



EUROPEAN COLLEGE OF

# Animal Welfare and Behavioural Medicine

## CONSTITUTION 2021 THE EUROPEAN COLLEGE OF ANIMAL WELFARE AND BEHAVIOURAL MEDICINE

(Approved 2<sup>nd</sup> October 2020)

### CONSTITUTION (ARTICLES OF ASSOCIATION)

#### **Article 1 Name, place of establishment, language and registration**

- 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 a European Country. The office address may be changed through decision of the executive i.e. the College Board (hereafter sometimes referred to as the "CB").
- 1.3. The College shall be a part of the general scheme for veterinary education in Europe which is coordinated by the European Coordinating Committee on Veterinary Training (ECCVT) and includes the Federation of Veterinarians of Europe (FVE), the European Association of establishments for Veterinary Education (EAEVE), and the European Board of Veterinary Specialisation (EBVS). Specialist Colleges are members of the EBVS.
- 1.4. The language of the College, including all oral and written exchanges, shall be English (UK).

#### **Article 2 Duration**

- 2.1. The College has been set up for an unlimited period.
- 2.2. The College's year, for financial and audit purposes, 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.

#### **Article 3. Mission, Objectives and Resources**

##### **3.1. Mission**

The mission of the College is to contribute significantly to the maintenance and enhancement of the of European Veterinary Specialists in Animal Welfare Science, Ethics and Law and Behavioural Medicine across all European countries at the highest possible level (EQF Level 8) so as to ensure that improved veterinary medical and associated services will be provided to the public.

##### **3.2. Objectives of the College**

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 practise in these fields by:

- a) establishing guidelines for post-graduate education and experience prerequisite to becoming an EBVS specialist in one of the specialties of animal welfare science, ethics and law and behavioural medicine;
- b) examining and authenticating veterinary surgeons as specialists in animal welfare science, ethics and law or behavioural medicine to serve the veterinary patient, its 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;
- d) participating in the development, supervision and assessment of continuing education programmes in animal welfare science, ethics and law and behavioural medicine for the membership of the College;
- e) committing itself to the development of a culture, which recognises the importance of quality, scientific reliability and quality assurance in its activities, and to this end the College shall develop and implement a strategy for the continuous enhancement of quality;
- f) guaranteeing and maintaining the highest level of specialisation in animal welfare science, ethics and law and behavioural medicine, according to the European Qualifications Framework (EQF) Level 8; and
- g) promoting a mutual understanding, harmonisation and cooperation between the 2 sub-specialities within the College to ensure they maintain high standards in all their activities.

### 3.3. Resources

The College is a non-profit organisation and does not pursue any commercial interests.

- a. College funds shall only be spent according to the Constitution and Bylaws of the College. Members and officers of the College shall receive no payment from the funds of the College, except for reimbursement of expenses.
- b. No member or officer of the College shall be favoured by expenditures or excessively high compensations, which are not according to the purposes of the College.
- c. No member or officer of the College shall be favoured within the College's objectives by his or her position within the College's administration.

The College may enlist the services of a secretariat that will be responsible for the operational management of the College Board and support of the College.



## **Article 4: Membership**

### **4.1. The members of the College shall be the following:**

- a. Founding Diplomates ECVBM-CA (2002) and ECAWBM (Animal Welfare Science, Ethics and Law) (2011)
- b Practising Diplomates
- c. Non-Practising (Non-certified) Diplomates
- d. Retired Diplomates
- e. Honorary members
- f. Associate members

### **4.2. Standards for admission to membership:**

- a. The College must only certify veterinarians who have demonstrated fitness and ability to practise the speciality by meeting the established training and/or experience requirements and by attaining acceptable scores on comprehensive examinations administered by the College. They shall also be re-certified at five year intervals.
- b. The College must only certify veterinarians who:
  - 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 by the College Board;
  - ii. meet the educational, training and experience requirements established by the College;
  - iii. have demonstrated satisfactory legal, moral and ethical standing in the profession;
  - iv. have met the minimum publication requirements as defined by the College;
  - v. practise scientific, evidence-based veterinary medicine, which complies with animal health and welfare legislation; and
  - vi. have gained their veterinary degree at least 48 months previously.

**4.3.** 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 (AWSEL) or Diplomate of the European College of Animal Welfare and Behavioural Medicine (BM) in the specialities which have been approved by ECAWBM and EBVS. Diplomates are entitled to use the title of EBVS® European Veterinary Specialist™ in a speciality based on the specialist diploma being awarded by the College

**4.4.** Each Diplomate is expected to actively participate in the scientific and business affairs of the College. Repeated, unexcused or avoidable absences from the Annual ECAWBM meetings may render a member subject to disciplinary action by the College Board.



4.5. Each Diplomate shall fulfil the re-certification requirements of the College. No credit points can be granted for education or training in non-scientific or non-evidence-based medicine, but peer-reviewed<sup>1</sup> published and significant advances in ethics and law are creditable.

4.6. Each Diplomate shall be required to keep records of his/her patients and procedures applied (obligatory for clinical colleges).

4.7. Any Diplomate may be expelled, asked to resign or otherwise disciplined for un-professional, illegal or unethical conduct or other action against the best interests of the College by unanimous vote of the College Board, pending confirmation by the College at the next Annual General Meeting.

4.8. Voluntary cessation of registration by the College requires notice in writing to be received by the Secretary three months prior to the College's Annual General Meeting and will be published at the Annual General Meeting.

4.9. The annual dues (in Euros) of each paying member for the following year(s) shall be determined by the College Board on a proposal by the Treasurer. The proposed dues will be presented to the members at the Annual General Meeting for approval.

## Article 5. Organisation and Officers

5.1. The College shall be composed of the membership groups listed in Section 4.1.

### 5.2. Specialty groups

a) The College comprises a Board with two sub-speciality Executive Groups reporting to it. The recognised disciplines within the ECAWBM are: Animal Welfare Science, Ethics and Law (AWSEL), and Behavioural Medicine (BM).

b) Each sub-speciality Executive Group is *independent*<sup>2</sup> but must act within the Constitution and Bylaws of the EBVS and of the College. Each sub-speciality Executive Group shall elect its own Chairperson who will have a limited 3 year term in that position, with the opportunity for renewal for one further term. Each Executive Group shall comprise the chairs of the sub-committees) Specific Bylaws and Policies and Procedures for each speciality group shall conform to the Constitution and Bylaws of the College and be approved by the College Board.

c) The administration of each speciality group is responsible to the College Board.

d) Speciality groups shall be established by the following process.

1. Recognition as a separate speciality
2. Approval by the College Board of the ECAWBM.
3. Approval by the EBVS.

e) The College Board shall have responsibility for organising, approving and administering all scientific and business matters, including approval of

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<sup>1</sup> *'Peer reviewed' as in the scientific literature to maintain independent scrutiny and high academic standards*

<sup>2</sup> *'independent' in the sense that they are responsible for the administration of the sub-speciality.*



actions of speciality groups that might affect the reputation of the College, its standards and its functions.

f) Future developments may necessitate the adoption of further subspecialty specialisation.

