

Constitution (Chapter I)

Chapter I

Article 1. Name of the Organisation

The name of the association shall be: European College of Veterinary Pathologists (referred to in the Dutch language as "Europees College van Veterinair Pathologen"), abbreviated ECVP; hereinafter also referred to as "the College".

Article 2. Incorporation of the Organisation

- 2.1** The College shall have its domicile in Utrecht.
- 2.2** The College has been established as a non-profit educational association and for an indefinite period. In the event of dissolution of the College, its property shall be distributed for educational purposes.
- 2.3** The College shall be a part of the general scheme for veterinary education in the European Union (EU), 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.
- 2.4** The language of the College, including all oral and written exchanges, shall be English.

Article 3. Mission and Objectives

3.1 Mission

The mission of the College is to contribute significantly to the maintenance and enhancement of the quality of European Veterinary Specialists in Veterinary Pathology across all European countries at the highest possible level so as to ensure that improved veterinary medical services will be provided to the public.

3.2 Objectives

The primary objectives of the College shall be the promotion of study, research and practice of veterinary pathology in Europe, and to increase the competency of those who practise in this field by:

- a.** establishing guidelines for post-graduate education and training as a prerequisite to become a specialist in the speciality of veterinary pathology;
- b.** examining and authenticating veterinarians as specialists in veterinary pathology;
- c.** encouraging research and other contributions to knowledge in all aspects of veterinary pathology, and promoting communication and dissemination of this knowledge;
- d.** the development, supervision and assessment of continuing education programmes in veterinary pathology;

- e. commitment to the development of a culture, which recognises the importance of quality, and quality assurance, in its activities, and to this end, the College should develop and implement a strategy for the continuous enhancement of quality.
- f. guaranteeing and maintaining the highest level of specialisation in veterinary pathology, according to European Qualifications Framework (EQF) level 8.

Article 4. Membership

4.1 The types of membership in this College shall be:

- A.** Certified Diplomate (ordinary member)
- B.** Founding Diplomate (founding member, de-facto member)
- C.** Retired Diplomate
- D.** Non-Certified Diplomate
- E.** Honorary Member

4.2 Qualifications for membership:

- A.** Certified Diplomate: A veterinarian who satisfies the College requirements in respect to training, experience and competence in veterinary pathology (as specified hereinafter in Article 5) shall be eligible. Election of such candidates shall be accomplished by majority vote of the Council.
- B.** Founding Diplomate: One of those veterinary pathologists of established reputation that collectively established the College (founding members) or a veterinary pathologist elected as de-facto diplomate by a two-thirds (2/3) vote of the original charter membership. Applications for de-facto membership were to be received not later than the end of the second calendar year after inauguration of the College i.e. the thirty-first of December nineteen hundred and ninety-seven (31.12.1997). Founding Diplomates are subject to the same regulations as Certified Diplomates.

(i) Criteria for Founding Diplomates (founding members):

1. They must be qualified to practise veterinary medicine in a European country.
2. They must have achieved distinction in the field of veterinary pathology, and have qualifications far exceeding those proposed as necessary for candidates to take the certifying examination of the College.
3. They must be recognised as qualified specialists by peers and
 - a)** have at least ten (10) years experience in the speciality of veterinary pathology and by teaching, research or practice have contributed significantly to the development of the speciality, and
 - b)** have demonstrated competency through teaching, research or practice in the speciality, and
 - c)** spend at least seventy five percent (75%) of their professional time and at least thirty (30) hours/week in the speciality of veterinary pathology, and
 - d)** be authors of significant publications from research or practice in the speciality.

(ii) Criteria for Founding Diplomates (de-facto members):

1. They must be qualified to practise veterinary medicine in a European country or to present evidence of veterinary education and training which in the judgement

of the Council of the European College of Veterinary Pathologists is an equivalent education.

