



ECVS

European College of Veterinary Surgeons

Book of Procedures

Version: January 2023

Table of Content

1.	Purpose of the Book of Procedures	3
2.	Membership	4
3.	The Board of Regents	4
3.I.	Chair of the Board of Regents.....	4
3.II.	President.....	5
3.III.	President Elect	6
3.IV.	Executive Secretary.....	7
3.V.	Treasurer	8
3.VI.	Operations Manager.....	10
3.VII.	Regents	12
3.VIII.	Board Meetings	12
4.	Committees	13
4.I.	Credentials Committee	13
4.II.	Programme Recertification Committee	16
4.III.	Examination Committee	17
4.III.1.	MCQ Sub-Committee	22
4.IV.	Fiscal Committee.....	24
4.V.	Programme Committee	25
4.VI.	Recertification Committee	27
4.VII.	Resident Research Grant Committee	30
4.VIII.	Appeals and Grievances	31
4.VIII.1.	Appeals Committee	31
4.VIII.2.	Grievance Procedures.....	33
4.IX.	Resident Ombudsperson.....	33
5.	Annual Scientific Meeting.....	35
6.	Miscellaneous.....	42
6.I.	ACVS Diplomates wishing to obtain ECVS Diplomate Status.....	42
6.II.	Retired Diplomates	43
6.III.	Disabled Diplomates	44
6.IV.	Voluntary Resignation from the College	44
6.V.	Death of Diplomates.....	45
6.VI.	European Associate Editor of Veterinary Surgery	45
7.	Awards.....	46
7.I.	Awards for Diplomates and other Individuals Outside the College	46
7.II.	Resident Award	46
7.III.	Resident Research Grant.....	48
8.	Appendix.....	51
	Abbreviations.....	51

1. Purpose of the Book of Procedures

The guidelines in the Book of Procedures (BoP) were developed by the [Board of Regents](#) (BoR) to assist the Officers, [Regents](#), and [Committee Members](#) in carrying out the functions and responsibilities of the respective committees or office.

The BoP is an evolving document.

One of the functions of the Officers, [Regents](#), and [Committee Members](#) should be to report to the BoR any changes to the document required to reflect changes in the [constitution](#), and executive decisions of the BoR or the Annual Meeting concerning the office and/or committee, and make recommendations to improve the efficiency of the committee or office.

In case of conflicts between the [constitution](#) and the BoP, the latter is subservient to the constitution.

Sections relating to the [Board of Regents](#), [Miscellaneous items](#), and the [Awards](#) will be monitored by the BoR, led by the [Chair of the Board](#). Sections related to individual committees will be monitored by their respective Chairs, and proposals for change forwarded to the BoR by these individuals.

In the Annual Business Cycle, the [Chair of the Board](#) and the Chairs of the Committees will flag up required changes to the Book of Procedures or any other documentation such as the [Training Brochure](#), [Examination Guidelines](#) etc. for discussion to the BoR (or indicate that none is required) in time for the [September Board meeting](#). Changes should be indicated by sending the original version with tracked changes. If these are accepted and have no constitutional implications, the changes will take immediate effect, unless there is a reason for delay, in which case, the time of introduction will be specified.

If any change has constitutional implications, the revised [constitution](#) will be presented to the next [Annual Business Meeting \(ABM\)](#), and changes will be approved and implemented as per the process described in [article XVI](#) of the constitution.

2. Membership

The College membership is defined in [article V](#) of the constitution.

3. The Board of Regents

The role, composition, and responsibilities of the BoR are defined in [article X](#) of the constitution.

The current composition of the BoR is publicly displayed on the website:

<https://www.ecvs.org/about/committees.php#Board+of+Regents>

General provisions:

- All members of the BoR are required to attend all [Board meetings](#) throughout the year. If an individual is unable to attend, the [Chair of the Board](#) is to be notified immediately.
- With the exception of the [Operations Manager](#), all members of the BoR are to serve as voting members.
- All members of the BoR are compensated for their expenses as defined in the [remuneration scheme](#).
- All members of the BoR are allowed free ASM registration incl. all social functions for themselves and their partner as defined in the [remuneration scheme](#).

3.1. Chair of the Board of Regents

A. Officer

The role of the Chair of the BoR is defined in [article X, section 4](#) of the constitution.

Relevant documents for the Chair of the Board:

- [SOP Board Meetings](#)
- [Remuneration Scheme](#)

B. Duties

The Chair of the Board is responsible throughout the year of his/her term of office for all matters involving the BoR and committees reporting to the BoR.

C. Reporting

The Chair of the Board reports to the membership in the bi-annual ECVS newsletter.

3.II. President

A. Officer

The role of the President is defined in [article X, section 5](#) of the constitution.

Relevant documents for the President:

- [SOP Board Meetings](#)
- [SOP ABM](#)
- [SOP Awards Ceremony](#)
- [Remuneration Scheme](#)

B. Duties

1. The President is responsible throughout the year of his/her term of office for all matters directly involving the Diplomates of the College.
2. The President has overall responsibility for the development and organisation of the Annual Meeting of the ECVS incl. the Annual Business Meeting (ABM) (see [SOP ABM](#)) and the Annual Scientific Meeting (ASM) (see [chapter 5](#)).
3. The President conducts the Awards Ceremony at the closing of the ASM at the end of the Joerg Auer lecture (refer to [SOP Awards Ceremony](#)).
4. The President is responsible for representing the ECVS at the ACVS Surgery Summit.
5. The President, together with the [Executive Secretary](#), signs the Diplomat certificates.
6. The President takes over representative functions when needed.

C. Reporting

1. The President reports to the [Chair of the BoR](#) and BoR regarding his/her College responsibilities.
2. The President reports to the membership at the [ABM](#).
3. The President reports to the membership in the bi-annual ECVS newsletter.

3.III. President Elect

A. Officer

The role of the President Elect is defined in [article X, section 6](#) of the constitution.

Relevant documents for the President Elect:

- [SOP Board Meetings](#)
- [Remuneration Scheme](#)

B. Duties

1. The President Elect shall observe and learn the duties of the [President](#) in preparation for the following year.
2. With the start of his/her term as President Elect, he/she shall be a member of the [Programme Committee](#) (PC), and act as the main liaison between the [PC](#) and BoR. The President Elect will oversee the scientific programme of the next upcoming [ASM](#) as per his/her own area of specialism and will keep this role throughout the entire term as President Elect, [President](#), and then [Chair of the Board](#) until a new President Elect of the same specialism is elected.
3. The President Elect shall identify and propose to the BoR (for the [September meeting](#)) the next Diplomates to be asked to stand for election to the post of Regent. Following the BoR's decision, the President Elect shall approach these Diplomates and present their replies to the BoR at the [February meeting](#) so they can be asked to submit their application to be presented to the membership for election.

In case Diplomates propose themselves for election to the post of Regent, the President Elect shall remind them to send the curriculum vitae, including ECVS committee experience, together with the names of their proposer and seconder, to the [Executive Secretary](#) for consideration by the BoR at the [February meeting](#).

C. Reporting

The President Elect reports to the [Chair of the BoR](#) and BoR regarding his/her College responsibilities.

3.IV. Executive Secretary

A. Officer

The role of the Executive Secretary is defined in [article X, section 7](#) of the constitution.

Relevant documents for the Executive Secretary:

- [SOP Board Meetings](#)
- [SOP ABM](#)
- [Remuneration Scheme](#)

B. Duties

1. The Executive Secretary coordinates the business activities of the BoR.
2. On behalf of the BoR, he/she coordinates the activities of the standing committees of the College.
3. He/she develops new policy issues for BoR consideration.
4. He/she implements directives and policies established by the BoR.
5. With the assistance of the [Operations Manager](#), he/she supervises the preparation and safekeeping of the minutes of the [Board meetings](#) and the [ABM](#).
6. He/she attends the annual [Fiscal Committee](#) meeting.
7. He/she notifies newly elected Officers and members of the BoR of their election and addresses a thank you letter to the unsuccessful candidate.
8. He/she maintains custody of the Seal of the College and affixes it, when ordered by the BoR, to papers, documents, and with the President, signs all official papers.
9. He/she coordinates and performs other tasks as may be required by the BoR.
10. He/she supervises the general office of the ECVS and the office staff.
11. He/she communicates with the [President](#) and [President Elect](#), and with the PC for [ASM](#) and [ABM](#) preparations.
12. Ancillary duties performed by the Executive Secretary:
 - a) oversees production and distribution of Diplomat certificates; signs them together with the [President](#) of the BoR.
 - b) oversees production and distribution of award certificates; he/she shall include details of the award winners in the newsletter.

