate (Appendix E) members; consequently the acceptance rate is high. Those advising applicants

are on the Credentials committee but do not participate in the final vote.

Reasons for rejection or delaying an application and for re-submission have been:

1. a failure to understand that the College has a slightly different emphasis from what might be expected from a good or average practitioner to considering whether the applicant is instrumental in the development of at least one of the core elements through research and practice. Thus it is not so much a question of whether someone practices good welfare, behaves ethically and legally, but whether they advance the subject elements of AWSEL in some way through their chosen work. The role of the Diplomates of the College is to develop the specialty and promote these elements through education and research, as well as practice;
2. a lack of publications to meet the EBVS required standards and we try to help them through detailed advice (see Appendix F for accepted journals); and
3. applicants who are not eligible to practise in the European Community or the European Free Trade Association.

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## B.4 Appeal procedure

An appeal procedure has been added to the By-Laws and is in line with the EBVS P&Ps. It differs from the EBVS's suggested approach as we can capture the necessary independence of an Appeals Committee(s) and avoid conflicts of interest by using persons from the other specialty. The Appeals process is given in Appendix V and this Appendix will be sent to candidates wishing to appeal.

### **Appeals Procedure for the College ECAWBM**

This Appeals Procedure is part of the revised ECAWBM Bylaws and complies with the EBVS model Bylaws Article 9.

**Potentially adverse decisions** by the College may include, but are not limited to:

- Denial of certification of an individual.
- Temporary or permanent suspension of certification.
- Failure of an examination or a part of an examination.
- Denial of adequacy of credentials.
- Denial of approval of a residency programme.

These procedures and decisions are considered to be fair and reasonable for all parties, in keeping with the objectives of the College and the goals of EBVS. Nothing in this Section is intended to infringe the principles of fairness and natural justice. In that regard, no fee is charged by the College to an Appellant as many cases the appeal can be resolved informally and in-house. Charging students would also not be fair or reasonable. However, if Face-to-Face meetings are eventually required then the College will try to arrange those meetings around the AGM/Annual Congress. The downside of this is that a candidate will have to postpone any examination re-sits for around 2 years. Fees may have to be charged to the Appellant for Face-to-Face meetings at times other than at Congress. If the College decides that the Appellant had good grounds for complaint, then the fee will be refunded. The College will otherwise have to pay all reasonable expenses. If the Appellant wishes to pursue the claim, then it may have to be resolved by the EBVS (see below).

Any changes in appeals procedures will be reported to the EBVS as part of the Annual Report.

### **Appeals Committee**

The College's Procedures will provide for principles involved for the appointment of an Appeals Committee.

The Appeals Committee shall be made up of a minimum of three Diplomates of the College who shall not be serving as specialty members in the specialty of the dispute on the College Board or the Specialty Executive Group, or members of the relevant committee(s) whose decision(s) is being questioned.

The Appeal Committee members shall have had no prior involvement with the case, and have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

### **Communication of the right of Appeal**

In the event of a potential adverse decision, the College shall notify the affected party (or parties) of the procedure for appealing against the decision. This notification must be included with the communication that gives notice of the decision itself. The Appeals Procedures must specify an address and a College Executive Officer (Board member) to which an Appeal

should be sent. The nominated Executive Officer (College Board Member) shall have had no prior involvement with the case, and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned

### **Grounds of Appeal**

The College must provide for Appeals to be made on the following grounds.

- That the College failed correctly to apply its own or EBVS's published rules, procedures or criteria relevant to the decision in question.
- That the College's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS.
- That the College imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

### **Commencing an Appeal Process**

Unless the Appellant has been informed the following steps will be followed. Any deviation from this timetable has to be reasonable and not unduly delay matters. Similarly if the Appellant has reasonable grounds for delay, these will be notified to the nominated College Executive Officer dealing with the case. Both parties must aim for agreement on any revised timetable.

1. The College must require an Appeal to be made in writing by the Appellant, including a statement of the grounds of the Appeal, together with any supporting reasons and documents.
2. The College must allow Appeals to be made for at least 60 days but no more than 90 days after the postmarked date of the letter communicating the relevant potential adverse decision (or if sent by email the date on which the email was sent).
3. The College must normally acknowledge receipt of an Appeal within 10 working days, unless the Appellant has been informed. Any deviation from this timetable has to be reasonable and not unduly delay matters. The following steps will then be followed.
  - (i) Within 20 working days of its receipt by the College the Appeal must be considered by nominated College Executive Officer, who will decide whether a proper Ground for Appeal has been identified.
  - (ii) If a proper Ground for Appeal has been identified, the College will convene an

Appeals Committee to consider the Appeal.

4. Normally, within 15 working days of step 3(i), the College must inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground of Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.
5. The College must:
  - (i) provide a reasonable opportunity and procedure for the Appellant to raise concerns with or object to the membership of the Appeals Committee, and
  - (ii) provide a reasonable procedure by which any such concerns or objections are considered and responded to.
6. In any case where an Appeal is to be conducted, the procedure for convening an Appeals Committee must normally be completed no later than 30 days after the date the College has informed the Appellant of the proposed membership of the Appeals Committee, under paragraph 4 above.
7. Within 5 working days of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the nominated College Executive Officer to the members of the Appeals Committee.
8. Where a College makes a decision that no proper Ground of Appeal has been identified by the Notice of Appeal, the College may inform the Appellant that either:
  - (i) It will take no further action (and explain the justification for this), or
  - (ii) It will consider the Notice instead as a request for an informal review of a potentially adverse decision by the College Board on non-appealable grounds (e.g. extenuating circumstances of personal difficulty etc.).

### **Conduct of an Appeal Process**

1. The College will require all Appeals to be conducted in confidence.
2. The Appeals Committee must be able to request information relevant to its considerations

of the Appeal from any relevant party.

3. The Appeals Committee must be required to consider carefully the need or not for an oral hearing. Where an Appeals Committee decides not to hold an oral hearing in an Appeal against a decision that arises from an allegation of impropriety against a candidate (or in other matters of similar gravity), reasons for that decision must be given. Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.
4. An Oral hearing must be attended by at least three members of the Appeals Committee. Neither party may be represented by legal counsel, although the provisions of the law in the country where the College is registered must be taken into consideration. Oral hearings will be conducted in English. The Appellant may be accompanied by an individual ('representative'), who may assist them to present the appeal. The representative will not be allowed to participate in answering specific questions but, at the discretion of the Chair, may be allowed to provide necessary language translations and may, at the end, be allowed to make a statement on behalf of the Appellant.
5. A transcript or detailed minutes of the meeting will be kept. An electronic recording may be made with the prior consent of all parties, which should not be unreasonable withheld. The minutes and, if it is made the electronic recording, shall be made available to the meeting's participants on request.
6. The Appeals Committee must have the discretion to reject or uphold the appeal according to its independent view of the merits of the Appeal. Where the appeal is upheld, in whole or in part, the Appeals Committee may modify or reverse the previous decision or adjust any sanction.
7. The decision of the Appeals Committee will be reached by a majority vote of the members, the Chair to have the casting vote if necessary. In communicating the decision of the Appeals Committee, the Chair will give reasons for their decision.
8. The Appeals Committee must deliver its decision on the Appeal to the nominated Executive Officer of the College normally within 90 days of the date of receiving all the papers relating to the dispute. The College Board will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation. The College Board shall then communicate the decision, via electronic means and in addition, if there is no satisfactory confirmation of the email receipt, will send

it by registered post, to the Appellant, within 30 days of receipt of the Appeal decision.

## **2. EBVS Appeals Procedures and Implementation**

1. If the Candidate or Appellant is not satisfied with the outcome of a College investigation, s/he may appeal the decision with the EBVS.
2. Appeals to the EBVS must be made in writing to the EBVS Secretariat, which will act as the main point of contact and coordinator of the appeal process.
3. The adverse decisions of a College against which an affected party may Appeal to the EBVS are those specified in above, as well as a decision of a College not to conduct an Appeal. The grounds for Appeal are those specified above.
4. An Appeal must be submitted to the EBVS Secretariat within 60 days of the date on which the outcome of an Appeal was communicated to the Appellant by the College, and shall include a clear statement of the grounds for Appeal of the decision.
5. The Notice of Appeal must provide all appropriate documentation being relied upon in support of the Appeal, indexed and arranged chronologically, and which must include correspondence details of the Appellant in both forms (email address and mailing address). One hard copy of each document must be submitted via registered mail, as well as copies of all documents electronically to the EBVS Secretariat.
6. Submission of the Appeal to EBVS must be accompanied by a deposit of €1500 to ensure that the expenses of the Appeal will be covered.
7. Within 5 working days of receipt of the submitted documentation EBVS will acknowledge its receipt to the Appellant and inform the College that an appeal has been received.
8. Alongside the Notification to the College of the receipt of an Appeal, the College will be invited to submit any documentation they consider necessary to support their decision. Any such documentation must be received by EBVS within 15 days of the date of receipt of the EBVS letter. Correspondence between the EBVS and the two parties will be via the EBVS Secretariat and via electronic means.

9. No other information should be submitted to the EBVS, unless requested by the Appeals Committee.
10. On receipt of all the documentation from both parties, the Secretariat will forward them within 5 working days to the EBVS President, who will review the case and decide whether the Appellant has identified a proper ground of Appeal.
11. If no proper ground of Appeal is identified the case will be considered as a Complaint. A Complaint will be handled by the President or another member of the Executive Committee designated by the President. The President or his/her nominee (who shall not be from the College involved in the Appeal or have no potential conflict of interest) may request further information (if required) from either party, or call a meeting of the parties in dispute. At the conclusion of the complaint process the EBVS may make a recommendation to its resolution. This may be that the complaint is not upheld and so no further action is necessary, or by way of Advice to the College as to how the complaint should be resolved fairly and proportionately. This Advice is not considered binding on the College. The whole process of handling a complaint may not last for more than 60 days.
12. If the decision of the EBVS President was that the matter be dealt with as an Appeal, an Appeals Committee will be appointed by the Executive Committee of the EBVS within 30 working days of the time the members of the Executive Committee are informed by the President that the matter will be dealt with as an appeal. The Appeals Committee shall be made up of EBVS Board Members, who shall not be serving members of the Executive Committee, and shall consist of three members, one of whom shall act as Chair, nominated by the EBVS Executive Committee. Wherever possible the Appeals Committee members will be members of fully recognised Colleges and will have served as EBVS Board members for at least two years. No member of the Appeals Committee should be a Diplomat, or hold any other category of membership, of the College involved in the dispute. Any conflict of interest statement must be submitted by all members to the EBVS Secretariat in writing.
13. The two parties will be informed of the proposed membership of the Appeals Committee and will be given an opportunity to raise any concerns with the EBVS Secretariat before the Appeals Committee's membership is confirmed. Any concerns must be submitted in writing to the Secretariat within 7 working days of receipt of the proposed membership together with the reasons for any concerns/objections.
14. The EBVS Executive Committee will consider any objections to the composition of

the Appeals Committee. The Executive Committee will make a decision as to whether the member in question should be asked to stand down from the Appeals Committee. The decision will be communicated in writing to the parties in dispute, and the proposed members of the Appeals Committee. The decision of the Executive Committee will be final.

15. If a proposed member of the Appeals Committee is to be replaced, the Executive Committee will seek to appoint another member to the Appeals Committee as soon as possible. The two parties will be notified of the individual who is proposed as the replacement member of the Appeals Committee and the process set out above will apply.
16. Within 5 working days of the confirmation of the Appeals Committee's appointment, the EBVS Secretariat shall forward to the members of the committee all the papers relating to the dispute.
17. The Appeals Committee will conduct the Appeal, with administrative support from the EBVS CEO to ensure consistency. Having received all the papers relating to the dispute from the EBVS Secretariat, the members of the Appeals Committee shall review the case, request further information, if required, and, at their discretion, call a hearing of either party or both parties, giving at least 14 days notice. The EBVS Secretariat will supply both parties with the grounds for Appeal and supporting evidence at least 10 days in advance of the hearing.
18. The Appeals Committee will reach a decision on the Appeal within 90 days of receipt of the original documentation relating to the dispute. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chair will have the casting vote if necessary, and will be announced as the decision of the Committee. Individual Committee members' views will be treated as confidential.
19. The EBVS Appeals Committee may reject or uphold the appeal. Where the Appeals Committee upholds the appeal, the Committee may modify or reverse the decision of the College, and/or adjust any sanction.
20. The Chairperson of the Appeals Committee will submit their decision in writing to the President of the EBVS via the Secretariat not more than 15 days after the decision is made. In communicating the decision of the Appeals Committee, the Chairperson will indicate the reasons for the decision.

21. The EBVS Executive Committee will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation.
22. The decision of the EBVS Executive Committee in relation to the Appeal is final.
23. The EBVS Executive Committee shall communicate the decision to the parties via the EBVS Secretariat within 15 days of receipt of the recommendation of the EBVS Appeals Committee.
24. The whole process of complaint/appeal must be handled in due confidence.
25. All documents relating to an appeal must be archived for at least 7 years.

#### **Financial aspects**

- a. The EBVS shall not be responsible for any of the costs incurred by any party in the handling of a Complaint or an Appeal process. All costs, including travel and subsistence, incurred by the parties in dispute are entirely the responsibilities of those parties. Any expense-sharing agreement between the parties will be independent of the EBVS.
- b. Apart from the initial Euro 1500 deposit from the Appellant, a Euro 1500 deposit will be invoiced by the EBVS to the other party, to act as security against expenses incurred by EBVS in handling of a complaint and/or an Appeal. If either party does not pay their deposit within 30 days of receiving an invoice then this will be deemed an admission of liability.
- c. If at the conclusion of a complaint process the recommendation by EBVS is accepted by both parties, any administrative costs incurred by the EBVS in handling the case shall be met equally by the two parties. If a case goes to appeal, all administrative costs incurred by the EBVS in handling of a complaint and/or an appeal, including any travel and subsistence costs of the Appeals Committee members and the Secretariat attending an oral hearing, shall be met by the losing party. Any remaining deposit will be re-paid to either party together with an itemisation of the costs retained.

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*a. Include a complete application packet as it is sent to prospective Diplomates*

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A copy of the appeal process given above will be sent to person considering an appeal.

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***b. Include up to three examples of correspondence to and from unsuccessful candidates or applicants***

The College has had at least 3 informal potential appeals related to the examination procedure. Two candidates appealed after the deadline, and so were not accepted by the College. One of them edited the video of their clinical case, which is against the rules. The other received help from the supervisor during the video of the clinical case.

In addition, a diplomate was accused of misconduct during the examination (i.e. providing confidential information to a candidate prior to the exam). The case was investigated and the College Board finally closed the file without taking any further action. The Diplomate concerned considered presenting a formal appeal, but after negotiation she accepted a formal letter from the College Board without taking any further action.

If the designated EBVS representatives want to review any correspondence to and from candidates they are welcome to contact the Chair of the Examination Committee.

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***c. If applicable, include a letter to an unsuccessful candidate/applicant who appealed against an adverse decision and his/her appeal was rejected***

There have been no formal appeals, as all have been mainly resolved orally. There is one outstanding case that is being investigated.

Candidates who fail the examination are informed using the template shown in

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***d. Have the new appeal procedures been incorporated?***

They have been incorporated in the College Bylaws.

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## C. STATEMENT CONCERNING INCORPORATION AND LIABILITY INSURANCE

ECVBM-CA was originally incorporated in France, as required for an association having its bank account in that country. At that time the College had no liability insurance.

On 6 February 2012 the ECAWBM was incorporated in the United Kingdom as a not for profit company limited by guarantee. The College is registered with Companies House<sup>1</sup> (the government regulatory body responsible for the registration of companies in the UK) and has the registration number 07936932 (see Appendix W). In line with UK law, the ECAWBM will be required to submit annual returns and accounts to Companies House and Her Majesty's Revenue and Customs and uses a professional accountant<sup>2</sup> to assist the ECAWBM Treasurer with the preparation and submission of these returns.

The ECAWBM provides liability insurance for its Officers and Executive Board members (Appendix X). This insurance is provided through an insurance broker<sup>3</sup> in the UK and provides cover across all European member states. Cover is provided by a Directors and Officers Liability Policy<sup>4</sup> which indemnifies ECAWBM Officers and Executive Board members against claims made against the College or against them as individuals in their capacities as officers of the ECAWBM. The cover includes Legal Liability to pay damages, judgements, settlements and defence costs up to one million Euro per officer/executive board member. The Directors and Officers Liability Policy provides cover for claims by any party and indemnifies ECAWBM officers against a wide range of possible claims, including scenarios where the College or its Committees have made a mistake or an individual believes that the actions of the College has, in some way, disadvantaged their career or has damaged their reputation or standing in the profession or wider community.

### Notes

<sup>1</sup>. Companies House, Crown Way, Cardiff, CF14 3UZ, UK

<sup>2</sup>. Blencowes Chartered Accountants, 15 High Street, Brackley Northants NN13 7DH UK

<sup>3</sup>. S Tech Insurance Brokers, 154-156 Victoria Road, Cambridge, CB4 3DZ, UK

<sup>4</sup>. Chartis Insurance UK Limited, Embassy House, 60 Church Street, Birmingham B3 2DJ UK

## D. CURRENT EMPLOYMENT DISTRIBUTION OF DIPLOMATES

The total number of persons with Diplomat status as of November 2015 is 81; they are 37 within the Behavioural Medicine (BM) and 46 in AW. Two persons are diplomates in both specialties.

In addition to Diplomates, there are 7 associate members: 4 in the AWsub-specialty, 2 in the BM sub-specialty and 1 in both sub-specialties.

All diplomates hold an active status but 2 retired diplomates in Behavioural Medicine (BM) and 1 retired diplomate in AW.

### D1 Diplomates of the BM sub-specialty

These are listed in Appendix Y

Some summary details are given below

Entry into the College:

	number
Founding	6
<i>de facto</i>	21
By Examination	10
Associate	3

Regarding occupation:

	number
University/industry	18
Private practice	15

### D2 Diplomates of the AW sub-specialty

These are listed in Appendix Z.

Some summary details are given below

Entry into the College:

	Num
Founding Diplomates	4
<i>de facto</i>	42
By Examination	0
Associate	5

Regarding occupation:

	Number
University	36
Industry	2
Private practice	2
Government	3
Other	3

### **E. Major changes in concepts and policies in the last 5 years**

The major change affecting the college occurred with the incorporation of the AWSEL sub-specialty and the resulting renaming of the college in 2010 (described in Section A). Since the formation of ECAWBM the initial constitution has been fully revised and was agreed at the AGM in Martigny, Switzerland on 7<sup>th</sup> September 2012 (included in Section K, Appendices B1 and C1). In November 2015, EBVS circulated Model Constitution and Bylaws policies but these have yet to be fully discussed within the College Board. Furthermore, they will need to be accepted by the AGM in October 2016 before being fully functional. Comments will be sent to the EBVS by December 4 2015 deadline. Together with the Bylaws, the updated constitution will be designed to support the smooth running of the College into the future.

## **F. PROBLEMS PERCEIVED AND PROPOSED SOLUTIONS**

### **F1 Critical mass of specialists**

In order to ensure financial viability of the college and distribution of the associated college workload a sufficient number of specialists are required. The current membership of 80 diplomates shows that the college is growing in the number of diplomates and further growth is expected in the following years. On the BM side several applicants are going through the residency programme of the BM and are planned to pass the exam in the future. For AWSEL, some further *de-facto* applications are expected, and 4 applicants are already enrolled in the residency programme and more alternate residency programmes will be available next year.

### **F2 Integration of the two sub-specialities**

Ensuring a strong and cohesive college is critical for its success. Since the formation of the college the following steps have been or will be taken to increasingly integrate the AWSEL sub-specialty into the pre-existing BM structures.

- The College Board will eventually need to be re-structured to ensure long term fair representation from the two sub-specialities and to accommodate the new working structures
- AWSEL members introduced themselves and their work to the college during a session at the 2012 congress.
- Members of both the BM and AWSEL sub-specialities organised, attended and spoke at the ECAWBM congress in 2012 with equal time in the programme being given to each discipline.
- The Congress Committee consists of members from both sub-specialities.
- Members of both sub-specialities have taken responsibility for the writing of this 5-years report document.

### **F3 Problems perceived and proposed solutions of each sub-specialty**

In order to ensure financial viability of the college and distribution of the associated college workload a sufficient number of specialists are required. The current membership of 81 persons shows that the college is growing and further growth is expected in the following years. In the BM sub-specialty several individuals are going through the residency programmes and are planned to sit the examination in the near future. In the AWSEL sub-specialty, some further *de-facto* applications are expected, 4 applicants are already enrolled in the residency programme and more alternate residency programmes will be available next year.

#### **F3.1 Problems perceived and proposed solutions of the BM specialty**

##### ***BM Residency programmes***

There is a need to ensure sufficient residency programmes and residents to maintain college viability. All Diplomates are reminded of the need to work to create such programmes. Unfortunately, the current economic situation is not favourable for funding residents and this is a real challenge for every residency project, particularly in some European countries. Standard residency programmes very often rely on the support of third parties (i.e. charities, drug and pet food companies), which is becoming more and more difficult to obtain. Therefore, the development of alternate residency programmes is a valid and the most likely outcome to solve that difficulty.

Behavioural Medicine currently offers 4 standard residency programmes at the following universities: University of Milan (Italy), Universitat Autònoma de Barcelona (Spain), University of Bristol (UK) and University of Zaragoza (Spain). Three of these Universities also offer an Alternate Residency. In addition to those there are three Alternate programmes offered in private practice (Australia, Belgium, Canada).

### **F3.2 Problems perceived and proposed solutions of the AWSEL sub-specialty**

#### **Maintaining standards**

The Credentials Committee, along with the Education Committee, will ensure that standards are maintained within the three elements of the discipline. The challenge comes as there are very disparate education levels in this relatively new subject within the veterinary colleges throughout the EU at the undergraduate level. This has been surveyed by the FVE/EAEVE and a model curriculum and associated outcomes and Day 1 competencies has been proposed and accepted by both standard setting bodies for veterinary education in the EU. It is important that we are inclusive and do not set unattainable standards for the specialty, but at the same time we should educate, provide CPD, monitor and gradually increase standards over time. Our informal advice and mentoring to de facto enquiries will help to ensure a consistent standard for Diplomates. We anticipate that we will attract and be able to accept sufficient de facto diplomates to help establish appropriate distribution of residencies (or alternate routes) within the EU.

#### ***AWSEL Residency programmes***

The most significant barrier to the residency programme compared with other disciplines is likely to be the lack of clinical income available to support residents. This means that institutions will be unlikely to offer a clinically funded residency programme. Whilst funding may be available for *ad-hoc* welfare projects it would be surprising if an institution could commit to long-term support for the residency.

However, as demonstrated by the UK RCVS Diploma in Animal Welfare Science, Ethics and Law suitable supervised experience is possible to organise within a range of working environments. This structure would suit an alternate residency format whereby each student is required to describe how they will organise the working environment.

The critical issue here is to ensure that the requirements are sufficiently specific to ensure that all residents are required to gather sufficient experience and yet sufficiently flexible to work within a range of working environment. The requirements include detailed specifications for supervisor contact (equivalent to a student working within the same facilities), need for a specific research project and other work experience. The residency requirements also specify case records that include 120 case exposures, 12 case discussions and 3 case reports. This is intended to ensure the student receives sufficient broad experience and demonstrates close working with their supervisor.

We anticipate that there are sufficient formal courses available for students, however, the proformas (Appendix N) and examples (Appendix O) detailing the courses will help students to access

suitable courses. We anticipate that members of the Education Committee may need to be proactive in helping students formulate appropriate training programmes initially.

It is likely that in future there will be opportunities for both sub-specialties to contribute to some core elements of residency programmes that are applicable across the disciplines.

**G. Describe any activities outside scope of stated college objectives including contracts and agreements**

None for BM or AW

## **H. FUTURE PLANS**

In fulfilling one of its main strategic aims the college will continue to provide high quality training for veterinary surgeons across Europe. The congress and associated study days have been well-attended and there is scope for this to be expanded. The college has completely renewed the website to provide greater functionality for members and visitors. In particular a members-only area with a discussion forum is now available.

### **H1 AWSEL integration plan 2012 - 2017**

The aim of the College has been to integrate the AWSEL sub-specialty so that AWSEL is fully integrated into the College by 2016, the time when we anticipate AWSEL will apply for full recognition by the EBVS. The College recently brought in an administration structure to facilitate the running of both sub-specialties, answering to a College Board that ensures compliance with EBVS Policies and Procedures. While this has largely been completed, there are still some issues to be resolved.

As can be seen from this report the restructuring and preparation for the application for full recognition in 2017/2018 is proceeding well but is still on-going.

### **H2 Globalisation**

Both specialities have developed partnerships with organisations around the world. The AWSEL sub-specialty is already global and there are equivalent bodies in various countries (notably Australia and New Zealand). The AVMA have very recently established its own College of Animal Welfare that will deal with the same core elements. There is a realistic opportunity for a truly international approach to education, experience and standards, and AWSEL are already in touch and have links with the relevant colleges (or chapters) in other countries. It is timely therefore that we try to harmonise our standards worldwide so that we achieve some mutual recognition, and encourage exchange and alternate educational programmes.

The BM specialty has members that are also members of the equivalent Australian, USA and North American Colleges which enables the exchange of ideas and the promotion of best practice around the world. Recently the college has assisted in the formation of a Latin-American College of Behavioural Medicine, AVLZ (Asociacion Veterinaria Latinoamericana de Zoopsiquiatria).

## **I. Reactions of the profession and the public to the College**

The high number of delegates at the ECAWBM meetings, together with the number of submitted abstracts for this annual event, as well as the number of lectures given all around Europe and other parts of the world by Diplomates, demonstrate the esteem in which the college is held by the profession. The increasing number of referral cases in behavioural medicine and the increasing call on ECAWBM (BM) Diplomates to provide advice to public authorities, courts, legislation authorities, and animal charities demonstrates the favourable reaction of the public to the College and its members. The College has also aided the integration of behaviour into other fields of veterinary medicine through greater understanding of the link between behaviour and disease, and dissemination of improved treatment methods for behavioural problems. The AWSEL specialty, by its nature, has close ties with a number of other specialist and non-specialist veterinary surgeons and organisations. De facto members are actively involved in teaching, working with industry, serving on government committees and also in wider public engagement activities such as public lectures.

## J. FINANCIAL REPORT

Financial details from the establishment of the College until 30 September 2012 were included in the full recognition submission for the College in 2012. This report deals with the financial issues of the college from then until 30 September 2015. The balances as at 30 September 2015 were as follows:

26,557.40 € Bank Account

£2,403.40 Bank Account

10,863.85€ PayPal

The Report in the requested format is shown below. Other additional information and tables are given in Appendix A1 (i – iv).

Year	Annual fee	Source of Income	Source of Income	Expenses	Balance
		Members fee	Others		
2015	165€ £145	£843.32 12,094.44€	£53.78 Application fee £373.89 Exam fees 930.25 € Application fee 300 € Exam fee	£8,978.52 435.23€- PayPal	26,557.40€ Bank Account £2,403.40 Bank Account 10,863.85€ PayPal
2014	165 € £145	£725 9,201 €	5,144.12 € Congress Income 128 € Clara Palestrini partial refund of flight expenses paid 381.68 € application fees	£6,550.10. 4,103.30 €	28,870.10 € Bank Account 3,157.57 € PayPal Account £992.88 GBP Bank Account

2013	£100 112.50 € NB – part year April to Dec	£1,020.33 8,637.07 €	£3,094.02 Congress Income 75 € Application fees 591.46 € Exam fees 5,773.64 € Congress 983.12 € Appeal fees	£10,598.53 867.77 € PayPal 6,835.20 €	£1,215.58 Account 30,903.68 Bank account 2,876.61 € PayPal
2012	150 €	6,734.50 €	£0.20 PayPal verification money 939 € Study Day 905.46 € Application fees 2,400 € Exam Fees 10,400 € Congress	34.40 € PayPal £1,237.64 4,534.54 € BNP Paribas 455.82 € Bank	£4,574.56 28,922.97 € Bank account 316 € cash

## J1 Financial status of different subdivisions of the College

### J1.1 College Board

The annual fee for diplomates (currently 165 Euro/year) provides the major financial income of the College while the expenses directly related to College/Board function are low. The credit serves as a reserve for other committees, congress et cetera.

In 2012 it was agreed that the membership year should be changed so that fees are paid on January 1<sup>st</sup> for the following year. This has significantly improved the accounting process. To allow for this change fees collected in 2013 related to a period of nine months (April to December). In 2013 it was agreed to increase the membership fee from 150 Euros to 165 Euros per year and this has applied from January 2014.

Membership fees are paid by PayPal or by bank transfer and in both instances a fee is charged which is covered by the diplomate in the payment that they make to the college thus minimising losses to the college. Members resident in the UK or with access to a sterling bank account pay their fees by bank transfer to the College sterling account which does not result in any bank charges. For

this reason a proportion of the income from membership fees detailed below is in sterling rather than euros.

The following sums have been collected in membership fees in the years since the full recognition submission (total sums inclusive of charges):

2013 (April to December)	6511.01 € plus 795.60 GBP
2014 (January to December)	10455.91 € plus 1015 GBP
2015 (January to December)	12869.10 € plus 580 GBP

There are no fees outstanding for the current year (2015). The use of the PayPal system has increased the efficiency of collection of membership fees and an effective reminder system is also in place to ensure prompt payment. In 2015 a late payment penalty of 50% of the membership fee after a deadline of 1<sup>st</sup> March was imposed and only one diplomate failed to pay before that deadline and therefore incurred the 50% supplement.

Currently (November 15 2015), the ECAWBM is a fully working College with 81 persons with Diplomate status - 37 in the Behavioural Medicine (BM) sub-specialty (6 Founding, 21 *de facto*, 10 by examination) 46 in the Animal Welfare Science Law and Ethics (AWSEL) specialty (4 Founding and 42 *de facto*). The discrepancy in the figures is because two persons are diplomates in both sub-specialties. There are 7 Associate Members (4 in the AWSEL sub-specialty, 2 in the BM sub-specialty and 1 in both sub-specialties).

This creates a fixed active membership income of 13,035 Euro per year at the current membership level but the numbers of diplomates is increasing steadily. The *de facto* period of the AWSEL sub-specialty is open until April 2016 and the BM sub-specialty is holding annual examinations. Fees for retired diplomates and associate members are lower but are an additional contribution to the college finances.

The College Board meets electronically and via Skype once a month and expenses mainly relate to travel and accommodation for the annual face-to-face executive board meeting in conjunction with the annual congress. These expenses are kept to a minimum.

#### **J1.2 Credentials Committee**

The income for this committee is generated from *de facto* application fees for the AWSEL sub-specialty (75 €), examination credentialing application fees for residents in the BM sub-specialty (100 €) and application fees for associate members of the College (75 €). At present there is no fee for re-certification but this matter is to be discussed as this is a potential source of income for the College in the future.

This committee meets electronically and via Skype and therefore there are no expenses in the relation to its functioning.

#### **J1.3 Education Committee**

At present there is no fee for institute registration or re-approval in respect of residency programmes. These matters are under discussion and it is envisaged that a fee will be applied in the future which will assist in generating income for the College.

This committee meets electronically and via Skype and therefore there are no expenses in the relation to its functioning.

#### **J1.4 Examination Committee**

The first income to this committee was in December 2010 with the examination held in Barcelona. Examinations were also held in November 2011 in Avignon, December 2012 in Barcelona, November 2014 in Apt and December 2014 in Ghent and October 2015 in Bristol. The 2016 exams will be held in Lisbon in October 2016. Examinations will be held annually to comply with EBVS guidelines. The income for this committee comes from the examination entry fee of 400 Euro and the fee for candidates who re-sit between one and three sections of the examination inclusive of 300 Euro.

This committee meets electronically and via Skype as much as possible and expenses mainly relate to travel and accommodation for the annual examination. These expenses are kept to a minimum.

#### **J1.5 Congress Budget**

The annual congress can be a significant source of income for the College. To date these events have been held in conjunction with ESVCE and often also with a local national organisation.

Since the inclusion of the AW specialty AWSELVA has also been involved in the congress organisation and taken a share of the profit from the events. The College has been protected from any potential losses in the event of failure of the Congress but has also received a fluctuating level of income from the events depending on individual contracts with the organisers year by year. Details of the Congress incomes for the years covered in this report are as follows:

2013 5773.64 €  
2014 5144.12 €  
2015 – yet to be confirmed

The College believes that the annual congress is a major event from both an educational and a financial perspective and has therefore created a new committee (Congress committee) with the specific remit of maximising the benefit of this event in future years by deciding on the best format and ensuring that the College is well represented in any organisation of joint events.

Since 2010 in conjunction with the Annual Congress the College has held Study Days which help to generate income for the College. The expenditure for these events is kept to a minimum since Diplomates give their time free of charge to teach on these days.

#### ***Financial sustainability of the College***

In terms of on-going income for the College the most important sources will continue to be membership fees and annual congresses. The level of membership is increasing and has been significantly assisted by the expansion of the College and the inclusion of the new sub-specialty AWSEL. The de facto period is still open for this sub-specialty and new diplomates are being added to the College as a result. In addition the examination process is now underway for the BM sub-specialty and the next set of examinations will be held in Lisbon in October 2016. The issue of residencies, which are necessary to sustain the College into the future, is being addressed and is outlined in the relevant sections of this submission. In addition the AWSEL specialty is addressing the issue of residencies and looking to the future in terms of ensuring sustainability. The Annual congress and study days will continue to be a source of income for the College and the setting up of the new Congress committee will assist in ensuring that there is maximum financial benefit for the

College from these events. In addition to considerations relating to income the College is very mindful of the need to ensure that expenditure is kept to a minimum.

All committee work with Skype and email correspondence as much as possible to limit expenditure.

## **K. CURRENT CONSTITUTION AND BYLAWS**

The European College of Veterinary Behavioural Medicine was established in 2002 and operated under a constitution and bylaws approved by the EBVS. Following the expansion of the college and its renaming as The European College of Animal Welfare and Behavioural Medicine a new constitution and set of bylaws was approved by the Annual General Meeting in Martigny Switzerland on Friday 7th September 2012. The College was registered as a Limited Company in the UK on 6 February 2012.

The current Constitution and Bylaws are attached as an Appendices B1 and C1 but have yet to be brought into line with the Model Constitution and By-Laws proposed by the EBVS on November 6th 2015, and adapted to the College's objectives. Both the Constitution and the Bylaws are being redrafted and have yet to be agreed by the Board, and by the Membership at the AGM in 2016.

## Appendix A: BM Associate membership form



### European College of Animal Welfare and Behavioural Medicine BEHAVIOURAL MEDICINE

#### ASSOCIATE MEMBERSHIP

##### 1. Membership and qualifications for Associate membership (BM sub-specialty)

The College may confer Associate member status on persons who have contributed significantly to research in the field of behavioural medicine. Admission criteria for Associate Members are defined by the Executive Board of the College and are described below. These criteria aim to ensure that only scientists of international repute who are active in the field of behavioural medicine are admitted as Associate Members. Associate members are invited to apply to the Credentials Committee of the Behavioural Medicine Sub-specialty.

##### 2. Associate Members:

- a. are encouraged to participate in the training of residents of the College;
- b. are entitled to act as resident supervisors with a Diplomate responsible for the training programme;
- c. can be co-opted to College committees as advisers but are not allowed to hold office within the College or to vote at the Annual General Meeting;
- d. are encouraged to participate in scientific meetings and workshops organised by the College
- e. are not conferred with any diplomas and are not entitled to use the designation of Diplomate or European Veterinary Specialist; and
- f. are not allowed to advertise their title

##### 3. Criteria

- a) *Experience:* An eligible candidate should have at least ten years' experience in the field of behavioural medicine.
- b) *Publications:* An eligible candidate should have published at least ten original articles in internationally peer-reviewed journals relevant to the field of Behavioural Medicine as first author or joint author. Also, they should submit a list of their publications preferably along with their impact factors. Applicants are expected to confirm that the

original articles have been peer reviewed. The list can additionally include non-peer reviewed articles, review articles, and proceedings abstracts as example of their ability to communicate their findings. Other forms of work may be acceptable e.g. peer reviewed book chapters, expert reports, etc.

- c) They should be an active member of a national or international renowned professional society, where such a society exists, that provides for the specialist subjects, e.g. the ESVCE (European Society for Veterinary Clinical Ethology), the ABS (Animal Behavior Society), the ISAE (International Society for Applied Ethology), the CABTSG (Companion Animal Behaviour Therapy Study Group) in the UK.
- d) All suitably qualified persons should be interested in furthering the aims of the ECAWBM (BM sub-specialty) and should make a brief statement about how they would envisage how they would do that. They are also invited to suggest ways in which the College may be able to help them.

#### **4. The procedure is as follows**

A nominated person is asked to complete a short application form (Appendix A(i) but also consult the College's website for the latest version) together with any supporting documents. These should be sent to the Chair of the Credentials Committee (BM sub-specialty) before submitting their application and before paying the application fee to the College (this is to try to make sure that it has all the required information).

The application is then sent to the ECAWBM Secretary [secretary@ecawbm.org](mailto:secretary@ecawbm.org) in electronic form, including evidence of payment and a scanned signed application page) with a copy to the chairman of the Credentials Committee.

The application will be reviewed and approved by the Credentials Committee of the Behavioural Medicine Sub-specialty and the Executive Board of the ECAWBM.

**Appendix A(i)**

*Application to become an  
ASSOCIATE MEMBER of the  
EUROPEAN COLLEGE OF ANIMAL WELFARE  
AND BEHAVIOURAL MEDICINE  
Sub-Specialty BEHAVIOURAL MEDICINE  
(ECAWBM - BM)*

<b>NAME</b>	
<b>Qualifications</b>	
<b>Nationality</b>	
<b>Address</b>	
<b>Telephone</b>	+
<b>Email</b>	

**Please circle the correct answer for the following questions**

Outline your professional education	
Do you have at least 10 years' experience in the field of Behavioural Medicine?	<b>YES / NO</b>
Please list your current and past employments, and your involvement in the field for the past 10 years	

**Please provide further details of your experience in the field for the past 10 years:**

(the box will expand but please limit total response to around 500 words focussing on the key criteria given above)

General and specific areas of research; supervisory and other duties (scientific paper reviewer, grant reviewer), research grants awarded	
Clinical activity in the field of behavioural medicine	
Have you published at least 10 original papers relevant to Behavioural Medicine in internationally recognised peer-reviewed journals as first author or joint author?  Please list them in full in chronological order, asterisking (*) those that have been 'ground-breaking' in some way or another. (Maximum of 50 publications)	<b>YES / NO</b>
Are you a member of a national or European society in the field of Behavioural Medicine and or related? Give the name of the professional society	<b>YES / NO</b>
Please give us a list of any honours, prizes or other awards that you have achieved	
You agree that you have read and accept the conditions laid down in the by-laws of the College (see 2 above)	<b>YES / NO</b>
Sign your application here.	<b>Signed:</b> .....  <b>Date:</b> .....