2. They must have at least ten (10) years of experience in the speciality of veterinary pathology.
 3. They must spend at least sixty percent (60%) of their professional time and at least twenty-four (24) hours/week in the practice of veterinary pathology.
 4. They must have published at least three (3) papers in internationally recognised journals as first author and in the applicant's speciality, and at least three (3) additional papers excluding proceeding abstracts. The College is also prepared to consider submissions for de-facto recognition supported by substantial publications or reports that are not in the public domain.
- C. Retired Diplomate:** A person who has been a member (diplomate) and has retired from practising veterinary pathology. Retired diplomates shall have all the privileges of membership except the right to vote or hold office and shall not be required to pay dues. Retired diplomate status does not confer the right to act as a specialist in veterinary pathology and is irrevocable.
- D. Non-Certified Diplomate:** A person who has been an active member (Diplomate) and does currently not practice and/or has not fulfilled the requirements for the re-registration procedure and/or has not attended an ECVP Annual General Meeting (AGM) for three (3) consecutive years without previous dispensation from the College. Non-Certified Diplomates shall have all the privileges of membership except the right to vote or hold office and shall not be required to pay dues. Non-Certified Diplomate status does not confer the right to act as a specialist in veterinary pathology. A Non-Certified Diplomate is not permitted to use the title European Specialist or Diplomate of the European College of Veterinary Pathologists (DiplECVP) but may use the title Diplomate (Non-Certified).

The status is revocable, should the person fulfil the requirements for re-registration and attendance at the AGM, and apply for re-instatement of active membership, or should the person wish to retire.

- E. Honorary Member:** A person who has contributed in an extraordinary manner to the advancement of veterinary pathology may be appointed honorary member by majority vote of the Council, confirmed by a majority vote of the membership of the College. Honorary Members shall have all the privileges of membership except the right to vote or hold office and shall not be required to pay dues. Honorary Member status does not confer the right to act as a specialist in veterinary pathology. Honorary Members cannot make up more than 5% of the active membership.
- 4.3** Each Diplomate and Founding Diplomate shall have one vote in the general meetings of the College. Retired and Non-Certified Diplomates and Honorary Members shall not have the right to vote.
- 4.4** Only Diplomates in good standing with no dues in arrears shall be eligible to vote or hold office.

Article 5. General requirements for the College Examination.

- 5.1** The following prerequisites must be met to the satisfaction of the Council before any candidate is eligible to undertake any part of the examination in veterinary pathology to qualify for membership of the College. An eligible candidate must
- a. have satisfactory standing in the profession.

- b. be qualified to practice veterinary medicine in a European country and received their veterinary qualification from an EAEVE-approved establishment unless relieved of this obligation by the Applications Committee, or to present evidence of veterinary education and training which in the judgement of the Council is an equivalent qualification.
 - c. have worked or undergone training as a veterinarian in a field relevant to veterinary pathology (“internship”) for at least one (1) year subsequent to graduation from veterinary school.
 - d. then have completed at least three (3) years of supervised training in pathology that is acceptable to the Council. The minimum length of a residency programme is three years. The period can be taken consecutively. Training can take place on a part time basis as long as the total time is equivalent to at least three (3) years, and the total time does not exceed six (6) years. In case of maternity (leave), illness or under exceptional circumstances a prolongation is possible. The duration of the prolongation is agreed with the Applications Committee. Acceptable supervised training is that directed by an active recognised veterinary pathologist (Certified Diplomate) and delivered in an ECVP registered residency training programme (“ECVP Registered Residency Training Centre”) or a programme outside Europe that trains veterinary pathologists as one of its primary functions. Training Centre approval is granted for a five-year period, and re-approval is necessary every five (5) years thereafter. Residency programmes should aim at training specialists who will have the qualities, professional and technical skills necessary for successful employment in professional environments, with self-confidence, self-criticism and sense of responsibility that are essential for the practice of the speciality. Moreover, residency programmes must aim at the development of a culture, which recognises the importance of continuous professional development. Residents must spend at least 60 per cent of their time practising the speciality, based on a normal working week of 40 hours. Within standard residency programmes, no more than two (2) residents shall be allocated to each supervisor, or in exceptional circumstances three (3) residents for a restricted time period.
 - e. if the programme is not registered with the ECVP or does not train veterinary pathologists as one of its primary functions, undertake an alternate training programme. The alternate programme must be approved by the College, and the total length of this programme cannot be shorter than the standard residency programme. The precise form of each programme is at the discretion of the Applications Committee. The total time of an alternate programme must not exceed six (6) years. A resident on an alternate training programme must spend the equivalent of at least 60% of 3 (3) years working in the practice of his/her speciality, under direct supervision of a Diplomate of the College.
 - f. The ECVP Council may grant temporary ECVP trainer status to an equivalent specialist (DACVP) in an ECVP Registered Residency Training Centre to act as supervisor/programme director in the absence of an EBVS recognised specialist.
 - g. have published at least two (2) original papers in internationally recognised journals in the field of veterinary pathology.
- 5.2** Applications for the examination shall be made to the Secretary in a prescribed form and are to be accompanied by proof of payment of an examination fee fixed by the Council. Letters of reference from supervisors and others are to be sent directly to the Secretary.
- 5.3** Eligible candidates shall be examined by an Examination Committee appointed by the Council at the time and place fixed by the Council and in accordance with the policy established by the Council.