- c) serves as spokesperson for enquiries from the public and the media.
- d) answers enquiries from the publisher of *Veterinary Surgery*.
- e) answers enquiries of members, Committee members, and others relating to ECVS policies and procedures.

C. Reporting

1. The Executive Secretary reports to the [Chair of the BoR](#), the [President](#), and the BoR with respect to ECVS business matters.
2. The Executive Secretary reports to the membership in the bi-annual ECVS newsletter.

3.V. Treasurer

A. Officer

The role of the Treasurer is defined in [article X, section 8](#) of the constitution.

B. Duties

1. Annual Membership Fees: The Treasurer oversees collection, deposit and accurate record keeping of yearly membership fee payments by each active Diplomat as defined in the [SOP Annual Membership Fees](#).
2. Budget proposal: The Treasurer oversees and assists with the development of an initial budget proposal for the subsequent fiscal year. The Treasurer makes the budget available to the members of the [Fiscal Committee](#) for discussion and advice before the [February Board meeting](#). The fiscal year budget is approved annually by the BoR at the February meeting.
3. Investments: The Treasurer oversees the investment of College funds to achieve the financial goals of the College as approved by the BoR. The Treasurer acts as agent for the College when placing investments. The College's investment guidelines and principles are defined in the Investment Policy.
4. Federal income tax returns: The Treasurer oversees the submission of the annual tax report to the Swiss Federal Government (if required).

Relevant documents for the Treasurer:

- [SOP Board Meetings](#)
- [SOP Annual Membership Fee](#)
- Investment Strategy^{*)}
- [SOP 4 Eyes Principle](#)
- [SOP ABM](#)
- [Remuneration Scheme](#)

^{*)} Files marked with an asterisk are not available from the public domain.

5. Yearly independent financial review: The Treasurer works with the services of a Certified Public Accountant to perform a yearly audit of the financial records of the College. A written report from the accountant and the annual review is submitted to the BoR at the [July meeting](#) and to the [ABM](#).
6. Receipts of debts: The Treasurer oversees the maintenance of accurate records of all monetary income and of the payment of all debts incurred by the College, which have been authorised by the BoR through approval of the annual budget, by a vote of the BoR, or by authorisation from the [Chair of the BoR](#). The Treasurer approves the payment of invoices by the [Operations Manager](#) as per the defined [4 Eyes Principle](#).
7. Contracts: The Treasurer assists with contract negotiations and co-signs or approves contracts with financial implications as per the limits defined for the [4 Eyes Principle](#).

C. Reporting

1. The Treasurer reports to the [Chair of the BoR](#), the [President](#), and the BoR with respect to ECVS financial matters.
2. The Treasurer shall make two financial reports during the fiscal year, which begins 1 January and ends 31 December: a preliminary financial report in February and a final financial report in July. Each report will contain the total receipts and expenditures of each activity, plus the net worth of the College.
3. The Treasurer reports to the membership at the [ABM](#). The report shall include the year-end report, which includes all financial transactions during the previous fiscal year.
4. Detailed financial reports, including long-term trends in income and expenditure, shall be presented to the BoR annually or as requested by the BoR.

3.VI. Operations Manager

A. Officer

The role of the Operations Manager is defined in [article V, section 9](#) of the constitution.

The Operations Manager is an employed position and the candidate will usually be appointed by a sub-committee of the BoR, including the [Executive Secretary](#). The Operations Manager will be registered at the Register of Companies in Switzerland. He/she may be appointed indefinitely according to Swiss employment law. He/she shall be a non-voting member of the BoR and shall attend all [Board meetings](#).

The role of the Operations Manager is primarily to direct, manage, and maintain the executive office of the ECVS. However, he/she is also encouraged to develop initiatives and produce proposals to the BoR for approval.

B. Duties

1. Executive Office duties

- a) Works with the designated BoR sub-committee on employment of any new staff, establishing staffing needs and informing the BoR of changes in requirements.
- b) Directs and trains office staff to fulfil the functions of the ECVS office by use of staff development, delegation of key skills, and team building.
- c) Manages employment contracts, staff development and appraisals by liaising with University HR where staff are on University contracts (currently University of Zurich) or with the BoR sub-committee where appropriate.
- d) Manages and organises the office facilities, including IT and website technology including liaison with the office providers (currently University of Zurich) and website hosts.

2. ECVS Responsibilities

- a) All aspects of running the ECVS shall be the primary administrative responsibility of the Operations Manager, including examinations, credentials, membership, annual meeting, finances, and publicity.
- b) Develop an annual timeline and deadlines for all office tasks and ensure maintenance of the schedule every year.
- c) Produce, distribute, and maintain the minutes of the [Board meetings](#) and the [ABM](#).

- d) Monitor and maintain efficiency of the ECVS activities.
- e) Develop and maintain a marketing, sponsorship and public relations policy and work with the BoR to arrange for the implementation of these policies.
- f) Ensure that all external enquiries directed to the ECVS Office are forwarded to the relevant BoR member (or committee member) efficiently and without undue delay.

3. Financial and legal duties

- a) He/she shall approve and pay (or arrange to have paid) all bills for expenses of the College by adhering to the guidelines defined in the [4 Eyes Principle](#).
- b) He/she shall keep full and accurate books of accounts, 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.
- c) He/she shall collect application, examination and membership fees, dues as promptly as possible, and report all members in arrears.
- d) He/she shall arrange for signatories to the bank accounts to be updated when required.
- e) He/she shall arrange for the [President Elect](#) to be registered with the Notary as required by Swiss law.
- f) He/she shall ensure that the [Treasurer](#) discharges the BoR's responsibilities at the [ABM](#) each year and for the relevant annual accounting returns to be made according to requirements of Swiss law.
- g) He/she shall arrange for the finances of the College to be audited annually.
- h) He/she shall ensure that all ECVS records and activities are recorded and stored so as to be compliant with any aspect of Swiss law that relates to the College.
- i) Attend [Fiscal Committee](#) meetings as a non-voting member.

4. Specific requirements

- a) Maintain company and ECVS records in such a way that reference and back up data are available both to the Swiss Authorities as required in Swiss law, or to officers of the College should they need to access them. This includes establishing and maintaining an efficient filing system of hard and electronic data.
- b) Provide the information required for the [Treasurer](#) to complete his/her reports.
- c) He/she shall be the custodian of the records of attendance at all meetings of the College, of members and guests in special registers for each.
- d) Arrange for all venue bookings, meeting room and hotel bookings, examination facilities to be booked and confirmed, check and sign all contracts with the same, and liaise with the local organizers regarding any changes in availability and organize alternative venues.

C. Reporting

The Operation Manager reports to the [Executive Secretary](#), the [Chair of the BoR](#), the [President](#), and the BoR.

D. Expenses and Reimbursement

The Operations Manager is re-imbursed for all expenses incurred in carrying out his/her responsibilities for the College.

3.VII. Regents

A. Officers

The role and term of office of the Regents is defined in [article X](#) of the constitution.

B. Duties

1. New Regents will be informed of the dates of the [September Board meeting](#) when they have been elected. The September meeting will be their first Board meeting.
2. All newly elected Regents must sign the '[Confidentiality Declaration](#)' before commencing their duties.
3. Regents are appointed to certain committees mandated by the constitution.

C. Reporting

The Regents report to the [Chair of the BoR](#), the [President](#) and the BoR.

Relevant documents for the Regents:

- [SOP Board Meetings](#)
- Confidentiality Declaration^{*)}
- [Remuneration Scheme](#)

^{*)} Files marked with an asterisk are not available from the public domain.

3.VIII. Board Meetings

The BoR meets three times per year as defined in the [SOP Board Meetings](#).

4. Committees

4.1. Credentials Committee

A. Roles and Responsibilities

The roles and responsibilities of the Credentials Committee (CC) are defined in [article XI, section 1](#) of the constitution.

B. Membership

The current composition of the CC is publicly displayed on the website: <https://www.ecvs.org/about/committees.php#Credentials+Committee>

1. The CC consists of at least 7 members which are appointed by the BoR. The term of office is three to four years with 0 to 2 members being replaced every year in September.
2. The CC is divided into SA and LA committees to efficiently accommodate and distribute the workload. Communications and enquiries regarding SA candidates and programmes are directed to the SA committee; communications and enquiries regarding LA candidates and programmes are directed to the LA committee. Each of these committees has a Chair who is normally the longest serving member on that committee, The SA and LA Chairs will decide whether the communication needs to be directed to all members of the CC before an answer is provided. They respond to emails and other forms of correspondence in a timely manner, ideally within 24-48 hours after receipt. Additional time may be required under exceptional circumstances.
3. New CC members are to be selected and proposed to the BoR for ratification as per the [SOP Committee Members Selection Process](#).