**5.3a.** The Diplomates will elect to the College Board, every two years at the AGM, the following officers:

- Past-President
- President
- Vice-President

**5.3b.** The Diplomates will elect to the College Board, every three years at the AGM, the following officers:

- Treasurer
- Secretary
- The Chairperson of Executive Group for Animal Welfare Science, Ethics and Law
- The Chairperson of Executive Group for Behavioural Medicine

The Chairperson of each sub-speciality Executive Groups may appoint a deputy for College Board meetings.

**5.3c.** The Past-President is customarily the outgoing President and the Vice-President will customarily succeed the President. The Presidency will normally alternate between the 2 sub-specialities. The President will have the deciding vote in the event of a tie. The Secretary and Treasurer are initially elected for a three year period and may be re-elected to one additional consecutive term of a maximum three years.

All officers may not be re-elected to the College Board or a sub-speciality Executive Group in the same position within a six year period of completing their term.

Additional Diplomates, without a right to vote, may be co-opted as observers or advisers to the College Board if there is unanimous agreement of the officers.

**5.4** Two of the following officers together will normally act as representatives of the College: The Past-President, President, Vice-President, Secretary, Treasurer. The 2 representatives on the European Board of Veterinary Specialisation (EBVS) will come from each sub-speciality and will normally be The President and Vice President. They may appoint deputies.

## **Article 6. Annual General Meeting, Quorum and Voting Rights**

**6.1.** The Annual General Meeting of the College will be held each year, normally in conjunction with an appropriate scientific meeting or at some other appropriate meeting agreed upon by the College Board. The AGM may also be held virtually with a secure electronic voting system, if required.



6.2. An Extraordinary Meeting of the College can be called at any time by the College Board, or shall be called by the College 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 College Board members are empowered to summon an Extraordinary Meeting themselves.

6.3. The quorum (see footnote<sup>3</sup>) required for holding a meeting is more than 25% of the voting members of the ECAWBM. When this quorum is not present at a meeting no legal decisions can be made. The College Board decides if the vote is to be taken orally, by a show of hands, or in writing, or electronically. Votes can be: in favour, against or abstention. For all decisions, except as designated elsewhere, a simple majority of the members participating in the vote is sufficient.

6.4. Only certified diplomates are entitled to vote. Non-Practising (Non-Certified) Diplomates, Retired Diplomates, Associate members and Honorary Members are not entitled 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, or proxy voting. Each active Diplomate has one (1) vote.

6.5. The College 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 a secure platform.

6.6. The Secretary of the College shall keep the minutes of every Annual General Meeting. These minutes must be signed by the Chairman (normally the outgoing President) of the Annual General Meeting and the Secretary.

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<sup>3</sup> In law, a **quorum** is the minimum number of members of a deliberative body necessary to conduct the business of that group. Ordinarily, a quorum in a legislative body is normally a majority of the entire membership of the body. Thus, a quorum of a legislative body that has 100 seats would be 51 (more than half of 100), even if some seats are vacant, although many bodies may have a lower or higher quorum. When the quorum is not met, a legislative body cannot hold a vote, and cannot change the status quo. If the quorum is high the danger is that some (probably many) decisions will not be valid.

*Entire membership: The total number of Members (Diplomates) who have the right to vote.*

**Simple majority** of the voting members present means the majority (>50%) of those participating in the vote (which may not be less than the quorum) minus any abstentions. **Absolute majority** of the voting members present means the majority (>50%) of those participating in the vote including those abstained. **Absolute majority** of the entire membership means the majority (>50%) of the total number of the members who have the right to vote, irrespective of the number of those participating in the vote or abstaining.

**Example:** 100 voting members present, 30 abstained. The simple majority is 36 (70/2 + 1), but the absolute majority is 51 (100/2 + 1). If there are no abstentions, simple=absolute majority. If the members of a College are 150 and those participating in the vote are only 100, the absolute majority of the entire membership is 76 (150/2 + 1), irrespective of whether there are any abstentions.



### **Article 7. Amendments to the Constitution**

Proposed amendments to this Constitution shall be submitted to the President at least 3 months prior to the AGM. Any proposed amendment shall be distributed (by letter or electronic mail) to the membership with a recommendation by the College Board, 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 participating in the vote (including those who abstain) shall be required for adoption.

### **Article 8. Dissolution of the College**

In the event of dissolution of the College, or the College losing its status as a non-profit organisation, the distribution of all assets shall be determined by the Annual General Meeting, as far as possible consistent with the objectives of the College.

### **Article 9. Bylaws**

The ECAWBM College Board may make and change bylaws which help regulate issues that may be prescribed, or insufficiently prescribed, in the Constitution. A bylaw shall not contain any provisions that violate EU or national law, or this Constitution. Changes to the Bylaws should be circulated to the diplomates and two months allowed for comment, after which the College Board will have one month to make a final decision on any changes.

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

### **BYLAWS 2020**

**(Approved 2<sup>nd</sup> October 2020)**

### **Article 1. General Assembly (Annual General Meeting)**

#### **1.1**

It is the duty of every practising Diplomate to attend the Annual General Meeting (AGM), either in person or electronically, at least once every three years. If the Diplomate has not attended the AGM for three consecutive years, without previous dispensation from the College Board, the registration as a practising Diplomate ceases by default.

#### **1.2**

The AGM is the senior legislative body of the College and has the following duties:

- a) To determine and update the Constitution, Bylaws, and Policies and Procedures.
- b) To elect the Officers and Auditors.



- c) To take action on the auditors' report.
- d) To formally approval the business conducted by the College Board during the preceding year.
- e) To act on business, presented by the College Board or as required by the Constitution.
- f) To establish membership dues for the forthcoming year(s).
- g) To consider expulsion of Diplomates and other members
- h) Any other business.

## Article 2. Membership

### 2.1 Standards for admission to membership

- a. The College must only certify veterinarians who can satisfy the following requirements.
  - i. Meet the educational, training and experience requirements established by the College.
  - ii. Have attained acceptable scores in comprehensive examinations administered by the College, except as defined in 2.2.1 and 2.2.2 below, and in the EBVS Policies and Procedures on non-Europeans.
  - iii. Are licensed to practise or are eligible to be licensed to practise in a European country, except as defined in sections 2.2.1.vi and 2.2.2 below: applicants may be relieved of these requirements in exceptional cases.
  - iv. Have demonstrated fitness and ability to practise the speciality.
  - v. Have demonstrated satisfactory moral and ethical standing in the profession.
  - vi. Have met the minimal publication requirements as defined by the College (at least two peer-reviewed publications in international refereed journals).
  - vii. Practise scientific, evidence-based veterinary medicine, or in the case of ethics and law the equivalent, which complies with animal welfare legislation.
  - viii. Have gained their veterinary degree at least 48 months previously.
- b. The College may also certify veterinarians who have passed the College's examinations, which they were allowed to sit when judged to be internationally recognised in the College's fields by the sub-speciality Credentials Committee and the College Board. Applicants must be licensed to practise or eligible to be licensed to practise in a European country, although they may be relieved of this requirement in exceptional cases.