Article 6. Council/Representation

6.1 The Council of the College shall consist of the following eight (8) officers, who shall be natural persons: the President, the Vice-President, the Secretary, the Treasurer, the chair of the Examination Committee and three (3) normal Councillors.

The Council shall represent the College.

6.2 The election and discharge of these officers and their duties shall be as provided in Chapter II of this Constitution.

6.3 The Council shall oversee the following College committees:

- (i)** Examination Committee, responsible for the ECVP diplomate examination.
- (ii)** Nominating Committee, responsible for administering nominations for Council.
- (iii)** Applications Committee, responsible for administering applications for the ECVP diplomate examination and approved residency training programmes.
- (iv)** Education Committee, responsible for facilitating suitable training and education events.
- (v)** CPD re-registration Committee, responsible for administering the re-registration process for Diplomates.

Article 7. Amendments to the Constitution

Any proposed amendment to this Constitution, which must be signed by at least three (3) members in good standing, shall first be submitted to the Council for its recommendation. Proposed amendments to this Constitution shall be submitted 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 Council, at least 30 days prior to the AGM and shall be brought to a vote of the Diplomates at the AGM. An affirmative vote of at least two-thirds of the Diplomates participating in the vote (including those who abstain) shall be required for adoption of any proposed amendment.

Article 8. Dissolution and Settlement

8.1 The terms set forth in article 7 of this Chapter I shall be equally applied in a decision to dissolve the College.

8.2 The general meeting of the College shall determine, at the time of the decision to dissolve the College, the destination of the assets.

Article 9. By-laws

9.1 The Council can make and change one or more by-laws, which regulate subjects not or not sufficiently prescribed in this Constitution.

9.2 A by-law may not contain any provisions which violate the law or this Constitution.

Article 10. Annual General Meeting

10.1 The Annual General Meeting (AGM) of the College will be held each year. A quorum of the College shall consist of twenty five percent (25%) of the members of the College eligible to vote. The quorum shall apply to all meetings of the College.

10.2 Meetings of the College shall be convened by the President, subsequent to the approval of the Council. An Extraordinary General Meeting of the College can be called at any time by the Council or shall be called by the Council at the written request of not less than 10% of the membership. The request should contain the explanation for such a meeting, and the subsequent Extraordinary Meeting should take place within a period of three months of receipt of the request. If not, the responsible members are empowered to summon the Extraordinary Meeting themselves. Should the President fail to set a date and place for an ordinary or for an Extraordinary General Meeting, the Council or the membership may, by a majority action, set a date and place for such meeting.

By-laws (Chapter II)

Chapter II

Article 1. Election and Duties of Officers/Discharge of Officers

1.1 The President and Vice-President, except for the provisions mentioned in paragraph 4 under b, shall be members elected by a majority of members voting, using secret ballots, and shall serve for two (2) years or until their successor shall have been elected. With due regard for the provisions set forth below in paragraph 6, the Secretary and the Treasurer are similarly elected from the membership and shall serve for five (5) years. During the fourth year of the term of office of the Secretary and the Treasurer, a Secretary-Elect and a Treasurer-Elect shall be elected.