C. Duties

1. To enrol eligible Residents in appropriate training programmes, to keep track of registered Residents during their training and to evaluate their progress.
2. To review and to evaluate the suitability of new and existing SVSRPs and AVSTPs. A new programme must be fully approved by the CC prior to accepting a new Resident within it. The CC will not accept any period of training of a Resident performed prior to the date of the acceptance of their programme.

Relevant documents for the Credentials Committee:

- [Training Brochure](#)
- [SOP CC Meetings](#)
- [SOP Annual Reports and Credentials Evaluation](#)
- [SOP Full Professor Rule](#)
- [SOP Committee Members Selection Process](#)
- Confidentiality Declaration^{*)}
- [Remuneration Scheme](#)

^{*)} Files marked with an asterisk are not available from the public domain.

3. To review guidelines for Standard (Single and Dual Site) Veterinary Surgery Residency Programmes (SVSRPs) and Alternate Veterinary Surgery Training Programmes (AVSTPs) and to recommend changes to these documents to the BoR, if indicated.
4. To [evaluate the annual submissions](#) of Residents and alternate trainees in training and to advise them on fulfilling the requirements of the [Training Brochure](#). Their progress, with any required corrections, is communicated to the Resident in training by sending written communication at least once a year (commonly after the September credentials meeting) to the Resident with a copy to their named ECVS Diplomate Supervisor.
5. To [evaluate the credentials](#) from candidates applying to sit the ECVS board-certifying examination and to recommend qualified applicants to the BoR. The CC shall also submit a list of unsuccessful applicants with the reasons for their rejection to the BoR. The requirements for credentials submission are listed in the [Training Brochure](#) (Section 9, 2b).
6. To determine a Residency applicant's qualification for future active membership status in the European College of Veterinary Surgeons as specified in the [ECVS constitution](#). Requirements for admission, guidelines for Residency Training Programmes and application procedures are specified in the [Training Brochure](#), which is made available in the public domain of the ECVS webpage.
7. To evaluate the credentials of ACVS Diplomates applying for temporary membership of the ECVS and to provide a recommendation with regards to acceptance to the BoR.
8. To evaluate the credentials of individuals applying to supervise ECVS Residents under the [Full Professor Rule](#).
9. To answer any queries from Residents in training, Programme Director or Supervisors via the ECVS office or directly to the Chair of the CC at least three times annual at the [CC meeting in February, July and September](#). Enquiries may also need to be dealt with between these meetings via the ECVS office in discussion with the Chair of the CC and the CC committee.
10. To keep the [Training Brochure](#) up to date with respect to any alterations which will need to be approved and ratified by the BoR.
11. The CC Chairs have the overall responsibility for the efficient running of the CC meetings and for the reporting to the BoR and within the CC.

D. Reporting

1. The CCs report to the designated CC / Board liaison officers.
2. The CC Chairs present an oral report to the BoR at the three meetings between the CC and BoR per year (see [SOP CC Meetings](#)) for the purpose of:
 - a. Clarifying, substantiating, or defending the written report and rating of Residents / trainees and advising on any problems that have been identified with specific candidates or programmes.
 - b. Submitting problems of procedure or interpretation encountered by the CC that require action or clarification by the BoR.
3. The CCs report on the evaluation of annual reports and credentials applications in writing to the Residents and their named Supervisor (and co-Supervisor where applicable) following approval by the BoR.
4. The CC Chairs also report to the Residents in training and their Supervisors at an informal session at the [ASM](#).
5. The CCs report to the membership in the bi-annual ECVS newsletters.
6. The CC Chairs may address the membership at the [ABM](#) when there is important information on new developments or changes for Residents and Supervisors to be reported.

E. Credentials Committee Meetings

The Credentials Committee meets three times per year as defined in the [SOP CC Meetings](#).

F. Expenses and Remuneration

- All members of the CC are compensated for their expenses as defined in the [remuneration scheme](#).
- All members of the CC are allowed free ASM registration incl. all social functions for themselves and their partner as defined in the [remuneration scheme](#).

4.II. Programme Recertification Committee

A. Membership

The current composition of the Programme Recertification Committee is publicly displayed on the website: www.ecvs.org/about/committees.php#Programme+Recertification+Committee

The committee is comprised of the two previous CC Chairs with usually a one-year membership for the SA Chair and two years membership for every LA Chair.

Relevant documents for the Programme Recertification Committee:

- [Training Brochure](#)
- [SOP CC Meetings](#)
- [SOP Committee Members Selection Process](#)
- [Remuneration Scheme](#)

B. Duties

1. The Programme Recertification Committee reviews and maintains the database of training programmes in conjunction with the ECVS Office after every July, February, and September [CC meeting](#).
2. They identify programmes due to recertify in the year of their membership tenure and assist the Office with communicating to the Programme Director by the end of February to submit their programme recertification documents (see [Training Brochure](#), Section 6) by the 31st of May of that year.
3. They review the recertification documents and discuss any issues and communicate them to the Programme Directors by no later than October of the year of submission. They may highlight any issues concerning programme recertification to the BoR at the [September meeting](#) via the CC.

C. Reporting

The Programme Recertification Committee reports to the CC and BoR (via the CC).

D. Expenses and Remuneration

- The Programme Recertification Committee usually conducts its business virtually and does not meet in person; therefore no travel and meeting expenses will be incurred.
- In case of a justified need for an in-person meeting (subject to BoR approval), the members will be compensated for their expenses as per the [remuneration scheme](#).
- All members of the Programme Recertification Committee are allowed free [ASM](#) registration incl. all social functions for themselves and their partner as defined in the [remuneration scheme](#).

4.III. Examination Committee

A. Roles and Responsibilities

The roles and responsibilities of the Examination Committee (EC) are defined in [article XI, section 1](#) of the constitution.

B. Membership

The current composition of the EC is publicly displayed on the website: <https://www.ecvs.org/about/committees.php#Examination+Committee>

1. The EC shall consist of 12 members appointed by the BoR. The EC is subdivided into a small animal (SA) and a large animal (LA) working group, with 6 SA and 6 LA ECVS Diplomates per group, respectively. The term of office will be 5 years and 2 members (one LA and one SA) will be replaced each year, but every 5th year, 4 members (2 LA and 2 SA) will be replaced. The incoming members start their tenure immediately after the current year's exam and participate in all the preparatory meetings for the next exam. The EC will select a SA and a LA Chairperson each year (typically a member in his/her 4th year of tenure). In the member's final year on the EC, they are known as the outgoing Chairperson and they act as the Advisor to their individual EC working group (SA or LA) and provide assistance to the new Chairperson. The length of time that each member spends on the examination committee ensures consistency in the exam preparation and marking processes and the benefit of the accrued knowledge and experience.
2. Members of the EC should be experienced in examination techniques and preparation. One EC member in each working group (SA and LA) should be a native English speaker. New EC members are appointed by the BoR, in consultation with the EC as per the [SOP Committee Members Selection Process](#). The EC will strive to maintain a balance of orthopaedic and soft tissue surgeons and a balance of surgeons in private practice and academia.
3. The EC may request from the BoR that additional examiners are recruited if exceptional circumstances require this.
4. Two members of the BoR shall be appointed to serve as liaison officers to the EC (one LA and one SA). The appointed Regents should have served previously on the EC and have responsibilities to facilitate communication between the BoR and EC and to ensure continuity of EC policies, standards and procedures over time and to provide clarification and assistance to the EC as required. The role of the liaison officers is further defined in the document

Relevant documents for the Examination Committee:

- [Examination Guide](#)
- [ECVS Exam – what to expect \(PPT\)](#)
- [SOP EC Meetings](#)
- SOP Exam Questions and Exam Preparation^{*)}
- SOP Standard Setting for Parts I & II^{*)}
- Marking Guide^{*)}
- Exam Report Template^{*)}
- The role of the ECVS Board of Regents – Examination Committee Liaison Officer^{*)}
- [SOP Committee Members Selection Process](#)
- Confidentiality Declaration^{*)}
- [Remuneration Scheme](#)

^{*)} Files marked with an asterisk are not available from the public domain.

The role of the ECVS Board of Regents – Examination Committee Liaison Officer.

5. An educationalist is employed by the ECVS and acts as an External Observer (max. of 100 hours/year – exceptions are possible depending on approval of the ECVS Office/BoR). The External Observer advises on preparation of the examination, delivery of the examination and the marking process.