**2.2 Founding Diplomates** shall be members of the Interim Executive Committee recognised by the EBVS (2.2.1) , and subsequently those appointed *de facto* (2.2.2).





### **2.2.1 Members of the Interim Executive Committee (for a new sub-speciality):**

A member of the Interim Executive Committee is a Founding Diplomat that is not required to submit to examination to become a Diplomat. Membership of the Interim Executive Committee status is only granted by the EBVS at the time the College is being established to a small number (7-10) of individuals, whose task is to conduct the business of the College after provisional recognition is achieved.

The Interim Executive Committee of the College should normally exist for a period of up to five years and members must meet the following criteria:

- i. be initiators in their field;
- ii. have achieved distinction in the field, and have qualifications achieved by training and experience far exceeding those proposed as necessary for candidates to take the certifying examination of the organisation;
- iii. be internationally recognised as a qualified specialist by peers, and:
  - a) have at least ten years experience practising the speciality, and by teaching, research, and practice have contributed significantly to the development of the speciality,
  - b) have advanced training (at EQF Level 8) in the speciality; have demonstrated competency through teaching, research and practice in the speciality to which the individual devotes most of his or her professional time,
  - c) be the author of at least ten significant publications in peer-reviewed journals resulting from research or practice in the speciality or providing evidence for substantial equivalence;
- iv. be uncontroversial to the majority of the membership;
- v. spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours for, at least, the last 10 years;
- vi. be practising in Europe;
- vii. practise scientific, evidence-based veterinary medicine, or in the case of ethics and law the equivalent, which complies with animal welfare legislation;
- viii. display a willingness to contribute to the growth of the College (e.g. by training residents);
- ix. apply high level knowledge and skills at the forefront of his/her specialist area of (name of specialism) to their own professional work;
- x. perform at a high level of competency through teaching, research and practice in their speciality area;
- xi. promote aptitude and proficiency in the field of (name of specialism); and
- xii. demonstrate the ability to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist clients and audiences.

### **2.2.2 Diplomates recognised as 'de facto':**

A Diplomat recognised as 'de facto' is a Founding Diplomat that is appointed by the Interim Executive Committee. *De facto* Diplomates are not required to submit to examination to become a Diplomat but they are expected to contribute to the running of the College and the training of residents.

Recognition of a small number of *de facto* Diplomates is possible up to five years after the EBVS has granted provisional recognition. To be appointed one must



meet similar criteria as Members of the Interim Executive Committee (Section 2.1.1.i-xii above), including a letter of support from two senior colleagues or authorities (for the procedures to be followed see Interim Rules and Regulations, pages 23-24).

### **2.3 Diplomates: Practising/Active**

A Diplomate is a veterinarian who has passed the certifying/examination procedure of the College and, if practising, is entitled to be awarded the title of EBVS® European Veterinary Specialist™ in Animal Welfare Science, Ethics and Law OR EBVS® European Veterinary Specialist™ in Behavioural Medicine. Diplomate status at more than one College or in more than one speciality is allowed. However, registration as an EBVS® European Veterinary Specialist is limited to one speciality. Such practising diplomates have to be recertified every 5 years.

### **2.4 Diplomates: Non-Practising, Non-Recertified, and Diplomates practising in more than one speciality (Double Diplomates)**

A Diplomate who: (i) has not practised the speciality for two continuous years or the equivalent of two years during the previous five years; or (ii) has not fulfilled the requirements for the re-certification procedure; or (iii) has not attended an Annual General Meeting for three years without previous dispensation from the College may be removed from the EBVS specialist register. A Non-Recertified Diplomate is not allowed to use the title 'EBVS® European Veterinary Specialist™ in....' nor 'Diplomate' but such persons may use the title 'Diplomate (non-recertified)'.

A non-practising Diplomate seeking to revert to the status of an EBVS® European Veterinary Specialist™ needs to satisfy the relevant sub-speciality Credentialing and Re-Certification Committees of the College and the College Board.

A practising Diplomate in a second speciality (e.g. because they cannot meet the 60% time requirement) seeking to retain their Diplomate status in that speciality needs to satisfy the relevant speciality Credentialing and Re-Certification Committees of the College of the second speciality that they can meet the necessary standard for a practising diplomate but cannot use the EBVS® European Veterinary Specialist™ title, but may use the title of Diplomate in that second speciality.

### **2.5 Retired Diplomates:**

A Diplomate who voluntarily stops permanently and irrevocably practising is entitled to Retired Diplomate 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, sub-sections 3, 4, 5 and 6 of the Constitution of the College. A Retired Diplomate is not allowed to use the title EBVS® European Veterinary Specialist™ in ... nor Diplomate, but may use the title 'Diplomate (Retired)'. The Retired Diplomate is removed from the EBVS



specialist register. Retired diplomates have also to attend the AGM every 3 years to maintain their status but need not to be recertified.

## 2.6 Honorary Members

The College may confer 'Honorary Member' status on any persons who have made exceptional contributions to the Animal Welfare Science, Ethics and Law or Behavioural Medicine. Honorary Members, who are Diplomates, shall have all the rights and privileges of Diplomates. Honorary Members who are not also Diplomates, shall have all the rights and privileges of Diplomates except the right to vote and hold office. The number of Honorary Members shall not be more than 5% of the total number of College Diplomates. Nomination for Honorary Member status necessitates proposal by two Diplomates of good standing. The proposal should be written and forwarded to the College Secretary. It must contain such information relating to the activities of the nominee as required by the College Board.

Election of an Honorary member shall be by at least a two-thirds vote of the College Board, and by at least a two-thirds majority of the voting members present (including those abstaining) at the Annual General Meeting of the College.

## 2.7 Associate Members

The College may confer 'Associate Member' status on scientists who have contributed significantly to research in veterinary medicine. Admission criteria for Associate Members are defined by the College Board. These criteria have to ascertain that only scientists of international repute who are active in the field covered by the College are admitted as Associate Members. Moreover, the following conditions shall apply.

- a) Associate Members are not conferred any diplomas and are not entitled to use the designation of 'Diplomate' or 'EBVS® European Veterinary Specialist™ in ...'.
- b) Associate Members are actively encouraged to participate in the training of residents together with Diplomates of the College. However, Associate Members are not entitled to act as resident supervisors without a Diplomate practising in that speciality being responsible for the training programme.
- c) Associate Members are not allowed to hold office within the College or to vote at the Annual General Meeting. They can be co-opted to College committees as advisors.
- d) Associate Members are encouraged to participate in scientific meetings and workshops organised by the College.
- e) Associate Members are not allowed to advertise their title.
- f) Associate Members should be re-registered by the sub-speciality Executive Group every 5 years.