**Appendix A(ii)**  
**Details for payment of application fee**

**ECAWBM (BM) ASSOCIATE MEMBER APPLICATION FEE      75 Euros**

1. The application fee can be paid by bank transfer (For most European Countries, transfers are free of charge).

**Bank details are available from the Treasurer [treasurer@ecawbm.org](mailto:treasurer@ecawbm.org)**

2. PayPal payment is also available on the address [treasurer@ecawbm.org](mailto:treasurer@ecawbm.org)

Note that a surcharge will be added to cover additional PayPal fees.

All correspondence and questions, please **contact the ECAWBM Secretary:**  
[secretary@ecawbm.org](mailto:secretary@ecawbm.org)

Your completed application form (remember to sign it) should be sent by e-mail to:

The ECAWBM Secretary: [secretary@ecawbm.org](mailto:secretary@ecawbm.org) with a copy to the chairman of the Credentials Committee (BM sub-specialty).

*As soon as the money has been received, an acknowledgement will be made and your application will start to be processed.*

The ECAWBM reserves the right to ask you to send a printed copy of your application by post to:  
The Secretary, Lotta Berg, Department of Animal Environment and Health, SLU (Swedish University of Agricultural Sciences), PO Box 234, SE 532 23 Skara, Sweden.

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### Appendix A(iii)

#### Current Officers of the ECAWBM (as of 2015)

<b>President:</b> David Morton	Email: <a href="mailto:president@ecawbm.org">president@ecawbm.org</a>
<b>Past president:</b> Jaume Fatjó	Email: <a href="mailto:pastpresident@ecawbm.org">pastpresident@ecawbm.org</a>
<b>Vice President:</b> Gonçalo Pereira	Email: <a href="mailto:vicepresident@ecawbm.org">vicepresident@ecawbm.org</a>
<b>Secretary:</b> Lotta Berg	Email: <a href="mailto:secretary@ecawbm.org">secretary@ecawbm.org</a>
<b>Treasurer:</b> Sarah Heath	Email: <a href="mailto:treasurer@ecawbm.org">treasurer@ecawbm.org</a>
<b>Member without portfolio:</b> Gary Landsberg	Email: <a href="mailto:member1@ecawbm.org">member1@ecawbm.org</a>
<b>Member without portfolio:</b> Patricia Turner	Email: <a href="mailto:member2@ecawbm.org">member2@ecawbm.org</a>

## Appendix B: Guidelines and Application form for BM Credentialing to sit the examination for Diplomate status 2015



### European College of Animal Welfare and Behavioural Medicine Behavioural Medicine

#### **GUIDELINES AND APPLICATION FORM FOR CREDENTIALING TO SIT THE EXAMINATION FOR DIPLOMATE STATUS 2015**

To be completed and submitted to the College Secretary no later than November 1 each year

#### **ADMISSION REQUIREMENTS**

##### **General requirements**

- Residency programmes should run for a minimum of 3 years full-time or equivalent part-time.
- Programmes should be supervised and overseen by an existing Diplomate of the European College.

##### **Clinical skills**

The resident should spend *at least* 50% of their time engaged in clinical activities.

These duties include:

- Conducting behaviour consultations, involving taking a history, explaining the animal's behaviour to the client, devising a suitable treatment programme and imparting this to the client. The majority of these consultations should be 'face-to-face' with the client: phone, e-mail and fax consultations should not make up more than 5% of first consultations.
- Conducting follow up sessions with clients to monitor progress, and / or demonstrate practical aspects of the treatment programme. Telephone, e-mail and fax correspondence may play a part in follow-up support.

##### **Centre requirements**

A centre should have sufficient cases for each resident to see *a minimum of* 100 new consultations during *each year* of their residency programme.

### Research project

The resident must conduct *at least one* research project during the duration of the programme. The resident should take a primary role in the experimental design, data collection, analysis and interpretation of data.

### Publications and conference presentations

The resident should:

- Have *at least one* case report or review paper accepted for publication in a peer reviewed journal during the second year of their programme, and *at least one* experimental paper accepted for publication in a peer reviewed journal during their third year of study. The resident should appear as first author on *at least one* paper overall. These papers should be accepted for publication prior to the scholar sitting their final examination.
- Present *at least one* oral or poster presentation in each of their second and third years, in a national or international veterinary or animal behaviour congress (not including local continuing education presentations). *At least one* of these presentations should be at the ECAWBM annual meeting. In addition, *at least one* of these presentations should be based on research / data from the scholar's own research.

### Conference attendance

In order to ensure a broad and up to date knowledge, residency programmes should provide scholars with sufficient time to attend the ECAWBM congress during each year of a residency, plus *at least one* other relevant major international conference e.g. IVBM, ISAE, ACVB, CSF and ABS, Veterinary Behavior Symposium of the American College of Veterinary Behaviorists), Australian and New Zealand College of Veterinary Scientists (Science week) Behaviour Chapter), Clinical Animal Behavior Conference (SVBT/AVSAB) and Canine Science Forum during the period of the residency.

### Teaching

The residency should enable the resident to develop some experience of teaching. This may be formal teaching classes, or informal clinical tutorials, for example with undergraduate veterinary students. The residency programme should also include at least five seminar sessions where the resident prepares and presents topics to colleagues.

### APPLICATION FORM

Name and Surname:
Nationality:
Date of birth:

Address:
Phone:
E-mail:

Qualifications
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>

Standard residency  Alternate programme

University/Institution: \_\_\_\_\_

Name and signature of supervising Diplomates:  
 \_\_\_\_\_  
 \_\_\_\_\_

Start date: \_\_\_\_\_ Finishing date: \_\_\_\_\_

Please submit a certificate or letter of successful completion of the residency signed by the supervising diplomate.

**Peer reviewed scientific publications.**

You must submit proof of acceptance July 1st, 2016. Please attach copies of these publications.

Title:		
Authors:		
Journal:		
Date of publication:	Volume:	Pages:
Title:		

Authors:		
Journal:		
Date of publication:	Volume:	Pages:
Title:		
Authors:		
Journal:		
Date of publication:	Volume:	Pages:
Title:		
Authors:		
Journal:		
Date of publication:	Volume:	Pages:
Title:		
Authors:		
Journal:		
Date of publication:	Volume:	Pages:
Title:		
Authors:		
Journal:		
Date of publication:	Volume:	Pages:
Title:		

**Conference presentations**

Name, date and place of the congress:	
Oral presentation:	Poster presentation:
Title of paper:	
Name, date and place of the congress:	

Oral presentation:	Poster presentation:
Title of paper:	
Name, date and place of the congress:	
Oral presentation:	Poster presentation:
Title of paper:	
Name, date and place of the congress:	
Oral presentation:	Poster presentation:
Title of paper:	

**Conference attendance**

Name, date and place of the congress:
Name, date and place of the congress:
Name, date and place of the congress:
Name, date and place of the congress:
Name, date and place of the congress:
Name, date and place of the congress:

## Teaching activities

--

## Clinical skills

Please provide details of clinical cases (minimum of 100 per year) on a separate sheet under the following headings (see appendix 1 for case log template):

- Case number
- Date of visit
- Species
- Behaviour(s) problem
- Diagnosis
- Treatment
- Follow-up
- Level of involvement in the case e.g. observed, history only, history and other elements of case, majority of case with some supervisor input, full responsibility with supervisor present, full responsibility supervisor not present.

## Letters of recommendation

One (1) electronic copy of the letter of recommendation from each of three (3) different evaluators.

a. Completed letter of recommendation must arrive from at least three (but not more than five) veterinarians who can assess the candidate's performance in the area of animal behavior. At least one of these veterinarians MUST be an ECAWBM diplomate.

b. It is the Candidate's responsibility to ensure these have been sent no later than April 1, 2016. ECAWBM will NOT confirm arrival of the forms to the Candidate.

c. ECAWBM must receive letter of recommendation from at least three (3) individuals or the Application for Credentialing will NOT be accepted.

d. The letter of recommendation should include specific statements regarding the applicant's qualifications in, but not limited to, the following areas.

- Professional ability and technical skills: Theoretical knowledge, practical application, diagnostic skills, awareness of literature, attendance at educational meetings, thoroughness and academic excellence.
- Organizational skills: Record keeping, chart management and intercommunication skills with primary care veterinarians and other specialists.
- Individual character: honesty, reliability, competence, initiative, motivation and reliability
- Professionalism, ethics and integrity
- Communications skills: ability to interact with owners, public, veterinary

professionals and the animals presented as patients.

e. Negative evaluations may result in rejection of the application.

f. ECAWBM reserves the right to solicit information from individuals other than those supplied by the Applicant, but the Applicant will be notified.

**APPLICATION FEE:**

**This payment is a necessary condition to apply for the examination.**

*Please note: there is a 25% reduction for candidates who have to apply for only part of the exam*

**1. The application fee can be paid by bank transfer (For most European Countries, transfer are free of charge).**

Fee: 100 euros.

Bank details are available from the College Treasurer [treasurer@ecawbm.org](mailto:treasurer@ecawbm.org)

**2. PayPal payment is available to [treasurer@ecawbm.org](mailto:treasurer@ecawbm.org)**

Note that a surcharge will be added for PayPal fees.

Contact ECAWBM Treasurer ([treasurer@ecawbm.org](mailto:treasurer@ecawbm.org)) if you have any questions.

As soon as the money has been received, a receipt will be posted.

Once the application is filled out, it has to be sent by e-mail to the ECAWBM Secretary: [secretary@ecawbm.org](mailto:secretary@ecawbm.org)

Then please e-mail the signature pages to the ECAWBM Secretary: [secretary@ecawbm.org](mailto:secretary@ecawbm.org)

The ECAWBM reserves the right to verify the information by obtaining signatures in printed copies sent by postal service to: to: The Secretary ECAWBM, Lotta Berg, Department of Animal Environment and Health, SLU (Swedish University of Agricultural Sciences), PO Box 234, SE 532 23 Skara, Sweden

Appendix 1: ECAWBM-BM Case log template

Case number	Date	Species	Behaviour problem (s)	Diagnosis	Treatment	Follow-up	Level of involvement in case
1							
2							
3							
4							
5							

**Appendix C: BM Re-Certification Form ECAWBM**

**Please note that only activities from the last five years should be reported.**

**Future activities should not be included.**

<b>Part 1. Administrative information required of the Diplomat</b>			
Last Name:		First Name:	
Address		e-mail:	
		Telephone:	
		Fax:	
Diplomat since:		Last re-evaluation	

<b>Part 2 Your status as a Diplomat of the ECAWBM(BM)</b>			
Present Status	Still active in specialty	Non-active in specialty	Retired
<p><b>Please note that for Active Diplomat status a minimum of 24 hours a week should be spent in activities directly related to the specialty in which you are a Diplomat</b></p>			
Declaration:	<p><b>I declare that during the last 5 years I practiced continuously (periods of inactivity of less than 1 month may be ignored) in behavioural medicine specialty for more than 24 hours a week.</b></p>		
Date:			
Signature			

Individuals who are unable to sign this declaration should contact the Chairman of the Re-Certification Committee via the College Secretary to explain their specific circumstances.

### Part 3 Credit-Point System Re-evaluation of Diplomate of the ECAWBM(BM)

In addition, a minimum of 100 points must be obtained for the 5-year period. Points can be obtained from the different categories with a minimum of 20 points per year. In some categories, a minimum and/or a maximum value may be required within the 5 years

#### Category 1: Research & Clinical Activity:

Related to behavioural medicine (Evidence Based Medicine). A minimum of 20 points for all subcategories (1A, B and C) are required.

<p><b>1A) Publication of original research and clinical reports in peer-reviewed journals.</b></p> <p>Scoring system (Please fill in number of points):            Original research article/Scientific papers/first author = 12, /co-author = 8, (50% less if Impact factor &lt; 0.5)            Short communication, case report/first author = 5 / co- author = 3.</p> <p>*When someone is simply involved in a study as investigator, they cannot be considered as co-author</p>	Score
<p>Use this box to list authors, title, journal, year, volume, pp. for all publications: use hard return to insert more space as necessary.</p>	
<p>TOTAL POINTS IN THIS CATEGORY OVER THE FIVE YEAR ASSESSMENT PERIOD</p>	
<p><b>1B) Oral or Poster Presentations of original works related to behavioural medicine at international congress. (see Appendix B for list of eligible international congresses).</b></p> <p>Scoring system (Please fill in number of points):            Oral presentation (as first author) = 6/ co- author = 4.            Poster (as first author) = 5 / co- author = 3.            *+ 50% at ECVBM meetings</p>	Score
<p>Use this box to list title, authors, date, meeting organisation and location of all Oral presentations: use hard return to insert more space as necessary</p>	
<p>TOTAL POINTS IN THIS CATEGORY OVER THE FIVE YEAR ASSESSMENT PERIOD</p>	
<p><b>1C) Involvement in clinical practice.</b></p> <p>Scoring system: Evidence of seeing clinical cases at referral level = 0,5 point per 10 cases</p>	Score
<p>Use this box to list year per year the number of clinical cases, use hard return to create more space as necessary</p>	
<p>TOTAL POINTS IN THIS CATEGORY OVER THE FIVE YEAR ASSESSMENT PERIOD (A maximum of 50 points within 5 years can be credited)</p>	

<b>Category 2: Continuing Education &amp; Teaching :</b>	
Related to behavioural medicine. Only a maximum of 60 points for all subcategories combined (2A, B and C) can be listed.	
<b>2A) Publication of educational review articles, textbook materials and other reference media such as computer based (web delivered) learning materials relevant to behavioural medicine. Only Evidence Based Medicine and professional level materials will be considered.</b> Scoring system (Please fill in number of points): Text book chapter = 6 / co-author = 4 / Re-edition of book chapter = 2 (counted only 1 time within 5 years) Reviews/continuing education article = 7, (co-author=5) , (50% less if previous year Impact factor < 0.5)	<b>Score</b>
Use this box to list authors, title, journal, year, volume, pp. for all publications: use hard return to insert more space as necessary.	
<b>TOTAL POINTS IN THIS CATEGORY OVER THE FIVE YEAR ASSESSMENT PERIOD</b>	
<b>2B) Presentations related to behavioural medicine at national and international continuing education events and Involvement in teaching, clinical courses and workshops. (see Appendix B for list of eligible international congresses).</b> Scoring system (Please fill in number of points): Invited plenary/Continuing education lectures (organized by International Society), Continuing education high level course veterinarians (organized by National Society or University) = 1.5 points per lecture, 3.5 points per half day, 5 points per day Continuing education basic level course and training courses/workshops for veterinarians, and undergraduate veterinary students (organized by National Society or University) = 1 point per hour, 3 points per half day, 4.5 points per day Continuing education course or training courses/workshops non-veterinarians professionals = 0.5 point per hour, 1.5 points per half day, 3 points per day	<b>Score</b>
Use this box to list title, authors, date, meeting organisation and location of all Oral presentations: use hard return to insert more space as necessary	
<b>TOTAL POINTS IN THIS CATEGORY OVER THE FIVE YEAR ASSESSMENT PERIOD (A maximum of 30 points within 5 years are taken into account)</b>	

**Category 3: Conferences, Congress and Continuing Education Event Attendance:**

Related to Behavioural Medicine. A maximum of 50 points for all subcategories combined (3A, B and C) can be listed. Please join copies of Attendance Certificates.

3A) Attendance at College meetings. Scoring system (Please fill in number of points): College congress = 5 points, College workshops = 2.5 points	
Use this box to list date, meeting/course organisation and location: use hard return to insert more space as necessary	
TOTAL POINTS IN THIS CATEGORY OVER THE FIVE YEAR ASSESSMENT PERIOD (A maximum of 30 points within 5 years are taken into account)	
3B) Attendance at meetings (see official list of eligible international congresses). Scoring system (Please fill in number of points): International Scientific Meeting or Congress = 1 point per half day, National Meeting, Congress = 0.5 point per half day,	Score
Use this box to list date, meeting/course organisation and location: use hard return to insert more space as necessary	
TOTAL POINTS IN THIS CATEGORY OVER THE FIVE YEAR ASSESSMENT PERIOD (A maximum of 30 points within 5 years are taken into account)	
3C) Attendance at training courses. Scoring system (Please fill in number of points): Attending advanced training courses (University accredited, eg Diploma)= 8 points, Masters degree = 12 points PhD = 20 points.	
Use this box to list date, meeting/course organisation and location: use hard return to insert more space as necessary	
TOTAL POINTS IN THIS CATEGORY OVER THE FIVE YEAR ASSESSMENT PERIOD No maximum in this category.	

**Category 4: Involvement in College activities, other boards and committees and in clinical practice.**

<p>4A) Involvement in College activities.                  Scoring system (Please fill in number of points):                  Supervision of successful resident (per resident per year) = 15, supervision of successful resident in alternate programme (per months) = 2                  Membership of the College Board or committee = 6 points per year,  <i>For points to be awarded for Committee membership, the Chair of the relevant committee, must confirm that the Diplomat undertook a positive and active part in that committee through out the relevant year.</i>                  Questions for exam sessions = 3 per question  <i>Exam items will be validated by the Chairman of the Examination committee who is responsible for maintenance of a log of exam item submissions.</i>                  College AGM = 5 points</p>	<p><b>Score</b></p>
<p><b>Use this box to list committee memberships and dates of service, year and number of items submitted, use hard return to create more space as necessary</b></p>	
<p>TOTAL POINTS IN THIS CATEGORY OVER THE FIVE YEAR ASSESSMENT PERIOD (A diplomate may not miss three consecutive annual AGM meetings and all Diplomates are required to submit at least 3 examination items each year)</p>	
<p>4B) Involvement in other boards and committees.                  Scoring system:                  Advisory boards = 4 points,                  International editorial board = 4 points                  National editorial board = 3 points,                  Examination committee for national panellists = 3 points,                  Member of professional society (see list Appendix C)= 2 points,</p>	<p><b>Score</b></p>
<p><b>Use this box to list committee memberships and dates of service, use hard return to create more space as necessary</b></p>	
<p>TOTAL POINTS IN THIS CATEGORY OVER THE FIVE YEAR ASSESSMENT PERIOD (A maximum of 50 points within 5 years are taken into account)</p>	

Re-Certification Points Summary ECAWBM(BM)

Please complete this summary table:

	Year 1 (year 20__)	Year 2 (year 20__)	Year 3 (year 20__)	Year 4 (year 20__)	Year 5 (year 20__)	TOTAL	mini-Maxi
<b>Category 1 Research &amp; Clinical Activity</b>							m=20
1A/ Publication							
1B/ Communication							
1C/ Clinical practice							M=50
<b>Category 2 Continuing Education &amp; Teaching</b>							M=60
2A/ Publication							M=30
2B/ Lectures & Teaching							
<b>Category 3: Conferences, Congress and Continuing Education Event Attendance</b>							M=50
3A/ College meetings							M=30
3B/ Other meetings							M=30
3C/ Training courses							
<b>Category 4: Involvement in College activities, other boards and committees</b>							M=60
4A/ College activities							M=50
4B/ Other committees							
<b>TOTAL</b>							m=100

Annually score of >10 points and a total score of >100 points must be achieved

Exam Items must be >6 points each year.

Minimum activities in categories 1 and 4 are required.

\*Three consecutive AGMs cannot be missed. This exception also applies for minimum amount of points in the Category 3A.

Years in which no points are accumulated are not acceptable without prior permission of the ECVBM/CA Re-Certification Committee.

One digital copy (pdf file uploaded) of this form should be submitted to the Secretary of ECAWBM(BM) and the chairman of the recertification committee before 1st April on the year the re-evaluation is due. The Secretary's and chairman's current contact details are listed on the ECAWBM website.

The form must be accompanied by:

1. Copies of conference & congress attendance certificate
2. English summaries or abstracts of all publications
3. Proof of payment of the application fee and annual dues will be obtained from our Treasurer. See ECAWBM(BM) list on the ECAWBM(BM)website for details of the current fee and for methods of payment.

## Appendix D: AWSEL *De facto* application form (2015)



### *European College of Animal Welfare and Behaviour Medicine*

#### *Animal Welfare Science, Ethics and Law (ECAWBM-AWSEL)*

#### **1. Membership and qualifications for membership**

In order to establish the sub-specialty, the ECAWBM Executive Group (see **Appendix D(iii)**) has the responsibility of electing *de facto* Recognised Specialists. Those wishing to apply for membership of the ECAWBM-AWSEL under this category should contact the ECAWBM Secretary [secretary@ecawbm.org](mailto:secretary@ecawbm.org). Please note that under the terms of the provisional recognition granted to the ECAWBM by the European Board of Veterinary Specialities (EBVS), the criteria outlined below must be strictly applied.

#### **2. *De facto* Recognised Specialist**

*De facto* specialist recognition is possible upon application no later than 5 years after provisional recognition of the Sub-specialty (ECAWBM(AW)) was granted by EBVS, i.e. by April 2016. Applicants should fulfil the following criteria.

- a) An eligible candidate must be licensed or be eligible to be licensed to practice in a European country or the European Free Trade Association, unless relieved of this obligation by the College Board.
- b) They must have at least seven years experience in the specialty and spend at least 50% of their time (i.e. of a full working week) in animal welfare science, ethics and law. This may include some time spent performing clinical work. They must have published at least three original articles in internationally peer-reviewed journals relevant to AWSEL as first author, or sometimes as last author when they have led the work, and at least three additional articles as a co-author, and usually in the past 10 years. This would not normally include non-peer reviewed articles, review articles, and proceedings abstracts. Applicants are expected to check that the articles have been peer reviewed (i.e. where independent scholars in the relevant specialty have critically assessed a draft of the article). As part of application process the panel may investigate the peer review process for the articles listed. Other forms of peer review may be acceptable e.g. peer reviewed book chapters reporting original work, but a case will have to be made out on the basis of substantial equivalence and will have to be carefully justified. Furthermore, if the candidate cannot fulfil the exact requirements outlined above but feel they have made a significant advance in one of

the fields of Animal Welfare Science, Ethics or Law (AWSEL), they may make out that case together with reasons. The candidate must demonstrate that they have a good fundamental and working knowledge of all three elements of the diploma i.e. animal welfare science, ethics and law, and that they have made a significant contribution to the progression of one of the elements of animal welfare science, ethics and law as a discipline.

- c) They should be an active member of a national or international professional society, where such a society exists, that provides for the specialist subjects, e.g. the Animal Welfare Science, Ethics and Law Veterinary Society (AWSELVA) in the UK, or the ISAE.
- d) They should be aware of their obligations to the College (see Appendix D(iv))

All suitably qualified persons interested in furthering the aims of the European College of Animal Welfare and Behaviour Medicine sub-speciality Animal Welfare Science, Ethics and Law (AWSEL) are invited to apply for *de facto* registration by means of a personal application detailing the above requirements (see **Appendix 1** below). The award will be made by the Credentials & Nominations Committee on the basis that it includes satisfactory evidence of the above criteria. Successful candidates will be entitled to use the designation of Diplomat of ECAWBM-AW (Dip.ECAWBM-AW).

### 3. The procedure is as follows

- a) The candidate is advised to consult the Foundation Diplomat (Siobhan Mullan: [Siobhan.Mullan@bristol.ac.uk](mailto:Siobhan.Mullan@bristol.ac.uk)) before submitting their application and before paying the application fee.
- b) The application must comprise an application form (as given in Appendix D(i), but please consult the College's website for the latest version) and supporting documents. These should be sent to the ECAWBM Secretary [secretary@ecawbm.org](mailto:secretary@ecawbm.org) in electronic form, including evidence of payment and a scanned signed application page with a copy to Siobhan Mullan ([Siobhan.Mullan@bristol.ac.uk](mailto:Siobhan.Mullan@bristol.ac.uk)).
- c) A fee of 75 Euro must be paid ***before your application will be considered.*** (**Appendix D(ii)**)
- d) The dossier will then be reviewed by the Credentials Committee and election to membership accomplished by majority secret ballot. The Credentials Committee will meet every 3-4 months so you should normally receive an answer within that time.

**Appendix D(i)**

***Application to become a  
DE FACTO DIPLOMATE of  
the EUROPEAN COLLEGE OF ANIMAL WELFARE & BEHAVIOURAL MEDICINE  
Sub-Specialty ANIMAL WELFARE SCIENCE, ETHICS AND LAW  
(ECAWBM-AWSEL)***

<b>NAME</b>	
<b>Qualifications</b>	
<b>Nationality</b>	
<b>Address</b>	
<b>Telephone</b>	+
<b>Email</b>	

**Please circle the correct answer for the following questions**

Are you a qualified veterinarian?	<b>YES / NO</b>
Outline your professional education	
Are you licensed to practise veterinary medicine in the EU or EFTA?  If not what are the reasons you are applying for a derogation	<b>YES / NO</b>
Do you have at least 7 years experience in Animal Welfare Science, Ethics and Law?	<b>YES / NO</b>
Please list your current and past employments, and your involvement in the field for the past 7 years	
Do you currently spend at least 60% of your time (i.e. at least 24 hrs/wk in Animal welfare	<b>YES / NO</b>

<p>science, Ethics and Law.</p> <p>Please provide a brief explanation of the time devoted to animal welfare science, ethics and law. This may include some time within clinical practice, however, evidence must be provided to show that this time has been used to make a significant contribution to the progression of the discipline. Clinical work <i>per se</i> is insufficient.</p>	
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**Please provide further details of your experience in the following areas for the past 7 years:**  
 (boxes will expand but please limit total response for all 3 elements to around 500 words focussing on the key criteria given at the side)

<p><b>Animal welfare science:</b> e.g. general and specific areas of research; supervisory and other duties (scientific paper reviewer, grant reviewer), research grants awarded. <u>The papers must be focussed on relevant research for the sub-speciality.</u></p>	
<p><b>Ethics:</b> e.g. a knowledge of basic philosophical theory of decision making, applied ethical frameworks including general and specific areas of research and clinical human and veterinary practice; supervisory and other duties, research grants, member of an ethics committee, or ethics adviser, and other status indicating recognition</p>	
<p><b>Law:</b> e.g. general and specific areas of research, or legal advice, knowledge of EU</p>	

law as it applies to areas of animal use in human animal interactions especially veterinary and agricultural practices, other status indicating recognition	
Have you published at least 6 original papers <u>relevant to Animal welfare science, Ethics and Law</u> in internationally recognised peer-reviewed journals, 3 of these as first author?  Please list them in full (maximum of 10 publications)	<b>YES / NO</b>
Are you a member of your national or European Veterinary Animal Welfare Science, Ethics and Law society (or equivalent e.g. UK AWSELVA, ISAE)? Give the name of the professional society	<b>YES / NO</b>
Are you a Diplomate of another Veterinary Specialty College (please specify)?  Justify why it is possible to spend >50% of your time as a Diplomate in both	<b>YES / NO</b>
Please nominate 2 referees who will write a letter in support of your application.	<b>Referee 1:</b> <b>Name</b>  <b>Work address</b>  <b>Email</b>  <b>Contact number</b> +  <b>Referee 2:</b> <b>Name</b>



**Appendix D(ii)**  
**Details for payment of application fee**

**ECVBM-AWSEL APPLICATION FEE**

**Euro 75**

For payment please email Sarah Heath: [heath@brvp.co.uk](mailto:heath@brvp.co.uk) for payment details

All correspondence and questions, please **contact the ECAWBM Secretary:**  
[secretary@ecawbm.org](mailto:secretary@ecawbm.org).

Your completed application form (remember to sign it) should be sent by e-mail to:

The Secretary: [secretary@ecawbm.org](mailto:secretary@ecawbm.org) with a copy to [Siobhan.Mullan@bristol.ac.uk](mailto:Siobhan.Mullan@bristol.ac.uk)

*As soon as the money has been received, an acknowledgement will be made and your application will start to be processed.*

The ECVBM reserves the right to ask you to send a printed copy of your application by post to:  
The Secretary ECAWBM, Lotta Berg, Department of Animal Environment and Health, SLU  
(Swedish University of Agricultural Sciences), PO Box 234, SE 532 23 Skara, Sweden.

### **Appendix D(iii)**

Current Officers of the ECAWBM (November 2015)

<b>President:</b> David B. Morton	Email: <a href="mailto:david.morton@alsatis.net">david.morton@alsatis.net</a>
<b>Past president:</b> Jaume Fatjó	Email: <a href="mailto:jaumefatjo@gmail.com">jaumefatjo@gmail.com</a>
<b>Vice President:</b> Gonçalo da Graça Pereira	Email: <a href="mailto:ggp.vet@gmail.com">ggp.vet@gmail.com</a>
<b>Secretary:</b> Lotta Berg	Email: <a href="mailto:Lotta.berg@slu.se">Lotta.berg@slu.se</a>
<b>Treasurer:</b> Sarah Heath	Email: <a href="mailto:heath@brvp.co.uk">heath@brvp.co.uk</a>
<b>Member without portfolio (BM):</b> Gary Landsberg	Email: <a href="mailto:Gmlandvm@aol.com">Gmlandvm@aol.com</a>
<b>Member without portfolio (AW):</b> Pat Turner	Email: <a href="mailto:pvtturner@uoguelph.ca">pvtturner@uoguelph.ca</a>

## APPENDIX D(iv)

Diplomates should be aware of their obligations to the College which include:

1. They should attend the AGM each year and if unable to do so to inform the Secretary, preferably giving a reason.
2. Supply examination questions.
3. Assist in any other way requested, to the best of their ability

### **EBVS Section H. Policy on re-registration**

As is stated in the College Bylaws a standard procedure has to be established in which the prerequisites for re-evaluation of the Diplomates for membership of the College are described. This re-evaluation has to be done under the responsibility of the College. This standard procedure will be performed according to a credit point system. In this credit point system the following items can be included:

- publications
- presentations at national congresses or Continuing Education
- presentations at international congresses
- attendance at national or international congresses
- preparing examination questions
- supervision of residents
- membership of Board or College committees

For each item a maximum number of points can be given. A total minimum amount of points has to be collected during a five year period. Each College has its own responsibility in creating such a 100 credit point system, but it has to be sent to and approved by the EBVS. If a Diplomat does not meet the required number of points, they can be given one year extra in which to achieve this. If they do not succeed, or if any Diplomat does not submit re-evaluation documents, they will be made non-practising Diplomates by their College, removed from the EBVS specialist register, and may only use the title of Diplomat (non-practising). A non-practising Diplomat seeking to revert to full Diplomat status needs to satisfy the Credentials Committee of the College.

The veterinary profession received the prerogative for diagnosis and treatment of animal diseases based on the assumption that veterinarians are guided by scientific methods. The EBVS therefore only recognises scientific, evidence-based veterinary medicine which complies with animal welfare legislation. Specialists or Colleges who practise or support implausible treatment modalities with no proof of effectiveness run the risk of withdrawal of their specialist status. No credit points can be granted for education or training in these so-called supplementary, complementary and alternative treatment modalities.

### **Revised Bylaw 2015**

**1.1.** It is the duty of every active Diplomate to attend the Annual General Meeting at least once every 3 years. If the Diplomate has not attended the AGM for three consecutive years without previous dispensation by the College Board, the registration as an active Diplomate ceases by default.

## Appendix E: AWSEL Associate membership form (2015)

### European College of Animal Welfare and Behaviour Medicine

#### Animal Welfare Science, Ethics and Law (ECAWBM-AWSEL)

##### 1. Membership and qualifications for Associate membership

The College may confer Associate member status on persons who have contributed significantly to research in the fields of animal welfare, ethics and law. Admission criteria for Associate Members are defined by the Executive Committee of the College and are described below. These criteria aim to ensure that only scientists of international repute who are active in the field of animal welfare science, ethics and law are admitted as Associate Members. Associate members are invited to apply by the AW Credentials Committee.

##### 2. Associate Members:

- a. are encouraged to participate in the training of residents of the respective College;
- b. are entitled to act as resident supervisors with a Diplome responsible for the training programme;
- c. can be co-opted to College committees as advisers but are not allowed to hold office within the College or to vote at the Annual General Meeting;
- d. are encouraged to participate in scientific meetings and workshops organised by the College; and
- e. are not conferred with any diplomas and are not entitled to use the designation of Diplome.

##### 3. Criteria

- e) *Experience:* An eligible candidate should normally have at least ten years experience in one of the three elements of the specialty.
- f) *Publications:* An eligible candidate should have published at least ten original articles in internationally peer-reviewed journals relevant to AWSEL as first author (NB not sole author), or joint author. They should submit a list of their publications preferably along with their impact factors. The list can include non-peer reviewed articles, review articles, and proceedings abstracts as example of their ability to communicate their findings. Applicants are expected to confirm that the articles have been peer reviewed. Other forms of work may be acceptable e.g. peer reviewed book chapters, law reports, etc.
- g) They should be an active member of a national or international professional society, where such a society exists, that provides for the specialist subjects, e.g. the Animal Welfare Science, Ethics and Law Veterinary Society (AWSELVA) in the UK, the ISAE, LAW.
- h) All suitably qualified persons should be interested in furthering the aims of the ECAWBM (AWSEL) and should make a brief statement about how they would envisage how they would do that. They are also invited to suggest ways in which the College may be able to help them.

**4. The procedure is as follows**

A nominated person is asked to complete a short application form (Appendix E(i)) together with any supporting documents. These should be sent to the Chair of the Credentials Committee (Siobhan Mullan <Siobhan.Mullan@bristol.ac.uk>). There is an annual fee at the moment of 75€. After this stage applications will be considered by the Credentials Committee and a recommendation made to the Executive Board of the College.

**Appendix E(i)**

*Application to become an  
ASSOCIATE MEMBER of the*

**EUROPEAN COLLEGE OF ANIMAL WELFARE & BEHAVIOURAL MEDICINE**

*Sub-Specialty ANIMAL WELFARE SCIENCE, ETHICS AND LAW*

**(ECAWBM-AWSEL)**

<b>NAME</b>	
<b>Qualifications</b>	
<b>Nationality</b>	
<b>Address</b>	
<b>Telephone</b>	+
<b>Email</b>	

**Please circle the correct answer for the following questions**

Outline your professional education	
Do you have at least 10 years experience in Animal Welfare Science, Ethics and Law?	<b>YES / NO</b>
Please list your current and past employments, and your involvement in the field for the past 10 years	

**Please provide further details of your experience in the following areas for the past 10 years:**

(boxes will expand but please limit total response for all 3 elements to around 500 words focussing on the key criteria given above)

<b>Animal welfare science:</b> e.g. general and specific areas of research; supervisory and	
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other duties (scientific paper reviewer, grant reviewer), research grants awarded	
<b>Ethics:</b> e.g. a knowledge of basic philosophical theory of decision making, applied ethical frameworks including general and specific areas of research and clinical human and veterinary practice; supervisory and other duties, research grants; member of an ethics committee, or ethics adviser, and other status indicating recognition	
<b>Law:</b> e.g. general and specific areas of research, or legal advice, knowledge of EU law as it applies to areas of animal use in human animal interactions especially veterinary and agricultural practices, other status indicating recognition	
Have you published at least 10 original papers relevant to Animal welfare science, Ethics and Law in internationally recognised peer-reviewed journals as first author?  Please list them in full in chronological order, asterisking (*) those that have been 'ground-breaking' in some way or another. (maximum of 50 publications)	<b>YES / NO</b>
Are you a member of your national or European Veterinary Animal Welfare Science, Ethics and Law society (or equivalent e.g. UK AWSELVA, ISAE, LAW)? Give the name of the professional society	<b>YES / NO</b>
Please give us a list of any honours, prizes or other awards that you have achieved	

Please give the names and addresses including email and telephone numbers of 2 referees who would support your application.	
You agree that you have read and accept the conditions laid down in the by-laws of the College (see 2 above)	<b>YES / NO</b>
Don't forget to sign your application here.	<b>Signed:</b> ..... <b>Date:</b> .....

## Appendix F: AWSEL Journal list

### European College of Animal Welfare and Behavioural Medicine – Welfare Science, Ethics and Law specialty

#### Journal List

This is a list that encompasses scientific and academic publications which are considered acceptable by the Credential Committee of the AWSEL sub-specialty and should not be considered as definitive or final. In the future we have to decide the criteria to include future journals and publication formats. In general any journal approved by the other recognised colleges will be considered as having the potential to contribute to research or advancement in the disciplines of animal welfare, ethics or law, while being more applied and relevant to that specific specialist area. New journals will also be added if they meet the criteria.

To date this sub-specialty has not had to re-certify Diplomates but this list of journals will also be adopted by the re-certification committee in due course and will also apply for consideration of credentials for those applying to sit the examination.

#### APPROVED JOURNALS:

All journals approved by other member colleges of the EBVS

#### Animal Welfare

European Food Standards Authority Journal

Applied Animal Behaviour Science

J Applied Animal Welfare Science

Laboratory Animals

New Scientist

Research in Veterinary Science

Veterinary Record

J American Veterinary Medical Association

J Veterinary Medical Education

Animal

J. Animal Science  
PLOS One  
The EFSA Journal

**Ethics**

Cambridge Quarterly Journal of Ethics  
J Medical Ethics  
Hastings Centre reports  
Kennedy Institute of Ethics Journal

**Law**

EU and National Law Reports

## Appendix G: BM Residency programme requirements

### European College of Animal Welfare and Behavioural Medicine –

### Behavioural Medicine

#### REQUIREMENTS FOR A RESIDENCY PROGRAMME for ECAWBM (BM)

##### 1. General requirements

Residency programmes should run for a minimum of 3 years full-time, or equivalent part-time. Full-time and part-time involvement are calculated on the basis of a 40 hour week.

Programmes (Standard and Alternate) should be supervised and overseen by an existing Diplomate of the ECAWBM (BM). This supervisor may authorise the assistance of other suitably qualified professionals to undertake specific aspects of training (e.g. research skills or equitation science). Where these individuals are not employed by the host institution, the Supervising Diplomate may be required to submit a CV for these individuals in support of an application.

The residency programmes provide the resident with a full theoretical and practical knowledge of dogs, cats and equine behaviour (i.e. domestic species of the genus *Equus*), and also have full theoretical and practical knowledge of the behaviour of the more common exotic domesticated small pets kept as companion animals, such as rabbits, rodents, psittacine birds, goats, pigs, alpacas, as well as other non-domesticated species such as reptiles.

At the end of the residency the resident should be prepared to sit a theoretical examination in all relevant aspects regarding each of these species or groups of species.

It is recognised that not every centre may have a sufficient clinical case load in all four species or groups of species in order to offer full competency training in dogs, cats, horses, and exotic species commonly kept as companion animals. Specific centres must offer full clinical training with a sufficient case load in domestic dogs and cats, and *may* also offer cases in the one or both of the other categories. For example, a centre may offer a resident experience of cases in dogs, cats and horses, but not in exotic species. However, as stated above every approved residency should cover *theoretical* knowledge of *all* species. In addition, no more than 75% of a resident's total caseload should be related to a single species. In order to gain experience in additional species to those offered at an institution a

resident may elect to spend some time in another centre, for example via an exchange programme.