C. Duties

1. Preparation of Examination

- a) To set an examination that tests that new Diplomates fulfil the minimal entry level requirements into the College, thus maintaining its standards.
- b) The EC will set the examination that will test knowledge of general aspects of surgery in all species, as well as specific competencies in SA or LA surgery respectively.
- c) Questions are prepared as per the SOP Exam Questions and Exam Preparation.
- d) The examination is composed of 3 parts and is described in detail in the [Examination Guide](#).

PART 1 is the case-based part of the examination. This part of the examination will assess in-depth the candidate's ability to progress through cases, interpret results and make decisions based on the information available prior to, during and after surgery. The candidate will be expected to answer questions covering all areas of SA or LA surgical practice.

PART 2 is the practical part of the examination. This part of the examination is designed to test recognition and interpretative skills. The candidate will be expected to answer questions covering all areas of SA or LA surgical practice.

PART 3 is the multiple-choice part of the examination. This part of the examination consists of multiple-choice questions about surgical biology and general surgery. In each organ system, questions will be asked on basic sciences (anatomy, physiology, pathology), pharmacology & anaesthesia, surgical techniques, diagnosis, surgical treatment and post-operative management. Each question will have one correct answer. Separate questions are given to LA and SA candidates.

2. Delivery of Examination

- a) The examination is delivered in Zurich (or at another location decided by the BoR in agreement with the EC) in the first or second week of February – except for exceptional circumstances when different arrangements may have to be made.
- b) All members of the EC will meet 1 or 2 days before the start of the examination at the location of the exam to make final preparations, liaise with the on-site IT support and the ECVS Office to ensure that the room facilities, audio-visual equipment, the computers and the examination are ready.
- c) The EC Chairpersons should ensure that the External Observer and BoR liaison officers can witness all parts of the examination.
- d) The EC Chairpersons will meet with the candidates the evening before the start of the exam to brief them on the exam process.
- e) The examination can be supervised by designated staff (such as IT staff, ECVS Office, hired exam invigilators), but at least one EC member per species (ideally the exam chair) must be available to be called at all times and be prepared to be personally present at the exam location at short notice.
- f) The EC Chairpersons address for any grievances raised by the candidates and should keep a record of these.

3. Marking of Examination Papers and Setting of Pass Marks

- a) The EC shall grade the examination and set the pass mark, using a validated scoring system. For Parts 1 and 2, the Borderline Group Method is used to set the pass score. For Part 3, the Hofstee Method is applied. These methods are described for the candidates in the ECVS [Examination Guide](#) and, for internal purposes, in the SOP Standard Setting for Parts I & II and Marking Guide for ECVS Board Examination.
- b) The EC submit their results and their recommendations to the BoR at the [February BoR Meeting](#) in the week of the exam.
- c) The College, through the BoR, approves the examination process and results delivered by the EC. Only after this approval, the final list of new Diplomates who are admitted to the College annually is created. To attain Diplomate status, a candidate must pass all 3 sections of the examination and receive the endorsement of the BoR.
- d) Marking of the examination and setting of pass marks by the EC as well as approval of the EC's recommendations by the BoR is an anonymised process, i.e. members of the EC and the BoR are blinded with regard to the identity of candidates. Only after approval of exam results by the BoR, candidates' names are disclosed and the final list of new Diplomates is created.

4. Reporting of Results

- a) Results of the ECVS examination shall be sent to the respective candidates within 4 weeks of the examination. The results will indicate whether the candidate has passed or failed each of the 3 parts of the exam. Results are to be sent out by the ECVS Office.
- b) Unsuccessful candidates will receive written individual feedback from the EC Chairs via the Office within 6 weeks after the exam. This feedback is generated and provided as defined in the SOP Feedback for the ECVS Exam. Information regarding specific examination questions or answers, the pass mark or scores will not be made available to the candidates.
- c) Copies of correspondence with unsuccessful candidates will be kept at the ECVS Office.

5. Exam Records

- a) The ECVS Office shall maintain possession of the candidates' examination scripts (electronic or on paper). The records of unsuccessful candidates are to be kept for 5 years.
- b) EC members shall not store examination results on their computers beyond the period of appeal after an examination. All previous members of the EC should destroy results and examination data once their tenure has ceased.

6. Confidentiality

- a) Members of the EC will respect the confidentiality of the exam and not discuss or disclose the exam questions with or to anyone other than members of the EC or the BoR, either during or after their term of office.
- b) The results of the examination shall not be discussed with others who are not members of the EC or the BoR.

D. Regulations for Candidates

1. Each candidate can have a total of 4 attempts to pass all three parts of the examination within 8 years of acceptance of their credentials and approval by the BoR.
2. Candidates must state their intent to sit the examination in any year by submitting a completed application form and appropriate fees to the ECVS Office by October 25th of the previous year.
3. Candidates requiring extra time or special allowances during the examination must notify the EC via the ECVS Office at least 30 days prior to the date of the examination. The EC may request documentary evidence to support such requests.
4. A candidate must be re-examined in any part not completed successfully. An application shall be made to the ECVS Office by the advertised date and shall be accompanied by payment of appropriate fee. Candidates who have been

successful in one or more part of the examination do not need to be re-examined in these sections.

5. Should a candidate fail all parts of the examination, then the entire examination must be repeated in a subsequent examination period in compliance with the above-mentioned statute of limitations.
6. Candidates must not give or receive assistance of any kind during the examination. Any cheating, any attempt to cheat or assisting others to cheat will result in disqualification from the examination. So as not to disrupt other candidates, the offending candidate will not be informed that they have been disqualified until after that part of the examination has finished. There will be no appeal.

E. Reporting

1. The ECs report to the designated EC / Board liaison officers.
2. The EC Chairs present an oral report to the BoR at the [February meeting](#) with main focus on reporting on the examination, marking process, and general circumstances of the immediately past examination and presenting the results to the BoR for ratification.

A report using the [Examination Report template](#) is then provided to the BoR by the EC Chairs. Final approval of the written examination report is made at the [July BoR meeting](#). The Chairs of the EC can be invited to the July BoR meeting if required or requested by the EC.

The ECVS Office reports the tabulated results of the exam to the chair of the [Credentials Committee](#).

3. The ECs may submit a written report to the BoR (via the Board liaison) and address issues, suggestions and questions requiring clarification for the [September meeting](#).
4. The immediate past advisors of the EC present an exam information session at the [ASM](#), usually on Thursday early afternoon, before the opening session of the ASM.
5. The ECs report to the membership in the bi-annual newsletters.
6. The ECs may address the membership at the [ABM](#) when there is important information on new developments and changes for Residents, Supervisors, and exam candidates to be reported.

F. Exam Committee Meetings

The Exam Committee meets 1-3 times per year as defined in the [SOP EC Meetings](#).

G. Expenses and Remuneration

- All members of the EC are compensated for their expenses as defined in the [remuneration scheme](#).
- All members of the EC are allowed free [ASM](#) registration incl. all social functions for themselves and their partner as defined in [the remuneration scheme](#).

4.III.1. MCQ Sub-Committee

A. Role and Responsibilities

The role of the MCQ sub-committee is to write and prepare the multiple choice questions for part 3 of the ECVS certifying examination.

B. Membership

1. The MCQ sub-committee is comprised of ECVS Diplomat volunteers.
2. The number of members on the MCQ sub-committee is not strictly defined. A group of 15 to 30 per specialism has proven to be a sensible and manageable size, providing a good variety of areas of expertise and allowing the authors to focus on a reasonable maximum number of good quality questions per year. The sub-committee may be increased or decreased in size as it fits the committee's needs.
3. The MCQ Subcommittee has two chairs: one small animal and one large animal ECVS Diplomat.
4. The members and chairpersons of the MCQ sub-committee are selected as per the [SOP Committee Members Selection Process](#).
5. The initial term of membership of this subcommittee shall be 5 years assuming the quality of questions provided is considered to be of a suitable standard. MCQ Subcommittee members may apply to serve for a second 5 year term at the discretion of the joint committee chairs and BoR, subject to evidence of their contribution to the subcommittee during their initial term.

Relevant documents for the MCQ Sub-Committee:

- [Examination Guide](#)
- [SOP MCQ Preparation](#)^{*)}
- [SOP Exam Questions and Exam Preparation](#)^{*)}
- [SOP EC Meetings](#)
- [SOP Committee Members Selection Process](#)
- [Remuneration Scheme](#)

^{*)} Files marked with an asterisk are not available from the public domain.

A member of the sub-committee may be removed from the committee at any time at the discretion of the MCQ sub-committee and / or EC chair if the quality of the questions written is insufficient and does not improve after several feedback and training cycles.