## **2.8 Re-certification**

Each Diplomate is required to send in a summary of his/her professional activities every 5 years. The format of this summary has to be approved of by the EBVS. The summaries will be evaluated by the sub-speciality Re-certification Committee (this may be the same committee as the Credentials Committee). In addition, Diplomates should ask two senior colleagues or authorities to send to the College a letter of reference certifying that the Diplomate in question has been active in practising his/her speciality for the last 5 years at the specialist level (see EBVS Policies & Procedures 2016, Policies II.H, Appendix 1.23, and Appendix 7). The type of the reference letter shall be according to the EBVS Policies and Procedures. Self-certification of the members of the committee responsible for re-certification must be avoided.

## **2.9 Cessation of registration of Diplomates**

Registration as a practising Diplomate ceases by default when the speciality is practised insufficiently, see Section 2.4 above.

## **2.10 Advertising and Directory Listings**

1. Practising Diplomates may use the title “Dip./Dipl./Diplomate of the European College of Animal Welfare and Behavioural Medicine (AWSEL or BM). If listed as a specialist by the EBVS they may use the title “EBVS® European Veterinary Specialist™ in Animal Welfare OR EBVS® European Veterinary Specialist™ in Behavioural Medicine.

2. The use of other terms such as “board eligible”, as an indication of special qualification, is potentially misleading to the public and therefore must not be used in any public communication or other solicitation.

4. Non-practising or retired Diplomates, associate members, and honorary members are not allowed to use the title or ‘EBVS® European Veterinary Specialist™ in ....’ unless they are also practising and certified diplomates of the College

## **Article 3. Duties of Officers.**

The phrases “the Board”, the “Executive committee” or the “Council” are all the same and are hereafter to be referred to, in this and other documents of the EBVS, as the ‘College Board’. Detailed duties for the College Officers are described in the P&Ps. Rotation of the non-presidential officers should allow for continuity of experience.

### **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.

### **3.2 Vice-President:**

The Vice-President (or the Past-President) shall perform the duties of the President in his/her absence or inability to serve. The new President will be



elected at the next AGM so the normal rotation referred to in the Constitution Clause 5.3 is maintained. The Vice-President shall, usually, succeed to the Presidency at the end of the normal up to 2 year term or earlier should the office fall vacant

### **3.3 Secretary:**

The Secretary shall attend to the correspondence of the College, keep and publish annually lists of Diplomates in all categories, including Honorary and Associate members, 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, furthermore, perform the usual duties of a Secretary. The Secretary shall submit the Annual Report of the College to the EBVS by the 15th January of the following year. The minimum term of office of the Secretary shall be 2 years and a maximum 6 years.

### **3.4 Treasurer:**

The Treasurer shall advise the College on all financial matters on a regular basis in order to meet the College Board's legal responsibilities. He/she shall arrange for the safekeeping of all funds, 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. The minimum term of office of the Treasurer shall be 2 years and a maximum 6 years.

### **3.5. Past-President:**

The Past-President shall advise the President and participate in College Board meetings.

### **3.6. Executive Group Representation**

The Chairs of the sub-speciality Executive Groups shall become members of the College Board. They will represent their speciality and notify the College Board of their activities and bring to attention any points that need ratification including appointment of sub-speciality Executive Group Members, sub-committee members, and any other matters that potentially might lead the College to be in conflict with EVBS Policies and Procedures.

### **3.7 Vacancies amongst the officers:**

Vacancies occurring on the College Board shall be filled by election of a member via an electronic vote or at the next Annual General Meeting. Members of the College physically attending the AGM will decide whether it will be by secret ballot, or a show of hands. If an electronic AGM, a form of voting acceptable to a majority of members of the College attending the meeting will be held. Any member elected to fill a vacancy shall hold the office until expiry of the term in which the vacancy occurred.



## Article 4. Committees

### 4.1 College Board

The College Board shall consider all the business and policies pertaining to the affairs of the College. More specifically, 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 sub-committees of the Executive Groups. It shall determine the time and place of College Board meetings and the Annual General Meeting. It shall determine the fees for application, examinations, registration, and other fees, and direct the management of funds held by the College. It shall receive reports from the Executive Speciality Groups on their activities ensuring that such activities do not contravene the letter or the spirit of the EBVS policies and procedures. It shall form the following sub-committees for advice.

4.1.1. Congress Sub-Committee: will recommend to the College Board, the venue for the Annual Congress and make the necessary arrangements with the local organising committees and any other affiliated organisations. The Congress Sub-Committee will have representatives from both sub-specialities (AWSEL and BM), normally by 2 persons from the presidential line.

4.1.2. Finance Sub-Committee: shall comprise the President, the Treasurer and a third College Board member and advise the Board on all financial matters concerning the College. Other College Board or outside members may be co-opted to assist. Such appointments are for one year only, and may be renewed annually.

#### 4.1.3. Nominations Committee

The Nominations Committee shall be composed of three members appointed by the College Board at least six months before the elections. The Committee shall prepare a list of candidates for the election to the vacant posts on the College Board at least 3 months before the elections and after consulting with the sub-speciality Executive Groups and as well as making a written call for candidates to all Diplomates at least three months before the elections. The Nominations Committee shall select at least one nominated candidate for each vacant officer position and communicate the names to the College Board. The list of nominees should be known by the Diplomates 30 days before the elections. The Committee will report their considerations to the College at the Annual General Meeting. If no nominations have been made, nominations may be made from the floor. The Nomination Committee shall take into account the replacement of Board members to ensure that sufficient experience remains in the College Board at any one time.



## 4.2. Sub-speciality Executive Groups of the College Board

Each Sub-speciality Executive Group reports to the College Board and comprises the chairs (or nominees) of its standing sub-committees, (*ad hoc* members may be appointed on an annual basis). Each Executive Group will make nominations to the College Board for the appointment of officers but due regard must be given to rotation of members to ensure adequate continuity of skills and experience, including extending terms of office. Some decisions of the Executive Group may have to be endorsed *and approved* by the College Board to ensure compliance with the EBVS rules and regulations *and the best interests of the College*.

The members of a Sub-speciality sub-committee may be re-appointed for 1 further term of 3 years. Associate members may also be appointed, as well as *ad hoc* members. There should be a position of vice-chair for ensuring a smooth succession and for contingency.

### 4.2.1 Education Sub-committee

The Education Committee shall be composed of at least three members for a term of three years. The senior member of the committee in terms of service shall serve as Chairperson, unless the Executive Group decides otherwise. The Education Sub-committee is responsible for setting criteria for the residency programmes, for approving the programmes and their sponsors, and for monitoring each resident's progress through the receipt of regular reports. This Committee will maintain lists of approved residency programmes, approved supervisors and current residents.