## 2. Clinical skills

The resident should spend *at least* 60% of their time engaged in clinical activities. These duties include:

- Conducting behaviour consultations, involving taking a history, explaining the animal's behaviour to the client, devising a suitable treatment programme and imparting this to the client. The majority of these consultations should be *face-to-face* with the client: phone, e-mail and fax consultations should not make up more than 5% of first consultations.
- Conducting follow up sessions with clients to monitor progress, and / or demonstrate practical aspects of the treatment programme. Telephone, e-mail and fax correspondence may play a part in follow-up support.
- Writing reports to clients and referring veterinary surgeons.
- Liaising with other veterinary clinicians, trainers or other professionals about cases. This includes attending or taking the lead of clinical rounds.

The residency programme is a *training* position, and hence the responsibility taken by the resident for cases should increase over the period of the residency. Initially the resident will observe cases, and will gradually conduct more of the consultation under supervision.

The progression of the resident into taking a clinical history, explaining aspects of the treatment protocol, and explaining the development of the problem to the client may vary between individuals, and should be at the discretion of the supervising Diplomat. The residency programme is a training position, and hence the responsibility taken by the resident for cases should increase over the period of the residency. Initially the resident will observe cases, and will gradually conduct more of the consultation under supervision. The specific progress of each resident will vary, and progression is dependent on completing each stage to the satisfaction of the supervising Diplomat. However, as a guide, the resident is likely to initially observe approximately 25-30 cases conducted by the Diplomat, and then increase their role in cases over the first year of the residency programme. This may involve initially conducting elements of the consultation, such as history taking, then giving some aspects of the treatment programme, and building up to taking responsibility for the consultation. Residents should be fully supervised by the Diplomat in person when first conducting consultations. Once the resident has sufficient confidence, knowledge and skill to take the main responsibility for cases, they should discuss cases with the Diplomat as necessary, and cases should be regularly reviewed, for example through regular 'Rounds'. The resident should be taking the main responsibility for their cases before the start of their final year, but

this may be sooner if approved by the supervising Diplomat(e)s. Residents should see a minimum of 100 new consultations a year, and conduct follow-up with these cases as required. Case records should be kept for all cases, and case logs signed off by the supervising Diplomat(e).

### **3. Centre requirements**

The residency should *either* be conducted in a clinical environment where the resident has the opportunity to interact with clinicians of other specialities to enhance their understanding of the relationship between behavioural problems and other aspects of veterinary medicine, *or* the resident should have the opportunity to spend time with specialists of related disciplines from other institutions to consolidate their knowledge.

Overall, a centre should have sufficient cases for each resident to see or take responsibility for *a minimum of 100* new clinical consultations during *each year* of their residency programme, of which no more than 5% should be telephone consultations. Residents will need to keep clear records of all clinical cases seen during their period of residency to support their application to the college. This should include a summary of cases by species, diagnostic category and summary of treatment. In addition, each individual case summary should clearly describe the level of involvement of the resident.

### **4. Knowledge**

The residency programme should include training in the following areas (the topics listed are intended to give the resident a better understanding of the aspects that are relevant; the lists are not complete):

1. *Principles of ethology*: Domestication: the process and its effects on behaviour. Ethology of domestic companion animals, their social behaviour and communication (including perceptual abilities), and behavioural ontogeny. Interactions between animals and humans.
2. *Animal welfare science*: ethological, psychological and physiological concepts; physiological and behavioural indicators of welfare in vertebrate animals; welfare considerations in management, welfare issues in training and in clinical practice.
3. *Theory of animal learning*: habituation; sensitisation, classical conditioning, operant conditioning, insight and social learning. An understanding of where and how these processes occur within the mammalian brain. Animal cognition and concepts of consciousness. Theory underlying the development of learned problem behaviours. The application of learning theory in practical training and re-training situations.

4. *Functional anatomy and physiology of the vertebrate nervous and endocrine systems*: This should include an understanding of how endocrine changes influence behaviour; the neurobiological processes by which behaviours develop, including the structures and pathways involved in emotions; and an understanding of how diet and ageing processes influence behavioural development.
5. *Genetics*: An understanding of how genetic factors influence behaviour, including differences between species and breeds, as well as individual differences.
6. *Psychopharmacology* and other biological therapies (e.g. pheromones, nutraceuticals): This should include knowledge of the classes of drugs used in clinical animal behaviour, and the individual drugs within each class group. The sites of action, pharmacodynamics, side-effects and contra-indications should be understood, as well as an overview of how each agent influences the dynamics of different biological pathways.
7. *Family psychology*: including attitude theory, processes of inter-personal relationships, grief and bereavement. Counselling skills; facilitation and maintenance of behavioural change. Ethical issues, professionalism in relationships with clients.
8. *Clinical procedures*: taking case-histories, methods for effective communication with clients and professionals. Applying principles of ethology and learning to techniques for diagnosis and treatment of common problems. Assessing effectiveness of treatment programmes, approaches to extended treatment and follow-up, detection of animal abuse.
9. *Animal law*: legal obligations of owners, legal implications of providing behavioural advice, professional liability. Legislation in relation to animal welfare, and injury to humans. The legal process applying in *at least one* European country, plus an understanding of the processes of European courts and relevant EU law.
10. *Interaction between health and behaviour in vertebrates*. Understanding of the behavioural consequences of medical disorders, and the influence of pathological conditions on learning and behaviour. An understanding of the medical differentials for behavioural presentations, and also an understanding of the influence of environmental stressors on the development of disease.
11. *Behavioural medicine, animal welfare and public health*. The impact of dog bites; feral and stray animals, normal human animal interactions that may expose humans to risk e.g. dangerous dogs, maternal protection instincts.
12. *Research methodology*: experimental design, qualitative and quantitative analysis and critical evaluation of data. Evidence based medicine.

These principles *may* be taught through formal lecture courses, tutorials, seminars, or partly through directed private study. These courses should be academically recognised, for example by the host institution. Attendance at courses external to the host institution should

be academically accredited at post-graduate level, or accredited by national veterinary associations. Each host institution will need to demonstrate how each of the required areas will be taught during the period of the residency.

### **5. Research project**

The resident must conduct *at least one* research project during the duration of the programme. The resident should take a primary role in its experimental design, data collection, analysis and interpretation.

### **6. Publications and conference presentations**

The resident should normally:

- Have *at least one* case report or review paper accepted for publication in a peer reviewed journal during the second year of their programme, and *at least one* experimental paper accepted for publication in a peer reviewed journal during their third year of study. The resident should appear as first author on *at least one* paper in all. These papers should be accepted for publication prior to the resident sitting their final examination.
- Present *at least one* oral or poster presentation in each of their second and third years, at a national or international veterinary or animal behaviour congress (not including continuing education presentations). *At least one* of these presentations should be at the ECAWBM (BM) annual meeting. In addition, *at least one* of these presentations should be based on research / data from the resident's own research.

### **7. Conference attendance**

In order to ensure a broad and up to date knowledge, residency programmes should provide residents with sufficient time to attend the ECAWBM annual meeting during each year of a residency, plus *at least one* other relevant major international conference (e.g. IVBM, ISAE, ABS) during the period of the residency.

### **8. Teaching**

The residency should enable the resident to develop some experience of teaching. This may be formal teaching classes, or informal clinical tutorials, for example with undergraduate veterinary students. The residency programme should also include seminar sessions where the resident prepares and presents topics to colleagues. This may be one mechanism by which some required topics are covered within the programme. By the end of the residency period, the resident should have sufficient opportunities for feedback on presentations to be able to confidently present material to others, e.g. peers.



**Appendix H: BM Standard Residency Training Programme application form**



**EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE  
BEHAVIOURAL MEDICINE**

**FORM 1:**

**APPLICATION FOR APPROVAL OF A STANDARD RESIDENCY  
TRAINING PROGRAMME (SRTP) WITH THE ECAWBM (BM)**

**1. Name of Applicant:** \_\_\_\_\_

**2. Length of residency training programme (SRTP):** \_\_\_\_\_

Start date:

Finishing date:

Full-time or part-time (state % time spent in training for part-time courses):

**3. Institution / Practice:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Supervising Diplomat of the ECAWBM (BM):**

Name of Diplomat Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Other ECAWBM (BM) Diplomat(s) participating in training programme:

**Name:** \_\_\_\_\_ **Institution:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Institution** \_\_\_\_\_

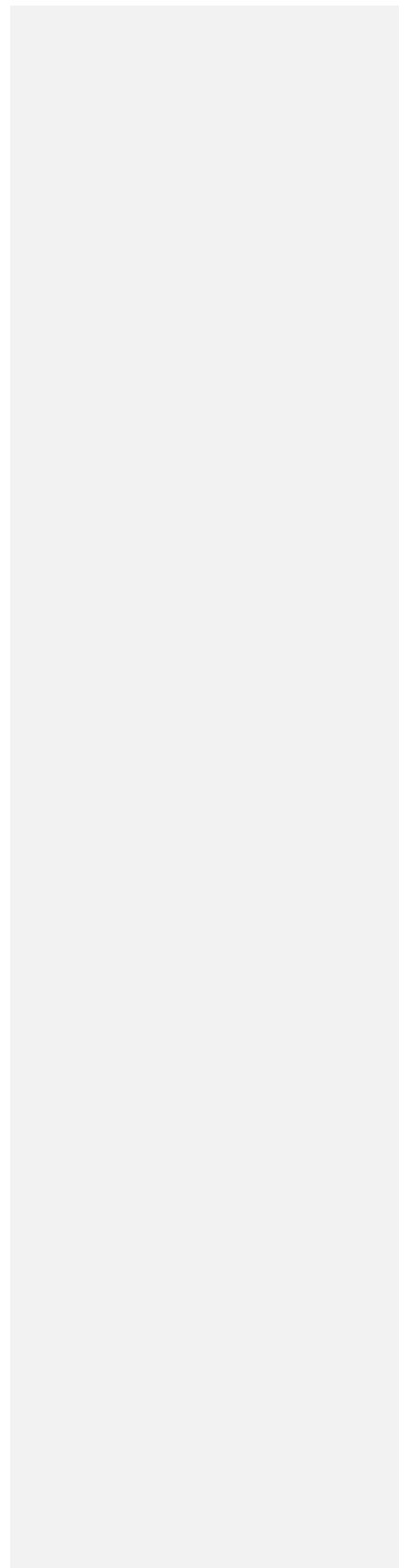
**Name:** \_\_\_\_\_ **Institution** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Institution** \_\_\_\_\_



**5. Brief overview of SRTP (max 300 words)**

**6. Background information about the institution or practice**



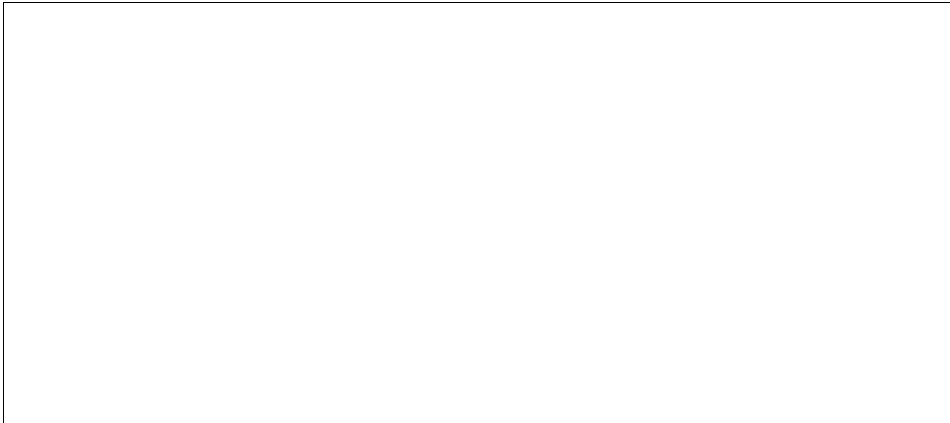
**7. Taught component(s)**

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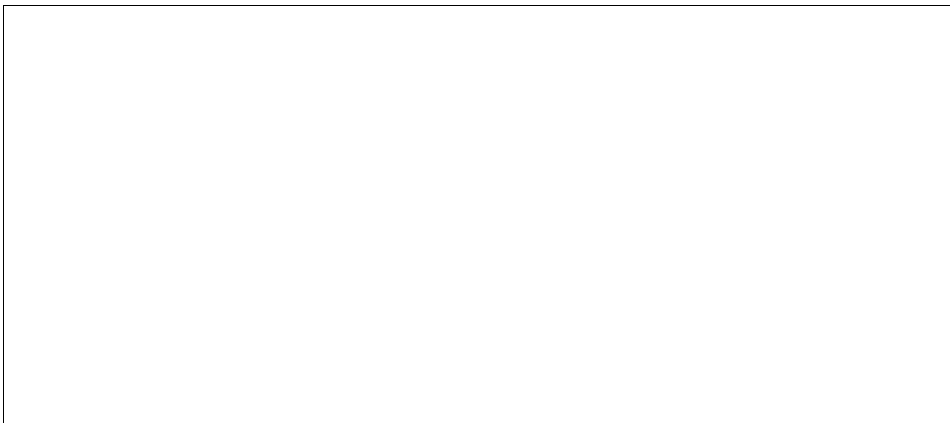
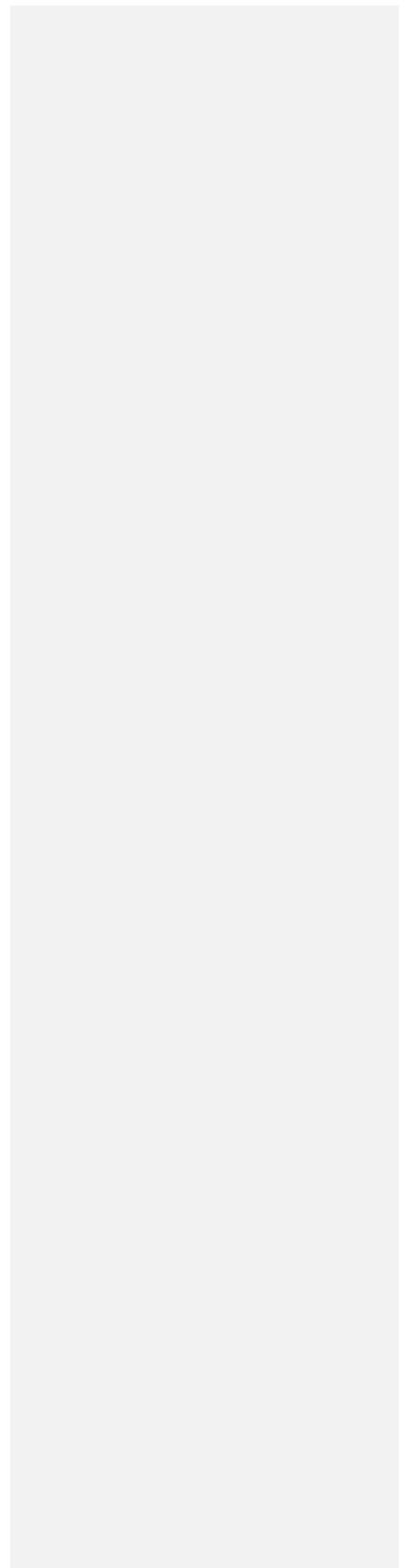
**8. Clinical training**

--

**9. Research**

A large, empty rectangular box with a thin black border, intended for the content of section 9.

**10. Teaching and presentation**

A large, empty rectangular box with a thin black border, intended for the content of section 10.

**11. Other activities available for residents**

**12. Requirements for entry of residents into the programme**

**13. Is an advanced degree programme available for the resident(s)? YES /NO**

If YES, please state which types of degree are available (e.g. MSc, PhD):

Can the graduate degree programme be combined with the residency programme?

14. Access to resource materials / services\_

a) Library access

The ECAWBM (BM) requires that the resident(s) have access to a library that contains the texts and journal titles listed as source of test material by the ECAWBM (BM) Examination Committee.

Is there a **library available at your institution** that meets these requirements?

**YES/ NO**

If the response is **NO**, please indicate how Library access will be provided.

b) Ancillary diagnostic services

Access to professional support services e.g. in **clinical pathology, haematology and clinical chemistry**, is important for optimum case management particularly as it relates to resident training. **Are these services provided at your location?**

YES/ NO

If the response is **NO**, give hereafter a detailed description of the services available through outside laboratories.

c) Other clinical specialities

Are other clinical veterinary specialities based at your institution to provide the resident with access to clinicians and cases from related fields, such as neurology, internal medicine, and dermatology?

**YES/ NO**

If the response is **NO**, give hereafter a detailed description of how this facility will be made available to residents at your institution.

d) IT equipment

The ECAWBM (BM) requires the residents have at their disposal IT equipment with suitable software for word processing and data handling and analysis. Are these facilities **available at your location together with adequate back-up and support?**

**YES / NO**

**15. Evaluation of progress of residents**

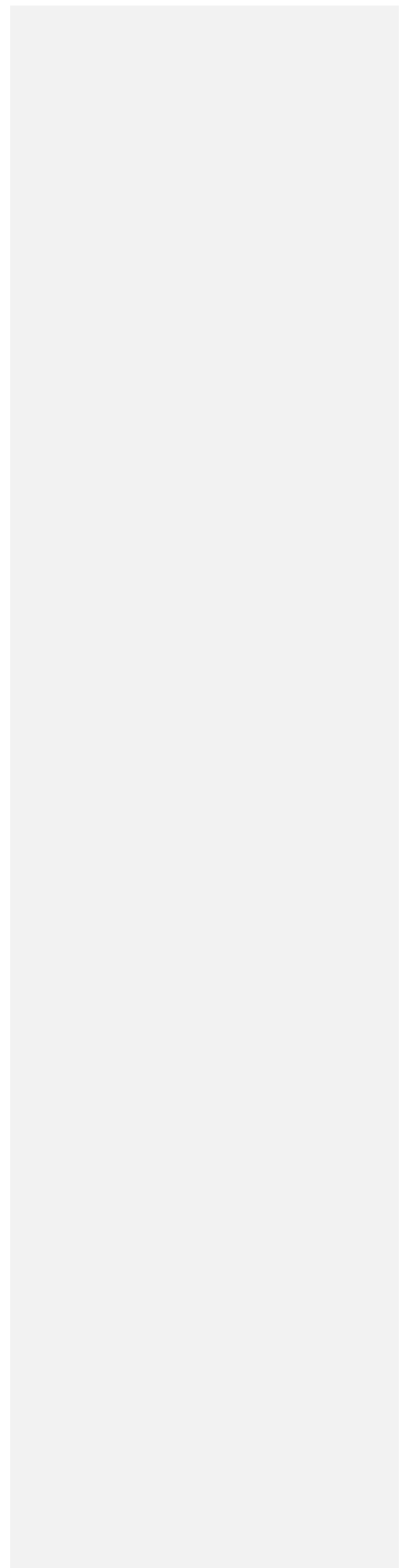
Name and signature of supervising Diplomates

_____	_____
_____	_____
_____	_____

Name and Signature of Department Head or equivalent, acknowledging the requirements of the Diplomate and the institution.

_____	_____
-------	-------

Date: \_\_\_\_\_



Appendix I: BM Alternate Residency Training Programme application form



**EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE  
BEHAVIOURAL MEDICINE**

**FORM 2:**

**APPLICATION FOR APPROVAL OF AN ALTERNATE RESIDENCY  
TRAINING PROGRAMME (ARTP) WITH THE ECAWBM (BM)**

**1. Name of Applicant:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

**2. Length of alternate residency training programme (ARTP):** \_\_\_\_\_

Start date:

Finishing date:

What proportion of time will be spent engaged in the ARTP?

Please specify how this time will be organised (e.g. 2 days a week, 2 month blocks)?

**3. Supervising Diplomat:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Other participating ECAWBM (BM) Diplomat(s):

**Name:** \_\_\_\_\_ **Institution:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Institution** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Institution** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Institution** \_\_\_\_\_

Other participating veterinary specialists:

**Name:** \_\_\_\_\_ **Area of speciality:** \_\_\_\_\_

Board certified: YES / NO

Title (e.g. Dipl. ACVM):

**Institution:** \_\_\_\_\_

**Name:** \_\_\_\_\_ Area of speciality: \_\_\_\_\_

Board certified: YES / NO

Title (e.g. Dipl. ACVB):

**Institution** \_\_\_\_\_ Area of speciality: \_\_\_\_\_

Board certified: YES / NO

Title (e.g. Dipl. ACVB):

**Name:** \_\_\_\_\_ Area of speciality: \_\_\_\_\_

Board certified: YES / NO

Title (e.g. Dipl. ACVB):

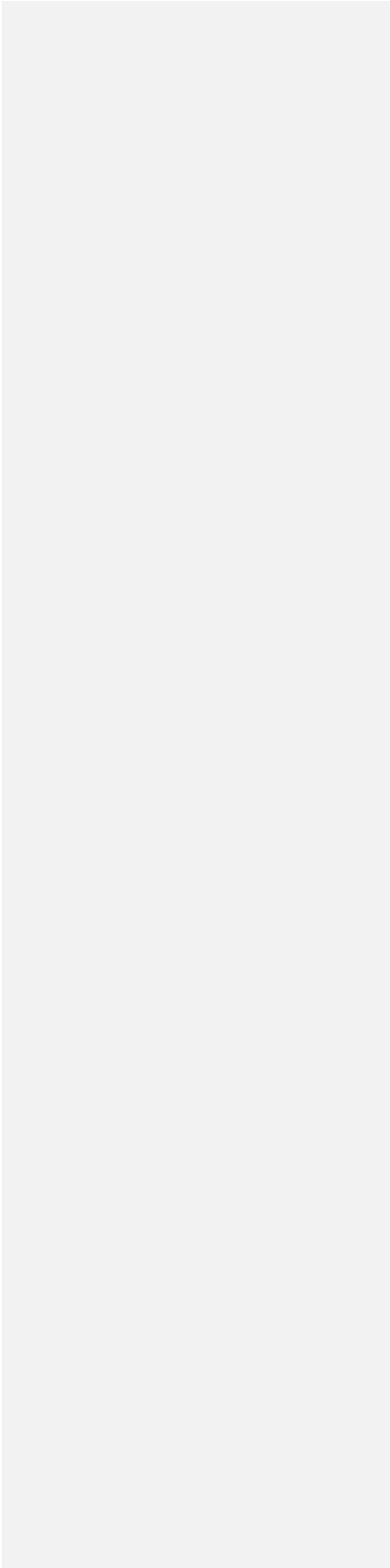
**Institution** \_\_\_\_\_

**4. Brief overview of the ARTP (max 300 words)**

**5. Background information about the institution(s) or practice(s) in which the ARTP will be conducted**

**6. Taught component(s)**

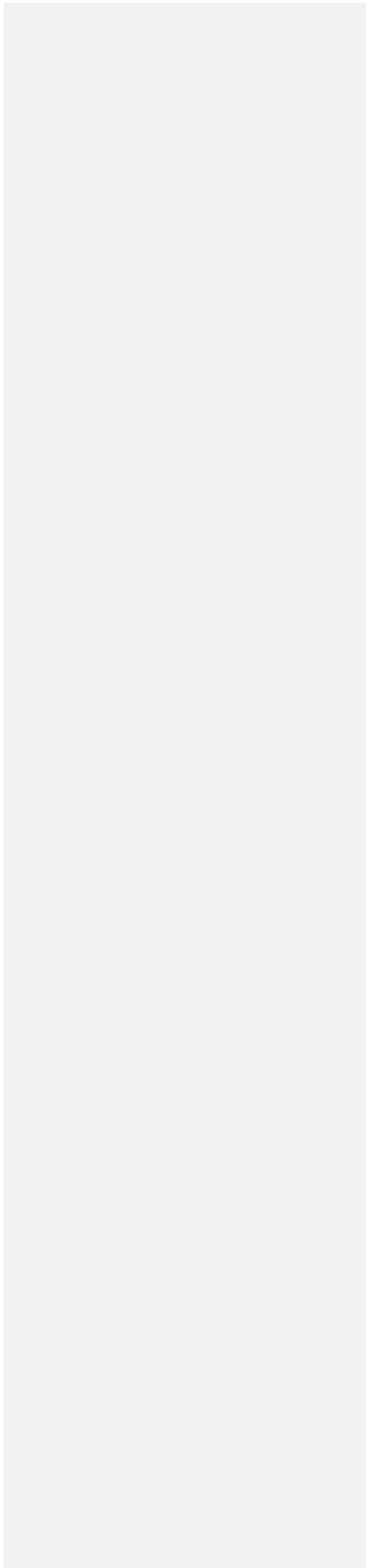
**7. Clinical training**



**8. Research**

**9. Teaching and presentation**

**10. Other activities**



**11. Access to resource materials / services\_**

**a) Library access**

The ECAWBM (BM) requires that resident(s) have access to a medical library that contains the texts and journal titles listed as sources of test material by the ECAWBM (BM) Examination Committee.

Is there an adequate **medical library available during the ARTP** that meets these requirements?

**YES/NO**

If the response is **NO**, please indicate how Library access will be provided.

**b) Ancillary diagnostic services**

Access to professional support services in e.g. **clinical pathology, microbiology and clinical chemistry** is important for optimum case management particularly as it relates to resident training. **Are these services provided at your location(s)?**

**YES/ NO**

If the response is **NO**, give a detailed description of the services available through outside laboratories as well as the frequency of pick-up of samples.

c) Other clinical specialties

Are other clinical veterinary specialties based at the institution(s) in which clinical training is conducted to provide the applicant with access to clinicians and cases from related fields, such as neurology, internal medicine, and dermatology?

**YES/ NO**

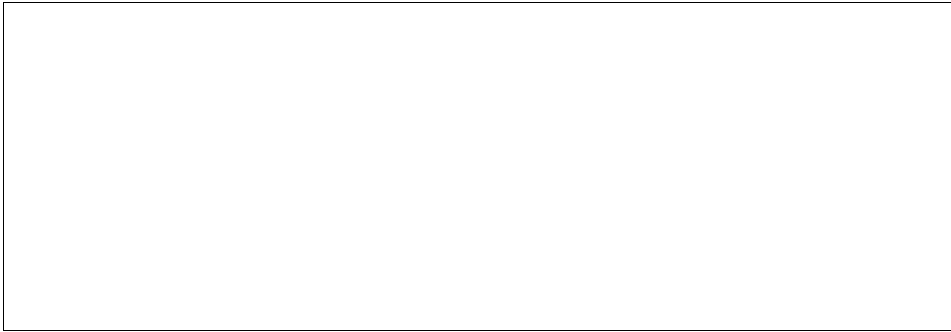
If the response is **NO**, give hereafter a detailed description of how this facility will be made available to residents at your institution.

d) IT equipment

The ECAWBM (BM) requires the residents have at their disposal IT equipment with suitable software for word processing, data handling and analysis. Are these facilities **available at your location and is there adequate support and back-up?**

**YES / NO**

**12. Evaluation of progress throughout the ARTP**



13. Please attach the applicant's CV. .

**Name and Signature of Applicant:**

\_\_\_\_\_

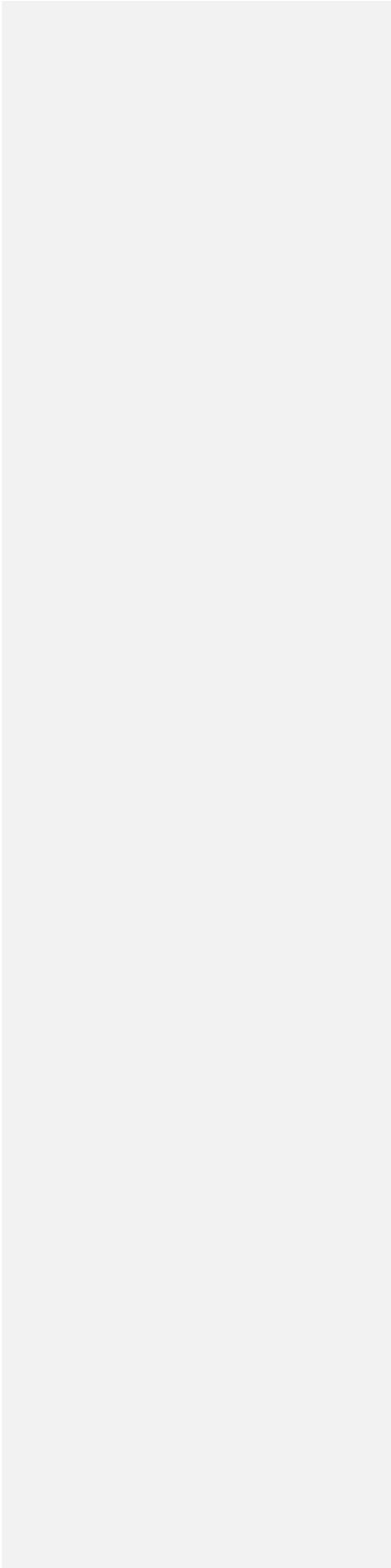
Date: \_\_\_\_\_

**Name and signature of the Supervising Diplomat:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Names and signatures of other Diplomates involved in ARTP:**

1. Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2. Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

3. Name: \_\_\_\_\_

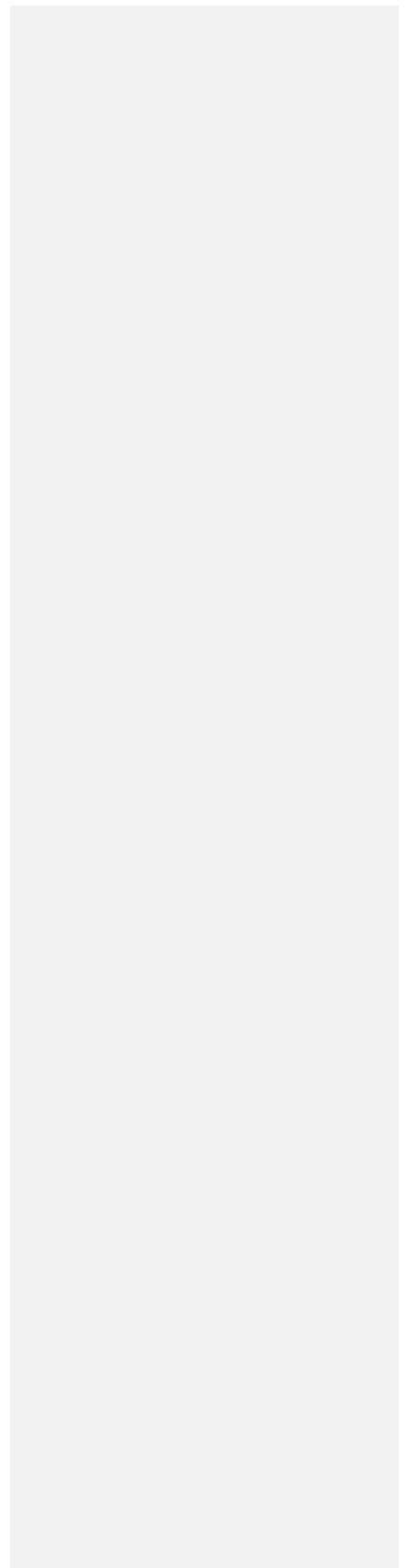
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4. Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix J: BM candidate information



### EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE BEHAVIOURAL MEDICINE

#### PROCEDURES FOR CREDENTIALLING FOR AND SITTING THE EXAMINATION FOR DIPLOMATE STATUS

The candidate must first:

1. Send the completed credentials application to the ECAWBM Secretary: [secretary@ecawbm.org](mailto:secretary@ecawbm.org); if you do not receive a confirmation please re-send and contact the secretary by phone, fax or email to gain confirmation of receipt. Please fill out the Guidelines and Application for Credentialing:

- a) The credentials application can be completed and submitted by any candidate who has completed a residency programme.
- b) The deadline for submission of credential application is November 1st in the year preceding the examination.

2. Pay the fee of 100 euros for credentials evaluation. This first payment is a necessary step to apply for the examination. Please make sure that all bank fees are paid and that the ECAWBM receives 100 Euros.

a. The application fee can be paid by bank transfer (For most European Countries, transfer are free of charge). Bank details are available from the College treasurer.

b. PayPal payment is available on the address [treasurer@ecawbm.org](mailto:treasurer@ecawbm.org)

Note that a 7% surcharge will be added to cover PayPal fees: Total 107€

Contact ECAWBM Treasurer ([treasurer@ecawbm.org](mailto:treasurer@ecawbm.org)) if you have any questions.

As soon as the money has been received, a receipt will be posted.

3. As soon as credentialing is approved, the accepted candidate will be required to complete an examination application which you will find posted on the ECAWBM website. Payment should be submitted at the time of the examination application. The fee is 400 € and should be made in the same manner as the credentials application. For the use of PayPal please submit 428 €.

4. The completed examination application should be sent to ECAWBM Secretary [secretary@ecawbm.org](mailto:secretary@ecawbm.org)

To expedite processing we ask that you e-mail your completed examination and credentialing applications to our college secretary [secretary@ecawbm.org](mailto:secretary@ecawbm.org)

Then please e-mail the signature pages from each document to The Secretary ECAWBM, [secretary@ecawbm.org](mailto:secretary@ecawbm.org)

The ECAWBM reserves the right to verify the information by obtaining signatures in printed copies sent by postal service to: The Secretary ECAWBM, Lotta Berg, Department of Animal Environment and Health, SLU (Swedish University of Agricultural Sciences), PO Box 234, SE 532 23 Skara, Sweden

5. Additional instructions regarding the examination format can be found in the examination application document. A reading list is also posted on the ECAWBM website. Final details as well as mock examination questions will be provided to each candidate upon submission of the examination application.

## Appendix K: BM examination entry form



### EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE BEHAVIOURAL MEDICINE

#### EXAMINATION ENTRY FORM

This form is for examination entry and not examination application (please ensure that you have already submitted your credentialing form and your examination application form)

You should submit this form only after you have been informed by the ECAWBM Education Committee that you are eligible to take the examination.

Deadline 15 November in the year preceding the examination

Name:

Address for communication:

Email address:

Tel No:

Fax No:

I confirm that I wish to sit the following sections of the ECAWBM Diplomate examination in  
( *insert place* \_\_\_\_\_ ) (year \_\_\_\_\_)

Multiple-choice questions YES NO

Written case based paper YES NO

Critique of a peer review study YES NO

Clinical consultation YES NO

I confirm that I have paid the exam entry fee of 400 € Euro YES NO

I enclose a copy of my Bank or credit card Transfer as proof of payment YES NO

I agree that my session of the Clinical consultation part will be recorded on video recording, that the recording will remain in the possession of the Exam Committee and that I will only receive a copy with the permission of the Chairman of the Appeals Committee

YES NO

I acknowledge that the exam will be held in English YES NO

Signature of examination entrant

Date

**Two paper copies of this form must be submitted to the chair of the BM examination committee by 15<sup>th</sup> November of the year preceding the examination**

The Secretary ECAWBM, Lotta Berg, Department of Animal Environment and Health, SLU (Swedish University of Agricultural Sciences), PO Box 234, SE 532 23 Skara, Sweden.

## Appendix L: BM examination application form



### EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE BEHAVIOURAL MEDICINE

#### APPLICATION TO SIT THE EXAMINATION FOR DIPLOMATE STATUS

If you wish to take the (Year) application scheduled and your credentialing has been approved, please fill out the form below and submit your application fee immediately to the treasurer.

#### EXAMINATION APPLICATION FORM

Name and Surname:
Nationality:
Date of birth:
Address:
Phone:
E-mail:

I certify that my credentialing application has been approved and that I am applying to write the (Year) ECAWBM Specialty in Behavioural Medicine (Companion Animals) examination.

For the clinical portion of the *written* examination, I will be asked questions on dogs and cats, and in addition I choose one of the following species or groups of species to be examined on:

- Pet birds

- Horses
- Rabbits
- Pocket pets
- Reptiles/amphibians
- Other (to be approved by the examination committee)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXAMINATION FEE:**

**This payment is a necessary condition to apply for the examination.**

*Please note: there is a 25% reduction for candidates who have to apply for parts of the examination as resits.*

**The application fee can be paid by bank transfer (For most European Countries, transfer are free of charge).**

Fee: 400 €.

Bank details are available from the Treasurer of the college [treasurer@ecawbm.org](mailto:treasurer@ecawbm.org)

**2. PayPal payment is available to [treasurer@ecawbm.org](mailto:treasurer@ecawbm.org)**

Note that a surcharge will be added for PayPal fees.

Contact ECAWBM Treasurer [treasurer@ecawbm.org](mailto:treasurer@ecawbm.org) if you have any questions.

As soon as the money has been received, a receipt will be posted.

Once the application is filled out, it has to be sent by e-mail to: [secretary@ecawbm.org](mailto:secretary@ecawbm.org)

Then please e-mail the signature pages to [secretary@ecawbm.org](mailto:secretary@ecawbm.org)

The ECAWBM reserves the right to verify the information by obtaining signatures in printed copies sent by postal service to: The Secretary ECAWBM, Lotta Berg, Department of Animal Environment and Health, SLU (Swedish University of Agricultural Sciences), PO Box 234, SE 532 23 Skara, Sweden

**Instructions for those sitting for the (Year) examination**

The examination aims to evaluate the clinical behavioural and basic ethological knowledge of the candidates obtained during the residency training or alternate training programme. Prior to being allowed to sit the examination, candidates must complete an accredited

residency or an alternate programme accepted by the Education Committee. Please find the application for credentialing on the website.

**Reading list: This is posted separately on the website.**

The examination consists of two multiple choice sections, a written case-based paper, a critique of a study and/or discussion of current issues, and two clinical examinations. The multiple choice questions cover (section 1) Ontogenic, phylogenic adaptive and mechanistic basis to behaviour, and (section 2) Species typical behaviour and behaviour problems.