6. A small number of MCQ authors will be selected as reviewers and charged with the reviewing process under the direction of the MCQ sub-committee chairs.

C. Duties

The MCQ sub-committee prepares MCQs according to the process defined in the **SOP MCQ Preparation**.

D. Reporting

The chairpersons of the MCQ sub-committee report to the EC and BoR.

E. Expenses and Remunerations

- The MCQ sub-committee usually conducts its business virtually and does not meet in person; therefore no travel and meeting expenses will be incurred.
- In case of a justified need for an in-person meeting (subject to BoR approval), the chairs of the sub-committee will be compensated for their expenses as per the [remuneration scheme](#).
- The chairs of the MCQ sub-committee are allowed free [ASM](#) registration incl. all social functions for themselves and their partner as defined in the [remuneration scheme](#).

4.IV. Fiscal Committee

A. Role and Responsibilities

The role and responsibilities of the Fiscal Committee (FC) are defined in [article XI, Section 3](#) of the constitution.

Relevant documents for the Fiscal Committee:

- [SOP Board Meetings](#)
- [Investment Strategy](#)^{*)}

^{*)} Files marked with an asterisk are not available from the public domain.

B. Membership

The Fiscal Committee consists of the [President](#), the [Treasurer](#), the [Chair of the Board](#), the [Executive Secretary](#) and the [Operations Manager](#) (as non-voting member).

C. Duties

1. The FC discusses the preliminary financial report and the annual budget as prepared by the [Treasurer](#) with the help of the ECVS Office.
2. The FC reviews the Treasurer's book in preparation of the annual audit.
3. The FC advises the BoR on all financial affairs of the College.

D. Reporting

The FC reports to the BoR at the [February Board meeting](#).

E. Fiscal Committee Meetings

The FC meets once per year, immediately prior to the [February meeting](#) of the BoR.

4.V. Programme Committee

A. Role and Responsibilities

The role and responsibilities of the Programme Committee (PC) are defined in [article XI, Section 4](#) of the constitution.

B. Membership

The current composition of the PC is publicly displayed on the website: <https://www.ecvs.org/about/committees.php#Programme+Committee>

The PC has 2 subdivisions: a Small Animal (SA) committee and a Large Animal (LA) committee. The SA committee should consist of 6 members, 2 should have a special interest in soft tissue and 2 should have a special interest in orthopaedics / neurology. The LA committee consists of 4 members with at least one member with a special interest in orthopaedics and in soft tissue surgery.

Each PC should contain at least one native English speaker and should have a gender balance, representation of different countries and consist of ECVS Diplomates from both academia and private practice.

The minimum expected term of office for each PC member should be 3 years, with a maximum of 5 years, unless otherwise agreed by the BoR.

New PC members are to be selected and proposed to the BoR for ratification as per the [SOP Committee Members Selection Process](#). At the time of joining the PC, the new member is made the designated chair of the next available [ASM](#).

An ECVS Diplomate (or suitable alternative approved by the BoR depending on the host country) is identified in the host country of the ASM and forms a [Local Organising Committee](#) who liaise directly with each PC.

The [President Elect](#) or nominated BoR member will oversee the SA and LA committees and programme content for the [ASM](#).

C. Duties

The task of the PC is to develop a programme for each [ASM](#) and perform abstract marking, selection and editing for *Veterinary Surgery* and the congress proceedings (see ECVS abstract submission online blind review process). If pre-congress courses are to be held, they should also be coordinated by the Chair in close collaboration with the [Local Organising Committee](#).

Relevant documents for the Programme Committee:

- [Abstract Submission Guidelines](#)
- ECVS abstract submission online blind review process^{*)}
- [SOP Committee Members Selection Process](#)
- Confidentiality Declaration^{*)}
- [Remuneration Scheme](#)

^{*)} Files marked with an asterisk are not available from the public domain.

The PC Chair is responsible for reporting to the BoR at the [July and February meetings](#) and for overseeing PC responsibilities prior to and during the ASM including scoring of the Resident Forum and Poster sessions (see [Section 5. Annual Scientific Meeting](#)).

D. Reporting

1. The PCs report to the BoR on the following occasions:
 - a) at the [February meeting](#) (via PC / BoR liaison officers):
 - confirm the final programme of the [ASM of the same year](#) and update on any changes since the previous [\(September\) meeting](#)
 - provide a draft programme for the [ASM of the following year](#) (minus 17 months)
 - propose incoming members to the BoR for ratification
 - b) at the [July meeting](#) (in-person, see [SOP PC Meeting](#)):
 - propose a definitive version of the programme of the [ASM of the following year](#) (minus 12 months)
 - update about discussions within the PCs, proposals, and other issues to be addressed with the BoR
 - c) at the [September meeting](#) (via PC / BoR liaison officers):
 - provide a definitive version of the programme of the [following year's ASM](#) (minus 9 months, if not already finalised in July)
 - provide a preliminary version of the programme of the [ASM almost two years later](#) (minus 22 months)
2. The PCs may report to the membership in the bi-annual ECVS newsletters to inform about the scientific programme and generate interest in the ASM.

E. Programme Committee Meetings

The PCs meet once per year as defined in the [SOP PC Meeting](#).

F. Expenses and Remuneration

- All members of the PC are compensated for their expenses as defined in the [remuneration scheme](#).
- All members of the PC are allowed free ASM registration incl. all social functions for themselves and their partner as defined in the [remuneration scheme](#).

- Members of the [Local Organising Committee](#) shall receive complimentary registration for the ASM including two tickets for all social functions. Complimentary accommodation at the designated congress hotel and compensation of travel expenses may be offered in certain cases when a member of the Local Organising Committee does not live within reasonable travel distances.

4.VI. Recertification Committee

The term 'Recertification Committee' is used to describe the Diplomate Recertification Committee as opposed to the Programme Recertification Committee, which is always referred to by its full name.

The abbreviation RC is not commonly used for the Recertification Committee.

A. Role and Responsibilities

The role and responsibilities of the Recertification Committee are defined in [article XI, Section 5](#) of the constitution.

B. Membership

The current composition of the Recertification Committee is publicly displayed on the website:

<https://www.ecvs.org/about/committees.php#Recertification+Committee>

The Recertification Committee shall consist of 2 members appointed by the BoR. The Chair of the committee shall not be a member of the BoR. The term of office for the committee members shall be 3 years with the possibility of re-election for a further 3 years.

C. Recertification of ECVS Diplomates

1. In order to remain 'certified' and to comply with requirements of the European Board of Veterinary Specialisation (EBVS), ECVS Diplomates must undergo the recertification process every 5 years. A Diplomate is considered 'certified' for 5 years from the date of initial ECVS Board certification and thereafter for 5 year increments, depending on fulfilment and timely documentation of recertification criteria. Failure to comply with these criteria will render a Diplomate 'non-certified'. Non-certified Diplomates are no longer registered with the EBVS and

Relevant documents for the Recertification Committee:

- [Recertification Guidelines](#)
- [SOP Recertification Application](#)
- [SOP Committee Members Selection Process](#)
- Confidentiality Declaration^{*)}
- [Remuneration Scheme](#)

^{*)} Files marked with an asterisk are not available from the public domain.

are not allowed to use the title 'European Specialist'. Furthermore, they may not establish a new ECVS Residency Programme or be the named Supervisor for a Resident in a Standard VSRP or an Alternate VSTP.

2. The title ECVS Diplomate and all other active and passive rights of an ECVS Diplomate, such as the right to vote, eligibility to offices within the College other than the ones listed above and participation in the Annual Business Meeting remain unaffected by the recertification status.
3. Non-certified Diplomates are still required to pay an Annual Membership Fee.
4. Non-certified Diplomates cannot be nominated as members of the Examination Committee or the Credentials Committee.
5. ECVS Diplomate recertification can either be obtained by sitting and passing the Practical part of the board-certifying examination for Residents as the sole criterion or by documentation of activity in the field of veterinary surgery, using a credit point system (see [Recertification Guidelines](#)).
6. If a Diplomate does not meet the required number of points, they can be given one year extra in which to achieve at least the number of missing points. If they succeed, they will then be re-evaluated 4 years from the end of the extra year. Thus, Diplomates must make up the deficit in the subsequent 4 year period. For example, if a Diplomate has 80 points in the relevant 5 year period, in the following year they need $80+20 = 100$ points, and in the subsequent 4 years they need 100 points to make up the shortfall.
7. If they do not succeed or if any Diplomate does not submit re-certification documents, they will become non-certified Diplomates, removed from the EBVS specialist register, and may only use the title of 'Diplomate (non-certified)'.