1.2 The three (3) Councillors shall be members elected in the same manner as the other officers by a majority of members voting, each to serve a term of three (3) years. At the first election, one Councillor shall be elected to serve one (1) year, one for two (2) years and one for three (3) years. No Councillor, having been elected for a full three (3)-year term shall be eligible for re-election as a Councillor until after a lapse of at least two (2) years following expiration of his/her term of office.

1.3 The Council shall appoint a Nominating Committee consisting of three (3) members who are not members of the Council. Nominations to all vacancies may be made by the Nominating Committee or to the Nominating Committee by any member in good standing.

Nominations are to be submitted between January 1 and May 31 of the election year. The Nominating Committee shall prepare a ballot listing all nominees. In the event that no nominee receives a majority of votes cast, the two nominees receiving the most votes shall be placed on a second mail ballot. Should a vacancy in any office occur, the Council may at its discretion initiate nomination and election procedures.

1.4 Duties of the President and Vice-President

a. The President shall preside over all meetings of the College and meetings of the Council, shall be a member, ex-officio, of all committees, and shall perform the usual duties of such office.

b. The Vice-President shall be the President-Elect, shall be ex-officio member of all committees, shall preside over the meeting in the absence of the President, and shall succeed to the office of the President should that office be vacated.

1.5 Duties of the Secretary and the Treasurer

a. The Secretary shall serve as executive officer of the College. He/she shall keep minutes of all meetings and shall perform the usual duties of a secretary and such others duties as assigned by the Council.

b. The Treasurer shall conduct the business affairs of the College, collect membership dues, application and examination fees, draw vouchers, pay bills and expenses, arrange for the safekeeping of College funds, keep records of all transactions and submit a yearly statement of financial affairs to the Council.

1.6 Duties of the Secretary-Elect and Treasurer-Elect

a. The Secretary-Elect shall perform the functions of the Secretary in the absence of the Secretary and shall succeed to that office when it is vacated.

- b.** The Treasurer-Elect shall perform the functions of the Treasurer in the absence of the Treasurer and shall succeed to that office when it is vacated.
- 1.7** Council members shall be discharged pursuant to a decision adopted at the general meeting of the College by a majority of members voting.
- 1.8** Two auditors are elected by the membership at the AGM 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.

Article 2. Duties of the Council

- 2.1** The Council shall have the duties and powers ordinarily delegated to the governing body of an association, as well as the specific responsibilities conferred under the Constitution.
 - a.** The Council shall undertake to organise and operate a certifying agency for Diplomates of the European College of Veterinary Pathologists as provided in the Constitution. The Council shall judge compliance of candidates with the general requirements of the Constitution, appoint an Examinations Committee to operate under its supervision, and certify candidates who qualify. The Council shall make available to candidates and the interested public a detailed account of the experience and training prerequisites to all College examinations.
 - b.** The Council shall undertake to create and appoint members of all committees, supervise their activities, and receive their reports.
 - c.** The Council shall undertake to report to the College annually its work and activities, including a full financial statement, and to make such interim reports as may be necessary and advisable.
 - d.** The Council shall undertake to exercise its constitutional authority in promoting and attaining the objectives of the College, especially those pertaining to professional, institutional and public relations.

Article 3. Financial Year, Dues and Examination Fees

- 3.1** The financial year of the College shall run concurrently with the calendar year.
- 3.2** The dues shall be as follows:
 - a.** Certified Diplomates and Founding Diplomates: The dues shall be recommended by the Council and approved by a majority of the membership present and voting at an ordinary or extraordinary meeting of the College or voting by mail.
 - b.** Honorary Member, Retired and Non-Certified Diplomates shall not be required to pay dues.
- 3.3** Dues shall be payable on the first of January of each year and shall be remitted to the Treasurer.
- 3.4** Fees connected with examination and certification of candidates shall be determined by the Council.