A detailed outline of topics for the multiple choice questions follows:

**Section 1: Basic sciences – 150 marks; Multiple Choice Questions**

***Marks behind each topic are approximate***

**Ontogenic, phylogenic adaptive and mechanistic basis to behaviour.**

***1. Foundations to the behaviour sciences:***

10 marks

*To include but not limited to:*

Principles of ethology, psychology and behavioural ecology

Behavioural genetics

Evolutionary theory

Altruism and co-operation

Domestication

Comparative method

Optimality

Ecology of species specific adaptation

Behavioural development:

Sensitive phases of development

Behavioural maturation

Ritualisation

***2. Ethological systems and processes:***

15 marks

*To include but not limited to:*

Feeding and diet selection

Habitat selection

Play

Predator prey interaction and adaptations  
Resource competition, acquisition and defence  
Communication  
Social organisation and behaviour  
Sexual behaviour and systems of reproduction  
Sexual conflict and sexual selection  
Parental care

**3. Psychological processes and systems**

15 marks

*To include but not limited to:*

Attention  
Perception  
Memory  
Psychological systems involved in perception, the integration of information and decision making  
Mental representation and concept formation  
Emotion  
Consciousness  
Affective neuroscience  
Temperament, personality and individual differences  
Attitude theory  
Psychological processes for dealing with conflict  
Social and cultural influences on behaviour

**4. Regulation and control of behaviour:**

10 marks

*To include but not limited to:*

Organisation of behaviour  
Behavioural cycles and patterning of behaviour  
Behavioural regulation, motivation and decision making  
Animal economics and behavioural regulation

**5. Human Animal Interactions**

15 marks

*To include but not limited to:*

Anthrozoology  
Animals in society  
Animal management systems  
Interspecific relationships  
Attachment theory  
Relationship theory  
Grief and bereavement in relation to animal loss  
Ethical approaches to the assessment of human animal interaction  
Animal hoarding  
Animal abuse  
Abandonment of animals  
European legislation, agreement and regulation relating to animals

**6. *Animal welfare science:*** 15 marks

*To include but not limited to:*

Principles of animal husbandry  
Environmental enrichment  
Concepts of abnormal behaviour, dysfunctional, and maladaptive behaviour  
Nociception  
Concept of needs  
Concept of stress  
Concept of suffering  
Positive welfare  
Quality of life  
Adaptation and coping strategies  
Physical, physiological and behavioural parameters used to assess welfare in vertebrate species in captivity

**7. *Animal learning and training science:*** 20 marks

*To include but not limited to:*

Associative and non-associative learning  
Habituation  
Sensitization  
Classical conditioning  
Operant conditioning  
Social learning  
Inter-specific communication  
Species specific biases in learning and memory  
Constraints on learning  
Neurobiology of learning and memory  
Systematic desensitisation  
Counterconditioning  
Response substitution (Differential reinforcement of an alternate behaviour)  
Cognitive aspects of learning  
Training aids and the theory underlying their use

**8. *Neuro-endocrinological basis of behaviour***

20 marks

*To include but not limited to:*

Functional anatomy and physiology of the vertebrate neuro-endocrinological systems  
Functional anatomy and physiology of vertebrate sensory and motor systems  
Functional anatomy and physiology of the vertebrate brain  
Neurophysiology of learning  
Neurophysiology of memory  
Neurophysiology of emotional processes  
Psychopharmacology  
Neuroendocrinological effect of different forms of intervention on behaviour, e.g surgical, medical, environmental and psychological interventions  
Health, disease and behaviour  
Diet and behaviour

**9. *Clinical procedures***

30 marks

*To include but not limited to:*

Concept of behavioural problems  
History taking skills  
Assessment of differential diagnoses  
Strategies for managing behavioural problems  
Techniques for behavioural intervention  
Client communication skills  
Counselling skills  
Client motivational skills  
Professional skills  
Follow up procedures and processes  
Strategies for managing behavioural problems  
Techniques for behavioural intervention  
Psychopharmacology  
Pheromone therapy

Dietary and herbal interventions on behaviour  
Surgical interventions for behaviour problems  
Complementary and alternative therapies

**Section 2: Species typical behaviour and problems**

150 Marks; Multiple Choice Questions

***Marks behind each topic are approximate***

**Canine**

Total 70 points:

- i. Behaviour and ecology of wild / feral canids
- ii. Behavioural development and problem prevention
- iii. Age related problems
- iv. Training, obedience and control
- v. Social behaviour and communication

- vi. Reproductive behaviour
- vii. Emotional problems
- viii. Repetitive behaviour
- ix. Miscellaneous behaviours

**Feline**

Total 50 points:

- i. Behaviour and ecology of wild / feral felids
- ii. Behavioural development and problem prevention
- iii. Age related problems
- iv. Training and management
- v. Social behaviour and communication
- vi. Reproductive behaviour
- vii. Emotional problems
- viii. Repetitive behaviours
- ix. Miscellaneous behaviours

**Other species:** (Avian, equine, other small mammal, other)

Total 30 points

Behavioural development and problem prevention

Normal behaviours

- Social behaviour and communication
- Sexual behaviour
- Parental behaviour
- Feeding and drinking behaviour

Most common behaviour problems in these species

**Section 3**

The written case-based papers consist of case histories, followed by questions related to (1) history taking, differential diagnosis and diagnostic plan and (2) treatment of these cases. All

candidates may get clinical questions on dogs and cats. Beyond that, the candidate may choose one of the following species or groups of species to be examined on:

- Horses
- Pet birds
- Rabbits
- Pocket pets
- Reptiles/amphibians
- Other (to be approved by the examination committee)

#### **Section 4**

The critique of a study or published paper and discussion of current issues.

The language of the examination is in English. A translator may be brought in at the candidate's expense. Ordinary (not medical) Dictionaries may be used.

The candidate has to achieve a minimum of 70% on each of the four sections. If the candidate misses only one of the written sections, *and achieves 70% correct overall*, s/he has to only repeat this one section *the following year*. The candidate needs to successfully pass the written portion of the examination before the clinical portion will be evaluated.

#### **Clinical examination**

The clinical examination may be taken at a different location and time than the written portion of the examination. The candidate will perform a behaviour consultation on each of two different species of their choice (cats, dogs, pet birds small mammals, horses, and others as deemed appropriate by the examination committee) under supervision of a Diplomate, including the candidates mentor, or other professional appointed by the examination committee. Each consultation is video-recorded. The performance of the candidate will be evaluated from the recording independently by three different diplomates. The evaluation will be based on client interaction, diagnostic procedure, treatment suggestions, and demonstrated techniques. The clinical part of the examination may be performed in the candidate's (or client's) language. The examination committee will organise a translator for evaluation. Once the video-recordings have been reviewed, the candidate may receive written questions concerning the consultations. The questions will be posed in English, and will have to be answered in English. Each consultation needs to receive a passing grade from the three diplomates reviewing it. If the candidate does not pass one or both of the clinical consultations, they have to re-submit one or two consultations at a time deemed appropriate by the examination committee. They will not have to repeat the written portion of the examination.

**The recordings should be brought to the examination (on a USB memory stick). The written questions related to the consultations will be e-mailed to the candidate. They will have to be answered within 24 hours. For the answering of these questions, the candidate may use written resources only.**

## Appendix M: BM Examination Procedures and Policies



### EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE BEHAVIOURAL MEDICINE

#### EXAMINATION PROCEDURES AND POLICIES

The examination aims to evaluate the clinical behavioural and basic ethological knowledge of the candidates obtained during the residency training or alternate training programme. Prior to being allowed to sit the examination, candidates must complete an accredited residency or an alternate programme accepted by the Education Committee. **All Candidates must have their credentials accepted by the Credentials Committee, together with a case log and evidence of 2 accepted peer reviewed scientific publications**, one of which has to be an original research paper, one may be a case report.

The examination consists of 4 parts: three written portions and an oral part.

##### 1. Two multiple choice sections

Paper duration for the two sections is 4 hours for 150 questions each.

Questions may consist of a question stem and five possible answers, of which only one is correct or wrong; with few exceptions, these questions are worth one point. We may occasionally use questions with 4 possible answers, any of which may be correct, extended matching questions and assertion reason questions. These questions are typically worth 2 points. Areas examined in the two multiple choice sections include (section 1) Ontogenic, phylogenic adaptive and mechanistic basis to behaviour, and (section 2) Species typical behaviour and behaviour problems.

##### 2. Written case-based paper

Paper duration is 4 hours for questions worth 150 points.

This section consists of case histories, followed by questions related to (1) history taking, differential diagnosis and diagnostic plan and (2) treatment of these cases.

### **3. Critique of a study or published paper and discussion of current issues.**

Paper duration is 4 hours and worth 150 points.

The candidate has to achieve a minimum of 50% on each of the four sections, and a total of 70% of the overall score. If the candidate fails one section (less than 50%) but has an overall score of 70%, the failed section alone can be rewritten in the next year's examination. The candidate must pass the written portion of the examination before the clinical portion can be taken.

### **4. Two clinical/oral examinations**

This section of the examination may be taken at a different location at a time to be determined by the examination committee.

The candidate will perform and record behaviour consultations on two different species of their choice (cats, dogs, pet birds small mammals, horses, and others as deemed appropriate by the examination committee) under the supervision of a Diplomate, including the candidate's mentor or other professional appointed by the examination committee. The performance of the candidate will be evaluated by observation of the recording independently by three different Diplomates. Although a consultation in English is preferred, for this section of the examination, the behaviour consultation can take place in the native language of the candidate and behaviour client. The examination committee will organise a translator for evaluation. The candidate will be required to answer questions about the consultation when the committee has some doubts. Each consult needs to receive a passing grade from the three Diplomates. If the candidate does not pass one or both of the clinical consultations, they will have to resubmit the failed cases to pass the examination, but will not have to repeat the written portion of the examination.

Please note that the videotape recordings must be brought by the candidate and submitted on the date of the written examination. If the candidate does not pass the examination the recordings will not be evaluated and can be used by the candidate when rewriting the examination (or new videotapes can be provided if the candidate prefers). This will become part of the initial Credentialing process from 2017 onwards.

## Appendix N: Requirements for a residency programme in the AWSEL sub-specialty



### EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE

#### REQUIREMENTS FOR A RESIDENCY PROGRAMME IN THE AWSEL SUB-SPECIALTY (MAY 2015)

##### Scope of the residency programme

Candidates will be required to develop specialist expertise in animal welfare science, ethics and law. They will be required to demonstrate suitable knowledge and understanding across a range of species, including farmed, companion and laboratory animals. Residency programmes must address the knowledge, specialist experience and research requirements defined in this document.

The candidate may develop particular expertise in specific species and in one or more aspects of welfare science, ethics and law. However, candidates must also provide evidence of how they have advanced their understanding of topics other than their selected area of specialist study. For example, while the selected topic may be mainly concerned with animal welfare science, candidates must also demonstrate how they have advanced their understanding of ethics and law and their application to animal welfare.

##### Types of residency approval

Students can enrol in either residency programme provided they have a relevant veterinary degree and have been qualified for at least one year. EBVS requirements insist that students have undertaken a “one-year internship period or equivalent”. For the purposes of this specialty the student must have been working for at least one year in an environment where they will have been exposed to common animal welfare issues that arise during clinical and husbandry procedures.

After completing the one year internship the residency programme can be achieved by either of the following two routes :

**Standard Residency Programme\*** : Student enrolls on an approved veterinary residency programme. The programme and centre must have been approved by the College before the student starts on a three-year full-time (or equivalent part-time) course.

**Alternate Residency Programme\*\*** : A student applies for approval of a three-year full-time (or equivalent part-time) individual training programme to the College. It is recognised that this may last more than three years but it should not last longer than seven years.

\* It is recognised that unlike other clinical specialties most residency programmes are unlikely to be via this standard route as there is limited income arising directly from clinical cases and the 3 core elements are best studied at more than one specialist institution, and sometimes outside the EU.

\*\* Whilst individual students are required to submit individual training programmes the Education Committee will work with training providers so that informal guidance on possible training courses and specialist experience is available to students in different countries and at convenient times.

N.B. During the initial phase of the College the intention is to accept only Alternate Residency applications so that the residency committee can closely monitor the suitability of the training programmes

## **Supervision**

All residency programmes must be supervised and overseen by an existing Diplomate of the European College of Animal Welfare and Behavioural Medicine (AWSEL). Other suitably qualified professionals may be involved in specific aspects of training (e.g. research skills or welfare legislation). The Curriculum Vitae of these other professionals may be required to support applications from either the host institution for a standard programme or from the individual student in the case of the alternate residency route.

EBVS recommends that residents should have a period of at least 18 months under direct supervision, which for many disciplines requires the resident to be working alongside the supervisor in the same facilities. The ECAWBM (AWSEL) residency programme must provide an equivalent level of supervision whilst ensuring that the resident develops suitably diverse expertise in animal welfare science, ethics and law in a variety of species. It is recognised that this is likely to be difficult to achieve whilst based solely at one institution.

Each residency programme (standard or alternate) must, therefore, explain how the resident receives significant supervision during the proposed experience wherever it is based. In particular, suitable case discussions are essential to demonstrate a progression in knowledge and understanding during the residency with respect to all three elements of the discipline (welfare science, ethics and law). Active evidence of involvement of the supervisor within these case discussions must be demonstrated within the records of experience (see below). In addition it is anticipated that the period of welfare science will require significant supervisor input to review the proposed hypothesis, study design, data collection, data analysis, interpretation and report writing.

### **Knowledge**

Both types of residency programme must provide the scholar with a comprehensive theoretical knowledge of animal welfare science, ethics and law. The detailed syllabus for the residency programmes are described in Appendix 1. This syllabus may be taught through formal lecture courses, tutorials, seminars, and partly through approved self-directed or directed self-study. Courses should be academically accredited at post-graduate level, or accredited by national veterinary associations or equivalent. Institutions that can offer possible formal courses for the alternate route are encouraged to provide a summary of the course (Appendix 4) so that residents can develop their own training programme. These details should be submitted to the Education Committee for inclusion on the ECAWBM website.

In order to ensure a broad and up-to-date knowledge, residency students should attend the ECAWBM conference during each year of a residency, plus at least one other relevant major international conference (e.g. UFAW, ISAE, UNESCO Ethics, International Conference on Bioethics) during the period of the residency.

At the end of the residency the resident will be required to sit a final theoretical examination in all relevant aspects, a practical examination in welfare assessment, and a practical discussion in welfare, ethics and legal debate. In the examination, special emphasis will be placed on the candidate's ability to relate general principles to specific circumstances and to provide a clear analysis and practical solutions to real problems.

### **Specialist experience**

All residency programmes must demonstrate suitable specialist experience equivalent to three years full time experience. The experience should be of sufficient depth to enable the resident to contribute to the discipline's knowledge base and sufficient breadth to demonstrate ability to critically review topical issues in different species (e.g. companion, farm, laboratory and wildlife animals). All residents must undertake the following specialist experience.

### **Type of experience**

The experience needs to include the following.

- A period of welfare science-related research, this could include a range of different methodologies such as experimental, epidemiological, economic and social science;

AND at least one of the following types of activities:

- Work with other professional organisations on associated subject areas (e.g. ethical review, legal departments, enforcement/implementation agencies, risk and benefit assessments, national and international government and policy making bodies)
- Work as or with official veterinarians inspecting farms, abattoirs or other animal care environments
- Direct experience of legal proceedings on matters of animal welfare
- Work as a welfare assessor e.g. in clinics, on farms, shelters
- Work as or with a Named Veterinary Surgeon responsible for animal welfare within a laboratory animal research facility

Working within a range of clinical or research environments can contribute towards the three year residency period provided the resident demonstrates (using the required case exposure and reports) that they are actively involved in assessing and analysing the animal welfare implications of their work. In collaboration with their supervisor each resident is expected to define how much additional experience is required in their case. As a guide and in addition to any periods of formal taught study, it is expected that residents working in a purely clinical (first opinion or referral) practice will require at least 200 days of additional specialist experience.

#### **Approval of experience plan**

The specialist experience must be carefully planned (see description below for each residency type) to ensure a suitable breadth and depth of experience across different species / animal use categories and across the three areas of welfare science, ethics and law.

**Standard residency** : Any institution wishing to offer an approved standard residency programme must submit a detailed description of the arrangements for providing this specialist experience. The Education Committee requires details of quality assurance controls for this training provision and its student support procedures e.g. housing, translations, healthcare, library, IT (Appendix 2).

**Alternate residency** : The individual training programme submitted by the enrolling student must specify the details of the specialist experience which will be achieved during the residency

(Appendix 3). This is likely to include visiting / working with more than one institution. Institutions that can offer periods of experience for the alternate route are encouraged to describe possible experience (Appendix 5) and submit these details to the Education Committee for inclusion on the ECAWBM website. The Education Committee may require modifications to the proposed programme before the student is accepted onto a residency programme.

### **Record of experience**

All residents will also need to keep records of the specialist experience completed during their period of residency to support their application to the college for sitting the examination. Records should be verified by the supervising Diplomate.

The records should include at least 120 case exposures that describe and briefly comment upon the welfare science, ethics and law considerations of welfare issues that they are perceiving as part of the professional experience. The case exposures should demonstrate the necessary breadth of experience (i.e. range of animal care, animal 'use', and species). Case exposures must be submitted for review by their supervisor on a regular basis, such as 10 cases every 3 months, during the residency. Exposures are intended to record of experience so should be short and certainly not exceed 500 words. References can be included where relevant.

Based upon their completed case exposures the resident must provide evidence of 12 case discussions that demonstrate active involvement of supervisor and progression in understanding and knowledge. Each discussion should be based on a critical review of common themes that have emerged from their case exposures. Where possible, case discussions should also involve several people (in addition to the supervisor) to maximise the value of the discussion. Formal discussions should be held regularly during the residency, such as 2 discussions every 6 months, to demonstrate progression in knowledge and understanding. Records must include the material prepared for the discussion, a summary of the key points of the discussion and a description of any new understanding or knowledge gained by the resident. These should run to about 1500 words excluding tables and figures. Relevant references must be included.

Residents should also submit 3 case reports. Each extended case report (approximately 3,000 words), which should be assessed by their supervisor, should include a more in-depth analysis of the welfare science, ethics and law. Relevant references must be included as appropriate. Residents should demonstrate sufficient competence in all three areas of animal welfare science, ethics and law; however, reports which emphasise primarily one of these three aspects are permissible. Case reports may be based upon material collated during case exposures or discussions.

### **Research project**

The resident must conduct at least one research project during the duration of the programme. The resident should take a primary role in the experimental design, data collection, analysis and interpretation. The scope of the research project should be relevant to one or more aspects of welfare science, ethics or law. The project needs to demonstrate that the student has developed

the following research skills: study design, systematic literature review, data collection, data analysis, report writing (e.g. scientific paper, law report, ethical analysis, subject reviews) and interpretation.

### **Evidence of specialism**

As with other veterinary specialisms suitable evidence must be provided of specialist status at the end of the residency that demonstrates that they have contributed to the knowledge base of the discipline. This should include publications and conference presentations, or public or committee (national/international) presentations, or even government reports, law reports, ethical opinions. Material for these outputs can be based upon information included within the case exposures, discussions or reports.

The resident must:

- Have at least two papers accepted for publication in a peer reviewed journal. The resident should appear as first author on at least one paper overall. These papers should be accepted for publication (i.e. In Press) prior to the scholar sitting their final examination.
- Present at least two oral or poster presentation at a relevant national or international congress (not including local continuing education presentations). At least one of these presentations should be at the ECAWBM annual meeting. In addition, at least one of these presentations should be based on research / data from the scholar's own research.

### **Teaching**

The residency should enable the resident to develop some experience of teaching. This may be formal teaching classes, or tutorials, for example with undergraduate veterinary students. The residency programme should also include seminar sessions where the resident prepares and presents topics to colleagues. This may be one mechanism by which some required topics are covered within the programme. By the end of the residency period, the scholar should have sufficient opportunities for feedback on presentations to be able to confidently present material to their peers.

Related documents

Appendix N(i): Syllabus for ECAWBM (AWSEL)

Appendix N(ii): Application for approval of a standard residency training programme with the ECAWBM (AWSEL)

Appendix N(iii): Application for approval of an alternate residency training programme with the ECAWBM (AWSEL)

Appendix N(iv): Proforma for providing guidance on the scope and relevance of taught post-graduate courses to the ECAWBM (AWSEL) requirements

Appendix N(v): Pro-forma for institutions able to offer periods of specialist experience relevant for the ECAWBM (AWSEL) requirements

Example 1. : Example of formal course

Example 2. : Example of specialist experience

## **Appendix N(i): Syllabus for ECAWBM (AWSEL)**

The residency programme should include training in the following areas (the topics listed are intended to give the candidate better understanding of the key aspects - the lists will be expanded with experience):

The following syllabus addresses the ‘core’ knowledge base in animal welfare science, ethics and law. Diplomates will be expected to show a deep level of understanding of the scientific and ethical principles that underpin both our current approach to animal welfare and any actions designed to improve it, or actions known to reduce welfare. Equally, it will not be sufficient for Diplomates simply to know the Law as it relates to animal welfare but they should also be equipped to undertake an analysis of the strengths and weaknesses of existing law, to be able to determine legal frameworks for determining infringement e.g. negligence, unnecessary and avoidable suffering and investigate opportunities for improvements of welfare through existing or new legislation. Similarly, in Ethics, candidates should be able to devise ethical frameworks to help assess welfare problems and solutions.

### **1. Animal Welfare Science**

#### *1.1. The scientific basis of good husbandry*

- practical recognition and assessment of animal wellbeing based on the principles of the ‘Five Freedoms’ and their incorporation into an assessment of the quality of life
- contemporary approaches to the scientific assessment of animal distress and positive and negative wellbeing based on an appropriate selection of assessment methods (toolbox concept for welfare indicators, e.g. resource, animal based and management factors), relevant scientific disciplines including ethology, physiology, pharmacology, anatomy, and neurobiology
- methods for assessing and enhancing animal environments and husbandry systems such as those used for the purposes of quality assurance and promoting a good quality of life for animals, including formalised systems such as Welfare Quality® protocols
- methods used for risk assessment of welfare e.g. EFSA reports
- methods used for labelling e.g. assurance schemes, methods of production
- analysis of the economics of conventional and ‘high and low welfare’ systems of husbandry
- principles for assessing stockmanship and education, training and competence of stockpersons.

#### *1.2. The scientific basis of animal suffering and wellbeing*

- genetic, environmental and evolutionary determinants of behaviour in animals including vertebrates and invertebrates
- the nature of motivation and cognition in animals
- humane approaches to the manipulation of animal behaviour
- the nature of pain, distress, fear and others adverse states e.g. frustration, boredom
- the assessment of positive wellbeing e.g. contentedness, pleasurable states
- the assessment of the quality of a life
- the nature of consciousness and self-awareness, instinct, reproduction, and altruism

### *1.3 The impact of scientific procedures on animal welfare*

- experimental procedures likely to cause 'pain, suffering, distress and lasting harm', and their prospective and retrospective assessments
- commercial application of scientific procedures: e.g. embryo transfer, genetic modification, cloning.

### *1.4 Research methods, validation, experimental design, qualitative and quantitative analysis and critical evaluation of data.*

## **2. Ethics**

### *2.1. The nature of scientific truth and moral value*

- rational assessment of objectivity and subjectivity in science and ethics
- morality and social biology as a basis for human behaviour.

### *2.2. The philosophical issues and concepts involved in animal use*

- utilitarian and deontological approaches
- virtue ethics
- balancing and assessing harms and benefits (e.g. in animals used for research)
- emerging ethical issues: e.g. patenting of animals, cloning, xenotransplantation, human-animal hybrids, stem cell research, minimum standards of welfare.

### *2.3 Ethics and human behaviour with respect to animals and animal use*

- the construction and use of ethical frameworks to evaluate animal welfare and benefit;
- the historical, social and cultural foundations of human perception and treatment of other (non-human) animals, concepts of dignity, autonomy and integrity as applied to humans and animals
- morality and sentiment (empathy, sympathy) as bases for concern regarding animal welfare

- the ethical basis of professional conduct - the concepts of ‘virtue’ and etiquette, veterinary Codes
- conflicts between human and animal needs (e.g. animals in sport, research, guide dogs, economics and economic constraints)
- potential conflicts between individual animal welfare and issues such as environmental concerns, pest control, wild life, and public health, the conflict between interests of the ‘group’ vs the individual.

### **3. Law**

The object of the law element of the Diploma is to enable candidates to demonstrate an advanced understanding of the way in which legislation is drawn up and applied and monitored in practice, and case law. The object is to equip the candidate to:

- play an informed role in public policy-making
- play an informed role in the policy-making of the veterinary profession
- participate in statutory inspections and other administrative enforcement mechanisms
- advise commercial and other non-statutory bodies.
- understand the role of an expert witness and be able to provide an expert opinion

In pursuing this syllabus, candidates would be expected to demonstrate familiarity with, and an ability to use effectively, relevant primary materials such as the Official Journal of the European Communities; Council of Europe Conventions, EU legislation; OIE, EFSA Journal, and other official publications.

Candidates will be required to demonstrate an understanding of:

- The origin of legislation and the relationship between different types of rules:
- WTO; Council of Europe Conventions; European Union Law, the role of the courts in developing case law.
- The factors which influence the development of public policy and legislation:
- Public opinion; pressure groups; scientific evidence; recommendations of advisory bodies such as EFSA and the role of Risk Assessment and Risk Management in Risk Analysis; the impact of international legislation and guidance arising from the WTO (GATT), OIE, the European Union, FAO, USDA, EFSA, MAF NZ, and Australia
- The policy-making process:
- The way in which EU institutions, national government departments, the devolved executives, local authorities, and other relevant public bodies make policy and administrative decisions.
- The legislative process:

- EU legislation; national primary and secondary legislation; legislation passed by the devolved bodies; the impact of the WTO, OIE, FAO and EU law.
- Enforcement through the courts
- WTO dispute resolution; European Court of Justice; judicial review; prosecutions.
- Regulation of the veterinary profession
- Relevant European and domestic Law, Code of Professional Conduct; the maintenance of professional standards, the roles and responsibilities of the national veterinary regulatory bodies, and supra- national bodies e.g. FVE, OIE, WVA, EAEVE, EVBS

**Appendix N(ii) : APPLICATION FOR APPROVAL OF A STANDARD RESIDENCY TRAINING PROGRAMME WITH THE ECAWBM (AWSEL)**

NB – For those individual residents applying to College, please use the alternate residency application form

Institution / Practice:

Key personnel involved in supervising residency (Describe their level of involvement in the residency programme)

Overview of programme including a description of the sustainability of programme

Background information about the institution

Knowledge : How will the RTP deliver the syllabus defined in appendix 1 ?

Research : How will the RTP deliver a period of welfare science-related research?

Other experience : How will the RTP ensure that the resident has sufficient experience ?

Teaching and presentation

Other activities available for residents within the RTP

Requirements for entry of residents into the programme

If the programme is part of a degree programme please provide details ?

Access to resource materials / services

Library access : How is suitable library access provided ?

IT equipment : How is suitable IT facilities provided ?

Evaluation of residents : How is the progress of residents monitored ?

Name and Signature of Supervising Diplomates

Name and Signature of Department Head or equivalent, acknowledging the requirements of the Diplomate and sponsoring institution.

Date:

**Appendix N(iii) : APPLICATION FOR APPROVAL OF AN ALTERNATE RESIDENCY TRAINING PROGRAMME WITH THE ECAWBM (AWSEL)**

NB – For those organisations applying to College for approval of a programme, please use the standard residency application form

Name of applicant:
Provide a summary of the applicant's qualifications and relevant experience <i>Requirement</i> : Residents must have “a relevant veterinary degree” and “working for at least one year in an environment where they will have been exposed to common animal welfare issues that arise during clinical and husbandry procedures” (internship)
Provide information on proposed supervision team <i>Requirement</i> : “existing Diplomate of the ECAWBM (AWSEL)” and “other suitably qualified professionals may be involved in specific aspects of training (e.g. research skills or welfare legislation).
Describe how the supervision will be organised <i>Requirement</i> : Each residency needs “significant supervision during the proposed experience” including “suitable case discussions” covering welfare science, ethics and law and support for the research project.
Describe employment / student status of resident <i>Requirement</i> : “Working within a range of clinical or research environments can contribute towards the three year residency period provided the resident demonstrates .. that they are actively involved in assessing and analysing the animal welfare implications of their work.”

Describe how the specialist experience will be delivered

*Requirement* : Experience must include “welfare science-related research” and another activity listed in the requirements. Residents must also “demonstrate ability to critically review topical issues in different species” NB “It is expected that residents working in a purely clinical (first opinion or referral) practice will require at least 200 days of additional specialist experience.”

Describe the specific knowledge gaps in science, ethics and law that the training programme will aim to address for this residency

*Requirement* : “comprehensive theoretical knowledge of animal welfare science, ethics and law” which includes “deep level of understanding” in order to “undertake an analysis of the strengths and weaknesses” and “investigate opportunities for improvements of welfare”

Describe in detail how these knowledge gaps in science, ethics and law will be addressed in this residency

*Requirement* : “may be taught through formal lecture courses, tutorials, seminars, and partly through approved self-directed or directed self-study.”

Provide a summary of the proposed research project including background, methodology and expected outputs

*Requirement* : the project should include “one or more aspects of welfare science, ethics or law” and develop the following skills: “study design, systematic literature review, data collection, data analysis, report writing and interpretation”.

Describe how teaching and presentation skills will be developed

*Requirement* : The residency provide “some experience of teaching” and “to be able to confidently present material to their peers.”

Describe how access to suitable resources such as library and computing will be provided

Signature of Applicant.

Date:

**Appendix N(iv) : Proforma for providing guidance on the scope and relevance of taught post-graduate courses to the ECAWBM (AWSEL) requirements**

Proforma to be completed by institution offering course and submitted to ECAWBM (AWSEL) Education Committee for review.

Please describe the details as they relate to the formal course as approved by the institution

Additional support provided to residents outside the course should be described on the residency application form (either standard or alternate)

Once approved the guidance will be available on the ECAWBM (AWSEL) website.

Applicants for the alternate route are expected to use this information to develop their own specific training programmes with support of supervisor.

Name and contact details of institution	Title and accreditation details of course
Aim of course / unit	
Teaching and assessment methods	Start date, duration and approximate fees
Entry requirements	Other information

<i>ECAWBM (AWSEL) requirements</i>	Course details
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<i>Knowledge (see appendix 1)</i> <i>Science</i> <i>Ethics</i> <i>Law</i>	
<i>Research project</i>	
<i>Other experience</i>	
<i>Teaching</i>  <i>Support for publications</i>	

**Appendix N(v) : Pro-forma for institutions able to offer periods of specialist experience relevant for the ECAWBM (AWSEL) requirements**

Proforma to be completed by institution offering periods of specialise experience and submitted to ECAWBM (AWSEL) Education and Residency committee for review.

Once approved the guidance will be available on the ECAWBM (AWSEL) website.

Applicants for the alternate route may utilise the offer of specialist experience from one or more institution to develop their own specific training programmes after discussion with their Residency Supervisor.

Name and contact details of institution

ECAWBM (AWSEL) requirements	Course details
Research experience  “A period of welfare science-related research, this could include a range of different methodologies such as experimental, epidemiological, economic and social science”	

<p>Other experience, such as :</p> <p>Work as or with a Named Veterinary Surgeon responsible for animal welfare within a laboratory animal research facility;</p> <p>Direct experience of legal proceedings on matters of animal welfare</p> <p>Work as or with official veterinarian inspecting farms, abattoirs or other animal care environments</p> <p>Work with other professional organisations on associated subject areas (e.g. ethical review, legal departments, enforcement/implementation agencies, risk and benefit assessments, national and international government and policy making bodies)</p> <p>Work as a welfare assessor e.g. in clinics, on farms, shelters</p>	
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<p>Logistic issues</p> <p>e.g. possible duration of experience, funding, accommodation</p>	
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## Appendix O: Examples of Potential Alternate Residency Training Programmes

In order to help ECAWBM diplomats give guidance to potential residents the following are 2 examples of alternate training programmes that are likely to be suitable for an ECAWBM residency.

### 1 ) PhD student working on the welfare implications of pig housing systems

*Research project* – PhD studies would normally be sufficient here provided they deliver ECAWBM required number of publications

*Work experience* – Some additional experience may be necessary to “demonstrate ability to critically review topical issues in different species (e.g. companion, farm, laboratory and wildlife animals).” Experience of welfare assessment in different species may be part of PhD studies - this should be described in training programme. The PhD programme might not include experience of ethics and law / policy. Legal experience could be arranged by observing court cases or witnessing official inspections. Ethics experience could be gained by involvement in ethics teaching or local ethics committees. Case exposures, discussions & reports would be used to demonstrate involvement discussion in broad range of welfare issues.

*Knowledge / additional training courses* – PhD is likely to provide good knowledge on animal welfare science but training courses in ethics / legislation is likely to be necessary. Training courses could be short courses, post-graduate courses or on-line training course. For example attending the module designed for animal scientists wishing to apply for personal licenses or participating in an on-line ethics module offered by University. Visiting another animal welfare centre for one month to get involved in research seminars could also be very useful.

### 2) Small animal clinician working in private practice

*Research project* – a practice based project is acceptable and should reflect the residents personal interests. For example development and evaluation of a acute or chronic pain scoring protocol would be feasible in most veterinary practices. The resident could introduce quality of life discussions into routine discussions. Perhaps the resident could work along side educational institutions to evaluate different teaching approaches.

*Work experience* – As with PhD student some additional experience may be necessary to “demonstrate ability to critically review topical issues in different.” This might require

arranging specific visits to other animal units. There are many ethical and legal dilemmas within veterinary practice so this is relevant work experience, however, this could be supplemented by observing court cases and getting involved in ethics teaching or local ethics committees. Case exposures, discussions & reports would be used to demonstrate involvement in a broad range of welfare issues.

*Knowledge* – Depending upon the residents exposure to scientific methods some formal training in welfare science may be necessary along with training courses in ethics / legislation. Visiting animal welfare research centres for a couple of months to get involved in research projects and seminars would be a very valuable.

Full guidance and applications are available on the ECAWBM website. Remember that for this discipline to thrive as a recognised veterinary specialisation we do need to identify the next generation of veterinary surgeons interested in welfare. Please do contact David Main (d.c.j.main@bristol.ac.uk) if you have anybody that may be interested.

**Example 1. : Formal course**

Name and contact details of institution	Title and accreditation details of course
University of Bristol School of Veterinary Science <a href="http://www.bris.ac.uk/vetscience/cpd/rcvs-cert-avp/">http://www.bris.ac.uk/vetscience/cpd/rcvs-cert-avp/</a> Contact : awsel-admin@bristol.ac.uk Tel (+44) 0117 928 9645	C-AWSEL-1 ANIMAL WELFARE SCIENCE, ETHICS AND LAW: INTRODUCTION AND THEORY  Level M, 10 Credit Unit : University of Bristol Level C unit for RCVS Certificate in Advanced Veterinary Practice (pending)
<b>Aim of course / unit</b>	
The unit is intended to be an introduction to key basic knowledge concepts of animal welfare science, ethics and law for practicing veterinarians with a particular interest in animal welfare. NB. Course is designed to complement C-AWSEL-2 : APPLYING THE THEORY	

Teaching and assessment methods	Start date, duration and approximate fees
<p>Teaching : distance learning followed by a dedicated 2-day course.</p> <p>Assessment : short answer questions exam &amp; 12 short professional case exposures</p>	<p>On-line registration at any time, plan for annual course (November), normally maximum one year enrolment to completion and approximately 1000€ fee</p>
Entry requirements	Other information
<p>Candidates must hold a veterinary qualification which would entitle them to register as a member of the RCVS; have at least one year's experience working as a practising veterinary surgeon before enrolling for any module.</p>	<p>The module also counts towards the RCVS Certificate in Advanced Veterinary Practice : see RCVS web site</p> <p><a href="http://www.rcvs.org.uk/education/postgraduate-education-for-veterinary-surgeons/modular-certificates/">http://www.rcvs.org.uk/education/postgraduate-education-for-veterinary-surgeons/modular-certificates/</a></p>

ECAWBM (AWSEL) requirements	Course details
<p>Knowledge (see appendix 1)</p> <p>Science</p> <p>Ethics</p> <p>Law</p>	<p>This unit is suitable as a stand-alone professional development course or as an introduction to the science, ethics and law theory required of the ECAWBM syllabus. Further self study or attendance of courses will be required to cover the full syllabus.</p>
<p>Research project</p>	<p>n/a</p>
<p>Other experience</p>	<p>Case exposure can be used as evidence of other experience. For example short descriptions of the time spent observing welfare assessment during OV visits.</p>
<p>Teaching</p>	<p>n/a</p>

Support for publications	n/a
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**Example 2. : Specialist experience**

Name and contact details of institution
<p>Dr David Main BVetMed PhD CertVR DWEL DipECAWBM(AWSEL) MRCVS                  Department of Clinical Veterinary Science, University of Bristol, Langford House, Langford, Bristol BS40 5DU                  Tel 0117 928 9340 Mobile 07885 813103 D.C.J.Main@bristol.ac.uk</p>

ECAWBM (AWSEL) requirements	Experience details
<p>Research experience</p> <p>“A period of welfare science-related research, this could include a range of different methodologies such as experimental, epidemiological, economic and social science”</p>	<p>Direct involvement in a short project with a number of potential supervisors could be arranged depending upon current research projects but normally covering a range of species (farm, companion and equine) and variety of disciplines including experimental and on-farm observation studies. Minimum period for a project is likely to be 1 month.</p>

<p>Other experience, such as :</p> <p>Work as or with a Named Veterinary Surgeon responsible for animal welfare within a laboratory animal research facility;</p> <p>Direct experience of legal proceedings on matters of animal welfare</p> <p>Work as or with official veterinarian inspecting farms, abattoirs or other animal care environments</p> <p>Work with other professional organisations on associated subject areas (e.g. ethical review, legal departments, enforcement/implementation agencies, risk and benefit assessments, national and international government and policy making bodies)</p> <p>Work as a welfare assessor e.g. in clinics, on farms, shelters</p>	<p>Depending upon current research project possible to arrange observation of farm visits or experimental studies</p>
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<p>Logistic issues</p> <p>e.g. possible duration of experience, funding, accommodation</p>	<p>Flexible duration of experience suggest from 1 week up to 2 months</p> <p>No funding available from University,</p> <p>Private or student accommodation normally available  <a href="http://www.bristol.ac.uk/accommodation/pg/guide/residences/langford/">http://www.bristol.ac.uk/accommodation/pg/guide/residences/langford/</a>,</p>
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## Appendix P: BM Journal list



### EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE BEHAVIOURAL MEDICINE

#### Journal List

This list of publications is utilised by the Credentials committee when considering applications for sitting the examination and will also be utilised by the Re-certification committee.

This list is not exhaustive and many other journals may be acceptable. If an examination applicant intends to submit their manuscript to a journal not on this list, it is **STRONGLY** recommended they contact ECAWBM Credentials Committee in order to determine if that specific journal is acceptable. Applicants are reminded that the topic of the publication should be relevant to the discipline of animal behaviour.