The Education Sub-committee will receive the required periodic reports from 'directors' of resident training on:

- a) the annual progress of each candidate in every residency; and
- b) details of each standard residency programme, in the form of an initial report with update and re-examination every five years. The Education Sub-committee will attest the adequacy of each programme when they approve the report.

### 4.2.2. Credentials Sub-committee

The Credentials Sub-committee may be combined with the Re-Certification Committee (see 4.2.4). The Credentials Committee shall comprise at least three members appointed by the Sub-speciality Executive Group for a term of three years. The Credentials Sub-committee may co-opt Diplomates to assist in the process of approving the credentials submitted by the candidates wishing to sit the exams. Such appointments are for one year only, although they may be renewed annually.

The senior member of the Sub-committee in terms of service shall serve as Chairperson, unless the Sub-speciality Executive Group decides otherwise.



The duties of the Credentials Committee will be as follows:

- 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.

#### **4.2.3. Examination Sub-committee**

The Examination Sub-committee shall consist of at least three members appointed by the Executive Group for a term of three years. Normally, one member will be replaced each year. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Group decides otherwise. The Examination Sub-committee may co-opt Diplomates as 'examiners' to assist in the examination process. Such appointments are for one year only, although may be renewed annually.

The Examination Sub-committee is responsible for the preparation and administration of diploma examinations. Results of the examinations shall be forwarded by the Chair to the College Board with recommendations regarding the awarding of diplomas.

Normally no member of the Executive Group or member of the Credentials or the Education Sub-committees shall act as an 'examiner'.

#### **4.2.4. Re-certification Committee**

The Re-certification Committee shall consist of a minimum of three members appointed by the Executive Group for a term of three years. The senior member of the Committee in terms of service shall serve as Chairperson, unless the Executive Group decides otherwise.

The Re-certification Committee shall evaluate the Diplomate status of every Diplomate every five (5) years complying with the EBVS re-certification requirements.

### **4.3 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 Treasurer. The Auditors' report, and the Treasurer's report regarding the financial status of the College, will be presented for approval at the AGM. Only after the Auditors' report, can the AGM discharge the Treasurer for his/her annual report. The College may appoint external professional auditors.





## 4.4 Indemnification

Members of Committees will receive cover from the College's insurer for inadvertent actions.

## Article 5. Diploma

### 5.1 Qualifications to sit the diploma examination

1. To be allowed to sit the examination an applicant must give evidence of satisfactory completion of an approved training period of at least 4 years, prior to the deadline for submission of the credentials. This must cover general veterinary education, training and practice, as well as the special education, training, and practice of Animal Welfare Science, Ethics and Law, or Behavioural Medicine, both after the date of graduation from a veterinary school. The following sequence of training is to be used:

- a) A first period of a minimum of one year must be a rotating internship, or its equivalent, as defined by the College's speciality Education Sub-committee.
- b) A second residency period shall comprise a minimum of 3 years postgraduate training programme under supervision of a Diplomate of the Animal Welfare Science, Ethics and Law or Behavioural Medicine

This residency period may constitute:

- i) a standard residency training programme, which is the minimum and most time efficient education and/or training under appropriate supervision that will qualify a candidate for examination. The student enrolls on a 3-year approved veterinary residency programme at an approved residency training centre. These programmes are offered on a routine and regular basis without modifications for particular applicants.
- ii) In other cases, a candidate whose circumstances do not permit enrolment in a standard residency programme may submit an equivalent, alternative programme, in cooperation with his/her supervisor, the College, and the resources available to the individual, for advanced study and experience. An Alternative Residency Programme is a tailor-made individual programme including short training courses, periods of work experience and a relevant research project. (see P&Ps)

In addition, all categories of candidates shall meet the requirements for publications in Animal Welfare Science, Ethics and Law or Behavioural Medicine, which are laid down by the EBVS as a minimum of two peer-reviewed papers (either published or "In Press" or accepted for publication) in international peer reviewed journals:

- one (1) original, internationally peer reviewed paper of which the applicant must be the principal author and accepted by a refereed scientific 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 or original paper of which the applicant is author or co-author and accepted by a refereed scientific journal, [Optional: which includes an extensive, informative English written summary and is indexed in the publication databases CAB or PubMed]

If such publications are appropriate for other fields of study (e.g. ethics and law) then an alternative publication mode that is substantially equivalent can be submitted. For example, government reports, law reports, ethics discourses in an ethics journal or book, but it must have the critical elements of being independently refereed and to a suitable academic international standard as determined by the appropriate College Credentials Sub-Committee.

## 5.2 Residency training programmes

### 1. Introduction

a. A residency shall be advanced training in Animal Welfare Science, Ethics and Law or Behavioural Medicine, which may or may not lead to certification by the College. An approved Residency Programme must be conducted under the direct supervision of one or more practising Diplomate(s) of the College.

b. The goal of a residency programme must be to end up with Diplomates who have developed self-confidence, self-criticism and sense of responsibility that are essential for the practise of the speciality.

c. Residency programmes should strive to train specialists who have demonstrated to have the proper intellectual qualities, professional and technical skills, as these are described in the College's P&Ps. Moreover, residency programmes must aim at the development of a culture, which recognizes the importance of continuous professional development. Training shall be given on full-time basis at approved centres. Residents must devote all his/her professional activity to their practical and theoretical training throughout the entire year, in accordance with the procedures laid down by the College.

d. Approval of veterinary residency programmes is the responsibility of the College and all residency programmes must be approved by the relevant committee before they start.

e. All training and/or experience requirements and all prerequisites for examination eligibility must be relevant to the assessment of applicant's qualification.

f. There shall be no restriction on training institutions as long as they meet the requirements for approved residency.

g. Residents must spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours.

h. A supervisor shall have no more than two (2) residents; in exceptional cases the Education Committee can allow three (3) residents, for a restricted period.



i. The College only accepts Residents that received their veterinary qualification from an EAEVE-approved establishment unless relieved of this obligation by the Education Sub-committee and approved by the College Board.

j. The College will hold a register of residents.

## 2. Standard Residency Training Programme

a. A standard residency training programme takes place in an institution (“approved centre”) that provides satisfactory evidence proving that they offer sufficient facilities, services and a programme that fulfils the necessary criteria to be approved as a training centre offering a standard residency training programme. Approval is granted for a five-year period, and re-approval by the speciality Education Committee is necessary every five years thereafter.

b. The minimum length of a residency programme is three years.

c. The period can be taken consecutively. The Credentials/Education committee can allow the training to take place on a part time basis as long as the total time is equivalent to at least three years, and the total time does not exceed six years. In case of parental leave, illness or under exceptional circumstances a prolongation is possible. The duration of the prolongation has to be agreed by the Credentials/Education sub-committees of the sub-speciality.

