

Exceptional rules for ESEVT Visitations planned in 2021 considering the extraordinary circumstances linked to the COVID-19 pandemic

Introduction

Extraordinary circumstances and regulations linked to the COVID-19 crisis continue to affect the EAEVE member VEEs and are likely to remain in place during the course of 2021 as well. In response to this, and at the same time recognising the need to maintain an efficient evaluation system serving the needs of the member VEEs and their students, ExCom has revised the current exceptional rules for ESEVT Visitations. The approved necessary adjustments aim to ensure the smooth running of the ESEVT evaluation process in full compliance with the relevant national and international health and safety recommendations, and the high level of quality of the evaluation system.

The amendments take into account the evolution of the pandemic in the past months and the related regulations and recommendations. They also draw on EAEVE's experience from the Visitations completed at the end of 2020 in agreement with the 'Exceptional rules for ESEVT Visitation up to December 2020'. The amended procedure concerns the Visitation process in 2021 and depending on the evolution of the pandemic, it will be revised and adjusted as necessary.

The same applies to the rules for Visitations planned to take place in 2022 and 2023, which will be revised and updated as needed during the course of 2021. For the time being, the rules for the preparation of the SER and other Visitation-related documents remain as per the 'Exceptional transitory amendment of the SOP (due to COVID-19)', approved by ExCom on 18th June 2020. For easier reference, they are incorporated in the current document.

1. Exceptional rules for ESEVT Visitations planned in 2021

- a) Due to the nature of the ESEVT evaluation process and the practical challenges in conducting a review of a VEE entirely online, 100% virtual Visitations (FV, RV and CV) are not considered an option.
- b) Three options for (full) Visitations (FV) are to be considered:
 - **Option A** (which remains the default option): maintain the Visitation as originally planned with all experts present in person.
 - **Option B**: maintain the Visitation but with a mix of onsite experts (working at the VEE) and remote experts (working from home).

- The number of onsite experts must be minimum three, i.e. one Chairperson (the one planned previously or another experienced expert from the team if the Chairperson is not available), one Coordinator (the one planned previously or another Coordinator if the former is not available) and one experienced expert of the team. Everything possible will be done, however, to have a full team onsite if the circumstances allow it.
 - In this case a dedicated organisation will be set to allow virtual meetings both before, during and after the Visitation (for the exact details, please refer to the information in 'Timetable and guidelines for the Visitation' below). The rest of the process is fully compliant with the ESEVT SOP.
- **Option C:** postponement of the Visitation following a "case of force majeure" with consideration by ECOVE of extension of the VEE's ESEVT status. For this option, the conditions for consideration of "case of force majeure" are:
- borders of the country of the VEE closed;
 - and/or extended restriction of circulation of people in the country of the VEE;
 - and/or when the VEE can/may not organise its practical and clinical teachings at the time of the Visitation;
 - and/or impossibility for the EAEVE Office to fix a team with enough experts who are allowed to freely travel to and from the visited country.
- c) The same three options apply to Re-visitations (RV) and Consultative Visitations (CV) as well, with the only difference being the minimum number of onsite experts, i.e. one (either Chairperson or Coordinator) for RVs and two (one Chairperson and one Coordinator) for CVs.

The Chairperson and the Coordinator will be in close contact with the VEE, which not later than 4 weeks before the start of the Visitation must provide a detailed update regarding the latest national regulations and information on the relevant travel restrictions for the team members, including details if COVID-19 testing before arrival/departure and/or before entry to the country of the VEE is mandatory.

Based on the provided information, the Chairperson and the Coordinator will discuss the possible options for the Visitation. The discussion shall be followed by an in-depth discussion with the Head of the VEE and the Liaison Officer of the Visitation.

The Chairperson and the Coordinator will then propose one of the above options (A, B or C) to the Director of ESEVT and the EAEVE Office. The final decision about the Visitation will be made by ECOVE not later than 3 weeks before the start of the Visitation and will be immediately communicated to the VEE and the team members by the EAEVE Office.