#### ACCEPTED JOURNALS

American Journal of Veterinary Research  
Acta Veterinaria Scandinavica (Acta Vet Scand)  
Annales de Medecine Veterinarire (Ann Méd Vet)  
Animal Behavior  
Anthrozoos  
Applied Animal Behaviour Science  
Australian Veterinary Journal  
Behavioral Ecology and Sociobiology  
Behaviour  
British Veterinary Journal  
Canadian Journal of Veterinary Research

Canadian Veterinary Journal  
Equine Veterinary Education  
Equine Veterinary Journal  
Ethology  
Experimental Animals (EXP ANIM TOKYO)  
Institute for Laboratory Animal Research (ILAR) Journal  
Irish Veterinary Journal  
Japanese Journal of Veterinary Research  
Journal of the American Animal Hospital Association  
Journal of the American College of Veterinary Internal Medicine  
Journal of the American Veterinary Medical Association  
Journal of Animal Science  
Journal of Applied Animal Welfare Science  
Journal of Small Animal Practice  
Journal of Veterinary Behavior: Clinical Applications and Research  
Journal of Veterinary Pharmacology and Therapeutics  
Lab Animal Science  
Laboratory Animal (British)  
Le Point Veterinaire  
Pratique Vétérinaire Equine  
Preventive Veterinary Medicine  
Research in Veterinary Science  
Revue de médecine vétérinaire  
Schweizer Archiv fur Tierheilkunde  
Summa  
Tieraerztliche Praxis  
TijdschriftvoorDiergeneeskunde  
Veterinaria  
Veterinary Record  
Veterinary Science Research Communications  
Veterinary Surgery



## Appendix Q: Description of BM examination contents (general)



### EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE BEHAVIOURAL MEDICINE

#### DESCRIPTION OF CONTENTS OF THE EXAMINATION – GENERAL PART

##### QUESTIONS MAY COME FROM ANY OF THE FOLLOWING AREAS:

1. **Introduction to the behavioural sciences**
  - History of the scientific study of behaviour, including psychology and ethology
  - The nature vs. nurture controversy
  - The four whys of Tinbergen
  - Description of behaviour
  - Experimental and comparative approach
  
2. **Control of behaviour**
  - Models of motivation
  - Conflict and displacement behaviour
  - Attention and perception
  - Sensory physiology of vertebrates, with particular emphasis on mammals and birds (vision, hearing, olfaction and pheromone perception, taste, and touch)
  - Functional anatomy of the vertebrate nervous systems
  - Neurotransmitters and behaviour
  - Endocrinology of behaviour
  
3. **Ontogeny of behaviour, including learning**
  - Behavioural genetics
  - Sensitive phases in development

- Maturation of behaviour
- Learning
- Concept of learning
- Habituation and sensitization
- Associative learning
- Insight learning
- Other forms of learning
- Biological constraints on learning
- Physiological and biochemical bases of learning
- Memory
- Play

4. **Function and evolution of behaviour**

- Natural selection and behaviour
- Optimality, including optimal foraging as an example
- Evolution of social behaviour, including altruism
- Evolution of mating systems
- Evolution of parental behaviour
- Domestication as an example of evolution
- Domestication of the main domestic species

5. **Behavioural systems (including the description of each system in the main domestic species, the physiological control of each system and its ontogeny)**

- Feeding and drinking behaviour
- Thermoregulatory behaviour
- Social organization
- Communication
- Aggression
- Affiliative behaviour
- Sexual behaviour
- Parental behaviour
- Sickness behaviour

6. **Human-animal relationship**

- The role of animals in society, with particular emphasis on companion animals
- Benefits of companion animals
- Attachment
- Grief and bereavement
- Disruption of the human-animal bond (including aggression of domestic animals to humans and cruelty of humans towards animals)
- EU legislation on companion animals (including protection of companion animals and legislation on dangerous dogs)

## 7. **Animal Welfare**

- History of animal welfare
- Ethical foundations of animal welfare
- Scientific foundations of animal welfare: concept of animal welfare, the five freedoms and physiological evidence of suffering in animals
- Hunger and thirst
- Thermal stress
- Pain and analgesia
- Fear
- Distress (including the physiology of the stress response)
- Behavioural restriction and environmental enrichment
- Assessment of animal welfare
- Animal-based vs. resource-based indicators
- Physiological indicators
- Behavioural indicators including stereotypies
- Other indicators

## 8. **Clinical skills and principles of behavioural medicine**

- Concept and epidemiology of behavioural problems
- Main diseases of companion animals that may cause changes in behaviour
- Preventive behavioural medicine
- Diagnosis of behavioural problems, including history-taking
- Treatment strategies in behavioural medicine
- Principles of behavioural modification
  - Pharmacology of behaviour
  - Use of pheromones in behavioural medicine
  - Effects of castration on behaviour

- Animal welfare issues in behavioural medicine
- Evidence-based medicine
- Communication skills

## Appendix R: Description of BM examination contents (species specific)



### EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE BEHAVIOURAL MEDICINE

#### DESCRIPTION OF CONTENTS OF THE EXAMINATION – SPECIES SPECIFIC PART

##### QUESTIONS MAY COME FROM ANY OF THE FOLLOWING AREAS:

###### 1. Canine

- Behaviour and ecology of wild / feral canids
- Behavioural development and problem prevention
- Social behaviour and communication
- Training, obedience and control
- Reproductive behaviour
- Aggressive behaviours
- Fear and Phobias
- Elimination problems
- Anxiety-related problems
- Repetitive behaviour
- Age related problems
- Miscellaneous behaviours (vocalization, destructive behaviours, hyperactivity, sleep disorders, etc.)

###### 2. Feline

- Behaviour and ecology of wild / feral felids
- Behavioural development and problem prevention
- Social behaviour and communication

- Training, obedience and control
- Reproductive behaviour
- Aggressive behaviours
- Fear and Phobias
- Elimination problems
- Anxiety-related problems
- Repetitive behaviour
- Age related problems
- Miscellaneous behaviours (vocalization, destructive behaviours, sleep disorders, etc.)

3. **Other species** (Avian, equine, other small mammal, other)

- Behavioural development and problem prevention
- Normal behaviours
  - Social behaviour and communication
  - Sexual behaviour
  - Parental behaviour
  - Feeding and drinking behaviour
- Most common behaviour problems in these species

## Appendix S: Expanded AW Syllabus

The residency programme should include training in the following areas (the topics listed are intended to give the candidate better understanding of the key aspects - the lists will be expanded with experience).

The following syllabus addresses the ‘core’ knowledge base in animal welfare science, ethics and law. Diplomates will be expected to show a deep level of understanding of the scientific and ethical principles that underpin both our current approach to animal welfare and any actions designed to improve it, or actions known to reduce welfare. Equally, it will not be sufficient for Diplomates simply to know the Law as it relates to animal welfare but they should also be equipped to undertake an analysis of the strengths and weaknesses of existing law, to be able to determine legal frameworks for determining infringement e.g. negligence, unnecessary and avoidable suffering and investigate opportunities for improvements of welfare through existing or new legislation. Similarly, in Ethics, candidates should be able to devise ethical frameworks to help assess welfare problems and solutions.

### 1. Animal Welfare Science

#### 1.1. *The scientific basis of good husbandry*

- practical recognition and assessment of animal wellbeing based on the principles of the ‘Five Freedoms’ and their incorporation into an assessment of the quality of life
- contemporary approaches to the scientific assessment of animal distress and positive and negative wellbeing based on an appropriate selection of assessment methods (toolbox concept for welfare indicators, e.g. resource, animal based and management factors), relevant scientific disciplines including ethology, physiology, pharmacology, anatomy, and neurobiology
- methods for assessing and enhancing animal environments and husbandry systems such as those used for the purposes of quality assurance and promoting a good quality of life for animals, including formalised systems such as Welfare Quality ® protocols
- methods used for risk assessment of welfare e.g. EFSA reports
- methods used for labelling e.g. assurance schemes, methods of production
- analysis of the economics of conventional and ‘high and low welfare’ systems of husbandry
- principles for assessing stockmanship and education, training and competence of stockpersons.

### *1.2. The scientific basis of animal suffering and wellbeing*

- genetic, environmental and evolutionary determinants of behaviour in animals including vertebrates and invertebrates
- the nature of motivation and cognition in animals
- humane approaches to the manipulation of animal behaviour
- the nature of pain, distress, fear and others adverse states e.g. frustration, boredom
- the assessment of positive wellbeing e.g. contentedness, pleasurable states
- the assessment of the quality of a life
- the nature of consciousness and self-awareness, instinct, reproduction, and altruism

### *1.3 The impact of scientific procedures on animal welfare*

- experimental procedures likely to cause 'pain, suffering, distress and lasting harm', and their prospective and retrospective assessments
- commercial application of scientific procedures: e.g. embryo transfer, genetic modification, cloning.

### *1.4 Research methods, validation, experimental design, qualitative and quantitative analysis and critical evaluation of data.*

## **2. Ethics**

### *2.1. The nature of scientific truth and moral value*

- rational assessment of objectivity and subjectivity in science and ethics
- morality and social biology as a basis for human behaviour.

### *2.2. The philosophical issues and concepts involved in animal use*

- utilitarian and deontological approaches
- virtue ethics
- balancing and assessing harms and benefits (e.g. in animals used for research)
- emerging ethical issues: e.g. patenting of animals, cloning, xenotransplantation, human-animal hybrids, stem cell research, minimum standards of welfare.

### *2.3 Ethics and human behaviour with respect to animals and animal use*

- the construction and use of ethical frameworks to evaluate animal welfare and benefit;
- the historical, social and cultural foundations of human perception and treatment of other (non-human) animals, concepts of dignity, autonomy and integrity as applied to humans and animals
- morality and sentiment (empathy, sympathy) as bases for concern regarding animal welfare
- the ethical basis of professional conduct - the concepts of 'virtue' and etiquette, veterinary Codes
- conflicts between human and animal needs (e.g. animals in sport, research, guide dogs, economics and economic constraints)
- potential conflicts between individual animal welfare and issues such as environmental concerns, pest control, wild life, and public health, the conflict between interests of the 'group' vs the individual.

### 3. Law

The object of the law element of the Diploma is to enable candidates to demonstrate an advanced understanding of the way in which legislation is drawn up and applied and monitored in practice, and case law. The object is to equip the candidate to:

- play an informed role in public policy-making
- play an informed role in the policy-making of the veterinary profession
- participate in statutory inspections and other administrative enforcement mechanisms
- advise commercial and other non-statutory bodies.
- understand the role of an expert witness and be able to provide an expert opinion

In pursuing this syllabus, candidates would be expected to demonstrate familiarity with, and an ability to use effectively, relevant primary materials such as the Official Journal of the European Communities; Council of Europe Conventions, EU legislation; OIE, EFSA Journal, and other official publications.

Candidates will be required to demonstrate an understanding of:

- The origin of legislation and the relationship between different types of rules:
- WTO; Council of Europe Conventions; European Union Law, the role of the courts in developing case law.
- The factors which influence the development of public policy and legislation:

- Public opinion; pressure groups; scientific evidence; recommendations of advisory bodies such as EFSA and the role of Risk Assessment and Risk Management in Risk Analysis; the impact of international legislation and guidance arising from the WTO (GATT), OIE, the European Union, FAO, USDA, EFSA, MAF NZ, and Australia
- The policy-making process:
- The way in which EU institutions, national government departments, the devolved executives, local authorities, and other relevant public bodies make policy and administrative decisions.

*The legislative process:*

- EU legislation; national primary and secondary legislation; legislation passed by the devolved bodies; the impact of the WTO, OIE, FAO and EU law.
- Enforcement through the courts
- WTO dispute resolution; European Court of Justice; judicial review; prosecutions.
- Regulation of the veterinary profession
- Relevant European and domestic Law, Code of Professional Conduct; the maintenance of professional standards, the roles and responsibilities of the national veterinary regulatory bodies, and supra- national bodies e.g. FVE, OIE, WVA, EAEVE, EVBS

## Appendix T: ANIMAL WELFARE Reading List

AW READING LIST (taken from the UK RCVS DWEL list and produced by the Foundation Diplomates) needs updating

### *1. Animal Welfare Science - Core Reading*

Appleby, M.C. and Hughes. B.O. Animal Welfare CAB International 1997

Broom, D.M. & Johnson, K.G. Stress and Animal Welfare. London: Chapman and Hall 1993.

Dawkins, M.S. Through our eyes only ? A journey into animal consciousness. Oxford: W.H.Freeman 1993.

Farm Animal Welfare Council (FAWC) Reports – All All publications from FAWC are constantly added to therefore, candidates should ensure that they have a complete up-to-date set which can be obtained from: FAWC, 1A Page Street, SW1P 4PQ or Mr M Mulbocus on 0207 904 6535

Lawrence, A.B. and Rushen, J.(eds). Stereotypic Animal Behaviour: Fundamentals and Applications to Welfare. CAB International 1993

HMSO: Code of Practice for the housing and care of animals in designated breeding and supplying establishments. HMSO London

DEFRA. Codes of recommendations for the welfare of livestock. Sheep, cattle, pigs, domestic fowls etc. London: DEFRA publications 1990

Manning, A.N. & Dawkins, M.S. An introduction to animal behaviour. 5th ed. Cambridge: Cambridge University Press ISBN 0-521-57024-7 1998.

Spedding, C.R. W. (2000) Animal Welfare. Earthscan Publications ISBN 185 383 6729

Webster, J. In: Animal Welfare. A cool eye towards Eden. ISBN 0-632-03928-0. Oxford: Blackwell Science 1995

### Animal Welfare Science - Additional Sources of Reference

Paton, W. Man and Mouse. Animals in Medical Research. Oxford University Press, 2nd ed. 1993

Dantzer, R. Stress and Immunity: what have we learned from psychoneuroimmunology. Acta Physiologica Scandinavica 161: No5640 :43-46 1997

Dawkins, M.S. From an animal's point of view: motivation, fitness and animal welfare. Behav.

Brain Sci. 13:1-9, 1990

Dawkins, M.S. Animal Suffering: the Science of Animal Welfare. London: Chapman and Hall 1992

Fraser, A.F. & Broom, D.M. Farm Animal Behaviour and Welfare. London, Bailliere Tindall 3rd Ed. 1990

Fraser, A.F. The Behaviour of the Horse. CAB International ISBN 0-851-98785-0 1992

Grandin, T. (ed) Livestock handling and transport. CAB International 1993. (New edition due out in 2000)

Gregory, N.G. & Temple Grandin Animal Welfare and Meat Science. CAB International ISBN 0-851-9929-6 1999

Griffin D, R. Animal Minds. University of Chicago Press. Introductory chapters ISBN 0-226-30863-4 1994.

Harrison, R. Animal Machines. London, Vincent Stuart 1964

Hessa, D. Kneirim, U. vanBorrell, E. Herrman, H. Koch, L. Muller, C. Rauch, H.W. Sachser, N. Schwabenbauer, K & Zerb, R. F. Voluntary procedure for animal housing equipment according to Animal Welfare Act of 1998 Deutshe Tierarztliche Wochenschrift 1: No 4:138-141 1999

Jessup, D.A. Veterinary contributions towards improving capture, medical management and anesthesia of free-ranging wildlife. Journal of the American Veterinary Medical Association 200:653-658 1992

Jones, R.B. & Hocking, P.M. Genetic selection for poultry behaviour. Animal Welfare 8: No 4:343- 359 1999

Kesslak, J.P. So, V. Gomez – Pinilla, F. Spatial learning and physical activity contribute to the induction of fibroblast growth factor: neural substrates for increased cognition associated with exercise. Neuroscience 85: No1:53-61 1998 Kestin, S.C. Su, G. & Sorensen, P. Different broiler crosses have different susceptibilities to leg weakness in broiler chickens. Poultry Sci. 78:1085-1090 1999

Kleiman, D.G. Allen, M.E. Thomson, K.V. Lumkins, S. (eds) Wild Animals in Captivity: Principles and Techniques. University of Chicago Press ISBN 0-226-44003-6 1997

Martin, P. & Bateson, P. Measuring behaviour: an introductory guide. 2nd ed. Cambridge University Press 1993 McGreeby, P. & Nicol, C.J Physiological and behavioural consequences associated with short term prevention of crib biting in horses. Physiology and Behaviour 65: No 1:15-23 1998

- McPhee, M.E. Foster, J.S. Sevenich, M. Saunders, C.D. Public perceptions of behavioural enrichment: assumptions gone away. *Zoo Biology* 17: No 6:525-534 1998
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- Toates, Frederick. *Stress. Conceptual and Biological Aspects*. John Wiley & Sons, Chichester PO19 1UD UK. ISBN 0 471 96021 7 ISBN 0 471 96021 7 1995
- Van den Hovel, M.J., Dayan, A.D. & Shillaker. Evaluation of the BTS Approach to the Testing of Substances and Preparations for their Acute Toxicity. *Human Toxicology* 6:279-291 1987
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- Webster, A.J.F. What use is science to animal welfare? *Naturwissenschaften* 85:262-269 1998
- Weeks, C.A. Transport of Deer: A review with particular relevance to red deer. *Animal Welfare* 9:63- 74 2000
- Weeks, C.A. Webster, A.J.F. & Wyld, H.M. Vehicle design and thermal comfort of poultry in

transit. *British Poultry Science* 38:464-474 1997

Wiepkema, P.R. and Koolhaas, J.M. Stress and animal welfare. *Animal Welfare* 2:195-218 1993

Wolfensohn, S. and Lloyd M. *Handbook of Laboratory Animal Management and Welfare*. 2nd Edn. Oxford University Press 1999

## *2. Ethics - Core Reading*

Beauchamp, T L. & Childress, J.F. *Principles of Biomedical Ethics*. 4th Edn. Oxford University Press 1994

Beauchamp, T L. The Moral Standing of Animals in Medical Research. *The Journal of Law, Medicine & Health Care* 20: No 1-2:7-16 1992 DeGrazia, D. *Taking animals seriously: mental life and moral status*. Univ. Cambridge ISBN 0-521- 56140-x 1996

Food Ethics Council Publications; *Drugs use in farm animals*. Nottingham Tel. 01636 812622

Kuhse, H. & Singer, P. (Eds) *Bioethics: An Anthology (Blackwell Philosophy Anthologies)* Blackwell Pbl. ISBN 0-631-20311-7 1999

Makau, J M. "Preparing Arguments." Chap. 7 in *Reasoning and Communication: Thinking Critically About Arguments*. Belmont, C A (ed) Wadsworth Publishing Co 1990

Midgley, M. *Animals and why they matter*. Penguin Books 1983

Michell, A.R. Ewbank, R. (eds) *Ethics, Law and Market Forces*. Proceedings of the RCVS and UFAW Symposium. UFAW 1998

Orlans, F.B. Beauchamp, T.L. Dresser, R. Morton, D.B. & Gluck, J.P. (eds) *The Human Use of Animals: Case Studies in Ethical Choice*. Oxford University Press 1998

Regan, T. "The Case for Animal Rights". In *In Defense of Animals*, Singer, P., ed., 13-26. New York: Basil Blackwell, 1985. Reprint. New York, Harper & Row, 1986

Rollin, B.E. *An introduction to Veterinary Ethics: Theory and Cases*. Iowa State University Press. Ames ISBN 0-8138-1659-9

Singer, P. *Animal Liberation*. Jonathan Cape Ltd. Thorsons Publrs Ltd., Wellingborough, Northamptonshire. ISBN 0-7225-0845-X 1975; and 2nd Edn. Harper Collins, London 1990. OR Singer, P. *Animal Liberation*. 2nd Edn. Harper Collins, Glasgow, and Thorson. ISBN 0-7225-2415 3 1991

Tannenbaum, J. *Veterinary Ethics Animal Welfare, client relations, competition and collegiality*. 2nd Ed. various chapters. Mosby, USA. ISBN 0-8151-8840-4. 1995

Ethics - Additional Sources of Reference

- Appleby, M.C. What Should We Do About Animal Welfare? Blackwell Science Inc. ISBN 0-632-05066-7 1999
- Bekoff, M. (ed) Encyclopaedia of Animal Rights and Animal Welfare. Greenwood Publishing Group 0-313-29977-3 1998  
Deboer, I.J.M. Brom, F.W.A Vorstenbosch J.M.G. An ethical evaluation of animal biotechnology – the clones in dairy cattle breeding. Ani. Sci. 61: No 3:453-463 1995
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- Ethics and legal aspects of treatment and rehabilitation of wild animal casualties British Wildlife Rehabilitation Council 1989
- Fouts, R. Mills, T. Next of kin: What Chimpanzees have taught me about who we are. Bard Books ISBN 0-380-72822-2 1998
- Fox, M.A. Deep Vegetarianism (America in Transition). Temple University Press ISBN 1-566-39704-9 1999
- Fox, M.A. Inhumane Society: The American Way of Exploiting Animals. St Martins Press ISBN 0-312-07808-0 1992
- LaFollette, H. Shanks, N. Brute Science: Dilemmas of Animal Experimentation Routledge 1996
- Garner, R. (ed) Animal Rights: The Changing Debate. New York University Press ISBN 0-814-73098-1 1997
- Herzog, H.A. The moral status of mice. American Psychologist 43:473-474 1988.
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- Hutchins, M. Stevens, E.F. Maple, T.L. (eds) Ethics on the Ark: Zoos, Animal Welfare and Wildlife Conservation
- Joles, J.A. Vorstenborch, J.M.G. Scientific progress versus reduction of animal experiments: weighing human and animal interests. Netherlands J. of Med. 55: No 5:206-208 1999  
Legood, G. Veterinary Ethics. Continuum Publishing Group. ISBN 0-304-70523-3 2000
- Orlans, F.B. In the name of science: Issues in Responsible Animal Experimentation. Oxford Univ. Press ISBN 0-195-1087-1 1996
- Paterson, D & Palmer, M. The Status of Animals, Ethics, Education and Welfare. CAB

International 1989 Rey, G. Contemporary Philosophy of the Mind. Blackwell, Oxford 0-631-19071-6 1999

Rollin, B. E. Animal Rights & Human Morality. Prometheus 1992

Rollin, B.E. Farm Animal Welfare: Social, Bioethical and Research Issues Iowa State University Press ISBN 0-813-82563-6 1995

Rolston, H. III. Ethical responsibilities towards wildlife. Journal of the American Veterinary Medical Association 200:618-622, 1992

Shaw, W.H. Contemporary Ethics: Taking Account of Utilitarianism Blackwell, Oxford 0-631-20294-3

Spedding, R.W. Agriculture and the Citizen. Alden Press, Oxford ISBN 0- 412-71520-1

Stafleu, F.R. Trampler, R. Vorstenbosch J.M.G. & Joles, J.A. The ethical acceptability of animal experiments: a proposal for a system to support decision making. Lab. Animals 33: No 3:295-303 1999

Vance, R.P. An Introduction to the Philosophical Presuppositions of the Animal Liberation/Rights Movement. Journal of the American Medical Association 268: No 13:1715-19 1992

### *3. Law - Core Reading*

Blackman, D.E., Humphreys, P.N. and Todd, P. Animal Welfare and the Law. Cambridge University Press 1989.

Brooman, S. and Legge D. Law relating to animals. London, Cavendish Publishing 1997

CITES: Convention on International Trade in Endangered Species of Fauna and Flora.

Guidance on the operation of the Animals (Scientific Procedures) Act 1986: HMSO 1990

Garner, R. Political Animals: Animal Protection Politics in Britain and the United States. St Martins Press ISBN 0-312-21208-9 1998

Harm, J.M. The Role of the Veterinarian as an Expert Witness. Seminars in Avian and Exotic Pet Medicine 7: No 4:176-181 1998

DEFRA. Summary of the Law Relating to Farm Animal Welfare. London: DEFRA Publications 1992

Radford, M, 'Animal Welfare Law in Britain' (Oxford: Oxford University Press, 2001).

Law - Additional Sources of Reference

Cooper, M. E. Community responsibility and legal issues. *Seminars in Avian and Exotic Pet Medicine* 5: No 1:37-45 1996

Cooper, M. E. Birds, exotic animals and the law. *Seminars in Avian and Exotic Pet Medicine* 7: No 4:166-175 1998

Donaldson, L. Kalan, C. & Leung, W.C. The medical expert witness: time to regulate conflicts of interest. *Medicine and the Law* 39: No 1:11-16 1999

Garner, R. *Animals, Politics and Morality*. Manchester and New York, Manchester University Press ISBN 0 7190 3575 1993

King, L. *Science and the Law: The Expert Witness*. *Search* 28: No 10:317-319 1997

Radford, M, 'Animal Welfare Law in Britain' (Oxford: Oxford University Press, 2001).

Samuels, G. Medical truth and legal proof – changing expectations of the expert witness. *Medical Journal of Australia* 168: No2:84-87 1998

Meat Hygiene Service – Manual and Videos (ONLY available from course).

Useful journals for current literature

Animal Welfare Applied Animal Behaviour Science Journal of Applied Animal Welfare Science (from June 1997) Laboratory Animals New Scientist Research in Veterinary Science Veterinary Record

Information Resources (eg databases for literature searches)

Animal Welfare Information Centre National Agricultural Library (AWIC) 10301, Baltimore Blvd., Room 05 Beltsville, MD 0705 301 504 612 Fax 301 504 5472

Animal Welfare Institute PO Box 3650 Washington DC 0007 20 337 233 Fax; 02 338 9478

Applied Research Ethics National Assoc. (ARENA) 13 Boylston Street - 4th Floor Boston, MA 02116 518 44 3510 Fax; 518 44 3560

Center for Animals in Public Policy Tufts University 200 Westboro Road North Grafton, MA 01535 508 839 5302 Fax 508 839 953

The Hastings Center 255 Elm Road Briarcliff Manor NY 10510 914 762 8500 Fax 914 762 2124

National Institute of Health National Library of Medicine Bethesda, MD 20894 301 496 3147

Fax 301 480 3537

Scientists Center for Animal Welfare (SCAW) 4805 St Elmo Avenue Bethesda, MD 20814 301 654 6390

University of California Alternatives in Education, Research & Testing (UCALERT) UC Center for Animal Alternatives, University of California, Davis School of Veterinary Medicine.

*Web Sites and Addresses*

RSPCA: [international@rspca.org.uk](mailto:international@rspca.org.uk) <http://www.rspca.org.uk>

Animal Welfare: <http://www.vetinfo.demon.nl/aw/index.html> DEFRA: <http://www.defra.gov.uk/animalh/welfare>

## Appendix U: BM Reading List



### EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE BEHAVIOURAL MEDICINE

#### READING LIST

The following is the reading list for those preparing for examination for the ECAWBM Sub-Specialty of Behavioural Medicine. Amendments or additions may be made on or before September 1 each year. An announcement will be made when the updated version is available and this will be posted on the website. This is the current 2012 list.

#### **Books - texts - laws**

1. Adkins-Regan E (2005) Hormones and Animal Social Behavior. Princeton University Press, Princeton, pp 52-58.
2. Alcock J (2009) Animal Behavior (9th ed.) Sinauer, Sunderland.
3. Askew HR (2003) Treatment of behaviour problems in dogs and cats. Blackwell Publishing.
4. Bays T B, Lightfoot T and Mayer J (2006) Exotic Pet Behavior: Birds, Reptiles, and Small Mammals. Saunders.
5. Beaver, B.V. (2003). Feline behavior: a guide for veterinarians. 2nd edition. Saunders Elsevier.

6. Beaver BV (2009) Canine Behavior: Insights and Answers. 2nd edition, Saunders Elsevier.
7. Bolhuis J.J. & Giraldeau L. The behaviour of animals: mechanism, function and evolution. Blackwell Publishing. 2005.
8. Bowen J, Heath S, 2005. Behaviour Problems in Small Animals. Practical Advice for the Veterinary Team, Elsevier Saunders.
9. BSAVA Manual of Canine and Feline Behavioural Medicine, Edts Horwitz D. Mills D & Heath S, 2002.
10. BSAVA Manual of Canine and Feline Behavioural Medicine, 2nd edition. Edts Horwitz D. Mills D, 2009
11. Burch MR and Bailey JS (1999) How dogs learn. Howell Book House, New York.
12. Carlson NR. Physiology of Behavior. Allyn and Bacon, 2007.
13. COUNCIL DIRECTIVE 1999/22/EC of 29 March 1999 relating to the keeping of wild animals in zoos.
14. Dodman NH and Shuster L (eds) Psychopharmacology of Animal Behavior Disorders. Oxford: Blackwell Science.
15. ECVBM-CA Study day notes 2010: Luescher A, Landsberg B, Seksel K, Pageat P. (Notes are available to exam applicants by contacting the college secretary at [mc.osella@irsea.info](mailto:mc.osella@irsea.info) or study day coordinator Gary Landsberg at [gmlandvm@aol.com](mailto:gmlandvm@aol.com)).
16. ECVBM-CA Study day notes 2011: Fatjó J, Pageat P. (Notes are available to exam applicants by contacting the college secretary at [mc.osella@irsea.info](mailto:mc.osella@irsea.info) or study day coordinator Gary Landsberg at [gmlandvm@aol.com](mailto:gmlandvm@aol.com)).

17. ECVBM-CA Study day notes 2012: Luescher A, Fatjó J.(Notes are available to exam applicants by contacting the college secretary at mc.osella@irsea.info or study day coordinator Gary Landsberg at gmlandvm@aol.com.
18. Evans HE (1993) Miller's Anatomy of the Dog (3rd Ed.) WB Saunders, Philadelphia.
19. Feldman, E. C., Nelson, R. W., 200. Canine and Feline Endocrinology and Reproduction (III Edition). Saunders, St. Louis, Missouri.
20. Fraser, A F, Broom DM. (2007) Domestic Animal Behaviour and Welfare, CAB International, 4th edition.
21. Gill FB (2007) Ornithology (3rd ed.) WH Freeman and Company, New York.
22. Gittleman JL (ed, 1989) Carnivore Behavior, Ecology, and Evolution (Vol. 1) Cornell University Press.
23. Gittleman JL (ed, 1996) Carnivore Behavior, Ecology and Evolution (Vol. 2). Cornell University Press.
24. Hart BL, Hart LA, Bain MJ. (2006) Canine and Feline Behavior Therapy, 2nd edition, Blackwell.
25. Horwitz D.F. & Neilson J.C. Blackwells 5 Minute Veterinary Consult; Clinical Companion. Canine and feline behaviour. Blackwell Publishing 2007
26. Houpt KA. (2010) Domestic Animal Behaviour for Veterinarians and Animal Scientists. Wiley Blackwell Publishing, 5th edition.
27. Landsberg G, Hunthausen W and Ackerman L. Handbook of Behavior Problems of the Dog and Cat, 2nd edition, 2003.
28. Lindsay SR (2000). Handbook of Applied Dog Behavior and Training (vol 1-3). Iowa University Press, IOWA.

29. Luescher AU (ed, 2006). Manual of Parrot Behavior. Ames: Blackwell.
30. Macdonald D W and Sillero-Zubiri C, 2004. The Biology and Conservation of Wild Canids, Oxford, Oxford University Press.
31. Manning A. and Dawkins M.S., 1998. An Introduction to Animal Behaviour. Cambridge University Press, Cambridge, U.K.
32. Mason G, Rushen J (eds) Stereotypic Animal Behavior. Wallingford: CABI 2006.
33. McGreevy, P. (2004). Equine behavior. Saunders, Philadelphia, U.S.A.
34. Mech LD, Boitani L (eds, 2003). Wolves: Behavior, Ecology and Conservation. The University of Chicago Press, Chicago.
35. Miklósi A (2007) Dog: behaviour, evolution and cognition. Oxford University Press, New York.
36. Mills DS and McDonnell SM (eds, 2005) The Domestic Horse. The origins, development and management of its behaviour. Cambridge University Press.
37. Mills DS and Nankervis KJ (1998). Equine Behavior: Principles and Practice. Blackwell  
Nelson RJ (2005) An introduction to behavioral endocrinology, 3rd ed. Sunderland: Sinauer Associates.
38. Nelson RJ (ed, 2005) Biology of aggression. Oxford University Press, New York.
39. O'Farrell V and Neville P (1994) BSAVA Manual of feline behaviour. BSAVA.
40. Overall KL (1997) Clinical behavioural medicine for small animals. Mosby.
41. Panksepp J (1998) Affective Neuroscience: The Foundations of Human and Animal Emotions (Series in Affective Science). Oxford University Press.

42. Purves D, Augustine GJ, Fitzpatrick D, Katz LC, LaMantia AS, McNamara JO (eds, 1997) Neuroscience. Sinauer, Sunderland.
43. REGULATION (EC) No 1523/2007 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2007 banning the placing on the market and the import to, or export from, the Community of cat and dog.
44. REGULATION (EC) No 998/2003 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 26 May 2003.
45. Robbins SJ, Schwartz B and Wasserman EA (2001) Psychology of Learning and Behavior, Fifth Edition. New York, London: W.W. Norton & Co.
46. Serpell J (ed, 1995). The Domestic Dog, its evolution, behaviour, and interactions with people. Cambridge: Cambridge University Press.
47. Slater P.J.B. (1999) Essentials of animal behaviour. Cambridge University Press.
48. Stahl SM (2008) Essential Psychopharmacology: Neuroscientific Basis and Practical Applications (3rd edition.) Cambridge: Cambridge University Press.
49. Sundel M and Sundel SS (2004) Behavior Change in the Human Services: Behavioral and Cognitive Principles and Applications. SAGE Publications.
50. Turner D C and Bateson P (1998) The Domestic Cat. The Biology of its Behaviour, 2nd ed. Cambridge University Press.
51. Tynes V (ed, 2010) Behaviour of exotic pets. Barnes and Noble.
52. Veterinary Clinics of North America, Small Animal Practice, 27 (3), (1997) Progress in Companion Animal Behavior.

53. Veterinary Clinics of North America, Small Animal Practice, 38 (5) (2008), Practical Applications and New Perspectives in Veterinary Behavior.

54. Veterinary Clinics of North America, Small Animal Practice, 33 (2) (2003) Update on Clinical Veterinary Behavior.

55. Wilson EO (2000) Sociobiology. 25th edition., Belknap Press of Harvard University Press, Cambridge (Massachussetts).

## **Journals**

1. Applied animal behaviour Science - <http://www.journals.elsevier.com/applied-animal-behaviour-science/>
2. Animal welfare - <http://www.ufaw.org.uk/animal.php>
3. Journal of the American Veterinary Medical Association - <http://avmajournals.avma.org/loi/javma>
4. Journal of Veterinary Behavior: Clinical Applications and Research - <http://www.journalvetbehavior.com>
5. Journal of Equine Veterinary Science - <http://www.j-evs.com/>
6. Anthrozoos - <http://www.bergpublishers.com/?TabId=519>
7. Animal Behavior - <http://www.journals.elsevier.com/animal-behavior/>
8. Journal of the American Animal Hospital Association - <http://www.jaaha.org>
9. Journal of Applied Animal Welfare Science - <http://www.animalsandsociety.org/pages/journal-of-applied-animal-welfare-science>
10. Journal of Comparative Psychology - <http://www.apa.org/pubs/journals/com/index.aspx>
11. Journal of Ethology – <http://www.springer.com/life+sciences/animal+sciences/journal/10164>
12. Zoo Biology - [http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)1098-2361](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)1098-2361)

## Appendix V: Guidelines for presenting a formal Appeals Procedure for the College



EUROPEAN COLLEGE OF  
**Animal Welfare  
and Behavioural Medicine**

Guidelines to present a formal appeal against an adverse decision by the European College of Animal Welfare and Behavioural Medicine

### 1. Reasons for presenting a formal appeal against an adverse decision by the ECAWBM:

Potentially adverse decisions by the College may include, but are not limited to:

- Denial of certification of an individual.
- Temporary or permanent suspension of certification.
- Failure of an examination or a part of an examination.
- Denial of adequacy of credentials.
- Denial of approval of a residency programme.

The College must provide for Appeals to be made on the following grounds:

- That the College failed correctly to apply its own or EBVS's published rules, procedures or criteria relevant to the decision in question.
- That the College's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS.
- That the College imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.

### 2. Procedure:

- Notification:

In the event of a potential adverse decision, the College shall notify the affected party (or parties) of the procedure for appealing against the decision. This notification must be included with the communication that gives notice of the decision itself.

- Nomination of an Executive Officer:

The name and address of a College Executive Officer to which an Appeal should be sent would be provided. The nominated Executive Officer shall have had no prior involvement with the case, and who has no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

- Nomination of an appeals committee:

The ECAWBM executive committee will nominate an appeals committee made of a minimum of three Diplomates of the College who shall not be serving as specialty members in the specialty of the dispute on the College Board or the Specialty Executive Group, or members of the relevant committee(s) whose decision(s) is being questioned. The Appeal Committee members shall have had no prior involvement with the case, and have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

- Information submitted by the appellant:

The College must require an Appeal to be made in writing by the Appellant, including a statement of the grounds of the Appeal, together with any supporting reasons and documents.

The Appeals Committee must be able to request additional information relevant to its considerations of the Appeal from any relevant party. In addition, the Appeals Committee has the right to ask for an oral hearing.

Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.

- Oral hearings:

- Where an oral hearing is held, a timetable must be devised which allows both parties reasonable opportunity to appear.
- An Oral hearing must be attended by at least three members of the Appeals Committee. Neither party may be represented by legal counsel, although the

provisions of the law in the country where the College is registered must be taken into consideration. Oral hearings will be conducted in English. The Appellant may be accompanied by an individual ('representative'), who may assist them to present the appeal. The representative will not be allowed to participate in answering specific questions but, at the discretion of the Chairperson, may be allowed to provide necessary language translations and may, at the end, be allowed to make a statement on behalf of the Appellant.

- A transcript or detailed minutes of the meeting will be kept. An electronic recording may be made with the prior consent of all parties, which should not be unreasonable withheld. The minutes and, if it is made the electronic recording, shall be made available to the meeting's participants on request.

- Timetable and deadline for submitting an appeal:

Note: any deviation from this timetable has to be reasonable and not unduly delay matters. Similarly, if the Appellant has reasonable grounds for delay, these will be notified to the nominated College Executive Officer dealing with the case. Both parties must aim for agreement on any revised timetable.

- Appeals can be made for at least 60 days but no more than 90 days after the postmarked date of the letter communicating the relevant potential adverse decision (or if sent by email the date on which the email was sent).
- The college will acknowledge receipt of an Appeal within 10 working days, unless the Appellant has been informed. Any deviation from this timetable has to be reasonable and not unduly delay matters. The following steps will then be followed.
  - Within 20 working days of its receipt by the College the Appeal must be considered by nominated College Executive Officer, who will decide whether a proper Ground for Appeal has been identified.
  - If a proper Ground for Appeal has been identified, the College will convene an Appeals Committee to consider the Appeal.
- Normally, within 15 working days from the previous step, the College must inform the Appellant whether or not the Notice of Appeal has been accepted as raising an arguable Ground of Appeal, and, if so, of the proposed membership of the Appeals Committee that will consider the Appeal.

- In any case where an Appeal is to be conducted, the procedure for convening an Appeals Committee must normally be completed no later than 30 days after the date the College has informed the Appellant of the proposed membership of the Appeals Committee.
- Within 5 working days of the appointment of the Appeals Committee, all the papers relating to the dispute shall be forwarded by the nominated College Executive Officer to the members of the Appeals Committee.
- Where a College makes a decision that no proper Ground of Appeal has been identified by the Notice of Appeal, the College may inform the Appellant that either:
  - o It will take no further action (and explain the justification for this), or
  - o It will consider the Notice instead as a request for an informal review of a potentially adverse decision by the College Board on non-appealable grounds (e.g. extenuating circumstances of personal difficulty etc.).
- The College Executive Committee shall communicate the decision within 120 days of the date of receiving all the papers relating to the dispute. The decision will be communicated via electronic means and in addition, if there is no satisfactory confirmation of the email receipt, will send it by registered post, to the Appellant.