D. Duties

1. To determine an applicant's qualification for 'certified' status in the ECVS as specified in the [constitution](#).
2. To determine the number of points accrued and submitted by the applicant as specified under the Application Procedure.
3. To recommend qualified members to the BoR.
4. To submit a list of Diplomates to the BoR who did not pass the requirements for re-certification, with reasons for rejection of each.

5. To recommend to the BoR the re-instatement of suitably qualified lapsed or non-certified Diplomates.
6. To submit a list of lapsed or non-certified Diplomates to the BoR who did not pass the requirements for recertification, with reasons for rejection of each.
7. To submit to the CC a list of lapsed Diplomates who have failed to recertify.

E. Reporting

1. The Recertification Committee submits a written report to the BoR for the [September meeting](#) containing the results of the annual recertification cycle and the lists of Diplomates to be recommended for recertification, rejected and recommended for leniency.
2. The Recertification Committee reports to the membership in the autumn / winter edition of the ECVS newsletter on the current year's recertification process, the results and any other relevant recertification developments and announcements.

F. Expenses and Remuneration

- The Recertification Committee usually conducts its business virtually and does not meet in person; therefore no travel and meeting expenses will be incurred.
- In case of a justified need for an in-person meeting (subject to BoR approval), the members will be compensated for their expenses as per the [remuneration scheme](#).
- All members of the Recertification Committee are allowed free ASM registration incl. all social functions for themselves and their partner as defined in the [remuneration scheme](#).

4. VII. Resident Research Grant Committee

A. Roles and Responsibilities

The roles and responsibilities of the Resident Research Grant Committee are defined in [article XI, section 6](#) of the constitution.

B. Membership

The current composition of the Resident Research Grant Committee is publicly displayed on the website:

<https://www.ecvs.org/about/committees.php#Research+Committee>

The Resident Research Grant Committee shall consist of 3 members of the College. The term of office shall be 3 years. The senior member shall be the Committee Chair.

One new member is appointed annually by the BoR as per the [SOP Committee Members Selection Process](#).

C. Duties

1. The committee shall receive and evaluate all requests for College funds, allocated to the [Resident Research Grant](#) (see chapter [7.III. Resident Research Grant](#) for description of grant and procedures.
2. The committee will score each application out of 100 as defined in the [grant guidelines](#).
3. The scores will be used to rank the applications in two separate categories – Small Animal and Large Animal. The top scoring application in each category will be put forward to the BoR for approval for funding. More than two projects can be proposed for funding if their total costs do not exceed the budget available in that year.
4. If the committee believes that no application is considered worthy of funding in either the Small or Large Animal category, the Committee can recommend to the BoR to award two (or more) grants in the same category.

D. Reporting

1. The Resident Research Grant Committee submits a written report to the BoR for the [February meeting](#) with the projects recommended for funding and any other relevant issues to be addressed by the BoR.

Relevant documents for the Resident Research Grant Committee:

- [Research Grant Guidelines](#)
- [Research Grant Application Form](#)
- [SOP Committee Members Selection Process](#)
- Confidentiality Declaration^{*)}
- [Remuneration Scheme](#)

^{*)} Files marked with an asterisk are not available from the public domain.

2. The Resident Research Grant Committee may report to the membership in the bi-annual ECVS newsletter when there is information on the grant procedure to be reported.

E. Expenses and Remuneration

- The Resident Research Grant Committee usually conducts its business virtually and does not meet in person; therefore no travel and meeting expenses will be incurred.
- In case of a justified need for an in-person meeting (subject to BoR approval), the members will be compensated for their expenses as per the [remuneration scheme](#).
- All members of the Resident Research Grant Committee are allowed free [ASM](#) registration incl. all social functions for themselves and their partner as defined in the [remuneration scheme](#).

4.VIII. Appeals and Grievances

4.VIII.1. Appeals Committee

A. Roles and Responsibilities

The roles and responsibilities of the Appeals Committee are defined in [article XI, section 7](#) of the constitution.

B. Membership

The current composition of the Appeals Committee is publicly displayed on the website:

<https://www.ecvs.org/about/committees.php#Appeal+Committee>

The Appeals Committee shall consist of 5 members, appointed by the BoR; four Diplomates and one person not affiliated with the ECVS. The term of office shall be 5 years, with one member being replaced every year.

Members of the Appeals Committee are appointed according to the [SOP Committee Members Selection Process](#). Appeals Committee members cannot simultaneously hold any other ECVS committee function that may compromise their impartiality (specifically not be a member of the EC, CC or BoR).

Relevant documents for the Appeals Committee:

- [SOP Appeal Procedure](#)
- [Examination Guide](#)
- [Training Brochure](#)
- [SOP Committee Members Selection Process](#)
- Confidentiality Declaration^{*)}
- [Remuneration Scheme](#)

^{*)} Files marked with an asterisk are not available from the public domain.

C. Duties

1. The committee will consider and evaluate appeals made by Resident candidates (the appellant) against a decision on their credentials application or against their result in an examination as defined in the [SOP Appeal Procedure](#).
2. Additionally, the Committee will evaluate appeals involving denial of approval of a Residency Programme, temporary or permanent suspension of certification, or denial of recertification as defined in the [SOP Appeal Procedure](#).
3. The committee will only take up an appeal procedure when commissioned by the [Executive Secretary](#). It will not take action when receiving any correspondence from a resident or a Diplomate directly.
4. The committee will appoint a chair for each appeal process.
5. If a committee member believes there is a conflict of interest, he/she shall inform the Chair of the BoR who will determine whether they withdraw from evaluating that appeal.

D. Reporting

The Appeals Committee reports solely to the BoR, typically directly to the [Executive Secretary](#) and / or Chair of the Board.

E. Expenses and Remuneration

- The Appeals Committee usually conducts its business virtually and does not meet in person; therefore no travel and meeting expenses will be incurred.
- In case of a justified need for an in-person meeting (subject to BoR approval), the members will be compensated for their expenses as per the [remuneration scheme](#).
- Administration expenses for the production and distribution of material pertaining to the review (if any) will be borne by the budgets of the College.
- The College will reimburse members of the Appeals Committee any reasonable expenses in respect of evaluation an Appeal.

4.VIII.2. Grievance Procedures

1. Although the initial grievance may be verbal, a plaintiff must submit a written grievance to the Chair of the BoR. The plaintiff's correspondence must include:
 - a. the identity of the plaintiff
 - b. the identity of the accused individual or group
 - c. the specific grievance(s) with appropriate documentation
 - d. the action requested by the ECVS.
2. Method of Evaluation
The Chair of the BoR shall make the initial determination if the matter should be reviewed by the full BoR.
3. Timetable of Evaluation and Response
The Chair of the BoR shall respond to written grievances against persons or bodies governed by the ECVS Constitution within a reasonable period of time and after appropriate consultation.
4. Responses and BoR Confidentiality
 - a. The Chair of the BoR shall respond to the plaintiff without consulting the BoR when the grievance does not relate to individuals or groups governed by the ECVS Constitution.
 - b. The number and types of such complaints shall be made known to the BoR at its next scheduled meeting; however, the identity of the plaintiff and the accused individual shall not be disclosed to the BoR.

4.IX. Resident Ombudsperson

A. Role and Responsibilities

The role of the Ombudsperson is to represent the interests of the Residents enrolled on ECVS training programmes.

B. Officer

1. The Ombudsperson is appointed by the BoR as per the [SOP Committee Members Selection Process](#).
2. The initial term of office is three years with the possibility for re-appointment for a maximum of one extra term.

Relevant documents for the Ombudsperson:

- [SOP Committee Members Selection Process](#)
- Confidentiality Declaration^{*)}
- [Remuneration Scheme](#)

^{*)} Files marked with an asterisk are not available from the public domain.

3. A designated back-up Ombudsperson of the respective other gender may be appointed in case the nature of a Resident's grievance makes it advisable or preferable to have the case dealt with by a person of a specific gender.
4. The Ombudsperson can suggest a different individual to consult if they perceive a conflict of interest, or at the request of the Resident.

C. Duties

1. The typical duties of an Ombudsperson are to investigate concerns or complaints and attempt to resolve them, usually through recommendations or mediation.
2. The Ombudsperson is to treat all cases strictly confidentially.

D. Communication with Residents

1. A Resident wishing to make contact with the Ombudsperson can do so via the ECVS Office or via the email address ombudsman@ecvs.org.
2. It is envisaged that communication with the Residents will be via phone, email, online meetings or similar rather than a meeting in person.

E. Reporting

The Ombudsperson shall submit a written report to the BoR for each [Board meeting](#) documenting the cases they have been consulted on and the advice given and resolution sought / achieved.