Article 4. Membership and Registration

- 4.1** Each individual elected to membership in the College shall be registered as such. Certified Diplomates shall be authorised to use the designation of "Diplomate of the European College of Veterinary Pathologists" (or in Dutch: Gediplomeerd Lid van het Europees College van Veterinair Pathologen), abbreviated DipIECVP. Veterinarians should not in any way imply they are European Veterinary Specialists unless they are certified by the EBVS. Certified College members may use the title "European Veterinary Specialist in Veterinary Pathology". The use of the European Veterinary Specialist Trade Mark is permitted to Diplomates who are registered as a European Veterinary Specialist by the EBVS, only after reading and acknowledging by signature the content of the Regulations for the EBVS European Veterinary Specialist Logo.
- 4.2** Each Diplomate shall be required to keep records of his/her professional and scientific activities. Each diplomate is required to re-register every five (5) years subject to evaluation of his/her continuing professional development activities by the CPD re-registration Committee. Re-registration is based on a credit point system (Appendix 1) and must be accompanied by two letters of reference (Appendix 2)
- 4.3** When the speciality is practised insufficiently, when the speciality has not been practised for two (2) consecutive years or the equivalent of two (2) years during a period of five (5) years, or when any of the conditions listed in Chapter I, Article 4.2D apply, registration as Diplomate shall be suspended by default. In the register, this shall be marked as "Non-Certified Diplomate". A member seeking to revert to full Diplomate status shall need to satisfy the requirements determined by the Council (see also Chapter I, Article 4.2D).
- 4.4** Voluntary cessation of registration shall require notice in writing to be received by the Secretary before the thirtieth of June in any year and shall be published at the next annual general meeting.

Article 5. Examination

- 5.1** Guidelines and policies about the examination are defined by the Examination Committee and approved by the Council.

Article 6. Disciplinary Action and Appeals Procedure

- 6.1** Any Diplomate may be expelled, asked to resign or otherwise disciplined for non-professional or unethical conduct or other action against the best interest of the College by a unanimous vote of the Council, pending confirmation by the College at the next Annual General Meeting.
- 6.2** In the event of an adverse decision by the Council or a College committee, including denial of certification, denial of adequacy of credentials prior to examination for certification or to re-registration as a Certified Diplomate, and censure, suspension, or cancellation of membership, the affected person may appeal against the decision.
- 6.3** Appeals Committee

Once an appeal has been made, an Appeals Committee shall be made up of a minimum of three (3) Diplomates of the College who shall not be serving as members of the Council or members of the relevant committee whose decision is being questioned, who shall have had no prior involvement with the case, and who have no potential conflict of interest with the Appellant or the Committee whose decision is being questioned.

6.4 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 shall be included with the communication that gives notice of the adverse decision itself. Any Appeal should be sent to the ECVP secretary, C/o the ECVP Office.

6.5 Appeals may be made on the following grounds:

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

or

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

6.6 Commencing an Appeal Process

- a.** An Appeal must be made in writing, including a statement of the grounds of Appeal, together with any supporting reasons and documents.
- b.** Appeals shall be made for up to 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 €600 to ensure that the expenses of the Appeal will be covered. If the Appellant does not pay his/her deposit within four (4) weeks of receiving an invoice 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 itemisation of the costs retained.
- c.** The College shall acknowledge receipt of an Appeal within 10 working days.
 - (i) Within 20 working days of its receipt by the College the Appeal shall be considered by a nominated Executive Officer of the College, 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. This 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.
- d.** Within 15 working days of step 6.6c(i), the College will 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.
- e.** The College shall:
 - (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.

- f. In any case where an Appeal is to be conducted, the procedure for convening an Appeals Committee to consider the Appeal shall 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.
- g. 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.
- h. Where the 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.).

6.7. Conduct of an Appeal Process

- a. All appeals shall be conducted in all due confidence.
- b. The Appeals Committee shall be able to request information relevant to its consideration of the appeal from any relevant party.
- c. The Appeals Committee will consider carefully the need or not for an oral hearing. Where the 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), the reasons for that decision must be given. Where an oral hearing is held, a timetable shall be devised which allows both parties reasonable opportunity to appear.
- d. An oral hearing shall 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 shall 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.
- e. 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.
- f. The Appeals Committee shall 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.
- g. 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.
- h. The Appeals Committee shall 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 6.6g above. The Council will ascertain that the Appeals Committee has followed the procedures and, if these have been followed correctly,

accept their recommendation. The Council 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.