### 3. Appeals to EBVS:

- If the Candidate or Appellant is not satisfied with the outcome of the College investigation, s/he may appeal the decision with the EBVS.
- Appeals to the EBVS must be made in writing to the EBVS Secretariat, which will act as the main point of contact and coordinator of the appeal process.
- The adverse decisions of a College against which an affected party may Appeal to the EBVS are those specified in above, as well as a decision of a College not to conduct an Appeal. The grounds for Appeal are those specified above.

- An Appeal must be submitted to the EBVS Secretariat within 60 days of the date on which the outcome of an Appeal was communicated to the Appellant by the College, and shall include a clear statement of the grounds for Appeal of the decision.
- The Notice of Appeal must provide all appropriate documentation being relied upon in support of the Appeal, indexed and arranged chronologically, and which must include correspondence details of the Appellant in both forms (e-- mail address and mailing address). One hard copy of each document must be submitted via registered mail, as well as copies of all documents electronically to the EBVS Secretariat.
- Submission of the Appeal to EBVS must be accompanied by a deposit of €1500 to ensure that the expenses of the Appeal will be covered.
- Within 5 working days of receipt of the submitted documentation EBVS will acknowledge its receipt to the Appellant and inform the College that an appeal has been received.
- Alongside the Notification to the College of the receipt of an Appeal, the College will be invited to submit any documentation they consider necessary to support their decision. Any such documentation must be received by EBVS within 15 days of the date of receipt of the EBVS letter. Correspondence between the EBVS and the two parties will be via the EBVS Secretariat and via electronic means.
- No other information should be submitted to the EBVS, unless requested by the Appeals Committee.
- On receipt of all the documentation from both parties, the Secretariat will forward them within 5 working days to the EBVS President, who will review the case and decide whether the Appellant has identified a proper ground of Appeal.
- If no proper ground of Appeal is identified the case will be considered as a Complaint. A Complaint will be handled by the President or another member of the Executive Committee designated by the President. The President or his/her nominee (who shall not be from the College involved in the Appeal or have no potential conflict of interest) may request further information (if required) from either party, or call a meeting of the parties in dispute. At the conclusion of the complaint process the EBVS may make a recommendation to its resolution. This may be that the complaint is not upheld and so no

further action is necessary, or by way of Advice to the College as to how the complaint should be resolved fairly and proportionately. This Advice is not considered binding on the College. The whole process of handling a complaint may not last for more than 60 days.

- If the decision of the EBVS President was that the matter be dealt with as an Appeal, an Appeals Committee will be appointed by the Executive Committee of the EBVS within 30 working days of the time the members of the Executive Committee are informed by the President that the matter will be dealt with as an appeal. The Appeals Committee shall be made up of EBVS Board Members, who shall not be serving members of the Executive Committee, and shall consist of three members, one of whom shall act as Chair, nominated by the EBVS Executive Committee. Wherever possible the Appeals Committee members will be members of fully recognised Colleges and will have served as EBVS Board members for at least two years. No member of the Appeals Committee should be a Diplomat, or hold any other category of membership, of the College involved in the dispute. Any conflict of interest statement must be submitted by all members to the EBVS Secretariat in writing.
- The two parties will be informed of the proposed membership of the Appeals Committee and will be given an opportunity to raise any concerns with the EBVS Secretariat before the Appeals Committee's membership is confirmed. Any concerns must be submitted in writing to the Secretariat within 7 working days of receipt of the proposed membership together with the reasons for any concerns/objections.
- The EBVS Executive Committee will consider any objections to the composition of the Appeals Committee. The Executive Committee will make a decision as to whether the member in question should be asked to stand down from the Appeals Committee. The decision will be communicated in writing to the parties in dispute, and the proposed members of the Appeals Committee. The decision of the Executive Committee will be final.
- If a proposed member of the Appeals Committee is to be replaced, the Executive Committee will seek to appoint another member to the Appeals Committee as soon as possible. The two parties will be notified of the individual who is proposed as the replacement member of the Appeals Committee and the process set out above will apply.
- Within 5 working days of the confirmation of the Appeals Committee's appointment, the EBVS Secretariat shall forward to the members of the committee all the papers relating to the dispute.

- The Appeals Committee will conduct the Appeal, with administrative support from the EBVS CEO to ensure consistency. Having received all the papers relating to the dispute from the EBVS Secretariat, the members of the Appeals Committee shall review the case, request further information, if required, and, at their discretion, call a hearing of either party or both parties, giving at least 14 days notice. The EBVS Secretariat will supply both parties with the grounds for Appeal and supporting evidence at least 10 days in advance of the hearing.
- The Appeals Committee will reach a decision on the Appeal within 90 days of receipt of the original documentation relating to the dispute. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chair will have the casting vote if necessary, and will be announced as the decision of the Committee. Individual Committee members' views will be treated as confidential.
- The EBVS Appeals Committee may reject or uphold the appeal. Where the Appeals Committee upholds the appeal, the Committee may modify or reverse the decision of the College, and/or adjust any sanction.
- The Chairperson of the Appeals Committee will submit their decision in writing to the President of the EBVS via the Secretariat not more than 15 days after the decision is made. In communicating the decision of the Appeals Committee, the Chairperson will indicate the reasons for the decision.
- The EBVS Executive Committee will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation.
- The decision of the EBVS Executive Committee in relation to the Appeal is final.
- The EBVS Executive Committee shall communicate the decision to the parties via the EBVS Secretariat within 15 days of receipt of the recommendation of the EBVS Appeals Committee.
- The whole process of complaint/appeal must be handled in due confidence.
- All documents relating to an appeal must be archived for at least 7 years.

- The EBVS shall not be responsible for any of the costs incurred by any party in the handling of a Complaint or an Appeal process. All costs, including travel and subsistence, incurred by the parties in dispute are entirely the responsibilities of those parties. Any expense-sharing agreement between the parties will be independent of the EBVS.
- Apart from the initial Euro 1500 deposit from the Appellant, a Euro 1500 deposit will be invoiced by the EBVS to the other party, to act as security against expenses incurred by EBVS in handling of a complaint and/or an Appeal. If either party does not pay their deposit within 30 days of receiving an invoice then this will be deemed an admission of liability.
- If at the conclusion of a complaint process the recommendation by EBVS is accepted by both parties, any administrative costs incurred by the EBVS in handling the case shall be met equally by the two parties. If a case goes to appeal, all administrative costs incurred by the EBVS in handling of a complaint and/or an appeal, including any travel and subsistence costs of the Appeals Committee members and the Secretariat attending an oral hearing, shall be met by the losing party. Any remaining deposit will be re-paid to either party together with an itemisation of the costs retained.

## Appendix W: Company Registration

11/12/2015 EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE  
LIMITED - Companies House

# EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE LIMITED

Company number 07936932

Registered office address 15 High Street, Brackley, Northamptonshire, NN13  
7DH

Company status Active

Company type Private company limited by guarantee without share capital

Incorporated on 6 February 2012

## Accounts

Next accounts made up to 31 December 2015 due by 30 September 2016

Last accounts made up to 31 December 2014

## Annual return

Next annual return made up to 6 February 2016 due by 5 March 2016

Last annual return made up to 6 February 2015

**Nature of business (SIC)** 85590 - Other education not elsewhere classified

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<https://beta.companieshouse.gov.uk/company/07936932> 1/1

Appendix X: College Insurance

  
**HISCOX**  
**SCHEDULE Policy: HU PI6 1984276 (6)**

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**INSURANCE DETAILS**

**Period of Insurance:**

**Underwritten by:**

Continuous cover from 05 April 2015 until the policy is cancelled.

Hiscox Underwriting Limited on behalf of the insurers listed for each section of the policy

**General terms and** 6253 WD-PIP-UK-GTC(7)

**conditions wording :**

The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below

**Payment Method :**

Payment by Broker's Account

**Anniversary Date:** 05 April 2015

**INSURED DETAILS**

**Insured :** European College of Animal Welfare & Behavioural Medicine **Address :** 10 Rushton Drive

Upton CHESTER CH2 1RE

**Additional Insureds** : There are no Additional Insureds on this policy.

**Business** : Coaching, training and/or education



**PREMIUM DETAILS**

**Annual Premium** : £ 850.00 **Annual Tax** : £ 51.00

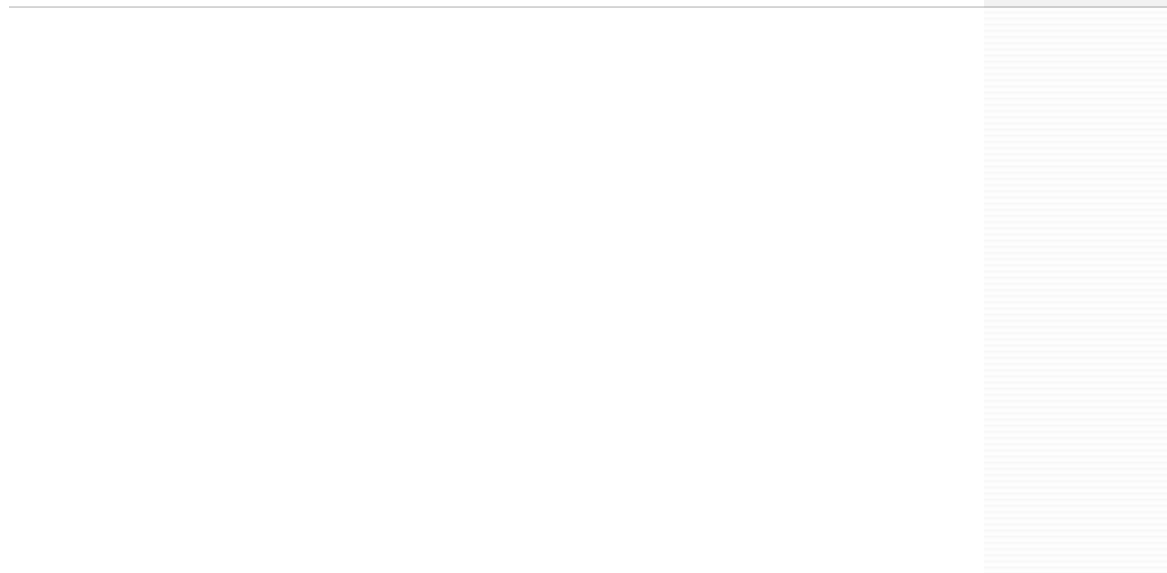
**Total** :

£ 901.00

**Total Premium** : £ 850.00 **Total Tax** :

£ 51.00

**Total** : £ 901.00





**PROFESSIONAL INDEMNITY FOR COACHING, TRAINING AND/OR EDUCATION**

||

**Section wording :**

9822 WD-PIP-UK-CTE(1)

||

**Insurer:**

Hiscox Insurance Company Limited

||

||

**Limit of indemnity:**

£ 1,000,000

||

**Limit applies to :**

any one claim excluding defence costs

||

**Excess:**

£ 500

||

**Excess Applies to :**

each claim or loss excluding defence costs

||

**Geographical Limits :**

Worldwide

**Applicable Courts :**

Worldwide excluding claims brought in USA/Canada

||

**Special limits** (included within and not in addition to the overall limit/amount insured above)

||

Dishonesty of your employees, sub-contractors and outsourcers

||

**Additional cover** (in addition to the overall limit/amount insured above)

£ 250,000

any one claim and in the aggregate including defence costs

||

Court attendance compensation - directors and partners

£ 500

per person, per day

||

Court attendance compensation - employees

£ 250

per person, per day

||

Court attendance compensation: in total

£ 100,000

in total during any one period of insurance

||

**Business Activities**

Organises education and training for veterinary surgeons in the specialties of animal welfare science, ethics and law of behavioural medicine

||

**What is not Covered**

||

**Claims first brought in the USA / Canada are NOT covered**

[Redacted]

||

**Endorsements**

||

**800.0**

Retroactive date

..

\_\_\_\_\_

\_\_\_\_\_

[Redacted]

||

**MANAGEMENT LIABILITY - DIRECTORS AND OFFICERS LIABILITY**

||

**Section wording :**

6757 WD-PIP-UK-DO(8)

||

**Insurer:**

Hiscox Insurance Company Limited

||

||

**Limit of indemnity:**

£ 1,000,000

||

**Limit applies to :**

in the aggregate including costs

||

**Geographical Limits :**

Worldwide excluding the USA and Canada

**Applicable Courts :**

Worldwide excluding claims brought in USA/Canada

||

||

**Special limits** (included within and not in addition to the overall limit/amount insured above)

||

Bail costs

||

**Additional cover** (in addition to the overall limit/amount insured above)

||

||

**Endorsements**

£ 250,000

or 10% of the total limit for this section, whichever is the less

Additional defence costs

£ 250,000

in aggregate during any one period of insurance

\_\_\_\_\_

||

**705.6**

Prior and pending litigation date

..

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

||

**MANAGEMENT LIABILITY - CORPORATE LEGAL LIABILITY**

||

**Section wording :**

6759 WD-PIP-UK-CLL(8)

||

**Insurer:**

..

||

**Limit of indemnity:**

£ 1,000,000

||

**Limit applies to :**

in the aggregate including costs

||

**Excess:**

£ 2,500

||

**Excess Applies to :**

||

**Applicable Courts :**

Hiscox Insurance Company Limited

Each and every claim. This will apply to costs.

**Geographical Limits :**

Worldwide excluding the USA and Canada

Worldwide excluding claims brought in USA/Canada

||  
||

**Special limits** (included within and not in addition to the overall limit/amount insured above)

||

Pollution

£ 100,000

in aggregate during any one period of insurance

||

Dishonesty of your employees

£ 100,000

in aggregate during any one period of insurance

||

[Redacted]

**Endorsements**

||

**705.6**

Prior and pending litigation date

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The General Terms of this policy and the terms, conditions and exclusions of the relevant section all apply to this endorsement except as modified below:

[Redacted]

**Professional indemnity: endorsements**

**Clause 800.0**

**Retroactive date**

Retroactive date: 05.04.2014

[Redacted]

**Directors and officers liability: endorsements**

**Clause 705.6**

**Prior and pending litigation date**

Prior and pending litigation date: 5/4/14

[Redacted]

**Corporate legal liability: endorsements**

**Clause 705.6**

**Endorsements which apply to whole policy**

**Clause 25.2**

**Prior and pending litigation date**

Prior and pending litigation date: 5/4/14

### Continuous policy endorsement

1. **We** agree to give **you** continuous cover under this **policy**. To achieve this, all the references in this **policy** to **period of insurance** shall be for a continuous period starting with the date in the schedule, until either **you** or **we** cancel this **policy**. However, **you** must tell **us** as soon as reasonably practicable if any of the current actual figures exceed the maximum shown in the latest Duty of Disclosure Reminder.
2. Cancellation clause 5 in the General Terms and Conditions of this **policy** is replaced by the following: **You** or **we** can cancel the **policy** by giving 30 days' written notice. **We** will give **you** a pro rata refund of the premium for the remaining portion of the period for which **you** have already paid. However, we will not refund any premium under £10. **We** may also cancel the **policy** if any premium remains unpaid 21 days after the due date. In such cases **we** will cancel the **policy** by giving seven days' notice. Where **we** cancel the **policy** for non-payment of premium, cover will cease on the date the premium was due.
3. In view of the continuous nature of this **policy**, **we** may at **our** discretion amend its premium and/or terms and conditions and **we** will tell **you** of **our** intention to do so. If **you** are unhappy with **our** proposed amendments, **you** will have the option to decline to continue this insurance. **We** will give **you** at least 30 days' notice of any changes.

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**HISCOX**  
**Policy: HU PI6 1984276 (6)**

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This policy gives you access to a legal advice helpline to assist in the day-to-day running of your business.

This helpline is available 24 hours a day, 7 days a week and will ensure you have the best advice when your business is facing legal issues at home or abroad on issues such as:

- Employment
- Prosecutions

- Discrimination in the workplace
- Health & safety
- European law **Helpline number:** +44 (0)845 2703298 **Helpline hours:** 24 hours a day, 7 days a week This helpline is provided by DAS Legal Expenses Insurance Company Ltd. as a service for eligible Hiscox policyholders.

#### **Clause 603.1**

##### **Commercial assistance and legal advice helpline**

By accepting **your Policy**, you consent to **us** using the information **we** may hold about **you** for the purposes of providing insurance and handling claims, if any, and to process sensitive personal data about **you** where this is necessary (for example health information or criminal convictions). This may mean **we** have to give some details to third parties involved in providing insurance cover. These may include insurance carriers, third-party claims adjusters, fraud detection and prevention services, reinsurance companies and insurance regulatory authorities. Where such sensitive personal information relates to anyone other than **you**, **you** must obtain the explicit consent of the person to whom the information relates both to the disclosure of such information to us and its use by **us** as set out above. The information provided will be treated in confidence and in compliance with the Data Protection Act 1998. **You** have the right to apply for a copy of your information (for which **we** may charge a small fee) and to have any inaccuracies corrected.

For training and quality control purposes, telephone calls may be monitored or recorded

#### **Clause**

##### **Data Protection Act**

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This policy is underwritten by Hiscox Underwriting Limited on behalf of the insurers listed below.

#### **INFORMATION ABOUT US**

Name **Hiscox Underwriting Limited** Registered address 1 Great St. Helens

London

EC3A 6HX

United Kingdom Company registration Registered in England number 02372789

Status Authorised and regulated by the Financial Conduct Authority

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### **Insurers**

These insurers provide cover as specified in each section of the schedule.

Name **Hiscox Insurance Company Limited** Registered address 1 Great St. Helens

London

EC3A 6HX

United Kingdom Company registration Registered in England number 00070234

Status Authorised and regulated by the Prudential Regulation Authority and the Financial Conduct Authority

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**HISCOX**  
**Policy: HU PI6 1984276 (6)**

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### **Complaints procedure**

Our aim is to ensure that all aspects of your insurance are dealt with promptly, efficiently and fairly. At all times we are committed to providing you with the highest standard of service. If you have any concerns about your policy or the handling of a claim you should, in the first instance, contact Hiscox customer relations either in writing at:

Hiscox Customer Relations Peasholme Green 3rd Floor Mallard House York

YO1 7PX United Kingdom

or by telephone on +44 (0)1904 681198 or by email at [customer.relations@hiscox.com](mailto:customer.relations@hiscox.com).

Complaints that cannot be resolved may be referred to the Financial Ombudsman Service or your local Ombudsman. Further details will be provided at the appropriate stage of the complaints process. This complaint procedure is without prejudice to your right to take legal proceedings.

### **Financial Services Compensation Scheme**

We are covered by the Financial Services Compensation Scheme (FSCS). If we cannot meet our obligations you may be entitled to compensation from the scheme. Full details are available at [www.fscs.org.uk](http://www.fscs.org.uk).

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## **Complaints procedure**

## **Professional insurance portfolio**

### **Policy wording**

**A seamless integrated insurance solution for professionals.** Please read this wording, together with any **endorsements** and the schedule, very carefully. If

anything is not correct, please notify **us** immediately. This wording is fully protected by the laws of copyright. No unauthorized use or reproduction is

permitted.

In return for the premium **you** have paid, **we** agree to insure **you** in accordance with the terms and conditions of the **policy**.

### **Steve Langan**

Managing Director, Hiscox UK

Hiscox aims to ensure that all aspects of **your** insurance are dealt with promptly, efficiently and fairly. At all times Hiscox are committed to providing **you** with the highest standard of service. If **you** have any concerns about **your policy** or **you** are dissatisfied

about the handling of a claim and wish to complain **you** should, in the first instance, contact Hiscox Customer Relations in writing at:

Hiscox Customer Relations Hiscox House Sheepen Place Colchester

CO3 3XL

or by telephone on 01206 773705 or by email at [customer.relations@hiscox.com](mailto:customer.relations@hiscox.com).

Where **you** are not satisfied with the final response from Hiscox, **you** also have the right to refer **your** complaint to the Financial Ombudsman Service. For more information regarding the scope of the Financial Ombudsman Service, please refer to [www.financial-ombudsman.org.uk](http://www.financial-ombudsman.org.uk).

Steve h

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**HISCOX**  
General definitions Asbestos risks

**Business Confiscation**

*Page 232 of 309*

**Date recognition**

**Endorsement Excess Geographical limits Nuclear risks**

**Period of insurance Policy Programme**

**Terrorism**

## **General terms and conditions**

Words shown in **bold** type have the same meaning wherever they appear in this **policy**. The words defined below are used throughout this **policy**. Any other definitions are shown in

the section to which they apply.

a. The mining, processing, manufacturing, use, testing, ownership, sale or removal of asbestos, asbestos fibres or material containing asbestos; or

b. exposure to asbestos, asbestos fibres or materials containing asbestos; or

c. the provision of instructions, recommendations, notices, warnings, supervision or advice given, or which should have been given, in connection with asbestos, asbestos fibres or structures or materials containing asbestos.

**Your** business or profession as shown in the schedule. Confiscation, nationalisation, requisition, expropriation, deprivation, destruction of or damage to

property by or under the order of any government or public or local authority.

Any failure by any equipment (including any hardware or software) to correctly recognise any given date or to process any data or to operate properly due to any failure to correctly recognise any given date.

A change to the terms of the **policy**.

The amount **you** must bear as the first part of each agreed claim or loss.

The geographical area shown in the schedule.

a. Any sort of nuclear material, nuclear reaction, nuclear radiation or radioactive contamination;

b. any products or services which include, involve or relate in any way to anything in a. above, or the storage, handling or disposal of anything in a. above;

c. all operations carried out on any site or premises on which anything in a. or b. above is located.

The time for which this **policy** is in force as shown in the schedule. This insurance document and the schedule, including any **endorsements**.

A set of instructions written in a computer language which tells a computer how to process data or interact with ancillary equipment.

An act, or the threat of an act, by any person or group of persons, whether acting alone or on behalf of or in connection with any organisation or government, that:

- 4. is committed for political, religious, ideological or similar purposes; and
- 5. is intended to influence any government or to put the public, or any section of the public, in fear; and

### **Virus**

### **War**

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- c. i.
- ii. involves damage to property; or
- iii. endangers life other than that of the person committing the action; or
- iv. creates a risk to health or safety of the public or a section of the public; or
- v. is designed to interfere with or to disrupt an electronic system.

**Programmes** that are secretly introduced without **your** permission or knowledge including, but not limited to, malware, worms, trojans, rootkits, spyware, dishonest adware, crimeware and other malicious unwanted software.

War, invasion, act of foreign enemies, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection, military or usurped power.

involves violence against one or more persons; or



**We / us / our You / your**

## **Conditions precedent**

### **General conditions**

Basis of insurance

Change of circumstances

Due diligence

Premium payment Cancellation

Multiple insureds

Aggregate limit

Rights of third parties

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## **General terms and conditions**

The insurers named in the schedule. The insured named in the schedule.

General Conditions 2, 3 and 4 below, General Claims Condition 1 and the conditions shown in each section under the heading **Your obligations** are all conditions precedent to **our** liability. **We** will not make any payment under this insurance unless **you** comply with all the requirements of those conditions.

The following conditions apply to the whole of this **policy**. Any other conditions are shown in the section to which they apply.

1. Because of its importance, all information which **you** or anyone on **your** behalf provided before **we** agreed to insure **you** is incorporated into and forms the basis of this **policy**.

All facts and matters which might be relevant to **our** consideration of **your** proposal must be disclosed and all material representations made to **us** must be true, otherwise **we** are entitled to treat this insurance as if it had never existed.

2. **You** must tell **us** as soon as reasonably possible of any change in circumstances during the **period of insurance** which may materially affect this **policy**. (A material fact or circumstance is one which might affect **our** decision to provide insurance or the

conditions of that insurance.) **We** may then change the terms and conditions of this **policy**.

3. **You** must take reasonable steps to prevent accident or injury and to protect **your** property against loss or damage. **You** must keep any property insured under this **policy** in good condition and repair.

4. **We** will not make any payment under this **policy** unless **you** have paid the premium.

5. **You** or **we** can cancel the **policy** by giving 30 days' written notice. **We** will give **you** a pro rata refund of the premium for the remaining portion of the **period of insurance** after the effective date of cancellation for which **you** have already paid. However, **we** will not refund any premium under £10.

If **we** have agreed that **you** can pay **us** the premium by instalments and **we** have not received an instalment 14 days after the due date, **we** may cancel the **policy**. In this event, the **period of insurance** will equate to the period for which premium instalments have been paid to **us**. **We** will confirm the cancellation and amended **period of insurance** to **you** in writing.

6. The most **we** will pay is the relevant amount shown in the schedule. If more than one insured is named in the schedule, the total amount **we** will pay will not

exceed the amount **we** would be liable to pay to any one of **you**.

**You** agree that the insured named in the schedule, or if there is more than one insured named in the schedule the first of them, is authorised to receive all notices and agree any amendments to the **policy**.

7. Where this **policy** specifies an aggregate limit, this means **our** maximum payment for all relevant claims or losses covered under the **policy** during the **period of insurance**.

If the **period of insurance** is continuous, the aggregate limit will apply to all relevant claims or losses covered under the **policy** during the 12 months from the date the continuous cover starts. Each aggregate limit will be reinstated to the level shown in the schedule at each anniversary.

8. **You** and **we** are the only parties to this **policy**. Nothing in this **policy** is intended to give any person any right to enforce any term of this **policy** which that person would not have had but for the Contracts (Rights of Third Parties) Act 1999.

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Governing law Arbitration

## General claims conditions

Your obligations

## General terms and conditions

9. **We** will not make any payment under this **policy** where **you** would be entitled to be paid under any other insurance if this **policy** did not exist except in respect of any amount in excess of the amount that would have been payable under such other insurance had this **policy** not been effected. If such other insurance is provided by **us** the most **we** will pay under this **policy** will be reduced by the amount payable under such other insurance.

10. Unless some other law is agreed in writing, this **policy** will be governed by the laws of England.

11. Any dispute arising out of or relating to this insurance, including over its construction, application and validity, will be referred to a single arbitrator in accordance with the Arbitration Act then in force.

The following claims conditions apply to the whole of this **policy**. Any other claims conditions and procedures are shown in the section to which they apply.

1. **We** will not make any payment under this **policy** unless **you**:

give **us** prompt notice of anything which is likely to give rise to a claim under this **policy**, in accordance with the terms of each section;

give **us**, at **your** expense, any information which **we** may reasonably require and co- operate fully in the investigation of any claim under this **policy**;

make every reasonable effort to minimise any loss, damage or liability and take appropriate emergency measures immediately if they are required to reduce any claim;

give **us** all assistance which **we** may reasonably require to pursue recovery of amounts **we** may become liable to pay under this **policy**, in **your** name but at **our** expense.

2. If **you**, or anyone on **your** behalf, tries to deceive **us** by deliberately giving **us** false information or making a fraudulent claim under this **policy** then **we** will treat this **policy** as if it had never existed.

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Fraud

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## **HISCOX**

### **Special definitions for this section**

**Advertising Business activity Defence costs**

**Retroactive date You/your**

#### **What is covered**

Claims against you

### **Professional indemnity for coaching, training and education** Policy wording

The General terms and conditions and the following terms and conditions all apply to this section.

Advertising, publicity, or promotion in or of **your** products or services. The activities shown in the schedule, which **you** perform in the course of **your business**.

Costs incurred with **our** prior written agreement to investigate, settle or defend:

- a. a claim against **you**;
- b. any complaint about **you** referred to arbitration or an ombudsman.

The date stated as the retroactive date in the schedule. Also includes any person who was, is or during the **period of insurance** becomes **your**

governor, partner or director or senior manager in actual control of **your** operations.

If during the **period of insurance**, and as a result of **your business activity** or **advertising** on or after the **retroactive date** within the **geographical limits**, any party

brings a claim against **you** for:

negligence, breach of a duty of care, failure in a duty to educate or failure in a duty to supervise;

negligent misstatement or negligent misrepresentation;

infringement of intellectual property rights including copyright, trademark or moral rights or any act of passing-off;

breach of confidence or misuse of any information, which is either confidential or subject to statutory restrictions on its use;

defamation;

dishonesty of **your** individual partners, directors or employees, or sub-contractors or outsourcers directly contracted to **you** and under **your** supervision;

negligence or breach of a duty of care in connection with the transmission of a computer **virus** or a denial of service attack;

any other civil liability unless excluded under **What is not covered** below;

**we** will indemnify **you** against the sums **you** have to pay as compensation.

**We** will also pay **defence costs** but **we** will not pay costs for any part of a claim not covered by this section.

**We** will indemnify **you** against any claim falling within the scope of **What is covered**, Claims against you, which is brought as a result of **business activity** undertaken on **your** behalf by any sub-contractor or outsourcer.

If during the **period of insurance** and as a result of **your business activity** within the **geographical limits** for clients, any party refers any complaint arising directly from **your** breach of a duty of care to any ombudsman including the Local Government Ombudsman or the Office for Standards in Education (OFSTED) or to arbitration including arbitration through the Independent Adjudicator for Higher Education, **we** will indemnify **you** against the sums **you** have to pay as compensation, provided that the ombudsman or arbitrator has operated within any terms of reference or rule applicable to their appointment. **We** will also pay **defence costs** but **we** will not pay costs for any part of a claim or complaint not covered by this section.

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Subcontractors or outsourcers



## **Professional indemnity for coaching, training and education** Policy wording

If **your** client has reasonable grounds for being dissatisfied with the work or services **you** have provided or which has been done or provided on your behalf, refuses to pay for any or all of it, including amounts **you** legally owe to sub-contractors or outsourcers at the date of the refusal, and threatens to bring a claim against **you** for more than the amount owed, it may be possible to settle the dispute with the client by **your** agreeing not to press for the disputed amount. If so, **we** will pay **you** the amount owed to **you** at that time if **we** believe that this will avoid a legitimate claim for a greater amount and **we** have given **our** prior written approval to settling in this way and for this amount.

Alternatively, if it is not possible to reach agreement with the client on this basis but **we** still believe that by not pressing for the disputed amount **you** will avoid a legitimate claim or counterclaim for a greater amount, **we** will pay the amount owed to **you** at that time. If a claim is still brought, **we** will deal with it but **our** total payment, including what **we** have already paid **you** or on **your** behalf, will not exceed the applicable limit of indemnity shown in the schedule. **You** must return the amount **we** have paid if **you** eventually recover the debt less **your** reasonable expenses.

Once **we** agree to make this payment **you** will assign to **us** such rights as **you** have in relation to the amounts owed to **you**.

**We** will not make any payment for any part of a claim not covered by this section.

If during the **period of insurance**, and in the performance of **your business activity** within the **geographical limits**, **you** discover a loss from the dishonesty of **your** employees, or sub- contractors or outsourcers directly contracted to **you** and under **your** supervision, where there was a clear intention to cause **you** loss or damage and to obtain a personal financial gain over and above any salary, bonus or commission, **we** will indemnify **you** against **your** direct financial loss provided that the loss was suffered on or after the **retroactive date**.

If during the **period of insurance** any document, information or data of **yours** which is

necessary for the performance of **your business activity** is lost, damaged or destroyed while in **your** possession, **we** will pay the reasonable expenses **you** incur with **our** prior written consent in restoring or replacing it. The most **we** will pay for the total of all such expenses is the relevant amount shown in the schedule.

If any person within the definition of **you**, or any employee of **yours**, has to attend court as a witness in connection with a claim against **you** covered under this section, **we** will pay **you** the amount shown in the schedule as compensation for each day or part of a day that their attendance is required by **us**. The most **we** will pay for the total of all court attendances is the amount shown in the schedule.

A. **We** will not make any payment for any or part of a claim or loss directly or indirectly due to: 1. any investment of, or direct advice on the investment of, client funds.

2. any survey or valuation of physical property or any construction or erection work, other than heating, lighting, electrical, venting and other work normally undertaken by a building services engineer.

3. any operation or administration of any pension or employee benefit scheme or trust fund, or the sale or purchase of or dealing in any stocks, shares or securities or the misuse of any information relating to them, or **your** breach of any legislation or regulation related to these activities.

4. any liability for any breach of any taxation, competition, restraint of trade or anti-trust legislation or regulation.

5. any pollution or contamination, including noise, electromagnetic fields, radiation and radio waves.

6. the work of any personnel supplied by **you** to a client, unless **you** have breached a duty of care in supplying them.

#### **Your own losses**

Dishonesty of your employees, sub-contractors and outsourcers

Loss of documents

#### **Additional cover**

Court attendance compensation

#### **What is not covered**

Matters specific to your business



## Professional indemnity for coaching, training and education Policy wording

7. any computer **virus** that was not specifically targeted to **your** system. 8. any liability under any contract which is greater than the liability **you** would have at law

without the contract.

9. any infringement, use, or disclosure of a patent, or any use, disclosure or misappropriation of a trade secret.

10. anyone's employment with or work for **you**, or any breach of an obligation owed by **you** as an employer.

11. any discrimination, harassment or unfair treatment. 12. the death of or any bodily or mental injury or disease suffered by anyone, unless arising

directly from **your** breach of a duty of care in the performance of a **business activity**.

13. the ownership, possession or use of any land or building, any animal, any aircraft, any

watercraft or any motor vehicle. 14. the loss, damage or destruction of any tangible property:

a. other than documents in **your** care, custody or control in connection with a **business activity** for a client; or

b. unless arising directly from **your** breach of a duty of care in the performance of a **business activity**.

This clause does not apply to **your** own loss under the Loss of documents cover in **What is covered**.

15. the loss, damage or destruction of any bearer bonds, coupons, share certificates, stamps, money or other negotiable paper.

16. the loss or distortion of any data held electronically.

17. any personal liability incurred by a director, officer or governor of **yours** when acting in that capacity or managing **your** business, or a breach of any fiduciary duty, other than when performing a **business activity** for a client, or any statement, representation or information concerning **you** or **your** business contained in **your** accounts, reports or financial statements.

18. any supply, manufacture, sale, installation or maintenance of any product.

19. any statement **you** knew, or ought reasonably to have known, was defamatory at the time of publication.

20. any act, breach, omission or infringement **you** deliberately, spitefully, dishonestly or recklessly commit, condone or ignore. This does not apply to any claim under the dishonesty cover in **What is covered**, Claims against you, but **we** will not in any event provide cover to any party who actually commits, condones or ignores any dishonesty.

21. any shortcoming in **your** work or **your** own loss which **you** knew about, or ought reasonably to have known about, before **we** agreed to insure **you**.

22. **date recognition**. 23. **war, terrorism or nuclear risks**. 24. **asbestos risks**. B. **We** will not make any payment for:

1. any claim brought by an insured within the definition of **you** or any party with a financial, executive or managerial interest in **you**, including any parent company or any party in which you have a financial, executive or managerial interest, including any subsidiary company. This does not apply to a claim based on a liability to an independent third party directly arising out of the performance of **your business activity**.

2. that part of any claim where **your** right of recovery is restricted by any contract. 3. **your** lost profit, mark-up or liability for VAT or its equivalent.

Deliberate, reckless or dishonest acts

Pre-existing problems

Date recognition War, terrorism and nuclear Asbestos

Claims brought by a related party

Restricted recovery rights Lost profit and VAT

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Trading losses Non-compensatory payments

Claims outside the applicable courts

## **How much we will pay**

### **Special limits**

Aggregate limit for dishonesty, physical damage and injury

Paying out the limit of indemnity

## **Your obligations**

If a problem arises

4. 5.

6.

any trading loss or trading liability including those arising from the loss of any client, account or business.

finer and contractual penalties, tax liabilities or debts, aggravated, punitive or exemplary damages, and also additional damages under section 97(2) of the Copyright, Designs and Patents Act 1988 or any statutory successor to that section.

any claim, including arbitration, brought outside the countries set out in the schedule under applicable courts.

This applies to proceedings in the applicable courts to enforce, or which are based on, a judgment or award from outside the applicable courts.

## **Professional indemnity for coaching, training and education**

Policy wording

**We** will pay up to the overall limit of indemnity for this section shown in the schedule unless limited below or otherwise in the schedule. **We** will also pay for **defence costs**. However, if a payment greater than the applicable limit of indemnity has to be made for a claim **our** liability for **defence costs** will be limited to the same proportion that the limit of indemnity bears to the amount paid. **You** must pay the relevant **excess** shown in the schedule.

When **we** settle a loss under **Your own losses**, Dishonesty of your employees, sub-contractors and outsourcers, **we** will deduct any sums **you** owe or the value of any property **you** hold belonging to the perpetrator.

All claims and losses which arise from the same original cause, a single source or a repeated or continuing shortcoming in **your** work will be regarded as one claim. This includes such claims and losses arising after, as well as during, the **period of insurance**.

For **your** own losses arising from the dishonesty of **your** employees, sub-contractors and outsourcers and for claims brought against **you** arising from dishonesty of **your** partners, directors, employees, subcontractors or outsourcers and from the physical loss or destruction of or damage to tangible property and from the death, disease or bodily or mental injury of anyone, the most **we** will pay is a single limit of indemnity for the total of all such losses and claims and their **defence costs**. The most **we** will pay for the total of **your** own losses arising from the dishonesty of **your** employees, sub-contractors and outsourcers is further limited to the amount shown in the schedule, which amount is included within the overall aggregate limit stated in this paragraph and not in addition to it.

**You** must pay the relevant **excess** shown in the schedule.

At any stage of a claim **we** can pay **you** the applicable limit of indemnity or what remains after any earlier payment from that limit. **We** will pay **defence costs** already incurred at the date of **our** payment. **We** will then have no further liability for that claim or its **defence costs**.

**We** will not make any payment under this section:

1. unless **you** notify **us** promptly of the following within the **period of insurance** or at the latest within 14 days after it expires for any problem **you** first become aware of in the seven days before expiry:

**your** first awareness of a shortcoming in **your** work for a client which is likely to lead to a claim against **you**. This includes any criticism of **your** work even though regarded by **you** as unjustifiable. If **we** accept **your** notification **we** will regard any subsequent claim as notified to this insurance;

any claim or threatened claim against **you**;

**your** discovery, or the existence of reasonable grounds for **your** suspicion, that any partner, director, employee, sub-contractor or outsourcer has acted dishonestly.

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WD-PIP-UK-CTE(1) 9822 07/12



Appointment of legal representation

Partially covered claims

Payment of full limit of indemnity

Payment of excess

## **Professional indemnity for coaching, training and education** Policy wording

2. if, when dealing with **your** client or a third party, **you** admit that **you** are liable for what has happened or make any offer, deal or payment, unless **you** have **our** prior written agreement. **You** must also not reveal the amount of cover available under this insurance, unless **you** had to give these details in negotiating a contract with **your** client or have **our** prior written agreement.