## 3. Alternative Residency Training Programme

A veterinarian whose circumstances do not permit enrolment in a standard residency programme may submit an alternative programme to the College, in conjunction with his/her supervisor, outlining the resources available to them, for advanced study and experience. The alternative programme is not approved for a training centre or for anyone other than the Resident in question. The alternative programme must be approved by the College before the Resident embarks on it, and the total length of this programme cannot be shorter than a standard residency programme. The total time of an alternative programme must normally not exceed six years. A resident on an alternative training programme must spend the equivalent of at least 60% of 3 years working in the practice of Animal Welfare Science, Ethics and Law or Behavioural Medicine under direct supervision of a Diplomate of the College.

The precise form of each individual programme is at the discretion of the Education Sub-committee of the sub-speciality and approved by the College Board.

## 4. Criteria for and approval of Residency Training Programmes

The College shall establish guidelines for those residencies that are approved as appropriate training for candidates seeking speciality certification. Detailed description of these guidelines (including the requirements and the procedures



for approval of and admission to the residency programmes) shall be published in the P&Ps of the College. All these guidelines must be in line with the 2017 EBVS Policies and Procedures (Policies II.E.4, and Procedures II.C).

### 5.3 Examination

1. Before sitting an examination, the applicant's credentials must be evaluated by the speciality Credentials Sub-committee, and they must sign the Honour Code
2. The examination may consist of written, oral and/or practical parts. The candidate having fulfilled all qualifications to sit the examination, at the discretion of the Credentials Sub-committee, is allowed to sit all parts of the examination in one session. However, the parts of the examination may be taken separately and do not need to be taken all at the same time.
3. Judgment must be incorporated into examinations, assessing not just what the candidates know but what they would do with that knowledge, i.e. they have to be able to apply that knowledge in practice.
4. It must be made known to the candidates in advance in what way the different parts of the examination will be evaluated.
5. All parts of the examination must be held at all times under the direct supervision and physical presence of members of the Speciality Examination Sub-committee or trained invigilators, or other approved form of proctoring. In line with modern best practice, an invigilator must not be otherwise occupied during the examination and must not leave the room during the examination without another invigilator replacing him/her.
6. Candidates should be informed prior to the examination of the pass mark, or, if this is not determined in advance, the method of setting the pass mark.
7. The College shall promptly report to applicants or candidates details concerning any deficiencies in credentials or preliminary examination results that prevent them from sitting the examination or being certified by the College.
  - a. A time limit for such communications must be established and published by the College;
  - b. The results of the examination must be announced to all candidates on the same date;
  - c. The time between the speciality Credential Sub-committee's decisions and the examination date must be sufficient to permit consideration of possible appeals against a decision of the Credentials Sub-committee.
8. The Examination Committee will keep the names of all candidates confidential except those that have passed. Examination questions must be kept confidential by all Colleges and released only at the examination, with the exceptions of those published as model questions as a guideline to candidates, and during an appeal procedure, as outlined in a College's Bylaws and Policies and Procedures. Candidates must keep questions confidential throughout the examination



period. The identity of the candidates for grading should not be made known to the Examiners, as far as is practically possible.

9. Personal conflict between examiner and candidate, or the appearance of any conflict that could affect the result of examinations must be stringently avoided.

10. The examination shall be taken in English only; the use of non-medical or other approved dictionaries during examinations. A non-medical interpreter during oral examination is permitted.

11. The candidate shall submit the non-refundable examination fee, which shall be determined annually at the AGM.

12. Candidates must pass the examination within eight years of completion of the residency programme. Candidates must be informed that they may sit the different parts of the examination on four (4) occasions only.

13. Further details for the administration and conduct of the qualifying examination must be provided in the Policies and Procedures of the College.

14. Any change in the procedure of the examination should be notified to the EBVS.

## **Article 6. Finances**

### **6.1**

- a. The College is a non-profit organisation and avoids contracts or agreements leading to activities outside the scope of the stated objectives of the College.
- b. College funds may only be spent according to the Constitution. Members or officers of the College receive no payment from the funds of the College, except for expenses.
- c. The expenses of the College shall be met through various sources of income.
  - i) Donations from companies and international organisations.
  - ii) Income from educational meetings organised by the College.
  - iii) Investment income.
  - iv) Annual dues.

### **6.2 Financial Year**

- a) 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.
- b) 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 at least 30 days prior to the AGM.



### **6.3 Annual dues**

The annual dues (in Euro) of each paying member for the following years shall be determined at the AGM. Dues are payable by January 1st of each year.

Members shall be adjudged delinquent if they are one year in arrears, and may be voted for removal by the membership if two years have elapsed without payment.

A Retired Diplomat of the College shall be required to pay no fees or reduced dues but no EBVS fee.

A Non-Practising Diplomat of the College shall be required to pay reduced dues, but no EBVS fee.

Honorary Members will not be required to pay dues to the College.

The Associate Members may pay normal dues but no EBVS fee.

### Section 6.4 [Optional, but highly recommended]

The College is required to maintain insurance, to indemnify itself against legal costs.

## **Article 7. Meetings**

The College Board or the Chairs of the sub-speciality Executive Groups shall meet with the chairpersons of the 4 sub-committees at least once annually between consecutive Annual General Meetings, or when judged appropriate by the College Board.

## **Article 8. Amendments**

These Bylaws may be amended at any Annual General Meeting (or via an electronic vote) 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 College Board. Proposed amendments shall be distributed (by letter or electronic mail) to the membership within thirty (30) days prior to the Annual General Meeting.

The EBVS shall be notified of all changes in the Constitution, Bylaws, and Policies and Procedures at the time of the next College Annual Report.

## **Article 9. Appeals Procedures**

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.
- Appealing against an appeal outcome.

The Appeals Procedures must be a part of the Bylaws and/or the Policies and Procedures of the College.

Each College is responsible for the full implementation of its appeals procedures to ensure due process. These procedures and decisions should be fair and reasonable for all parties, in keeping with the objectives of the College and the goals of EBVS.

Changes in appeals procedures should be reported to the EBVS as part of the Annual Report.

#### I. Appeals Committee

The College's Procedures will provide 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 members of the College Board or members of the relevant committee whose decision is being questioned, who shall have had no prior involvement with the case, and who shall have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

#### II. Communication of the right of Appeal

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

III. Grounds of Appeal: the College must provide for Appeals to be made on the following grounds:

1. That the College failed correctly to apply its own or EBVS's published rules, procedures or criteria relevant to the decision in question.
2. That the College's published rules, procedures or criteria were not compliant with the Policies and Procedures of the EBVS.

or

3. That the College imposed a sanction that was disproportionate to the gravity of the adverse decision against the Appellant.



#### IV. Commencing an Appeal Process

1. The College must require an Appeal to be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents. Deadlines are provided for administration purposes but may be varied in exceptional circumstances.

