

## **EAEVE, EBVS and FVE**

proposal for the

### ***European Coordinating Committee on Veterinary Training***

*updated*

*30 September 2014*

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#### **Introduction**

The European Coordination Committee on Veterinary Training (ECCVT) was created in 2004. Through this committee the three founding organisations, the “European Association of Establishments for Veterinary Education” (EAEVE), the “European Board for Veterinary Specialization” (EBVS) and the “Federation of Veterinarians of Europe” (FVE), aim to coordinate their views and actions on veterinary education. ECCVT is supervised by the organisations’ executive committees/boards. ECCVT meets regularly under a rotating chairmanship.

The updated proposal on the terms of reference governing the function of ECCVT is presented below:

#### **European Coordinating Committee for Veterinary Training (ECCVT)**

##### **1. Remit**

For the benefit of the progress of the veterinary profession and to ensure a comparably high standard of undergraduate and postgraduate veterinary training, the ECCVT shall help its founding organisations (EAEVE, EBVS and FVE) to coordinate their policies on undergraduate education, postgraduate education and life-long learning.

It shall deal with all matters relating to undergraduate and postgraduate training and recognition of the professional.

It shall carry out this task in particular by:

- (1) Exchange of information about the content, level, training methods and structure of theoretical and practical courses.

- (2) Promoting quality assurance and quality management.
- (3) Making recommendations for definitions of final attainment levels for knowledge and skill levels in pre and post graduate veterinary training;
- (4) Making recommendations for the approval of procedures for the recognition of veterinary postgraduate training;
- (5) Making recommendations for the harmonisation of veterinary undergraduate education and life-long learning development;
- (6) Making recommendations to both Executive Committees of EAEVE and the board of FVE about the operation of the evaluation system, including the Day-1 competencies.
- (7) *After approval of the boards and executive committees of the founding organisations, making representation to relevant European and international bodies in respect of veterinary postgraduate training*

## **2. Composition**

ECCVT shall be composed of:

- The three presidents of EAEVE, EBVS and FVE. Together they will form the ECCVT presidency.
- Six members: two appointed by EAEVE, two by EBVS and two by FVE.

Each member shall be appointed for a two-year term and may be re-appointed no more than twice. Not all members shall be changed at the same time.

When attending they have the rights and responsibilities of a member. Each organisation has to be represented in every meeting by at least one of its members. When a President is unable to attend a meeting, s/he shall be replaced by one of the two other members of the organisation.

The Executive Committee of EAEVE/EBVS and the board of FVE should ensure, as far as possible, that their representatives are not:

- Of the same nationality
- Working in the same country.

## **3. Secretariat**

The secretariat of ECCVT shall be provided by the secretariat of FVE.

All papers to be considered at each meeting shall be circulated to all members no later than two weeks before the meeting.

Formal minutes shall be taken and circulated no later than six weeks after each meeting. They shall be corrected and adopted at the subsequent meeting.

Minutes after their adoption are made available to the members of EAEVE, EBVS and FVE.

## **4. Meetings**

Meetings shall be held at least once a year and may invite guests whenever the Committee agrees that this is appropriate. Members of the secretariats of EAEVE, EBVS and FVE might be invited in these meetings as attendees.

During the meetings the chair shall be held by one of the presidents of EAEVE, EBVS and FVE, in accordance with a rotation scheme.

## **5. Decisions**

In the ECCVT decisions are normally taken by consensus. If there is a vote each member has one vote and the chairing president only votes when there is a tie.

## **6. Finances**

- Each of the founding organisations will bear the costs of travel and accommodation to attend the meetings of ECCVT for its own members.
- Any costs incurring from ECCVT commonly agreed actions shall be shared by EAEVE, FVE and EBVS and will be managed by the FVE secretariat. ECCVT annual accounts for those actions consist part of the budget of the three organisations.

## ANNEX

### **Background information**

EAEVE and FVE initially established two joint committees (see the following ANNEX I FVE/03/doc/104).

One of them, the *Joint Education Committee* (JEC) looked upon the evaluation of Establishments for Veterinary Education. The other one, the *Joint Policy Committee* (JPC) had a more political remit; it could propose policies of joint interest, which related to recognition of the professional - especially professional qualification, continuing development and specialisation, - to the two boards.

**In order to strengthen the relation and to improve the cooperation of EAEVE and FVE with EBVS, it was proposed to let the JPC evolve into a tripartite Committee of EAEVE, FVE and EBVS: the European Coordinating Committee for Veterinary Training (ECCVT).**

FVE/03/doc/104



joint co-operation between EAEVE and FVE

#### A. Preamble

1. In June 2000, the Advisory Committee for Veterinary Training (ACVT) gave the mandate jointly to EAEVE and FVE to take over the administration and running of the evaluation system. In order to fulfil this responsibility, EAEVE and FVE wish to formally establish a Joint Education Committee (JEC).

2. Furthermore, it was felt; that EAEVE and FVE have more common goals than these mentioned in the ACVT mandate, such as a common interest in the professional development and quality assurance. Therefore both organisations wish also to create the Joint Policy Committee (JPC).
3. Both bodies (JEC and JPC) are joint committees of EAEVE and FVE under the supervision of the Executive Committees/Boards of both organisations.
4. Quality Assurance in veterinary education must be related to the needs of the profession and the society.