This is a duty to defend section. This means that **we** have the right and duty to defend **you** against any claim or part of a claim brought against **you** which is covered by this section and which **we** consider **you** have reasonable prospects of successfully defending.

If **we** do not consider that **you** have reasonable prospects of defending a claim or part of a claim **we** have the right but not the obligation to take control of and conduct in **your** name, the investigation, settlement or defence of the claim or part of the claim. Proceedings will only be defended taking into account the commercial considerations of the costs of defence. **We** may request that an opinion be obtained from a mutually agreed Queen's Counsel, or equivalent in a different jurisdiction, as to the prospects of **you** successfully defending a claim or part of a claim. Such opinion shall be binding on

**you** and **us**. The costs of obtaining such opinion shall be met by **us**.

If a covered or partially covered claim is brought against **you**, then **we** have the right to appoint suitably qualified legal representation to defend **you**. **We** may appoint **your** own solicitor but on a similar fee basis as **our** solicitor and only for work done with **our** prior written approval.

If a claim which is only partially covered by this section is brought against **you**, amounts relating to the non-covered parts of the claim will be deducted from **our** final settlement. **We** and **you** agree to use best efforts to determine a fair allocation of covered and non-covered parts of any claim. If **you** and **we** cannot agree on a fair allocation, **you** and **we** agree to refer any such dispute to a single arbitrator in accordance with the Arbitration Act then in force.

**We** have no duty to defend **you** against any claim where **we** pay **you** the applicable limit of indemnity as described in **How much we will pay**, Paying out the limit of indemnity.

**Our** duty to make any payment under this section arises only after the applicable **excess** is fully paid. The **excess** will only be eroded by the covered parts of a claim.

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WD-PIP-UK-CTE(1) 9822 07/12



**HISCOX**  
**Special definitions for this section**

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**Bail costs Claim**

**Defence costs**

**Employee**

**Employment claim**

**Extradition proceeding**

**Health and safety/ manslaughter claim**

**Insured person**

**Management liability - Directors and officers liability**

**Policy wording** The General terms and conditions and the following terms and conditions all apply to this section.

Costs incurred with **our** prior written agreement to pay for a bond or other financial instrument to guarantee an **insured person's** bail or equivalent in any other jurisdiction.

Any written demand or civil, criminal, regulatory or arbitration proceeding first made against an **insured person** during the **period of insurance** seeking monetary damages or other legal relief or penalty alleging a **wrongful act**.

Any **extradition proceeding** made against an **insured person** during the **period of insurance**.

Costs incurred with **our** prior written agreement to investigate, settle or defend any **claim** made against an **insured person** or to fund an appeal, including any premium paid for an appeal bond or similar bond obtained in relation to it, arising from any judgment, decision or award in relation to any **claim**.

1. Any person under a contract of service with **you**. 2. Any independent person seconded to **you**. 3. Any applicant or candidate for employment with **you**.

Any **claim** by any **employee** for any actual or alleged wrongful, unfair or constructive dismissal, discharge or termination of employment, breach of written or implied contract, employment related misrepresentation, wrongful deprivation of a career opportunity, failure to grant tenure, negligent employee evaluation, harassment, unlawful discrimination, failure to provide adequate employee procedures and policies, retaliation, defamation, invasion of privacy arising solely as a result of the employment or non-employment by **you** of any current, former or prospective **employee**.

Any proceeding commenced under the provisions of the United Kingdom Extradition Act 2003 or its equivalent in any other jurisdiction including any associated appeals.

Any **claim** against any **insured person** alleging involuntary, constructive or gross negligence manslaughter or any **claim** under the provisions of the Health & Safety at Work etc. Act 1974 or its equivalent in any other jurisdiction.

1. Any natural person who was, is, or during the **period of insurance** becomes a director, partner, member or officer of **you**.

2. Any de facto director of **you** whilst acting in such capacity for **you**. 3. Any shadow director as defined under Section 250 of the Companies Act 2006 or equivalent

legislation in any other jurisdiction.

4. Any **employee** of **you**.

5. The lawful spouse, civil or unmarried partner of any person above solely because of their spousal, civil or unmarried partner relationship following a **claim** against that person.

6. The estates, heirs or legal representatives of any person above who has died or become incapacitated, insolvent or bankrupt but only for a **claim** against that person.

An official examination, official enquiry or official investigation into **your** business activities conducted by any regulator, government department or other body legally empowered.

Investigation does not include routine regulatory supervision, enquiry or compliance review, any internal investigation or any investigation into the business activities of **your** industry which is not solely related to **your** or any **insured person's** conduct.

Reasonable and necessary legal costs, fees, charges and expenses for which any **insured person** is legally liable, incurred with **our** prior written consent (not including remuneration of any **insured person** or other additional costs of **yours**) for legal representation directly in relation to an **investigation**.

In respect of a **claim** the amount any **insured person** becomes legally liable to pay for **defence costs, legal representation costs**, awards of damages including punitive and exemplary damages where legally permissible, awards of costs including claimants legal costs and expenses and settlements with **our** prior written agreement.

#### **Investigation**

#### **Legal representation costs**

#### **Loss**

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## **Management liability - Directors and officers liability**

Policy wording

**Loss** does not include any civil, regulatory or criminal fines or penalties, taxes, remuneration or employment related benefits, punitive and exemplary damages in relation to an **employment claim** or the multiplied portion of any damages award unless awarded for defamation.

Any organisation other than **you**:

- that is tax exempt and not for profit; or
- in which **you** hold any issued share other than:
  - any company registered outside of the United Kingdom of Great Britain and Northern Ireland, the Channel Islands, the Isle of Man or the Republic of Ireland; or
  - any company traded on any recognised stock exchange; or
  - any bank, investment company, investment advisor or manager, hedge or mutual fund, private equity or venture capital company, stock brokerage, insurer or similar organisation.

Any contaminant, irritant or other substance including, but not limited to, asbestos, lead, smoke, vapour, water, oil, oil products, dust, fibres, soot, fumes, acids, alkalis, chemicals, waste (including materials that have been or are intended to be recycled, reconditioned or reclaimed).

Actual, alleged or threatened discharge, seepage, treatment, removal, disposal, dispersal, emission, release or escape of any **pollutant** or any regulatory order, direction or request to test for, monitor, remove, contain, treat, detoxify, or neutralise any **pollutant**.

The date stated as the prior and pending litigation date in the schedule. Any debt or equity interest in **you**.

Any entity in which **you**:

1. own directly or through one or more of **your** subsidiaries more than 50% of the share capital or a majority of the voting rights or have the right to appoint or remove a majority of the entity's board of directors; or
2. control a majority of its voting rights under a written agreement with other shareholders or members.

If an entity ceases to be a **subsidiary** during the **period of insurance**, cover will continue but only for a **claim** against **you** or an **insured person** arising from a **wrongful act** committed before it ceased to be a **subsidiary**.

Any actual or alleged act, error or omission committed or attempted by an **insured person** arising from the performance of the **insured person's** duties solely in their capacity as **your** director, officer or **employee** including:

1. breach of any duty, including fiduciary or statutory duty;
2. breach of trust;
3. negligence, negligent misstatement, misleading statement or negligent misrepresentation;
4. defamation;
5. wrongful trading under section 214 of the Insolvency Act 1986 (or equivalent legislation);
6. breach of warranty of authority;
7. any other act, error or omission attempted or allegedly committed or attempted by an **insured person** solely because of their status as a director, officer or **employee** of **you**.

Also includes a **subsidiary**, and any **subsidiary** created or acquired during the **period of insurance** provided that the newly created or acquired **subsidiary**:

1. is not domiciled in the United States of America; or
2. does not trade any of its **securities** on any United States of America exchange;

but only for a **claim** against an **insured person** arising from a **wrongful act** committed after the date of creation or acquisition of such **subsidiary**.

**Pollutant**

**Pollution**

**Prior and pending litigation date**

**Securities Subsidiary**

**Wrongful act**

**You/your**

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**HISCOX**  
**What is covered**

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Claims against an insured person  
Company reimbursement  
Health and safety/ manslaughter  
Extradition proceedings Employment  
Outside entity  
Pension or employee benefit schemes  
Pollution Representation costs  
Bail costs

**Additional cover**

Additional defence costs

WD-PIP-UK-DO(8) 6757 05/12

## **Management liability - Directors and officers liability**

### Policy wording

If **you** require cover for any newly created or acquired **subsidiaries** which do not fall within the above parameters, **we** will consider providing cover subject to **you** providing all appropriate information. **We** shall be entitled to amend the terms and conditions of this section during the **period of insurance** and may charge a reasonable additional premium.

**We** will pay on behalf of any **insured person** the **loss** arising from a **claim** against any **insured person** for any **wrongful act** within the **geographical limits**.

**We** will pay on **your** behalf the **loss** which **you** are legally obliged or permitted to pay on behalf of an **insured person** arising from a **claim** against an **insured person** for a **wrongful act** within the **geographical limits**. **You** must pay the relevant **excess** shown in the schedule.

If **you** are permitted or obliged to provide such payment but fail to do so for any reason other than **your** insolvency, **we** will pay the amount of the **claim** less the relevant **excess** regardless of whether **you** advanced payment or indemnified an **insured person** for such **loss**.

**We** will pay on **your** behalf **loss** which **you** are legally obliged or permitted to pay on behalf of an **insured person** arising from a **health and safety/manslaughter claim**, including any equivalent legislation in any other jurisdiction, against an **insured person** for a **wrongful act** within the **geographical limits**. **You** must pay the relevant **excess** shown in the schedule.

**We** will pay on **your** behalf the **loss** arising from any **extradition proceeding** against any **insured person** during the **period of insurance**.

**We** will pay on behalf of any **insured person** the **loss** arising from an **employment claim** during the **period of insurance** brought by a current, former or potential **employee** of **yours**.

This cover does not apply if the **insured person** is covered under the **Management liability - Employment practices liability** section of this policy.

**We** will also indemnify the **insured person** against the sums that person has to pay as **loss** for a **claim** arising directly from any **wrongful act** the **insured person** commits in their capacity as a director or officer of an **outside entity**, provided that the **insured person** acts in that capacity at **your** specific written request and the **claim** does not arise from a **wrongful act** committed after the **insured person** ceased to act in this capacity. However, **we** will only pay in excess of any indemnity provided by the **outside entity** to its directors or officers and any other insurance available to its directors and officers.

**We** will pay on behalf of any **insured person** the **loss** in respect of a **claim** arising from an **insured person's** operation or administration of any pension or employee benefit scheme or trust fund of **yours**.

**We** will pay on behalf of any **insured person** the **loss** in respect of a **claim** arising from **pollution**.

1. **We** will pay on behalf of any **insured person** the **legal representation costs** arising from an **investigation** first notified as being required during the **period of insurance**.

2. **We** will pay on **your** behalf the **legal representation costs** arising from an **investigation** against an **insured person** which **you** are legally obliged or permitted to pay on behalf of the **insured person** first notified as being required during the **period of insurance**.

**We** will pay on behalf of any **insured person** **bail** costs arising from a **claim** against an

**insured person** for a **wrongful act** within the **geographical limits**.

In the event that the limit of indemnity for this section is exhausted **we** will pay for additional **defence costs** up to the amount stated in the schedule, provided that the **insured person** has previously not been the subject of a **claim** for a **wrongful act** or series of **wrongful acts** that led to the exhaustion of the limit of indemnity for this section.

This additional cover applies to the payment of **defence costs** only.

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**HISCOX**  
**What is not covered**

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Deliberate or dishonest acts

## **Management liability - Directors and officers liability**

**Policy wording** **We** will not make any payment for any **claim, loss or investigation**:

Prior claims, investigations and circumstances

Prior litigation

Defined benefit pension schemes

RICO/SEC/ERISA

2.

3.

4.

5.

Matters insurable elsewhere

Claims brought by a related party in the United States of America

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- 6.
- 7.
- 8.
- 1.

Based upon, attributable to or arising out of:

a dishonest or fraudulent act or omission or any intentional breach of any statute or regulation committed by any **insured person**;

an act intended to secure or which does secure a personal profit or advantage to which any **insured person** was not legally entitled;

an act intended to secure or which does secure a profit for any other company where an **insured person** is a director, officer or employee of such company.

This exclusion will only apply after a judgment or other final adjudication or an admission by an **insured person** that such act did occur. **We** may request that an opinion be obtained from a mutually agreed Queens Counsel or equivalent in a different jurisdiction as to the prospects of a court finding that such act did occur. This exclusion shall apply if counsel is of the opinion that there are no reasonable prospects of the court finding that such act did not occur. Such opinion will be binding on **us** and the **insured person**. The costs of such opinion shall be met by **us**.

Based upon, attributable to or arising out of any **claim, investigation** or circumstance which **you** were aware of, or that has been reported under any policy existing or expired, prior to the start of the **period of insurance**.

Based upon, attributable to or arising out of any prior or pending litigation or proceedings, including allegations deriving from the same or essentially the same facts, involving an **insured person, you** or an **outside entity** initiated prior to the **prior and pending litigation date**.

Based upon, attributable to or arising out of an **insured person's** operation or administration of any defined benefit pension scheme or their breach of any legislation or regulation relating to these activities.

Based upon, attributable to or arising out of the following legislation in the United States of America:

- a. any breach of the Racketeer Influenced and Corrupt Organizations Act 18 USC Sections 1961 et seq., any amendments to this Act or any rules or regulations made under it;

- b. any breach of the Securities Act of 1933 or the Securities Exchange Act of 1934, both as amended, the rules or regulations of the Securities Exchange Commission under either or both Acts, similar securities laws or regulations of any state, or any laws of any state relating to any transaction arising out of, involving or relating to the sale of securities;
- c. any breach of the Employment Retirement Income Security Act of 1974 as amended, or any rules or regulations made under it, or similar provisions of any federal, state or local law.

For mental or emotional distress (except an **employment claim**), sickness, disease, bodily injury or death suffered by anyone, or the loss, damage or destruction of any tangible property including loss of use of such property.

This exclusion shall not apply to any **health and safety/manslaughter claim**. Based upon, attributable to or arising out of the use of any mechanically propelled vehicle for which compulsory insurance is required under any legislation.

This exclusion does not apply to **legal representation costs** or **defence costs** directly relating to any criminal or regulatory proceedings.

Based upon, attributable to or arising out of any claim brought or maintained by **you**, an **outside entity** or an **insured person** within or subject to the laws of the United States of America, however this exclusion will not apply to:

- a. **defence costs**;
- b. any shareholder derivative proceedings in **your** name without **your** or any **insured person's** solicitation, assistance or participation;



Shareholders Takeovers and mergers

Share offerings

Financial advantage

## **Special conditions**

General terms

## Management liability - Directors and officers liability

### Policy wording

c. any **claim** brought by **your** liquidator, receiver or administrative receiver or similar body;

any **employment claim**;

any **claim** made by a past **insured person** of **you**;

any **claim** seeking a contribution or indemnity if such **claim** is otherwise covered by this section.

9. Based upon, attributable to or arising out of any **claim** relating to a breach of or failure to provide professional duties or services.

This exclusion will not apply to a **claim** by any of **your** shareholders including any shareholder derivative proceedings in **your** name without **your** or any **insured person's** voluntary solicitation, assistance or participation arising from any actual or alleged failure to supervise the performance of any professional services.

10. Brought by or on behalf of any company owning 15% or more of **your** issued share capital.

11. Based upon, attributable to or arising out of any **claim** for a **wrongful act** committed by an **insured person** after **you** merge or consolidate with another company or any party acquires more than 50% of **your** issued share capital.

In the event of a **subsidiary** ceasing during the **period of insurance** to be a **subsidiary** cover under this section shall be amended to apply solely to **loss** arising out of any **claim** for a **wrongful act** committed by an **insured person** prior to the effective date of sale or dissolution.

12. Based upon, attributable to or arising out of any **claim** for a **wrongful act** committed by an **insured person** in relation to any actual public offering of **your** share capital unless **we** have given **our** prior written agreement and **you** have paid any additional premium and accepted any amendments **we** may require to the terms and conditions of this section.

13. Based upon, attributable to or arising out of the gaining of any financial advantage to which the **insured person** was not entitled, including the repayment of any wrongfully received monies.

The General definitions, General conditions and General claims conditions set out in the **General terms and conditions** all apply equally to each **insured person** and to **you**, except for General condition 4, Premium payment which applies only to **you**.

General condition 1, paragraph 2 and General claims condition 2 shall not apply to this section. Under this section only **we** waive **our** right to rescind the **policy** on the grounds of non- disclosure or misrepresentation or fraud.

General condition 2 shall not apply to this section. General condition 5. Cancellation shall only apply to this section at the end of the **period of**

**insurance** or the anniversary date whichever comes first. **You** agree to act on behalf of all the **insured persons** as regards paying the premium and

giving or receiving notice of all matters relevant to this section.

All information which any **insured person** provided before **we** agreed to insure **you** will be considered as a separate application for each **insured person** and as such the knowledge of or any statement made by an **insured person** will not be imputed to any other **insured person** for the purposes of determining whether cover is available for any **claim** against such other **insured person**.

If **we** or **you** refuse to renew this section of the **policy** for any reason other than non-payment of premium, administration, liquidation or insolvency, **you** or any **insured person** may purchase an extended notification period of 12 months upon payment of 50% of the full annual premium. If **you** do so, the first paragraph of item 1 under **Your obligations** in this section will then be amended to:

**We** will not make any payment under this section unless **you** notify **us** promptly of the following within the **period of insurance** or at the latest within 12 months after it expires:

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Information provided by an insured person

Extended notification period

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Takeovers and mergers extended notification period

Management buy-outs

Former directors

## Management liability - Directors and officers liability

**Policy wording** This extended notification period is only available if:

1. **we** receive written notice of purchase from **you** or an **insured person** and the premium within 30 days following the end of the **period of insurance**; and
2. this section of the **policy** is not replaced or succeeded by any other policy providing directors and officers liability cover; and
3. at the end of the **period of insurance**, **you** have not merged or consolidated with another company, nor has any party acquired 50% or more of **your** issued share capital.

If **we** offer renewal terms, conditions, limits of liability or premium different from those of the expiring policy, this does not constitute a refusal to renew.

The entire premium for this section is considered fully earned at the beginning of the extended notification period. **We** will not refund any premium if **you** or any **insured person** cancels the extended notification period before it ends.

The limit of indemnity for the extended notification period will be part of and not in addition to the limit of indemnity shown in the schedule.

**You** or any **insured person** will not have the right to purchase an extended notification period if:

1. **you** merge or consolidate with another company or any party acquires more than 50% of **your** issued share capital; or
2. if cover under this section is continued solely as a result of the Former directors special condition; or
3. if this section or the **policy** is cancelled.

In the event that **you** merge or consolidate with another company, or any party acquires more than 50% of **your** issued share capital, during the **period of insurance** **you** may on payment of an additional premium of 200% of the annual section premium request that this section continue in force for a period of 72 months from the expiry date of the current **period of insurance**, provided that such extension shall only apply to **claims** arising from any **wrongful act** committed or alleged prior to the date of such takeover

or merger.

The extended notification period and Former directors special conditions shall not apply to any such extension.

If during the **period of insurance** the existing management conduct a management buy-out, **we** agree to provide cover to the same level and terms of this **policy** for the new company for a period of 30 days from the buy-out date for any **wrongful act** committed by any individual **insured person** subsequent to the buy-out.

This cover will only apply excess of any other insurance and indemnification available from any other source.

In the event that **you** do not renew or replace this section of the **policy**, and only in respect of any **insured person** who ceases to be a director prior to the date of non-renewal for reasons other than disqualification or **your** insolvency, administration or liquidation from holding such a position, this section shall continue in force for a period of 120 months from the date of non-renewal (the 'run-off period'), provided that:

this section shall only apply to **claims** arising from any **wrongful act** committed or alleged prior to the date of retirement of the **insured person**;

the run-off period shall run concurrently with any extended notification period;

no similar insurance is effected elsewhere;

this section or the **policy** has not been cancelled.

The most **we** will pay for the total of all **claims** and their **defence costs** and all **legal representation costs** is the limit of indemnity shown in the schedule irrespective of the number of **claims** made.

The amount **we** will pay for **claims** and their **defence costs** includes any amount **we** pay on an **insured person's** behalf as a director of an **outside entity**, and on **your** behalf, and for **claims** against an **insured person's** spouse, civil or unmarried partner.

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## How much we will pay

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**HISCOX**  
Paying out the limit of indemnity

## Your obligations

Notification

### Management liability - Directors and officers liability

Policy wording

Each **claim** shall be treated as first made when **we** receive notice of the first **claim**. **Legal representation costs** shall be treated as first made when attendance of an **insured person** is first notified as being required at an **investigation**.

**You** must pay the relevant **excess** shown in the schedule.

At any stage of a **claim**, **we** can pay the **insured person** the applicable limit of indemnity or what remains after any earlier payment from that limit. **We** will then have no further liability for any **claim** or **loss**.

**We** will not make any payment under this section:

1. unless **you** notify **us** promptly of the following within the **period of insurance** or at the latest within 14 days after it expires for any problem **you** become aware of within the seven days before expiry:
  - a. the **insured person's** first awareness of any **wrongful act**;
  - b. any **claim** or threatened **claim** against an **insured person** or the **insured person's** lawful spouse, civil or unmarried partner;
  - c. any **investigation** into **you** or an **insured person**;
  - d. the threat or commencement of any disqualification proceedings against any **insured person**;
  - e. the threat or commencement of proceedings against any **insured person** for pollution.
2. if, **insured person** are liable for what has happened, or make any offer, deal or payment without **our** prior written agreement. **You** must also not reveal the amount of cover available under this insurance.
3. to any **insured person** who, prior to the **period of insurance**, had knowledge of a

material misstatement in or omission from the information provided to **us** upon which **we** agreed to insure **you**.

**You** and any **insured person** must give **us** the information and co-operation which **we** may reasonably require and take all reasonable steps to defend any **claim**. **You** and the **insured person** should not do anything which may prejudice **our** position.

**We** have the right, but not the obligation, to take control of and conduct in **your** name or the name of any **insured person**, the investigation, settlement or defence of any **claim**. If **we** think it necessary **we** will appoint an adjuster, solicitor or any other appropriate person to deal with the **claim**.

**We** shall have the right to participate fully in the defence of any **claim** including negotiation of any settlement. **We** shall have the right to defend any **claim** brought by **you**.

Where there is a dispute between **us** and **you** and/or any **insured person** over cover, proposed settlement or continuing the defence of a **claim**, **you** or **we** may request the obtainment of an opinion from a mutually agreed Queens Counsel or equivalent in a different jurisdiction. Such opinion shall be binding on **us** and **you** and any **insured person** and will establish whether policy cover exists, defence of said **claim** will continue or settlement will be agreed. The costs of such opinion shall be met by **us**.

**We** shall pay **defence costs** above any **excess** and covered by this section on an ongoing basis prior to the final resolution of any **claim**. **You** and/or any **insured person** must reimburse **us** for any **defence costs** paid where it is determined there is no entitlement under this section.

If a **claim** is made which is not wholly covered by this section and/or is also made against **you** and any other person who is not an **insured person**, **we**, **you** and the **insured person** shall use our best endeavours to agree a fair allocation between **loss** that is covered and **loss** not covered by this section.

when dealing with a third party, **you** or the **insured person** admit that **you** or the

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## Control of defence and payment of a claim

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### Special definitions for this section

## Management liability - Corporate legal liability

### Policy wording

The General terms and conditions and the following terms and conditions all apply to this section.

**Claim** 1. Any written demand or civil or arbitration proceeding seeking monetary damages first made against **you** during the **period of insurance** alleging a **wrongful act**.

### Defence costs

### Employee

### Employment claim

### Health and safety/corporate manslaughter claim

### Identity crime Insured person

2. Any criminal or regulatory proceeding first made against **you** during the **period of insurance** alleging a **wrongful act**.

Costs incurred with **our** prior written agreement to investigate, settle or defend any **claim** made against **you** or to fund an appeal, including any premium paid for an appeal bond or similar bond obtained in relation to it, arising from any judgment, decision or award in relation to any **claim**.

1. Any person under a contract of service with **you**. 2. Any independent person seconded to **you**. 3. Any applicant or candidate for employment with **you**.

Any **claim** by any **employee** for any actual or alleged wrongful, unfair or constructive dismissal, discharge or termination of employment, breach of written or implied contract, employment related misrepresentation, wrongful deprivation of a career opportunity, failure to grant tenure, negligent employee evaluation, harassment, unlawful discrimination, failure to provide adequate employee procedures and policies, retaliation, defamation, invasion of privacy or arising solely as a result of the employment or non-employment by **you** of any current, former or prospective **employee**.

Any **claim** under the provisions of the Corporate Manslaughter and Homicide Act 2007 or the Health & Safety at Work etc. Act 1974 or its equivalent in any other jurisdiction.

An agreement entered into by any third party representing themselves as **you**. 1. Any

natural person who was, is or during the **period of insurance** becomes a director, partner, member or officer of **you**.

2. Any de facto director of **you** whilst acting in such capacity for **you**.

3. Any shadow director as defined under Section 250 of the Companies Act 2006 or equivalent legislation in any other jurisdiction.

4. Any **employee** of **you**. 5. The lawful spouse, civil or unmarried partner of any person above solely because of their

spousal, civil or unmarried partner relationship following a **claim** against that person. 6. The estates, heirs or legal representatives of any person above who has died or become

incapacitated, insolvent or bankrupt but only for a **claim** against that person.

An official examination, official enquiry or official investigation first commenced during the period of insurance conducted by any regulator, government department or other body legally empowered into **your** business activities under the Health & Safety at Work etc. Act 1974 or Corporate Manslaughter & Homicide Act 2007.

It does not include routine regulatory supervision, enquiry or compliance review, any internal investigation or any investigation into the business activities of **your** industry rather than **your** conduct.

Reasonable and necessary legal costs, fees, charges and expenses for which **you** are legally liable, incurred with **our** prior written consent (not including remuneration of any **insured person** or other additional costs of **yours**) for legal representation directly in relation to an **investigation**.

In respect of a **claim** the amount **you** become legally liable to pay for **defence costs**, **legal representation costs**, awards of damages including punitive and exemplary damages where legally permissible, awards of costs and settlements with **our** prior written agreement.

**Loss** does not include any civil, regulatory or criminal fines or penalties, taxes or the multiplied portion of any damages award.

#### **Investigation**

#### **Legal representation costs**

#### **Loss**



**Pollution**

**Prior and pending litigation date**

**Securities Subsidiary**

**Wrongful act**

**You/your**

## **Management liability - Corporate legal liability**

**Policy wording**

Any contaminant, irritant or other substance including, but not limited to, asbestos, lead, smoke, vapour, water, oil, oil products, dust, fibres, soot, fumes, acids, alkalis, chemicals, waste (including materials that have been or are intended to be recycled, reconditioned or reclaimed).

Actual, alleged or threatened discharge, seepage, treatment, removal, disposal, dispersal, emission, release or escape of any **pollutant** or any regulatory order, direction or request to test for, monitor, remove, contain, treat, detoxify, or neutralise any **pollutant**.

The date stated as the prior and pending litigation date in the schedule. Any debt or equity interest in **you**.

Any entity in which **you**:

own directly or through one or more of **your** subsidiaries more than 50% of the share capital or a majority of the voting rights or have the right to appoint or remove a majority of the entity's board of directors; or

control a majority of its voting rights under a written agreement with other shareholders or members.

If an entity ceases to be a **subsidiary** during the **period of insurance**, cover will

continue but only for a **claim** against **you** or an **insured person** arising from a **wrongful act** committed before it ceased to be a **subsidiary**.

Any actual or alleged act, error or omission committed or attempted by **you** including any breach of any duty, including fiduciary or statutory duty, breach of trust; negligence, negligent misstatement, misleading statement or negligent misrepresentation, breach of warranty of authority.

Also includes a **subsidiary**, and any **subsidiary** created or acquired during the **period of insurance** provided that the newly created or acquired **subsidiary**:

1. is not domiciled in the United States of America; or
2. does not trade any of its **securities** on any United States of America exchange;

but only for a **claim** against **you** arising from a **wrongful act** committed after the date of creation or acquisition of such **subsidiary**.

If **you** require cover for any newly created or acquired **subsidiary** which does not fall within the above parameters, **we** will consider providing cover subject to **you** providing all appropriate information. **We** shall be entitled to amend the policy terms and conditions during the **period of insurance** including but not limited to the charging of a reasonable additional premium.

**We** will pay on **your** behalf the **loss** arising from a **claim** for any **wrongful act** within the **geographical limits**.

**We** will pay on **your** behalf **loss** arising from a **health and safety/corporate manslaughter claim** (or equivalent legislation in any other jurisdiction) for a **wrongful act** within the **geographical limits**.

**We** will pay on **your** behalf the **loss** from **identity crime**.

**We** will pay on **your** behalf the **loss** arising from a **claim** arising from a breach of the Data Protection Act 1998 or its equivalent in any other jurisdiction and any successor or similar legislation.

**We** will pay on **your** behalf **loss** in respect of a **claim** arising from **your** operation or administration of any pension or employee benefit scheme or trust fund.

**We** will pay on **your** behalf **loss** in respect of a **claim** arising from **pollution**.

**We** will pay on **your** behalf **loss** in respect of a **claim** arising from **pollution** brought by any shareholder either directly or derivatively.

## What is covered

Claims by others

Health and safety/corporate manslaughter

Identity crime Breach of data protection

Pension/employee benefit schemes claims

Pollution Shareholder pollution claims

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Taxation claims

### Your own losses

Dishonesty of employees

## What is not covered

Deliberate or dishonest acts

## Management liability - Corporate legal liability

**Policy wording** We will pay on **your** behalf the **legal representation costs** arising from an **investigation** first

made during the **period of insurance**. We will pay on **your** behalf **loss** in respect of a **claim** arising from **your** failure to comply with

taxation regulations.

**We** will pay **your** direct financial loss if during the **period of insurance**, and in the performance of **your business**, **you** discover a loss from the dishonesty of an **employee**, where there was a clear intention to cause **you** financial loss or damage and to obtain a personal financial gain over and above salary, bonus or commission.

**We will not make any payment for any claim, loss or investigation:** 1. Based upon, attributable to or arising out of:

- a. a dishonest or fraudulent act or omission or any intentional breach of any statute or regulation;
- b. an act intended to secure or which does secure profit or advantage for which **you** are not legally entitled;
- c. an act intended to secure or which does secure a profit for any other company where an **insured person** is a director, officer or employee of such company.

This exclusion shall only apply after a judgment or other final adjudication or an admission that such act did occur. We may request the obtainment of an opinion from a mutually agreed Queens Counsel or equivalent in a different jurisdiction as to the prospects of a court finding that such act did occur. This exclusion shall apply if counsel is of the opinion that there are no reasonable prospects of the court finding that such act did not occur. Such opinion will be binding on **us** and **you**. The costs of such opinion shall be met by **us**.

2. Based upon, attributable to or arising out of any **claim, investigation** or circumstance that has been reported under any policy existing or expired prior to the start of the **period of insurance**.

3. Based upon, attributable to or arising out of any prior or pending litigation or proceedings (including allegations deriving from the same or essentially the same facts) involving an **insured person, you** or an **outside entity** initiated prior to the **prior and pending litigation date**.

4. Based upon, attributable to or arising out **your** operation or administration of any defined benefit pension scheme or their breach of any legislation or regulation relating to these activities.

5. Based upon, attributable to or arising out of **your** failure to fund any pension, employee benefit scheme or trust fund.

6. Based upon, attributable to or arising out of any **employment claim**. 7. Based upon, attributable to or arising out of the use of any mechanically propelled vehicle

for which compulsory insurance is required under any legislation.

This exclusion does not apply to **legal representation costs** or **defence costs** directly relating to any criminal or regulatory proceedings.

8. For mental or emotional distress, sickness, disease, bodily injury or death suffered by anyone, or the loss, damage or destruction of any tangible property including loss of

use of such property.

This exclusion shall not apply to any **Health and safety/corporate manslaughter claims**. 9. Based upon, attributable to or arising out of the manufacture, sale supply, installation or

maintenance of any product of **yours**. 10. Based upon, attributable to or arising out any **claim** relating to a breach of or failure to

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Prior claims, investigations and circumstances

Prior litigation

Defined benefit pension schemes

Failure to fund pension and employee benefit schemes

Matters insurable elsewhere

Products Breach of professional duty

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Claims brought In the United States of America Infringement of patent and copyright

Contractual liability

Shareholders Takeovers and mergers

Share offerings

Matters specific to your own losses

Financial advantage

## **Special conditions**

General terms

Extended notification period

## Management liability - Corporate legal liability

Policy wording provide professional services.

11. Based upon, attributable to or arising out of any **wrongful act** brought or maintained in the United States of America.

12. Based upon, attributable to or arising out any **claim** relating to the actual or alleged infringement of patent, trade mark, infringement of copyright, intellectual property right, registered design or any actual or alleged libel or slander.

13. Based upon, attributable to or arising out any **claim** in respect of a breach of contract, whether actual or implied, written or oral which is greater than the liability **you** would have at law without the contract.

14. Brought by or on behalf of any company owning 15% or more of **your** issued share capital.

15. Based upon, attributable to or arising out any **claim** for a **wrongful act** committed by an **insured person** after **you** merge or consolidate with another company or any party acquires more than 50% of **your** issued share capital.

In the event of a **subsidiary** ceasing during the **period of insurance** to be a **subsidiary** cover under this section shall be amended to apply solely to arising out any **claim** for a **wrongful act** committed by an **insured person** prior to the effective date of sale or dissolution.

16. Based upon, attributable to or arising out any **claim** for a **wrongful act** committed by **you** in relation to any actual public offering of **your** share capital unless **we** have given **our** prior written agreement and **you** have paid any additional premium and accepted and amendments to the terms and conditions of this section as may be required.

17. Based upon, attributable to or arising out of:

any accounting or arithmetical error or omission or unexplained shortage;

any default or non payment of any loan or other credit arrangement;

**your** or any **insured persons** expenses incurred in establishing the amount of any financial loss to **you**;

any loss of interest, loss of profit or any consequential loss.

18. Based upon, attributable to or arising out of the gaining of any financial advantage

to

which **you** were not entitled, including the repayment of any wrongfully received monies.

The General definitions, General conditions and General claims conditions set out in the General terms and conditions all apply equally to each **insured person** and to **you**, except for General condition 4. Premium payment which applies only to **you**.

**You** agree to act on behalf of all the **insured persons** as regards paying the premium and giving or receiving notice of all matters relevant to this section.

If **we** or **you** refuse to renew this section of the **policy** for any reason other than non-payment of premium, administration, liquidation or insolvency, **you** may purchase an extended notification period of 12 months upon payment of 50% of the full annual premium. If **you** do so, the first paragraph of **Your obligations** within this section will then be amended to:

**We** will not make any payment under this section unless **you** notify **us** promptly of the following within the **period of insurance** or at the latest within 12 months after it expires:

This extended notification period is only available if:

1. **we** receive **your** written notice of purchase and **your** premium within 30 days following the end of the **period of insurance**; and
2. this section of the **policy** is not replaced or succeeded by any other policy providing corporate liability cover; and
3. at the end of the **period of insurance**, **you** have not merged or consolidated with another company, nor has any party acquired 50% or more of **your** issued share capital.

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## How much we will pay

Paying out the limit of indemnity

## Your obligations

Notification

### Management liability - Corporate legal liability

#### Policy wording

If **we** offer renewal terms, conditions, limits of liability or premium different from those of the expiring policy, this does not constitute a refusal to renew.

The entire premium for this section is considered fully earned at the beginning of the extended notification period. **We** will not refund any premium to **you** if **you** cancel the extended notification period before it ends.

**We** will not make any payment for a **claim** due to a **wrongful act** committed or alleged to have been committed after the end of the original **period of insurance**.

The limit of indemnity for the extended notification period will be part of and not in addition to the limit of indemnity shown in the schedule.

**You** shall not have the right to purchase an extended notification period if:

1. **you** merge or consolidate with another company or any party acquires more than 50% of **your** issued share capital; or
2. this section or the **policy** is cancelled.

If during the **period of insurance** **your** existing management conduct a management buy-out, **we** agree to provide cover to the same level and terms of this **policy** for the new company for a period of 30 days from the buy-out date for any wrongful act committed by any individual insured subsequent to the buy-out.

This cover will only apply excess of any other insurance and indemnification available from any other source.

The most **we** will pay for the total of all **claims** and their **defence costs** and all **legal representation costs** is the limit of indemnity shown in the schedule irrespective of the number of **claims** made.

The amount **we** will pay for **claims** and their **defence costs** includes any amount **we** pay on an **insured person's** behalf as a director of an **outside entity**, and on **your** behalf, and for **claims** against an **insured person's** spouse, civil or unmarried partner.

**You** must pay the relevant **excess** shown in the schedule.

Each **claim** shall be treated as first made when **we** receive notice of the first **claim**. **Legal representation costs** shall be treated as first made when attendance of an **insured person** is first notified as being required at an **investigation**.

At any stage of a **claim**, **we** can pay **you** the applicable limit of indemnity or what remains after any earlier payment from that limit. **We** will then have no further liability for any **claim** or **loss**.

**We** will not make any payment under this section:

unless **you** notify **us** promptly of the following within the **period of insurance** or at the latest within 14 days after it expires for any problem **you** become aware of within the seven days before expiry: a. **your** first awareness of any **wrongful act**; b. any **claim** or threatened **claim** against **you**; c. any **investigation** into **you**; d. the threat or commencement of proceedings against any **you** for pollution.

if, when dealing with a third party, **you** admit that **you** are liable for what has happened, or make any offer, deal or payment without **our** prior written agreement. **You** must also not reveal the amount of cover available under this insurance.

if, prior to the **period of insurance**, **you** had knowledge of a material misstatement in or omission from the information provided to **us** upon which **we** agreed to insure **you**.

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**Control of defence and payment of a claim**

## **Management liability - Corporate legal liability**

### Policy wording

**You** must give **us** the information and co-operation which **we** may reasonably require and take all reasonable steps to defend any **claim**. **You** should not do anything which may prejudice **our** position.

**We** have the right, but not the obligation, to take control of and conduct in **your** name or the name of any **insured person**, the investigation, settlement or defence of any **claim**. If **we** think it necessary **we** will appoint an adjuster, solicitor or any other appropriate person to deal with the **claim**.

**We** shall have the right to participate fully in the defence of any **claim** including negotiation of any settlement. **We** shall have the right to defend any **claim** brought by **you**.

Where there is a dispute between **us** and **you** and/or any **insured person** over cover, proposed settlement or continuing the defence of a **claim**, **you** or **we** may request the obtainment of an opinion from a mutually agreed Queens Counsel or equivalent in a different jurisdiction. Such opinion shall be binding on **us** and **you** and any **insured person** and will establish whether policy cover exists, defence of said **claim** will continue or settlement will be agreed. The costs of such opinion shall be met by **us**.