2. The College must allow Appeals to be made for at least 60 days but no greater than 90 days after the postmarked date of the letter communicating the relevant adverse decision (or if sent by email the date on which the email was sent). In particular, an appeal against a decision of denying acceptance of the credentials may be submitted after a minimum of one week and a maximum of three weeks following the official announcement of the decision of denying acceptance of the credentials of a resident to sit the examination.

Submission of an appeal to the College must be accompanied by a deposit of to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay his/her deposit within four weeks of receiving an invoice for the estimated costs then this will be deemed an admission of liability. The deposit is re-paid in full, in case the appeal is accepted. In case of the appeal's rejection, all the costs relating to the appeal shall be made by the appellant. Any remaining deposit will be re-paid to the appellant together with an itemization of the costs retained.

3. The College must acknowledge receipt of an Appeal within 10 working days.

(i) Within 20 working days of its receipt by the College the Appeal must be considered by an Executive Officer of the College nominated by the President, who 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. If such a person does not exist, then the EBVS will be consulted for advice. The nominated Executive Officer 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. 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 to consider the Appeal must 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 Officer of the College to whom the Appeal was sent 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 an adverse decision by the College Board on non-appealable grounds (e.g. extenuating circumstances of personal difficulty, etc.) a 'Complaint' will deem to have been lodged.

9. If no proper ground of Appeal is identified the case will be considered as a Complaint. A Complaint will be handled by the President if not involved in the original appeal, or another member of the College Board designated by the President not involved in the original appeal. Alternatively, a Complaint committee may be formed. The President or his/her nominee or Committee (who shall not have any 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 a recommendation to its resolution must be made by the nominated person(s) or the Complaints Committee. 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.

## V. Conduct of an Appeal Process

1. A College must within its Appeals Procedures provide a process by which the Appeals Committee will conduct the Appeal. A College must require all Appeals to be conducted in all due confidence.

2. The Appeals Committee must be able to request information relevant to its consideration 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 an adverse 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 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.

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. 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 the sanction.

7. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chairperson to have the casting vote if necessary. In communicating the decision of the Appeals Committee, the Chair will give reasons for the decision.

8. The Appeals Committee must deliver its decision on the Appeal to a nominated Executive Officer of the College within 90 days of the date of receiving all the papers relating to the dispute under 'IV.7' above. 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 communicate the decision, via electronic means and in addition, if there is no satisfactory confirmation of receipt, via registered post, to the Appellant, within 30 days of receipt of the Appeal decision.

9. If the Appellant is not satisfied with the outcome, he/she may appeal to the European Board of Veterinary Specialisation (EBVS). The procedure to follow is detailed within the Policies & Procedures of the EBVS, which may be found on the EBVS website ([www.ebvs.eu](http://www.ebvs.eu))'



## Interim Rules and Regulations

### Article 1: Interim Executive Committee of the College

#### Section 1:

The Interim Executive Committee shall elect the President, the Vice President, the Treasurer, and the Secretary of the Committee to serve for a maximum period of five years.

#### Section 2:

Within five years after foundation of the College, an executive committee of the College will be elected to draw up and conform with the Constitution and Bylaws of the College based on the models provided by the EBVS.

#### Section 3:

The officers and the Members of the IEC shall perform their duties as closely as possible and conform with the Constitution and Bylaws of the College.

#### Section 4:

The Interim Executive Committee and the Members of the IEC shall prepare the definitive organisation of the College according to the Constitution and Bylaws of the College.

### Article 2: Founding Diplomates

#### Section 1:

The Members of the Interim Executive Committee together will act as an interim credentials committee and examination committee for veterinarians who wish to be considered for *de facto* recognition as Diplomates.

#### Section 2:

The Members of the Interim Executive Committee shall only consider veterinarians for *de facto* recognition as Diplomates if they meet the relevant criteria in the Bylaws of the College (Article 3, section 3.1.1 and 3.1.2).

### Article 3: Procedure for *de facto* recognition of Diplomates

#### Section 1:

Application for *de facto* recognition is possible for up to five years after the provisional recognition of the College. The Interim Executive Committee (IEC) will invite veterinarians to apply for *de facto* recognition if they consider that they meet the relevant criteria in the Bylaws of the College (Article 3, section 3.1.1 and 3.1.2).

#### Section 2:

Applicants should submit their application to the Secretary of the IEC. The application should include a curriculum vitae, a description of the way



training and expertise has been acquired, a description of the way in which the speciality is currently practised, a list of publications, a list of activities that convey the level of his or her professional work, an estimate of how much time is spent in the speciality (hours per week) and a letter of support from two senior colleagues or authorities. From this information it should be clear whether the applicant meets the relevant criteria in the Bylaws of the College (Article 3, section 3.1.1 and 3.1.2).

#### Section 3:

Initially each applicant will be considered by a committee consisting of three members of the IEC, of which one should preferably be from the same country as the applicant, and an experienced Diplomat of another College. The members of the committee prepare a proposal for decision on recognition by all Members of the IEC.

When the application is highly convincing, the committee can advise the IEC to recognise the applicant as a *de facto* Diplomat, entitled to become a Founding Diplomat of the College. If their decision is negative or unsure, it is forwarded to the IEC for decision. An affirmative vote of two-thirds of the entire IEC membership shall be required for adoption.

A newly recognised *de facto* Diplomat may act as one of the three members of the committee who, along with the external evaluator, will evaluate new applications, as described above.

#### Section 4:

When the decision of the IEC for further consideration is positive, the three Members of the IEC may visit the centre of the applicant to observe procedures, equipment, records, etc.. At this stage also the members of the committee can conclude that the applicant's qualifications are sufficient to advise the IEC as a whole to recognize the applicant.

Unsuccessful applicants for *de facto* recognition will have either to sit the College's examinations for Diploma or undergo some other test at the discretion of the IEC.