## B. Joint Committees

EAEVE and FVE will establish two joint committees as detailed below to be known as

- The Joint Policy Committee (JPC)
- The Joint Education Committee (JEC)

### Joint Policy Committee (JPC)

1. The remit of the JPC shall be as follows:
  - a. The initiation of policies of joint interest to FVE and EAEVE
  - b. All matters relating to recognition of the professional: especially professional specialisation, professional qualifications, professional development (CPD) and future education strategies
  - c. Make recommendations to both Executive Committees\Boards about the operation of the evaluation system.
2. The JPC shall be composed of:
  - a. Three members appointed by EAEVE and three by FVE
  - b. Each member shall be appointed for a two-year term and may be re-appointed no more than twice. Not all members shall be changed at the same time.
  - c. The Chairperson shall be the president of FVE or if necessary his alternate appointed by the Board of the FVE.
  - d. Members of the Secretariat can be invited as attendees.
3. In addition the executive Committee of EAEVE and the board of FVE shall appoint two alternates for the members.
  - a. The alternates do not normally attend meetings but do receive all papers.
  - b. The alternates only attend meetings if a full member is unable to attend. When attending they have the rights and responsibilities of a member.
  - c. The Executive Committee of EAEVE and the board of FVE should ensure that, as far as possible, no two members and alternates are:
    - i. Of the same nationality
    - ii. Working in the same country.
4. Meetings shall be held at least once a year and may invite representatives of other institutions whenever the Committee agrees that this is appropriate.
5. The Secretariat shall be provided by the FVE
  - a. All papers to be considered at each meeting shall be circulated to all members no later than two weeks before the meeting.
  - b. Formal minutes shall be taken and circulated no later than two weeks after each meeting. They shall be corrected and adopted at the subsequent meeting.

- c. The Committee shall prepare an annual report to be presented to the general assemblies of both EAEVE and FVE.
- 6. In the JPC, decisions are normally taken by consensus. If there is a vote each member has one vote and the Chairperson only votes if there is a tie.
- 7. The Treasurer of the FVE shall act as treasurer for the JPC.
  - a. An annual budget shall be approved for the administration of the JPC
  - b. Funds to support the budget shall be contributed equally by EAEVE and FVE.
  - c. The treasurer may attend meetings of the JPC to discuss this item only.
  - d. An internal audit shall be done yearly by 2 internal auditors; one appointed by EAEVE and one by FVE
  - e. Annually accounts shall be prepared by the Treasurer and presented to the Executive Committee of the EAEVE and the Board of FVE.

#### Joint Education Committee (JEC)

- 1. The remit of the JEC shall be as follows:
  - a. General supervision and evaluation of the visitation programme including
    - i. The selection of candidates for the list of visitors and the maintenance of that list.
    - ii. Designation of chairperson and members of visitation teams
    - iii. Scheduling of visitations
    - iv. Reception, discussion and adoption of the evaluation reports.
    - v. Distribution of final reports to the veterinary faculties, the national competent authorities and the European Commission.
  - b. Maintenance of an up-to-date list of the faculties visited and approved on the EAEVE website
  - c. Make proposals for changes to the Standard Operation Procedure (SOP)
  - d. Make proposals for adjustments and improvements in the evaluation system
- 2. The JEC shall be composed of:
  - a. Three members appointed by EAEVE and three by FVE
  - b. Each member shall be appointed for a two-year term and may be re-appointed no more than twice. Not all members shall be changed at the same time.
  - c. The Chairperson shall be the president of EAEVE or if necessary his alternate appointed by the Executive Committee of the EAEVE.
  - d. The Programme Coordinator and members of the Secretariat can be invited as attendees.
- 3. In addition, the executive committee of EAEVE and the board of FVE shall appoint two alternates
  - a. The alternates do not normally attend meetings but do receive all papers.
  - b. The alternates only attend meetings if a full member is unable to attend. When attending they have the rights and responsibilities of a member. The Executive Committee of EAEVE and the board of FVE should ensure that, as far as possible, no two members and alternates are:
    - i. Of the same nationality
    - ii. Working in the same country.
- 4. Meetings shall be held as often as deemed necessary and may invite representatives of other institutions whenever the Committee agrees that this is appropriate.

5. The Secretariat shall be provided by the EAEVE
  - a. All papers to be considered at each meeting shall be circulated to all members no later than two weeks before the meeting.
  - b. Formal minutes shall be taken and circulated no later than two weeks after each meeting. They shall be corrected and adopted at the subsequent meeting.
  - c. The Committee shall prepare an annual report to be presented to the general assemblies of both EAEVE and FVE.
6. In the JEC, decisions are normally taken by consensus. If there is a vote each member has one vote and the Chairperson only votes if there is a tie.
7. The Treasurer of the EAEVE shall act as treasurer for the JEC.
  - a. An annual budget shall be approved for the administration of the JEC
  - b. Funds to support this under a mentioned budget shall be contributed equally by EAEVE and FVE.
  - c. Each Veterinary Faculty that receives an evaluation visit shall be responsible for the costs of that visit, the preparation of their report and the administration fee.
  - d. The treasurer may attend meetings of the JEC to discuss this item only.
  - e. An internal audit shall be done yearly by 2 internal auditors; one appointed by EAEVE and one by FVE
  - f. Annually accounts shall be prepared by the Treasurer and presented to the General Assembly of both EAEVE and FVE.
8. An appeal mechanism shall be specified in the SOP