**We** shall pay **defence costs** above any **excess** and covered by this section on an ongoing basis prior to the final resolution of any **claim**. **You** must reimburse **us** for any **defence costs** paid where it is determined there is no entitlement under this section.

If a **claim** is made which is not wholly covered by this section and/or is also made against **you** and any other person, **we** and **you** shall use our best endeavours to agree a fair allocation between **loss** that is covered and **loss** not covered by this section.

**Appendix Y: List of BM Diplomates**

Amat	Marta	Spain
Beata	Claude	France
Camps	Tomàs	Spain
Cannas	Simona	Italy
Casey	Rachel	United Kingdom
Da Graça Pereira	Gonçalo	Portugal
De Keuster	Tiny	Belgium
Dehasse	Joël	Belgium
Denenberg	Sagi	Canada
DePorter	Theresa	USA
Fatjó	Jaume	Spain
García-Belenguer	Sylvia	Spain
Gaultier	Emmanuel	France
Gazzano	Angelo	Italy
Haverbeke	Anouck	Belgium
Heath	Sarah	United Kingdom
Karagiannis	Christos	Greece
Landsberg Gary	Gary	Canada
Ley	Jacqueline Mary	Australia
Lüscher	Urs Andrew	France
Mills	Daniel	United Kingdom
Minero	Michela	Italy
Muller	Gerard	France
Normando	Simona	Italy
Notari	Lorella	Italy
Osella	Maria Cristina	Italy
Pageat	Patrick	France
Palacio	Jorge	Spain
Palestrini	Clara	Italy
Pierantoni	Ludovica	Italy
Schalke	Esther	Germany
Seksel	Kersti	Australia
Siracusa	Carlo	USA
Zulch	Helen Eileen	United Kingdom
Mertens	Petra	USA

## Appendix Z: List of AW Diplomates

Bo	Algers
Charlotte	Berg
Marta	Brscic
Andy	Butterworth
Elisabetta	Canali
Alessandro	Cozzi
Paolo Felice	Dalla Villa
Nancy	De Briyne
Emma	Fàbrega i Romans
Valentina	Ferrante
Pete	Goddard
Stefan	Gunnarsson
Laura Talvikki	Hänninen
Alexandra	Harlander
Jan	Hultgren
Vlatko	Ilieski
Andrew	Knight
Christine	Leeb
Pol	Llonch Obiols
	Magalhães
Manuel	Sant'Ana
David	Main
Eva	Mainau Brunso
Randi	
Oppermann	Moe
Christel	Moons
David	Morton
Luc	Mounier
Siobhan	Mullan
Jose M.	Peralta
Joy	Pritchard
Sheilah	Robertson
Paul	Roger
Cornelia	Rouha-Mülleder
Margareta	Stéen
Déborah	Temple
Peter	Thornton
Marc	Vandenheede
Antonio	Velarde Calvo
Claudia	Vinke
Tina	Widowski

Sarah	Wolfensohn
James	Yeates
Marlene	
Katharina	Kirchner
Cecilie Marie	Mejdell
Andre	Menache
Frauke	Ohl
Solveig Marie	Stubsjøen
Patricia V.	Turner
Machteld	van Dierendonck
Alexandra	Whittaker

**Appendix A1: Addition Information for Finance (Section J).**

A1(i) Detailed income and expenditure account

**EUROPEAN COLLEGE OF ANIMAL WELFARE & BEHAVIOURAL MEDICINE LTD**

**DETAILED INCOME & EXPENDITURE ACCOUNT**

	Year Ended 31 December 2014		Year Ended 31 December 2013		Period From 6 February 2012 To 31 December 2012	
	£	£	£	£	£	£
Sales		13,857		14,137		17,104
Expenditure:						
Insurance	901		837		837	
Telephone, postage, stationery & advertising	64		15		61	
Travelling	4,100		3,165		4,766	
Meeting Expenses	216		227		2,156	
Examination Day Expenses	180		11		243	
College Subscription	1,162		2,380		1,986	
Website Expenses	850		3,063		564	
Sundry Expenses	171		76		675	
Accountancy	960		960		1,020	
Formation Costs	0		0		237	
Exchange rate (profit)/loss	1,831		-505		118	
Bank & Paypal charges	289		537		197	
		<u>10,724</u>		<u>10,766</u>		<u>12,860</u>
Net Surplus		<u>3,133</u>		<u>3,371</u>		<u>4,244</u>

**Appendix A1: Addition Information for Finance (Section J).**

A1(ii) Detailed Balance Sheet as of 31<sup>st</sup> December

**EUROPEAN COLLEGE OF ANIMAL WELFARE & BEHAVIOURAL MEDICINE LTD**

**DETAILED BALANCE SHEET AS AT 31 DECEMBER**

	2014	2013	2012
	£	£	£
<b>Current Assets</b>			
Debtors	3,997	106	188
Cash at bank	<u>26,403</u>	<u>29,557</u>	<u>28,279</u>
	30,400	29,663	28,467
<b>Creditors</b>			
Amounts falling due within 1 year	<u>3,554</u>	<u>5,950</u>	<u>8,125</u>
	26,846	23,713	20,342
<b>Creditors</b>			
Amounts falling due after more than 1 year	<u>16,098</u>	<u>16,098</u>	<u>16,098</u>
	<u>10,748</u>	<u>7,615</u>	<u>4,244</u>
<b>Reserves</b>			
Income & Expenditure Account	<u>10,748</u>	<u>7,615</u>	<u>4,244</u>

**Appendix A1: Addition Information for Finance (Section J).**

A1(iii) Income and Expenditure Analysis UKP



**Appendix A1: Addition Information for Finance (Section J).**

A1(iv) Income and Expenditure Analysis Euros



## Appendix B1: Current ECAWBM Constitution

### CONSTITUTION 2012

#### THE EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE

Approved 7 September 2012

#### ARTICLES OF ASSOCIATION

##### Name and Structure Article 1

1.1. The name of the association shall be the European College of Animal Welfare and Behavioural Medicine, hereafter referred to as the "College".

1.2. The College shall have its domicile in the UK. The office address may be changed through decision of the Executive Board.

1.3. The College shall be a part of the general scheme for veterinary specialisation in the EU, as has been defined by the Advisory Committee for Veterinary Training (ACVT) of the European Committee, set up by the Council Decision 78/1028/EEC of 18 December 1978 and OJ No L 302 of 22 December 1978, in its report doc.

III/F/5285/91. Based on the preliminary work of the ACVT and further developments facilitated by the Federation of Veterinarians in Europe (FVE), the European Association of Establishments for Veterinary Education (EAEVE) and the European Board of Veterinary Specialisation (EBVS), the current scheme involves the European Coordinating Committee for Veterinary Training (ECCVT), the EBVS, and the Specialty Colleges.

1.4. The College shall be registered in the UK.

##### Duration Article 2

2.1. The College shall be established for an unlimited period.

2.2. The College year shall run concurrently with the calendar year, subject to the first society year ending on the last day of December of the year in which the College is established.

##### Definition of Specialty Article 3

3.1. The specialties Animal Welfare Science Ethics and Law and Behavioural Medicine comprise both clinical oriented specialties, as well as discipline specialties. The specialties involve a broad range of disciplines and involve various species. The various specialties are defined in the bylaws.

The clinical specialist in Animal Welfare Science, Ethics and Law and/or Behavioural Medicine shall have a working knowledge of the related clinical disciplines relevant to the species concerned.

3.2. A registered specialist shall spend at least 50% of the time working at the specialist level in their chosen specialty, with a minimum time spent of 20 hours/week.

3.3. A registered specialist shall practice with adequate facilities for their specialty. When the specialty is practised at more than one location, there shall be at least one location with adequate facilities.

#### Objectives of the College Article 4

4.1. The primary objectives of the College shall be to advance animal welfare science, ethics and law and behavioural medicine in Europe and increase the competency of those who practice in this field by:

- a) Establishing guidelines for post-graduate education and experience prerequisite to becoming a specialist in one of the specialties of animal welfare science, ethics and law and/or behavioural medicine .
- b) Examining and authenticating veterinary surgeons as specialists in animal welfare science, ethics and law and/or behavioural medicine to serve the animals, their owners or keepers and the public in general, by providing expert advice and care.
- c) Encouraging research and other contributions to knowledge relating to animal welfare science, ethics and law and behavioural medicine and promoting communication and dissemination of this knowledge.

4.2 Further objectives are:

- d) Encouraging the public to use veterinary surgeons who are qualified to fill a unique and specific role in the delivery of modern comprehensive clinical animal welfare science, ethics and law and/or behavioural medicine at the specialty level.
- e) Positioning the animal welfare science, ethics and law and/or behavioural medicine specialist as a common source for referrals and consultancy in the veterinary community.
- f) Improving and promoting the structure of health care, with particular regard to animal welfare science, ethics and law and behavioural medicine , for all animals, thereby improving the perception and understanding of this discipline by owners, veterinary surgeons and those others

with interests in the field including legislators and national or European Authorities.

g) Providing an incentive and reward for achieving postgraduate education and experience in animal welfare science, ethics and law and/or behavioural medicine at the specialist level. The title Diplomat of the European College of Animal Welfare and Behavioural Medicine (name of specialty) shall be restricted to those persons working in the field who have reached the highest level of achievement in the respective specialty.

h) Encouraging veterinary colleges to establish in-depth instruction and high standards for training in animal welfare science, ethics and law and behavioural medicine and develop specific funding for areas of research.

i) Promoting continued improvement of practice standards and knowledge in animal welfare science, ethics and law and behavioural medicine through continuing education and self-assessment.

j) Supporting sustainable practices in the management of animal welfare science, ethics and law and/or behavioural medicine

l) Encouraging social responsibility in management practices of all species.

4.3. The College is a non-profit association and does not pursue commercial interests.

4.4. Financial means of the College may only be spent according to the Constitution. Members of the College receive no payment from the funds of the College, except reimbursements.

4.5. No member or officer of the College may be favoured by expenditures or excessively high compensations, which are not according to the purposes of the College.

4.6. The language of the Laws, Bylaws and other documents pertaining to the College is English. All written and oral communications, including the negotiations and examinations shall be in the English language.

#### Membership Article 5

5.1. The College shall have the following members: (a) Founding Diplomates ECVBM-CA (2002) (b) Founding Diplomates ECAWBM (Welfare Science, Ethics and Law) (2011) (c) Diplomates (d) Honorary Members (e) Associate members (f) Non-Practising Diplomates (g) Retired Diplomates

5.2. To qualify for membership, Diplomates shall meet the following criteria. 1. Have a satisfactory moral standing in the profession.

2. Have graduated from a European Association of Establishments for Veterinary Education (EAEVE) approved veterinary school. The Credentials Committee may waive this requirement upon request.

3. Have successfully passed the credentials and examination procedure of the European College of Animal Welfare and Behavioural Medicine, unless exempted from this obligation by the Credentials Committee and the Executive Committee (within the initial 5 years of approval of their specialty).

5.3. Each individual who has successfully passed the qualification procedure of the College shall be designated 'Diplomate of the European College of Animal Welfare and Behavioural Medicine', and shall be authorised to use the designation of Diplomate of the European College of Animal Welfare and Behavioural Medicine (name of specialty) in the specialties which have been approved by ECAWBM and EBVS, with the exception of section 5.8 of this Constitution. The official abbreviation will be DipECAWBM (name of specialty).

5.4. Each Diplomate is expected to actively participate in the scientific and business affairs of the College. Repeated, unexcused absences from the Annual ECAWBM meetings may render a member subject to disciplinary action by the Executive Board of the ECAWBM.

5.5. Each Diplomate is guided by scientific methods and evidence based medicine, which complies with animal welfare legislation. Each Diplomate shall also fulfil the re-certification requirements of the ECAWBM. No credit points can be granted for education or training in non-scientific or non-evidence-based medicine.

5.6. Each Diplomate shall be required to keep records of his/her activities relating to their own specialty, including detailed clinical records where appropriate.

5.7. Any Diplomate may be expelled, asked to resign or otherwise disciplined for non-professional or unethical conduct or other action against the best interest of the College by unanimous vote of the Executive Board of the ECAWBM, pending confirmation by the College at the next Annual General Meeting.

5.8. The registration ceases by default when the specialty is practised at a level of less than 50 percent devoted to their specialty (i.e. < 20 hours/week), or when the specialty has not been practised, for reasons other than those being reasons for temporary or permanent suspension, for two continuous years or the equivalent of two years during a period of 5 years. These Diplomates are awarded a non-Practising Diplomate status.

5.9. The College has established a standard procedure (see Appendix B) by which the requirement for membership are re-evaluated on a periodic basis. This procedure meets the requirements as established by the European Board of Veterinary Specialisation (EBVS).

5.10. Voluntary cessation of registration requires notice in writing to be received by the Secretary twelve months prior to the College's Annual General Meeting and will be published at the Annual General Meeting.

5.11. The annual fees of each Diplomate for the following years shall be determined at the Annual General Meeting and listed in Appendix F. They are due on January 1 of each year.

Members shall be adjudged in default if they are one year in arrears, and may be voted for removal by the membership if two years have elapsed without payment. Non-Practising and Retired Diplomates of the college and Associate members are also required to pay fees. Honorary Members will not be required to pay fees.

#### Organisation and officers Article 6

6.1. The College shall be composed of all the Diplomates. 6.2. Specialty groups

- a) The college is composed of a central organisation and a series of specialty groups, representing recognised disciplines within the ECAWBM.
- b) Each specialty group may have three (3) officers and may have a set of specific Bylaws. The Diplomates of that specialty group will elect, by secret ballot, these officers, including the Chairperson. The officers and the Chairperson may be elected to only one additional term up to 3 years.

Specific Bylaws and/or Information Brochures for each specialty group shall conform to the Constitution and Bylaws of the ECAWBM and EBVS.

c) The administration of each specialty group is responsible to the Executive Board of the ECAWBM.

d) Specialty groups shall be established by the following process.

1. Recognition as a separate specialty during the Annual General Meeting

2. Approval by the Executive Board of the ECAWBM of a set of Bylaws for the specialty group.

e) The College shall have responsibility for organising, approving and administering all scientific and business matters, including approval of actions of specialty groups.

f) Future developments may necessitate the adoption of further specialty groups and/or specialisation concerning other species.

6.3. The Diplomates will elect every three years, by secret ballot, the following officers:

President Vice-President Treasurer Secretary

And two more members, each of them coming from one of the two subspecialties. The past-president participates in the Executive Board and will have the casting vote only in situations of a split vote.

These officers will comprise the Executive Board of the College. The President may not be re-elected to the Board within a six year period of completing his term on the Executive Board. Usually, the President is succeeded by the Vice- President. The other officers may be elected to

only one additional term of 3 years. The Past-President is the outgoing President.

The total number of persons within the Executive Board must be an odd number. Additional Diplomates, without a right to vote, may be co-opted as observer or adviser to the Executive Board if the officers agree unanimously.

6.4 Two of the following officers together will, in general, act as representatives of the College: The Past-President, President, Vice-President, and the Secretary.

Additionally the Secretary will act as deputy for the President, and the Treasurer will act as a deputy for the Vice-President. The President, and/or Past- President, and Vice-President and/or Past-President will usually act as representatives on the European Board of Veterinary Specialisation.

Annual General Meeting, Quorum and Voting Rights Article 7

7.1. The Annual General Meeting of the College will be held each year, preferably in conjunction with an appropriate scientific meeting or at some other appropriate meeting agreed upon by the Executive Board.

7.2. An Extraordinary Meeting of the College can be called at any time by the Executive Board, or shall be called by the Executive Board at the written request of not less than 10% of the membership. The request should contain the explanation for such a meeting, and the subsequent Extraordinary Meeting should take place within a period of three months of receipt of the request. If not the responsible members are empowered to summon the Extraordinary Meeting themselves.

7.3. Each active Diplomat of the College is entitled to vote. In contrast Non- Practising Diplomates, Retired Diplomates, Associate members or Honorary Members are not entitled to vote. Active Diplomates who are also Honorary Members have the right to vote. Diplomates have to be present at the Annual or Extraordinary General Meeting to vote, except in case of a postal or electronic ballot (section 7). Each active Diplomat has one (1) vote.

7.4. The quorum required for holding a meeting is one-third of the voting members of the ECAWBM. When this quorum is not present at a meeting no legal decisions can be made. The Executive Board decides if the vote is to be taken orally or on paper. Votes can be: in favour, against, or to abstain. For all decisions, except as designated elsewhere, a simple majority of the voting members is sufficient.

7.5. The Executive Board can hold an electronic or postal ballot at any time outside the Annual General Meeting and Extraordinary General Meetings. The same rules apply to electronic or postal ballots as to voting during the Annual General Meeting and Extraordinary General Meetings. An electronic ballot is only valid if a vote is registered on the secure section of the ECAWBM website, using unique passwords. A quorum shall consist of one-third of the voting members. In the event that a quorum is not achieved within four weeks of initiating the vote no

legal decisions can be made.

7.6. The Secretary of the College has to keep the minutes of every Annual General Meeting. These minutes must be signed by the Chairman of the Annual General Meeting and the Secretary.

#### Amendments

##### Article 8

Proposed amendments to this Constitution shall be submitted to the President for study prior to the 31st of December. Any proposed amendment shall be distributed (by letter, fax, website forum message or electronic mail) to the membership with a recommendation by the Officers, at least 30 days prior to the Annual General Meeting and shall be brought to a vote of the Diplomates at the Annual General Meeting. An affirmative vote of at least two-thirds of the Diplomates voting shall be required for adoption.

##### Dissolution of the College Article 9

9.1. A decision to dissolve the College will require the same procedure as mentioned in Article 8.

9.2. In the event of dissolution of the College, or the College losing its status as a non-profit-making organisation, the distribution of all assets shall be divided among the sub-specialty groups for educational purposes.

#### Bylaws

##### Article 10

The ECAWBM shall make and can change bylaws, which regulate subjects not, or not sufficiently, prescribed in this Constitution. A bylaw shall not contain any provisions which violate the law, the rules of the ECAWBM, or this Constitution.

## **Appendix C1: Current ECAWBM Bylaws**

### **BYLAWS**

*Approved 7 September 2012*

#### **Annual General Meeting (AGM)**

##### **Article 1**

**1.1.** It is the duty of every active Diplomat to attend the Annual General Meeting at least once every two years. If the active Diplomat has not attended the AGM for three consecutive years without previous dispensation of the Executive Board, the registration as active Diplomat ceases by default.

**1.2.** The General Assembly is the senior legislative body of the College and has the following duties.

a) Determine and update the Constitution and Bylaws.

b) Elect the Officers and Auditors.

Elections of officers shall be by written ballot at the Annual General Meeting. Written nominations must be received by the Secretary at least three months prior to the Annual General Meeting. Alternatively, nominations may be made from the floor.

c) Take action on the auditors' report.

d) Formally approve or disprove the business conducted by the Executive Board during the preceding year.

e) Take action on business presented by the Executive Board or as required by the Constitution.

f) Establish membership dues for the forthcoming year.

g) Consider the expulsion of Diplomates.

#### **Membership**

##### **Article 2**

**2.1** Founding Diplomates shall be either:

### **2.1.1 Invited Specialist:**

An Invited Specialist is a Founding Diplomat that is not required to submit to examination to become a Diplomat. Invited Specialist status is only granted by the EBVS to a small number of individuals at the time the College is being established. The distinction is reserved for only the most distinguished and experienced members of the field.

To comply, Invited Specialists must:

- a. be initiators in their field;
- b. have achieved distinction in their field;
- c. have contributed significantly to the development of the specialty by research, publications and lectures;
- d. have at least 10 years of experience in the specialty;
- e. spend at least 75 per cent of their time in the specialty, based on a normal working week of 40 hours;
- f. be uncontroversial to the majority of the membership; and
- g. be practising in Europe.

### **2.1.2 Specialists recognised “de facto”:**

The Specialist recognised “de facto” is a Founding Diplomat that is appointed by the Invited Specialists. Specialists recognised “de facto” are not required to submit to examination to become a Diplomat. The “de facto” recognition is possible up to five years after the legal registration of the constitution of the College.

To be appointed one must meet the following.

- a. Have at least seven years of experience in the specialty.
- b. Spend at least 60 per cent of his or her time in the specialty.
- c. Have published at least three original articles in refereed journals as first author and at least three additional articles as co-author excluding reviews and proceeding abstracts.
- d. Have presented original work at scientific animal welfare and behavioural science and medicine, or specialty meetings

### **2.2 Diplomat:**

A Diplomat is a veterinary surgeon who is certified as a specialist either in the sub-specialty of Animal Welfare Science, Ethics and Law or in the sub-specialty of Behavioural Medicine by the College recognised by the EBVS.

### 2.3 Retired Diplomat:

A Diplomat who voluntarily stops permanently and irrevocably practising is entitled to Retired Diplomat status. Retired Diplomates maintain all privileges of Diplomates including advisory tasks, except the right to vote or hold office. They are excluded from Article 4, sections 3, 4 and 5 of the Constitution of the ECAWBM. They are authorised to use the designation 'Diplomat (ret)'. The Retired Diplomat is removed from the EBVS specialist register.

### 2.4 Non-Practising Diplomat:

A Diplomat who (a) has not practised the specialty sufficiently, and/or (b) who has not fulfilled the re-certification requirements, and/or (c) who has not participated actively or has been repeatedly absent without dispensation will by default become a non-practising diplomate. The non-practising or an expelled Diplomat is removed from the EBVS specialist register. A non-practising Diplomat is authorised to use the designation 'Diplomat (non-practising)' but an expelled Diplomat is not allowed to use the Diplomat title anymore. A non-practising Diplomat seeking to revert to full Diplomat status needs to satisfy the Credential Committee of the College.

### 2.5 Honorary Members

The College may confer Honorary Member status on persons who have a veterinary qualification and who have made exceptional contributions to Animal Welfare Science, Ethics and Law and /or Behavioural Medicine. Honorary Members, who are ECAWBM Diplomat, shall have all the rights and privileges of Diplomates. Honorary Members who are not ECAWBM-Diplomat, shall have all the rights and privileges of Diplomates except the right to vote, hold office, or attend Annual General Meetings of the College. The number of Honorary Members shall not be more than 5% of the total number of the College Diplomates. Nomination for Honorary Member status necessitates proposal by two Diplomates of good standing. The proposal should be written and forwarded to the Secretary. It must contain such information relating to the activities of the nominee in animal welfare science, ethics and law or veterinary behavioural medicine as required by the Executive Board. Election of an Honorary member shall be achieved by at least a two-thirds vote of the Executive Board, **and** by at least a two-thirds vote of the Annual General Meeting of the College.

## 2.6. Associate Members

The College may confer Associate member status on persons who have contributed significantly to research in Animal Welfare Science, Ethics and Law and /or Behavioural Medicine.

Admission criteria for Associate Members are defined by the Executive Board of the College.

These criteria have to ascertain that only scientists of international repute who are active in the field covered by the respective college and who do not have a veterinary qualification are admitted as Associate Members. Moreover:

- a) Associate Members are not conferred any diplomas and are not entitled to use the designation of Diplomate;
- b) Associate Members are encouraged to participate in the training of residents together with Diplomates of the respective College. Associate Members are not entitled to act as resident supervisors without an associated Diplomate responsible for the training programme;
- c) Associate Members are not allowed to hold office within the College or to vote at the Annual Business Meeting. However, they can be co-opted to College committees as advisers;
- d) Associate Members are encouraged to participate in scientific meetings and workshops organised by the College; and
- e) Associate Members are not allowed to advertise their title.

## 2.7 Re-certification

The Diplomate is required to send in each 5 years a summary of his professional activities. The format of this summary has to be approved by the EBVS. The summaries will be evaluated by the Re-certification Committee of the Specialty College.

## 2.8 Cessation of registration of Diplomates

Registration ceases by default when the specialty is practised insufficiently (e.g. not practising the specialty for more than 50% of their time based on a normal working week of 40 hours, with a minimum of 20 hours devoted to the specialty; the re-certification requirements are not met; or not having attended the Annual General Meeting for three years without previous dispensation from the College etc.), or when the specialty has not been practised for two continuous years or the equivalent of two years during a 5 year period.

## Duties of Officers.

### **Article 3**

#### **3.1 President:**

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 Chairperson of the Finance Committee

#### **3.2 Vice-President:**

The Vice-President shall perform the duties of the President in his/her absence or inability to serve. He/she shall be the Programme Chairperson for the Annual General Meeting of the College. The Vice-President shall, in general, succeed to the Presidency at the end of the normal 3 year term or should the office fall vacant.

#### **3.3 Secretary:**

The Secretary shall attend to the correspondence of the College, keep and publish lists annually of Diplomates, both Practising and Non-practising, keep minutes of the College meetings in records which shall be the property of the College and be accessible at all reasonable times and places and perform the furthermore usual duties of a secretary. The Secretary shall forward the Annual Report of the College to the EBVS before the 15th January of the following year.

#### **3.4 Treasurer:**

The Treasurer shall advise the College on all financial matters. He/she shall arrange for the safekeeping of all funds, draw vouchers, pay bills and expenses, and submit a written financial statement to all members annually. 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.

#### **3.5. Past-President:**

The Past-President shall advise the President.

#### **3.6 Vacancies amongst the officers:**

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

## **Committees**

### **Article 4**

#### 4.1 Executive Board of the College:

The Executive Board 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 certify recommendations for Diplomate status in the College. It shall consider and act upon charges against Diplomates for alleged offences against the Constitution and Bylaws of the College or charges of unprofessional conduct and shall have the authority to recommend the expulsion of a Diplomate for grievous offences. It shall appoint standing Committees, select the time and place of meetings and determine the fees for application, examinations, registrations and other fees. It shall direct the management of funds held by the College. The Past President and/or President and/or Vice-President will usually act as representatives in the EBVS.

#### 4.2 Credentials Committee:

Each specialty shall have its own Credentials Committee. For the first 5 years from approval of each specialty, the Executive Board of ECAWBM will appoint an active member to that committee, by way of an adviser.

Each Credentials Committee shall be composed of at least three members appointed by the Executive Board for a term of three years. The President (or his representative) shall be an *ex officio* member of this committee. The senior member of the Committee in terms of service shall serve as the Chairperson, unless the Executive Board decides otherwise.

The duties of the Credentials Committee will be:

- a) to establish guidelines to assist applicants applying to sit the diploma examination;
- b) to receive, review, and approve the candidacy of applicants; and
- c) to forward credentials of approved applicants to the Examination Committee.

The vote of at least 3 members of the committee is needed to make a decision.

#### 4.3 Examination Committee:

Each specialty shall have its own Examination Committee. For the first 5 years from approval of each specialty, the Executive Board of ECAWBM will appoint an active member to that committee, by way of an adviser.

An Examination Committee shall consist of four to seven members appointed by the Executive Board for a term of three years. The President (or his representative) shall be an *ex-officio* member of this committee. The senior member of the Committee in terms of service shall serve as the Chairperson, unless the Executive Board decides otherwise.

The Examination Committee is responsible for preparation and administration of all the diploma examinations. The result of the examination shall be forwarded by the Chairperson of the Examination Committee to the officers of the College with recommendations regarding the awarding of diplomas. Two examiners will officiate at any examination. If candidates for examination in the respective specialties are available, examinations will be organised annually in conjunction with the AGM.

All resident training programme supervisors shall submit five referenced multiple choice questions and one referenced practical question with referenced grading key each year to the Examination Committee. A deadline of December 31st will be needed for adequate review time. Failure to submit questions for two consecutive years would cause suspension of approval of new residency programmes.

#### 4.4 Nominating Committee:

The Nominating Committee shall be composed of three members appointed by the Executive Board for a term of one year before the elections. The Committee shall prepare a list of candidates for the election to the Board of the College after a written call for candidates to all the Diplomates at least six months (optional for smaller Colleges: a shorter period up to three months) before the elections and will report to the Executive Board at least three months before the elections.

The list of nominates should be known by the Diplomates two months before the elections.

The Committee will report their considerations to the College at the Annual General Meeting.

#### 4.5 Education and Residency Committee:

Each specialty shall have its own Education and Residency Committee. For the first 5 years from approval of each specialty, the Executive Board of ECAWBM will appoint an active member to that committee, by way of an adviser.

An Education and Residency Committee shall be composed of four to seven members appointed by the Executive Board for a term of three years. The President (or his representative) shall be an *ex-officio* member of this committee. The senior member of the Committee in terms of service shall serve as the Chairperson, unless the Executive Board decides otherwise.

The Education and Residency Committee is responsible for setting criteria for the respective residency programmes, for approving the programmes and their sponsors, and for monitoring each resident's progress through the receipt of regular reports. The Education and Residency Committee will maintain lists of approved residency programmes for their specialty, approved supervisors and current residents. It will document detailed requirements for Residency Training Programmes in the relevant specialty of the European College of Animal Welfare and Behavioural Science and Medicine. The requirements for each specialty will be equivalent.

The Education and Residency Committee shall receive the required periodic reports from Programme Directors of resident training on:

- (a) the annual progress of each candidate in every residency (due July 1st); and
- (b) details of each standard residency programme, an initial report with update and re-examination every five years (due at the Annual General Meeting). The Education and Residency Committee, acting for the specialty, will attest the adequacy of each programme when they approve the report.

In other cases a candidate, whose circumstances do not permit enrolment in a formal programme, may submit an equivalent, alternate programme for approval by ECAWBM. This programme should, at least, be of equivalent length as a standard residency. It should be made clear that the anticipated supervisor is in agreement with the plans and that resources are available to the individual for advanced study and experience. The equivalent programme must be approved by the Education and Residency Committee before the candidate embarks on it.

The vote of at least 3 members of the committee is needed to make a decision.

#### 4.6 Finance Committee:

The Finance Committee shall consist of three members of the Board, The President shall serve as Chairperson, and the Treasurer will be a member. The third member shall be appointed by the Executive Board.

This Committee shall prepare an annual budget for the College, prepare the Treasurer's books for the annual audit and advise the Executive Board on financial affairs of the College.

#### 4.7 Auditors:

Two auditors are elected by the General Assembly at the Annual General Meeting for a one year term. The two auditors evaluate the report of the Finance Committee and report their findings to

the General Assembly. Only after their report, can the General Assembly discharge the Treasurer for his annual statement.

#### 4.8 Re-certification Committee

The Re-certification Committee shall consist of a minimum of 3 members appointed by the Executive Board for a term of three years. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Board decides otherwise.

The Re-certification Committee shall reassess the Diplomate status of every Diplomate every five (5) years according to the re-evaluation requirements accredited by the EBVS. The re-certification process will become effective on January 1st 2016.

The vote of at least 3 members of the committee is needed to make a decision.

#### 4.9 Indemnification:

Members of Committees will receive no indemnification.

### **Diploma**

#### **Article 5**

##### 5.1 Qualifications to sit the diploma examination.

Three categories of candidates will be allowed to sit the examination as follows.

a) Those giving evidence of satisfactory completion of an approved period of at least four years, by the application deadline, to general veterinary education, training, and practice and to special education, training, and practice of Animal Welfare Science, Ethics and Law and /or Behavioural Medicine, both after the date of graduation from veterinary school. The following sequence of training is to be used:

- i) A first period of one to one-and-a-half years must be a rotating internship, or its equivalent, as defined by the ECAWBM Credentials Committee.
- ii) A second residency period shall comprise a two-and-a-half to three-year postgraduate training programme under supervision of Diplomates of the ECAWBM (or its equivalent, at the discretion of the ECAWBM Credentials Committee; the use of non-EBVS recognised

Diplomates as an approved residency training programme supervisor is not allowed, however, for a transitional period a College may waive this requirement).

The period can be taken consecutively or on a part time basis as long as the total time approximates to the two-and-a-half to three years and the total time does not exceed five years. Each tutor shall prepare a statement that the candidate has satisfactorily completed the approved time of training. There shall be no restriction of training institutions as long as they meet the requirements for approved residency.

b) Those with an alternate programme, the total length of this programme must be at least as long as that for the internship/residency based programme, and at least sixty percent of the applicant's time to be spent in the specialty in all but the general training year(s), such at the discretion of the Credential Committees. An alternate route programme has to be approved by the Education and Residency Committee in advance.

c) Those who are experienced and well recognised in the field of Animal Welfare Science, Ethics and Law and/or Behavioural Science and Medicine with assessment by other means confirming that they meet the criteria as set forward for completion of residency programmes. Their applications must be submitted to the Credentials Committee and Executive Board.

A supervisor shall have no more than two (2) residents, in exceptional cases the Education and Residency Committee can allow three (3) residents, for a restricted period.

In addition all categories shall meet the requirements for written reports which are:

-one (1) scientific paper within the specialty internationally peer reviewed paper of which the applicant must be the principal author and accepted by a refereed journal, [Optional: which includes an extensive, informative English written summary and is indexed in the publication databases CAB or PubMed] - one internationally peer reviewed case report within the specialty of which the applicant is author or co-author and accepted by a refereed journal

#### 5.2 Examination:

The examination will include written and practical elements. The practical part may be undertaken in a different place or at a different time from the written components.

The candidate is allowed to sit the parts 1 and/or 2 of the examination after the satisfactory completion of the first two years of their approved residency training programme of the ECAWBM (Art 5.1).

The candidate having fulfilled all qualifications to sit the examination, at the discretion of the Credential Committee, is allowed to sit all 3 parts of the examination in one session.

The examination shall be taken in English only; the use of non-medical dictionaries during examinations or a non-medical interpreter during oral examination is permitted. If an interpreter is required then the interpreter is to be at the expense of the candidate.

The candidate shall submit the non-refundable examination fee, which shall be determined annually, at the time of application.

Candidates must pass the examination within eight years of completing their residency. The candidate may re-sit the examination on three (3) occasions only.

Credentials of candidates who pass the examination will be forwarded to the President by the Chairperson of the Examination Board.

Further details of the requirements for the training programme, admission, application procedure, and the qualifying examination may be provided in a separate information brochure of the College.

## **Finances**

### **Article 6**

6.1 The College is a non-profit making organisation. The expenses of the College shall be met through various sources of income.

- a) Donations from companies and international organisations.
- b) Income from educational, research or other meetings organized by the College.
- c) Investment income.
- d) Annual dues

The financial year begins on the first of January and ends on the thirty-first of December of each year. As an exception the first financial year shall begin on the registration date of the College and end on the thirty-first of December.

The accounts of the last financial year and the budget of the following financial year shall be submitted annually for the approval to the Annual General Meeting not later than one month prior to the date of the meeting.

#### 6.2 Annual dues

The annual dues (150 Euro) of each active member for the following years shall be determined by the General Assembly. Dues are payable on January 1st of each year. Members shall be adjudged defaulting if they are one year in arrears, and may be voted for removal by the membership if two years have elapsed without payment.

The Retired Diplomates of the College shall be required to pay reduced dues but no EBVS fee.

The Non-Practising Diplomates of the College shall be required to pay reduced dues.

The Honorary Members will not be required to pay dues to the College.

### **Meetings**

#### **Article 7**

The Executive Board and the Chairpersons of the Credentials and Examination Committees shall meet at least once annually between consecutive Annual General Meetings, when judged appropriate by the President.

### **Amendments**

#### **Article 8**

These BYLAWS may be amended at any Annual General Meeting by two-thirds of the votes cast. Proposed amendments must be submitted in writing to the Secretary minimum 60 days before the meeting, for appropriate review by the Executive Board. Proposed amendments shall be distributed (by letter, fax or electronic mail) to the membership within thirty days of its appointment.

Any proposed amendment presented at the AGM must be accompanied by a nominee who can speak to the proposal

## **Appeal against Adverse Decisions**

### **Article 9**

9.1 Adverse decisions by the College include, but are not limited to:

- a) denial of approval of a training (residency)
- b) denial of adequacy of an individual's credential
- c) denial of Diplomate status to an individual
- d) temporary or permanent suspension of a Diplomate

In the event of an adverse decision by the College, the Secretary shall advise the affected person or the Dean of a college or official of an institution or practice organisation in which the affected training programme is located of the procedure for appealing against the adverse decision.

The College charges a fee, payable in advance, to cover the administrative expenses of any appeal. The fee must be deposited in the bank of the College and a receipt for this sent by the appellant, at the time of submitting the other documentation of the appeal.

9.2 Any candidate who wishes to appeal against the decision on their application for eligibility to sit the examination must do so within 90 days of the post-marked date of their notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President of the College and the Chairperson of the Credentials Committee. The President shall appoint a committee of three Diplomates who are not officers or members of the Credentials Committee or the Education and Residency Committee to serve as an Appeals Committee within 30 days of notice of an appeal, indicating the reason(s) for rejecting the candidate. The complete dossier of the candidate will be provided for the Appeals Committee to review.

The Appeals Committee shall meet and return a verdict within 60 days of its appointment.

9.3 Any candidate who wishes to appeal against the decision on failure in the examination must do so within 90 days of the post-marked date of his/her notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President of the College and the Chairperson of the appropriate Examination Committee. The President shall appoint a committee of three Diplomates who are not officers or members of the Examination Committee to serve as an Appeals Committee within 30 days of notice of an appeal. The Chairperson of the Examination Committee shall submit the examination and scores of the candidate, the complete list of scores of all candidates on that examination, and a statement of the criteria used for the Committee's recommendation for pass and fail to the Appeals Committee indicating the reason(s) for rejecting the candidate. The Appeals Committee shall meet and return a verdict within 60 days of its appointment.

9.4 Any Dean of a college, or official of an institution or practice organisation, who wishes to appeal against the decision on the denial of approval or withdrawal of approval of a training programme must do so within 90 days of the postmarked date of the adverse notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition. The Secretary shall notify the President of the College and the Chairperson of the Education and Residency Committee. The President shall appoint a committee of three Diplomates who are not officers or members of the Education and Residency Committee to serve as an Appeals Committee within 30 days of notice of an appeal. The Chairperson of the Education and Residency Committee shall submit a written statement to the Appeals Committee indicating the reason(s) for denial of approval of the training programme. The Appeal Committee shall meet and return a verdict within 60 days of its appointment.

9.5 Any Diplome, who wishes to appeal against a temporary or permanent suspension decision of the Executive Board, must do so within 90 days of the postmarked date of the adverse notification. The request for appeal must be made in writing to the Secretary and shall include a statement of the grounds for reconsideration and documentation in support of the petition.

The Secretary shall notify the President of the College. The Executive Board shall appoint a committee of three Diplomates who are not officers or members of the Executive Board to serve as an Appeals Committee within 30 days of notice of an appeal. The President of the College shall submit a written statement to the Appeals Committee indicating the reason(s) for temporary or permanent suspension. The Appeal Committee shall meet and return a verdict within 60 days of its appointment.

9.6 After completion of the appropriate procedure as described above the affected party, if not satisfied with the final decision rendered by the ECAWBM Appeals Committee, may request mediation by the European Board of Veterinary Specialisation. The President of the ECAWBM will present the Board's decision to the EBVS who will inform him/her of their decision afterwards. The decision of the EBVS is final.