However, as the COVID19-situation is highly volatile, changes in the above-mentioned information and regulations may result in a re-consideration by ECOVE at the last-minute, resulting in either Option B or Option C.

When the postponement is considered by ECOVE as a case of force majeure, the evaluation fees already paid by the VEE will not be lost and will be kept for the rescheduled Visitation.

All team members and visited VEEs for Visitations in 2021 will be notified in writing by the EAEVE Office of the Exceptional Rules.

2. Exceptional rules for the timetable and guidelines for all Visitations taking place in 2021

2.1. Adaptation of the timetable for the Visitation

It is the duty of the Chairperson, the Coordinator and the Liaison Officer of the Visitation, trusting the good sense, to adapt the programme as needed in order to make it safe for everybody involved in the Visitation. The Programme must be modified as necessary to consider the following requirements:

- The VEE should send the VEE's policy on the prevention of COVID-19 to all team members before arrival.
- Transfer from/to the airport on arrival and departure should be arranged carefully to avoid long waiting times at the airport.
- All team meetings should be completed through webinars organised by the Coordinator.
- All meetings between the team members and local persons (from both the VEE itself and external participants) should be completed through webinars organised by the VEE. Ideally, the webinar should be displayed on a large screen connected to one personal computer with omnidirectional microphone in the team meeting room. Alternatively, and in case the experts prefer to use their own devices, the use of earphones is strongly recommended to avoid echoes and Larsen effects.
- In case of physical meetings, the number of local people should be reduced to the strict minimum and preventive measures should be fully implemented, e.g. compulsory face-masks, large and well-ventilated rooms for respecting social distancing, availability of hydro-alcoholic solutions.
- The formal dinners on Monday and Wednesday should be cancelled and the meals for the onsite experts should be served in an isolated environment.
- The VEE should provide videos (available for both onsite and online experts) on facilities, equipment and procedures used for theoretical, practical and clinical teaching, both intramural (e.g. classrooms, practical teaching rooms, VTH, etc.) and extramural (e.g. slaughterhouses, shelters, teaching farms, etc.). These videos should be "delivered" by the relevant teacher(s) who could then answer questions from the team.

- It is strongly suggested to organise a teleconference between the team members and the Liaison Officer the week before the start of the Visitation. This e-meeting will be organised and chaired by the Coordinator, with the support of the EAEVE Office, and will focus on a reminder of the SOP valid for the Visitation, the finalisation of the Visitation Programme and the description of the preventive measures to be implemented for ensuring the health and safety of all concerned persons and for respecting the relevant international and national regulations/recommendations.
- Flexibility should be expected from both the visited VEE and the Visitors for last-minute amendments of the Visitation Programme in agreement with the Exceptional Rules and legal regulations.

2.2. Health and safety measures during the Visitation

It is the duty of the VEE with support from the Chairperson, the Coordinator and the Liaison Officer of the Visitation to ensure that the local health and safety regulations are strictly adhered to during the Visitation. In addition, the following minimum requirements for ensuring the health and safety of all participants in the Visitation process and for preventing the spread of the COVID-19 are to be implemented:

- The VEE should provide high quality face masks to the onsite experts.
- The onsite experts and the staff members of the VEE should wear face masks at all times when physical distancing is not possible.
- Latex/plastic gloves (S/M/L) should be available to those team members who wish to use gloves.
- Hydro-alcoholic solutions, paper towels and disinfectants should be available in all meeting rooms, which should be large enough for implementing social distancing and well ventilated.
- The VEE should make sure that objects and surfaces that are touched/used regularly are cleaned and disinfected at least once a day.
- Toilet facilities should be available only for the team members and cleaned and disinfected at least once a day.
- A distance of at least 1.5 meter should be maintained between individuals.

2.3. Travel, accommodation and other practical arrangements for the team members

In accordance with the ESEVT SOP, all travel and accommodation arrangements are made and financed by the VEE to be visited. During all travels in the visited country, preventive measures should be fully implemented.

All costs related to other arrangements that might be necessary in order to be compliant with the relevant national and international regulations linked to the prevention of COVID-19 (e.g.