To maintain confidentiality, the identity of the individuals will not be disclosed.

F. Expenses and Remuneration

- The Ombudsperson will usually undertake their business via phone, email and online meetings and no travel and meeting expenses will be incurred.
- In case of a justified need for an in-person meeting (subject to BoR approval), the Ombudsperson will be compensated for their expenses as per the [remuneration scheme](#).

5. Annual Scientific Meeting

A. Purpose and Format

The aim, format, and content of the Annual Scientific Meeting (ASM) are defined in [article XII](#) of the constitution.

B. Guidelines

1. The ASM of the ECVS is held annually during the first or second week of July, starting on Thursday afternoon with the opening session, followed by the Resident Forum. The main scientific programme continues through Friday and Saturday. Pre-congress courses may be offered before the start of the main scientific programme (Wednesday and Thursday until early afternoon).
2. The ASM is held in changing locations throughout Europe. Proposals for future host cities may be made by Diplomates and other interested parties (see [D. Diplomates' Proposals for future ASMs](#)).
3. The scientific session will have 5 sections: General session with invited speakers, Short Communications, Resident Forum (three forums – SA soft tissue, SA orthopaedic, LA – with 10 presentations each), Meet the Expert (lunch-time) sessions and Poster session. This format may change at the discretion of the BoR.
4. Abstract selection and presentation for Short Communications, Resident Forum, and Poster session.
 - a. Abstracts for the Short Communications and Poster Session may be submitted by veterinarians and scientists world-wide. Abstracts for the Resident Forum may be submitted only by Residents and Alternate Trainees training under the guidelines of the ECVS and ACVS.
 - b. The College shall only accept abstracts that comply with the Statement on Humane Care and Use of Animals (see [Training Brochure](#), chapter 12) and where appropriate must have ethical approval as stated in the [Abstract Submission Guidelines](#).
 - c. Submitted abstracts must not have been presented at any other meeting that takes place prior to the next ECVS meeting. Submitted abstracts must not have been published in any journal or meeting proceedings prior to the next ECVS meeting.
 - d. Abstracts must be submitted online via the ECVS website in accordance with the instructions regarding abstract content and length, and by the stated deadline. Short abstracts are required for all categories; long blinded abstracts are only required for Resident Forum submissions.

Relevant documents about the Annual Scientific Meeting

- [Abstract Submission Guidelines](#)
- ECVS abstract submission online blind review process^{*)}
- Sponsoring & Exhibition contract^{*)}
- Pre-congress course contract^{*)}
- [Remuneration Scheme](#)

^{*)} Files marked with an asterisk are not available from the public domain.

- e. Multiple submissions are allowed for the Short Communications and Poster sessions, and in such cases, authors should indicate their first choice for oral presentation.
- f. The PC will not have access to the identity of the authors or institution when reviewing, scoring and accepting submitted abstracts (blinded review). The PC chairs will notify the Office of the outcome of their review by the stated deadline (ECVS abstract submission online blind review process).
- g. Members of the PC who have been involved in the research project or assisted development of the presentation must declare a conflict of interest and shall not mark the presentation.
- h. If a delegate is unable to present their abstract (either as an oral presentation or as a poster) at the ASM, and an alternate presenter is unavailable, the abstract shall be removed from the programme and proceedings where possible. Abstracts that are not presented at the ASM shall not be forwarded for publication in *Veterinary Surgery*.
- i. Winners of the poster competition receive € 250 each. Winners of the Resident Forum are selected to present their papers at the ACVS Surgery Summit (see [7.II. Resident Award](#)).

Additional guidelines for abstracts submitted for the Resident Forum:

- j. Residents may only submit one abstract for the Resident Forum. However, they may submit other abstracts for the Short Communications and Poster session. Abstracts not accepted for the Resident Forum may be considered for the Short Communication or the Poster session.
- k. Previous winners of the [Resident Award](#) are not eligible to re-enter the Resident Forum.
- l. The presentation must represent the original work of the Resident. The Resident shall be the author.
- m. Studies may be prospective or retrospective clinical research studies or appropriate in vitro research.
- n. Reviews of the literature (i.e. where no primary research has been conducted) are not eligible.
- o. No alternate presenters are accepted for the Resident Forum. If a Resident is unable to present their abstract, the abstract shall be removed from the programme and proceedings where possible. Abstracts that are not presented at the ASM shall not be forwarded for publication in *Veterinary Surgery*.

2. Speakers

- a. In the SA programme, up to 10 invited ACVS or non-ECVS speakers from outside the organising country and up to 2 invited ECVS speakers from outside Europe may be included in the main programme as paid speakers.
- b. In the LA programme, up to 5 invited ACVS or non-ECVS speakers from outside the organising country and up to 2 invited ECVS speakers from outside Europe may be included in the main programme as paid speakers.

- c. The PC must utilise invited ACVS or non-ECVS (from outside the organising country) speakers fully, i.e. for multiple contributions to the programme (e.g. more than one lecture, lunch-time sessions, panel discussions, and pre-congress courses).
- d. The costs of additional invited non-ECVS speakers must be covered by sponsorship secured for that specific purpose.
- e. Speakers are compensated as defined in the [remuneration scheme](#).

C. ASM Organisational Timeline

Timeline relative to ASM	Description	Responsible Team
-24 months	<p>July Board meeting</p> <ul style="list-style-type: none"> ● Proposed topics, pre-congress courses and speakers presented to BoR immediately following annual PC meeting 	PC Chairs (SA + LA)
-22 months	<p>September Board meeting</p> <ul style="list-style-type: none"> ● PC present a draft ASM programme of pre-congress courses, sessions and speakers ● BoR give feedback immediately following the meeting ● PC Chairs make informal contact with key speakers with details of proposed session content, other speakers and provisional talk titles and confirm their availability 	PC Chairs + BoR
-17 months	<p>February Board meeting</p> <ul style="list-style-type: none"> ● PC Chairs provide update on ASM programme development for the meeting and problems / changes to topics / speakers / talk titles ● BoR approve finalised draft and feedback to PC Chairs (SA / LA) 	PC Chairs + BoR

-12 months	<p>July annual PC meeting</p> <ul style="list-style-type: none"> Finalised programme incl. pre-congress course suggestions, main sessions, Meet the Expert sessions, Resident sessions prepared and presented to the BoR for feedback. PCs make final adjustments to programme following meeting 	PC Chairs
-10 months	<p>September Board meeting</p> <ul style="list-style-type: none"> Definitive version of the programme is provided to the BoR (if not already done at the July Board meeting), incl. the definite titles of all lectures, names of invited speakers, Meet the Expert sessions, opening and closing lectures, and pre-congress courses Costings provided for ECVS-run pre-congress courses 	PC Chairs
-9 months	<p>October</p> <ul style="list-style-type: none"> ASM details updated on website Email notification of call for abstracts and link to website for details (deadline 15th December, 12:00 (noon) GMT) Official invitations sent to speakers with PC Chairs cc'ed) 	ECVS Office
-7 months	<p>December</p> <ul style="list-style-type: none"> PCs access, evaluate, and score the blinded abstracts via the abstract submission platform. 	ECVS Office
-4 month	<p>March</p> <ul style="list-style-type: none"> PCs finalise abstract scoring and mark accepted abstracts as such; Authors are notified of acceptance status 	<p>PCs</p> <p>ECVS Office</p>

-4 months	March <ul style="list-style-type: none"> • ASM website page updated with final programme incl. pre-congress courses 	ECVS Office
-2 months	April / May <ul style="list-style-type: none"> • Editing of abstracts by PC members in-time for the deadline for <i>Veterinary Surgery</i> as communicated by the ECVS Office. Editing comments to be sent to the authors latest 4 weeks prior to the deadline for <i>Veterinary Surgery</i> 	PCs
0 months	July <ul style="list-style-type: none"> • PC Chairs obtain feedback on pre-congress courses and ASM programme and pass this onto the PC, next PC Chair, and respective BoR liaison • PC Chairs send an email to the invited speakers to thank them for their contribution to the meetings 	PC Chairs

D. Diplomates' Proposals for future ASMs

Diplomates of the ECVS or suitable non-diplomate local veterinarians are invited to put forward a proposal for a host city to host a future ASM. Proposals are to be submitted via the ECVS Office to the BoR by the defined deadline for the next upcoming [Board meeting](#).

The proposal should outline i.) the proposed host city, ii.) one (or more, if available) conference venue (hotel and/or congress centre of suitable size) and iii.) proposals for the and farewell dinner on Saturday. A third social function on Friday may only be proposed if sponsored.