- i. If the Candidate or Appellant is not satisfied with the outcome, he/she may appeal to the EBVS against the decision of the College (see Appendix 3).

Article 7. Quorum of the Council

7.1 A quorum of the Council shall consist of a simple majority of that Council.

Appendix 1

To qualify for re-registration, a member needs to have collected a minimum of 100 points over the past 5-year period. The points must be collected from a **minimum of 3 areas** of activity from the following 5 areas:

Area 1: Publications or published works related to veterinary pathology

Area 2: Presentations/communications

Area 3: Attendance of congresses/meetings

Area 4: Involvement in ECVP activities

Area 5: Other boards and committees

For re-registration, all Certified Diplomates (ordinary members) are required to fill in the re-registration form sheet upon invitation by the ECVP Office. For successful re-registration, the following requirements need to be fulfilled:

- 1) Fulfil the CPD requirements.
- 2) Provide two letters of reference as requested by the EBVS (for the model letter, see Appendix 2).

If a Diplomate does not meet the required number of points, they can be given one additional year in which to achieve at least the number of missing points. If they succeed, they will then be re-evaluated four years from the end of the extra year. If they do not succeed, or if any Diplomate does not submit re-registration documents, they will be made Non-Certified Diplomates by the College, removed from the EBVS specialist register, and may only use the title of Diplomate (Non-Certified).

Appendix 2

Reference letter form to be used by two Referees in support of Diplomate re-registration:

Name of applicant:

1. In what capacity do you know the applicant?

It is not allowed that the referee is a relative or partner (business or social) of the applicant. One referee should be an EBVS - recognised Diplomate from the same country and of the same speciality. If there are no professionally qualified persons in the applicant's country or speciality, specialists in other disciplines or a senior colleague (e.g. Head of Department, Dean) may act as a referee. Only one academic colleague at the same institute may provide a reference.

2. How long have you known the applicant's work?

A referee must normally have known the applicant for the five-year period prior to application/re-application that the applicant is offering as experience in their speciality. A professional and not a personal reference is required.

I know the applicant

personally

by reputation

3. List the criteria by which, in your opinion, the applicant is maintaining their EBVS Specialist status.

The EBVS expects that all Specialists have:

- been practising (through practice, teaching and research) their speciality for at least 60% of their time (24 hours per week), for the last 5 years;
- demonstrated satisfactory moral and ethical standing in the profession;
- practised scientific, evidence-based veterinary medicine, which complies with animal welfare legislation.
- promoted continuous improvement in the quality and standard of specialist practice
- communicated effectively with the public and with professional colleagues.

I confirm that I have read the applicant's application form.

I signify below my whole-hearted support for this application for.

Any other comment:

Signature:

Name (in capital letters):

Date:

Appendix 3

1. Appeals to the EBVS must be made in writing to the EBVS Secretariat, which will act as the main point of contact and coordinator of the appeal process.
2. The adverse decisions of a College against which an affected party may Appeal to the EBVS are those specified in Section 6.2 above, as well as a decision of a College not to conduct an Appeal under Section 6.6h above. The grounds for Appeal are those specified in Section 6.5 above.
3. An Appeal must be submitted to the EBVS Secretariat within 60 days of the date on which the outcome of an Appeal was communicated to the Appellant by the College, and shall include a clear statement of the grounds for Appeal of the decision.
4. The Notice of Appeal must provide all appropriate documentation being relied upon in support of the Appeal, indexed and arranged chronologically, and which must include correspondence details of the Appellant in both forms (e-mail address and mailing address). One hard copy of each document must be submitted via registered mail, as well as copies of all documents electronically to the EBVS Secretariat.
5. Submission of the Appeal to EBVS must be accompanied by a deposit of €1500 to ensure that the expenses of the Appeal will be covered.
6. Within 5 working days of receipt of the submitted documentation EBVS will acknowledge its receipt to the Appellant and inform the College that an appeal has been received.
7. Alongside the Notification to the College of the receipt of an Appeal, the College will be invited to submit any documentation they consider necessary to support their decision. Any such documentation must be received by EBVS within 15 days of the date of receipt of the EBVS letter. Correspondence between the EBVS and the two parties will be via the EBVS Secretariat and via electronic means.
8. No other information should be submitted to the EBVS, unless requested by the Appeals Committee.
9. On receipt of all the documentation from both parties, the Secretariat will forward them within 5 working days to the EBVS President, who will review the case and decide whether the Appellant has identified a proper ground of Appeal.
10. If no proper ground of Appeal is identified the case will be considered as a **Complaint**. A Complaint will be handled by the President or another member of the Executive Committee designated by the President. The President or his/her nominee (who shall not be from the College involved in the Appeal or have no potential conflict of interest) may request further information (if required) from either party, or call a meeting of the parties in dispute. At the conclusion of the complaint process the EBVS may make a recommendation to its resolution. This may be that the complaint is not upheld and so no further action is necessary, or by way of Advice to the College as to how the complaint should be resolved fairly and proportionately. This Advice is not considered binding on the College. The whole process of handling a complaint may not last for more than 60 days.
11. If the decision of the EBVS President was that the matter be dealt with as an **Appeal**, an Appeals Committee will be appointed by the Executive Committee of the EBVS within 30 working days of the time the members of the Executive Committee are informed by the President that the matter will be dealt with as an appeal. The Appeals Committee shall be made up of EBVS Board Members, who shall not be serving members of the Executive Committee, and shall consist of three members, one of whom shall act as Chair, nominated by the EBVS Executive Committee. Wherever possible the Appeals Committee members will be members of fully recognized Colleges and will have served as EBVS Board members for at least two years. No member of the Appeals Committee should be a Diplomat, or hold

any other category of membership, of the College involved in the dispute. Any conflict of interest statement must be submitted by all members to the EBVS Secretariat in writing.

12. The two parties will be informed of the proposed membership of the Appeals Committee and will be given an opportunity to raise any concerns with the EBVS Secretariat before the Appeals Committee's membership is confirmed. Any concerns must be submitted in writing to the Secretariat within 7 working days of receipt of the proposed membership together with the reasons for any concerns/objections.

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

14. If a proposed member of the Appeals Committee is to be replaced, the Executive Committee will seek to appoint another member to the Appeals Committee as soon as possible. The two parties will be notified of the individual who is proposed as the replacement member of the Appeals Committee and the process set out above will apply.

15. Within 5 working days of the confirmation of the Appeals Committee's appointment, the EBVS Secretariat shall forward to the members of the committee all the papers relating to the dispute.

16. The Appeals Committee will conduct the Appeal, with administrative support from the EBVS CEO to ensure consistency. Having received all the papers relating to the dispute from the EBVS Secretariat, the members of the Appeals Committee shall review the case, request further information, if required, and, at their discretion, call a hearing of either party or both parties, giving at least 14 days' notice. The EBVS Secretariat will supply both parties with the grounds for Appeal and supporting evidence at least 10 days in advance of the hearing.

17. The Appeals Committee will reach a decision on the Appeal within 90 days of receipt of the original documentation relating to the dispute. The decision of the Appeals Committee will be reached by a majority vote of the members of the Committee, the Chair will have the casting vote if necessary, and will be announced as the decision of the Committee. Individual Committee members' views will be treated as confidential.

18. The EBVS Appeals Committee may reject or uphold the appeal. Where the Appeals Committee upholds the appeal, the Committee may modify or reverse the decision of the College, and/or adjust any sanction.

19. The Chairperson of the Appeals Committee will submit their decision in writing to the President of the EBVS via the Secretariat not more than 15 days after the decision is made. In communicating the decision of the Appeals Committee, the Chairperson will indicate the reasons for the decision.

20. The EBVS Executive Committee will check that the Appeals Committee has followed the procedures and, if these have been followed correctly, accept their recommendation.

21. The decision of the EBVS Executive Committee in relation to the Appeal is final.

22. The EBVS Executive Committee shall communicate the decision to the parties via the EBVS Secretariat within 15 days of receipt of the recommendation of the EBVS Appeals Committee.

23. The whole process of complaint/appeal must be handled in due confidence.