COVID-19 testing before/after visiting the country of the VEE) are to be covered/reimbursed by the VEE.

It is also strongly recommended that the VEEs take out a cancellation insurance when making the travel and accommodation arrangements, in order to avoid potential financial losses linked to postponement of the Visitation due to last-minute changes in the respective travel restrictions.

3. Exceptional rules for the preparation of the Self-Evaluation Report (SER) (for all types of Visitations)

3.1. Exceptional rules for the 2020 Visitations postponed due to COVID-19 for which the SER has already been written and submitted to the team members

- a) The VEE does not need to prepare a new SER; however, in order to facilitate the Visitation process and help the team members understand the differences between what is written in the SER and what they see on site, the VEE must prepare an Addendum explaining how the COVID-19 crisis has affected the VEE and what actions have been taken to alleviate its impact, taking into account also the period between the original Visitation dates in 2020 and the dates of the rescheduled Visitation. In case of a second postponement because of force majeure, the VEE should update the previous Addendum.

There are no special recommendations as to the length or format of the Addendum; however, it should be concise and free of unnecessary details. The Addendum must be submitted to the team members and the EAEVE Office not later than 2 months before the start of the Visitation and will be published on the VEE and EAEVE websites, together with the SER and VR.

3.2. Exceptional rules for the Visitations due to take place in 2021, 2022 and 2023 as part of the regular ESEVT review cycle, for which the SER is being/will be prepared

- a) In the SER, the VEE must provide information on the last three full academic years (for instance 2017-2018, 2018-2019, and 2019-2020 for Visitations organised in 2021) and fill in the relevant tables in the SER, as they would do under normal circumstances.
- b) However, the VEE must also include an Addendum explaining how the academic year 2019-2020 was affected by the COVID-19 crisis and what was done to compensate for it. The Addendum is compulsory; the exact format and length – one single addendum/annex or separate comments in the Comment Section for each Substandard – is to be decided by the VEE; however, the Addendum should be concise and free of unnecessary details.

Ideally, the information should be included both in the Comments Section of the relevant Substandard (to facilitate the work of the Visitation team) and as a brief Addendum (for the sake of clarity and in order to have an accurate representation of the impact of the COVID-19 crisis for the general public who will read the SER in the future). Failure to comply and provide the requested information could be considered as a minor deficiency by ECOVE.

The SER including the Addendum is to be submitted to the team members and the EAEVE Office 2 months before the Visitation at the latest.

4. Exceptional rules for the preparation of the Interim Report (IR) including data on academic year 2019-2020

- a) The IR must be completed in agreement with the guidance provided in [Annex 14 of the SOP 2019](#) (Template and guidelines for the IR) and the template in [Appendix 1 of the SOP 2019](#) (Template IR).
- b) The VEE must provide an updated list of Indicators based on the data from the last two completed academic years (AY) preceding/following AY 2019-2020. The data is to be filled in in the adjusted [ESEVT Indicators' table](#). The raw data for AY 2019-2020 is to be provided separately (e.g. in a table in Word format). The data will be used only for information and will not be taken into consideration for the calculation of the Indicators.

5. Exceptional rules for the preparation of the Visitation Report (VR) and the calculation of the ESEVT Indicators

- a) The work on the VR will not be too greatly affected, since it is already the normal practice for the Team members to work individually on their respective chapters and discuss the draft Reports and Visitation-related matters via e-mail. However, there should be online pre-meetings for the Team before the start of the Visitation organised by the Coordinator in order to discuss the upcoming Visitation and any questions linked to the extraordinary circumstances and the VR that might arise.
- b) The VR should include an explanation of the decisions made to adapt the programme linked to the exceptional circumstances.
- c) For the calculation of the ESEVT Indicators, the academic year 2019-2020 should be neutralised – i.e. the data linked to this academic year should not be taken into consideration. Thus, the focus for the comparison with the ESEVT median and minimal values will be on two academic years instead of three. The [Indicators' table](#) (Excel file) has been amended accordingly.

Tracking system

Temporary amendment of the ESEVT SOP 2019

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