## Appendix 1 Quality Assurance

*The mission of the College is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists in the European College of Animal Welfare and Behavioural Medicine (hereafter referred to as “the College”) across all European countries at the highest possible level so as to ensure that improved optimal veterinary medical services will be provided to the public.*

1. Towards achieving this goal, the College imposes special training beyond the professional veterinary degree to enhance the ability of candidates to meet certification requirements and to update the competence of specialists, and has:
  - a. established a policy and associated formal mechanisms for the approval, periodic review and monitoring for the assurance of the standards and quality of the programmes and awards is offering;
  - b. established a system of collection, analysis and use of up to date, impartial and objective, relevant information for the effective management of the training programmes and other activities of the College, to be regularly submitted to the EBVS;
  - c. established a clear policy and the procedures, including a re-evaluation form, for re-certification of the Diplomates for membership of the College every five years;
  - d. conflict of interest avoidance mechanisms in place on all levels, e.g. applications for enrolment as a resident, approval of residency programmes, approval of credentials, examinations, appeals procedures and so on; and
  - e. established a policy and the procedures for complaints or appeals, and disciplinary actions against Diplomates or Residents/Candidates.
2. Moreover, working under the umbrella of the European Board of Veterinary Specialisation, the College also contributes to its goals by ensuring that:
  - a. the College commits itself to the development of a culture, which recognises the importance of quality, and quality assurance, in its activities, and to achieve this, it develops and implement a strategy for the continuous enhancement of quality;
  - b. the interests of society and veterinary profession in the quality and standards of specialist education and training are safeguarded;
  - c. any specified experience requirement is clearly defined, relevant to the objectives of the speciality, and amenable to evaluation;
  - d. a strategic plan will be developed every ten years;
  - e. the strategy, constitution/bylaws, policy and procedures, and all major documents of the College are publicly available;
  - f. residents are assessed using published criteria, regulations and procedures which are applied consistently;
  - g. staff involved with the training of residents are qualified and competent to do so; and
  - h. the resources available for the support of resident learning are adequate and appropriate for each programme offered.



### **Accountability procedures**

The College has in place its own procedures which include the following:

- i. a published policy for the assurance of the quality of the agency itself, made available on its website
- ii. documentation which demonstrates that:
  - a. the processes and results reflect its mission and goals of quality assurance;
  - b. enforces, a no-conflict-of-interest mechanism in its own activities or in the activities of its Diplomates and Residents/Candidates; and
  - c. has reliable mechanisms that ensure the quality of any of its activities and material produced.

In accordance with its objective to function as an Organisation developing, and enhancing standards and guidelines on quality assurance in the area of Animal Welfare Science, Ethics and Law, and Behavioural Medicine, and to maintain and develop co-operation with other appropriate European stakeholder organisations, the College is committed to a continuing cooperation with partner organisations in Europe and beyond. These mainly include the other EBVS-recognised Colleges, the respective Associations in Europe and specialist Colleges in other parts of the world (e.g. North America, and Australasia).



## Appendix 2

### Knowledge, Skills and Competences of the Diplomates

*The mission of the College is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists in the European College of Animal Welfare and Behavioural Medicine (hereafter referred to as “the College”) across all European countries at the highest possible level so as to ensure that improved optimal veterinary medical services will be provided to the public.*

#### **Training of Veterinary specialists: EQF level 8 (doctoral degree)**

The minimum 4-year Training Programme allows graduate veterinarians, who have completed a minimum of one year internship programme or its equivalent, as defined by the College’s Credentials Committee, and a minimum of a 3-year College-approved Residency Training Programme to acquire in-depth knowledge of the scientific fields of Animal Welfare Science, Ethics and Law, and veterinary Behavioural Medicine and its supporting disciplines under the supervision and guidance of a Diplomat of the College.

This distinguishes the Specialist level from the first clinical degree (Masters) level, which is EQF level 7, and the “middle tier” or the “Advanced Practitioner”.

Overall specialists will have the intellectual qualities, professional (including transferable) and technical skills necessary for successful employment in professional environments requiring the exercise of personal responsibility and largely autonomous initiative in professional or equivalent environments.

By his/her expertise, the specialist should have developed the self-confidence, self-criticism and sense of responsibility that are essential for the practice of the speciality.

#### **A. In particular in relation to knowledge, specialists will be veterinarians who have demonstrated:**

1. a systematic acquisition and understanding of a substantial body of facts, principles, theories and practices, which is at the forefront of their area of professional practice;
2. a high moral and ethical standard with regard to his/her contribution to the protection of animal health and welfare, human health and the environment;
3. a willingness to maintain up to date knowledge through congresses and literature;
4. the ability to be acquainted with the structure, objectives, approaches and problems of the veterinary profession and specifically with regard to Animal Welfare Science, Ethics and Law, and Behavioural Medicine;
5. the ability to keep abreast of new developments in the speciality and become familiar with new methods, before applying these in practice;
6. an understanding of the limitations of the speciality of Animal Welfare Science, Ethics and Law, and Behavioural Medicine;
7. an understanding of the possibilities that other specialties may have to offer;



8. a familiarity with the potential of multidisciplinary cooperation;
9. an awareness of current E.U. and national regulations with regard to all aspects of Animal Welfare Science, Ethics and Law, and Behavioural Medicine;
10. the ability to conceptualise, design and implement research projects relevant to their own professional practice for the generation of new knowledge, applications or understanding at the forefront of Animal Welfare Science, Ethics and Law, and Behavioural Medicine; and
11. a detailed understanding of applicable techniques for research and advanced professional enquiry to support all the above.

**B. In particular in relation to skills, specialists will be veterinarians who have demonstrated ability to:**

1. perform at a high level of professional expertise in the speciality area of Animal Welfare Science, Ethics and Law, and Behavioural Medicine, including the ability to make informed judgements on non-routine and complex issues in specialist fields, often in the absence of complete data;
2. use a full range of investigative procedures and techniques to define and refine problems in a way that renders them amenable to the application of evidence-based approaches to their solution;
3. use patient safety knowledge to reduce harm and complications;
4. communicate their ideas and conclusions clearly and effectively to specialist and non-specialist clients and audiences;
5. act professionally in the provision of customised and optimal solutions to problems with regard to animals, clients, colleagues, public health and the environment;
6. apply high level knowledge and skills at the forefront of the specialist area of Animal Welfare Science, Ethics and Law, and Behavioural Medicine, to their own professional work;
7. approach problems in an analytic, scientific way and attempt to find solutions;
8. assign priorities to identified problems;
9. use modern standards of skills and equipment;
10. find required information quickly; and
11. organise all aspects of his/her work efficiently and effectively.

**C. In particular in relation to competences, specialists will be veterinarians who have demonstrated ability to:**

1. perform at a high level of competency through teaching, research and practice in the speciality of Animal Welfare Science, Ethics and Law, and Behavioural Medicine;
2. carry out their responsibilities safely and ethically;
3. create, evaluate, interpret and apply, through clinical studies or original research, new knowledge at the forefront of their professional area, of a quality to satisfy peer review, and merit publication and presentation to professional audiences;
4. promote, within academic and professional contexts, technological, social or cultural advancement in a knowledge based society;





5. promote aptitude and proficiency in the field of Animal Welfare Science, Ethics and Law, and Behavioural Medicine;
6. continue to undertake research and/or clinical studies in the field of Animal Welfare Science, Ethics and Law, and Behavioural Medicine, at an advanced level, contributing substantially to the development of new techniques, ideas or approaches in the speciality;
7. develop their professional practice and produce a contribution to professional knowledge;
8. maintain both professional expertise and research through advanced scholarship; and
9. develop applied research relevant to their professional area and other scientific activities in order to contribute to the quality of the speciality of Animal Welfare Science, Ethics and Law, and Behavioural Medicine.

