



Rules of Operation adopted *ExCom on 30.
November 2010, amended 11/04/2011 and
01/05/2011 EAEVE/FVE*

Office: Hietzinger Kai 87, A-1130 Vienna, Tel: +43 1 5123394, Fax: +43 1 5127710, E-mail: office@eaeve.org

1. The European Committee of Veterinary Education (*hereafter named* ECOVE) is an independent entity. ECOVE has been mandated by the parent organizations EAEVE (European Association of Establishments for Veterinary Education) and FVE (Federation of Veterinarians of Europe) to act as final arbiter in the European Evaluation/Accreditation System.
2. The office of ECOVE operates under the umbrella of EAEVE. The ECOVE office site is the same as the office of the EAEVE, in Vienna, Austria.
3. The current “Principles and Processes of Evaluation and Accreditation” and the Manual of Standard Operating Procedures (SOP) serve as legal basis for the activities of ECOVE.
4. The primary tasks of ECOVE are:
 - 4.1 Approve the Visitation Programmes to Veterinary Educational Establishments for Evaluation and/or for Accreditation.
 - 4.2 Approve the selection of both Chairmen/persons and Members of Visiting Teams.
 - 4.3 Make the final consideration of the Visitation Report, giving full justice to the suggestions made by the Chairman/person and his/her Visiting Team, and based thereupon, decide whether “Approval”, “Conditional Approval” or “Non-Approval” for Stage 1 or “Accreditation” or “Non-Accreditation” for Stage 2 should be assigned, or any other approval status, as defined in the EAEVE Statutes.
5. ECOVE consists of 7 members; all have to have been expert members of at least 2 on-site visits of veterinary teaching establishments within the past 5 years before taking office. Four Members will be appointed by the Executive Committee (ExCom) of EAEVE; 3 members will be appointed by the Board of the FVE. While serving on the Committee, members shall not act as team members in any full on-site visit. In case of re-visitations or consultative site visits, ECOVE members may act as visitors. EAEVE and FVE shall nominate one alternate member each, who will be

called upon in case of conflict of interest of a full member. The same rules and restrictions apply to full members and alternate members.

6. Members are appointed for a two year term by ExCom/EAEVE and Board/FVE and may be re-appointed once.

7. Members must come from different countries.

8. Members`expenses (travel and accommodation) will be paid by their respective Organizations (EAEVE/FVE).

9. The Chairman/person and a vice chair of ECOVE will be elected by its members from among its members for a non-renewable 2-year term. In case of absence of the Chairman/person, the vice chair is acting as chair.

10. The Managing Director of the Evaluation/Accreditation Programme and the Executive Director of the FVE may attend ECOVE meetings *ex officio* without voting rights.

11. The Office Manager of EAEVE will also act as Office Manager of ECOVE and will attend meetings *ex officio* without voting rights. He/she will be responsible for arranging meetings, for generating the Minutes and for the correspondence of ECOVE. The draft Minutes of the meetings will be circulated within 2 weeks of the meeting. Proposed amendments must be submitted to the Office Manager within a further 2 weeks. The final version shall be adopted via e-mail exchanges no later than 4 weeks after the meeting.

12. Meetings will be held as frequently as necessary; however, a minimum of 2 meetings shall be held per year.

13. The agenda for meetings will be decided by the Chairman/person, in liaison with the Managing Director of the Evaluation/Accreditation System and the Office Manager. Every Member can suggest items for inclusion in the agenda consistent with the role of ECOVE. These should be sent to the ECOVE Office Manager at least 4 weeks prior to the meeting. The agenda along with all relevant documentation will be sent to all ECOVE members not later than two weeks before the meeting.

14. ECOVE decisions are taken independently of all external influences and the content of all discussions until reaching decisions, shall be confidential

15. Where conflicts of interest arise e.g. in discussions of Visitation Reports with one of the Members being a national of the country in which the establishment in question is located or currently working in that country or having worked or studied at the establishment in question for a significant period of time, the Member in question must not participate in the evaluation, has no voting rights and shall leave the room. He/she shall be replaced by an alternate member.

16. Decisions concerning the results of Evaluations and Accreditations are based uniquely on the suggestions made by the Visiting Team in the Visitation Report, the Self Evaluation Report and on the verbal report given by the Chairman/person. Decisions should preferably be unanimous. Should voting be necessary, each full Member has one vote. A simple majority prevails and the Chairman/person has a casting vote.

17. ECOVE decisions shall be communicated to interested parties by the Chairman/person, the Managing Director and/or the Office Manager.

18. Each ECOVE member shall sign a statement of conflict of interest prior to any meeting.

ECOVE's Rules of Operations and general activities shall be published in the "public section" of the EAEVE Website (www.eaeve.org). Evaluation results will be published.