Prior to collecting and preparing the relevant information, Diplomates shall contact the ECVS Office to obtain the latest information on size of the congress (number of delegates), required room sizes, next open year and other tips and hints on what to look out for.

E. Local Organising Committee

Once accepted by the BoR, the ECVS Office will liaise with the nominated local organiser(s) who will form an organising committee. The local organiser will be required to:

1. Liaise with the Chair of the relevant PC regarding organisation of pre-congress courses including local sponsors and / or suppliers of relevant materials / equipment.
2. Suggest suitable locally-based speakers for the opening State of the Art and closing Joerg Auer lectures.
3. Organise local helpers for the ASM and pre-congress courses (e.g. students, interns, Residents) in conjunction with the ECVS Office.

F. Pre-Congress Courses

Two types of pre-congress courses may be held: A. Courses organised by a commercial company with a fee to the ECVS or B. Courses organised internally by the ECVS.

Pre-congress courses must adhere to the highest possible standards relating not only to ethical and legal requirements of the country hosting the ASM, but also to ethical and legal standards upheld by the ECVS (see [Training Brochure](#), chapter 12 Humane Care and Use of Animals) and its members' home countries. This includes sourcing of cadaver material if relevant. If the PC are considering the use of live animals in a specific pre-congress course, they must first seek clarification from the BoR. The BoR may seek the views of ECVS members and may decline a request for a live-animal course to be organised, even if running such a course would not contravene local ethical or legal regulations.

Model A: Commercial company-run courses

- Commercial companies are invited to contact the ECVS Office or relevant PC Chair directly with proposals for pre-congress courses they would like to run. The proposal must include the title, topics covered, speakers, costs and ethical / legal details. Where the courses involve novel materials / techniques, evidence of at least one peer-reviewed study regarding its safety and efficacy will be required in this proposal.
- The ECVS Office will contact the relevant PC (SA / LA) Chair prior to the July annual PC meeting with these proposals.
- The PC will discuss the submitted proposals and will present the accepted / declined proposals to the BoR for final approval at the [July meeting](#) or latest at the September meeting (minus 10 months).

- The company will be informed of the decision as being declined (reasons for this may be provided and they may be invited to re-apply the following year) or accepted.
- The ECVS Office will be responsible for arranging the contracts with the relevant companies for accepted proposals. A contract between ECVS and the course sponsor will be set up.
- The ECVS Office will include the Chair of the relevant PC and Chair of the [Local Organising Committee](#) in all communications relating to the course.
- ECVS may utilise course speakers in the main programme if this is mutually agreed.

Model B: ECVS-organised pre-congress courses

- The PC will propose pre-congress courses based on speakers invited to present in the main programme, requests from ECVS members and topics that have not been covered in recent years. These must fulfil relevant ethical and legal requirements as already outlined.
- Proposals will be submitted to the BoR for final approval at the [July meeting](#) (see [SOP PC meeting](#)).
- The financial organisation of these courses is the responsibility of the College and profits are returned to the College.
- The PC Chair will liaise with the ECVS Office and [Local Organising Committee](#) regarding course dates and venue, sourcing of materials / equipment, finances and fees for delegates.

6. Miscellaneous

6.1. ACVS Diplomates wishing to obtain ECVS Diplomate Status

Members of the ACVS can apply to the BoR for temporary membership of ECVS. The list of requirements and procedures is detailed below. Once accepted for membership with the ECVS, ACVS Diplomates are subject to the same rules and regulations that apply to all ECVS Diplomates, including the requirement for recertification every 5 years.

Relevant documents for ACVS Diplomates

- [Training Brochure](#)
- [Recertification Guidelines](#)
- [SOP Annual Membership Fee](#)

An ACVS Diplomate, who has sat the ECVS certifying examination once or more and did not pass, will not be granted an ECVS Diploma. Such a person may then only acquire an ECVS Diploma by passing the certifying examination within the time allocated under the usual regulations of the College.

The application of a Dip. ACVS wishing to obtain Dip. ECVS status should contain the following:

If the Dip. ACVS has been a Diplomate for less than 5 years:

- a letter of intent.
- an updated CV.
- two letters of reference by ACVS or ECVS Diplomates that attest to a satisfactory moral and ethical standing in the profession.
- copy of a graduation certificate from a European Veterinary School, unless relieved of this obligation by the Board of Regents.
- two peer reviewed publications: a first authored research paper and a first authored case report / second authored research paper, as set out in the [Training Brochure](#) for ECVS Residents. The papers may date from after the start of his / her ACVS Residency programme.

If the Dip. ACVS has been a Diplomate for more than 5 years:

- a letter of intent.
- an updated CV.
- two letters of reference by ACVS or ECVS Diplomates that attest to a satisfactory moral and ethical standing in the profession.
- copy of a graduation certificate from a European Veterinary School, unless relieved of this obligation by the Board of Regents.
- two peer reviewed publications: a first authored research paper and a first authored case report / second authored research paper, as set out in the [Training Brochure](#) for ECVS Residents. The papers may date from after the start of his / her ACVS Residency programme.

- ACVS Diplomates who have been boarded for five or more years must also fulfil the recertification requirements for ECVS Diplomates.
- a recertification application form and the required documents as per the recertification guidelines can be found on the ECVS website.

Complete applications (PDF files) must be sent to the ECVS Office via email to credentials@ecvs.org. Applications from ACVS Diplomates wishing to obtain ECVS Diplomate status are reviewed by the Credentials Committee three times a year; i.e. during the February, July, and September meetings.

An application fee applies.

It is important to note the following:

- To establish a new ECVS residency programme, an ACVS Diplomate must be been granted ECVS Diplomate status prior to becoming a Programme Director and/or Resident Supervisor.
- ACVS Diplomates who do not fulfil the recertification criteria may be granted 'non-certified' ECVS Diplomate status. A non-certified ECVS Diplomate may not establish a new ECVS Residency Programme or be the named Supervisor for a Resident in a Standard VSRP or an Alternate VSTP. However, Residents / trainees may log (in bold) the non-certified ECVS Diplomate as a Supervisor in their surgery case logs.

6.II. Retired Diplomates

Diplomates who have attained 65 years of age will be informed that they may change their diplomate status to 'Retired Diplomate'. Retired Diplomates are no longer required to pay a membership fee but if they wish to obtain the *Veterinary Surgery* journal, an appropriate fee should be paid.

Relevant documents for Retired Diplomates

- [SOP Annual Membership Fee](#)

They also profit from a reduced registration fee for the ECVS ASM. Retired Diplomates are removed from the EBVS list of specialists and the College is not required to EBVS an annual fee for them. They are not allowed to use the title European Specialist nor Diplomate but may use the title 'Diplomate (Retired)'.

Retired Diplomates may supervise surgeries of Residents but cannot act as Resident Supervisors nor Programme Directors.

Diplomates who have attained 65 years of age may also choose to remain active as certified Diplomates and remain on the EBVS list of specialists. In that case, they need to continue paying their annual dues and satisfy the recertification criteria. They do not benefit from the reduced registration fee for retired Diplomates at the ASM.

6.III. Disabled Diplomates

Any Diplomat who is permanently disabled or otherwise impaired, at any age, and is no longer gainfully employed as a surgeon, may apply in writing to the [Executive Secretary](#) for a waiver of annual membership and Annual Meeting registration fees. The disabled or impaired Diplomat shall remain a Diplomat in full standing in the ECVS.

6.IV. Voluntary Resignation from the College

Voluntary resignation of ECVS membership means that a Diplomat deliberately chooses to not be a part of the ECVS anymore. Voluntary resignation is only possible after having informed the office in writing before April 1 of the year of voluntary resignation, and after payment of all due membership fees and surcharges of the previous year(s). Voluntary resigning Diplomates are no longer members of the ECVS. They are not permitted to describe themselves as European Specialists in Veterinary Surgery and their names will be removed from the ECVS members list and from the EBVS list. They may continue using the ECVS title only if it is stated as 'ECVS Dipl. (retired)'. They retain no rights of an ECVS Diplomat, i.e. they are not entitled to participate in the [ABM](#), take part in College votes, profit from the reduced membership (or even retired Diplomat) registration fee for the [ASM](#) nor any other rights of an ECVS Diplomates.

Voluntary resigned Diplomates have the possibility to re-enter the College at any time. They should contact the Office in writing and should pay the membership fee of the current year plus a re-instatement fee equal to 2 standard membership fee. Re-entry to the College is in principle as non-certified Diplomat. To obtain the certified Diplomat status, recertification requirements should be fulfilled (see [4.VI. C. Recertification of ECVS Diplomates](#)).

ECVS Diplomates who have been granted membership on the basis of their ACVS membership must discontinue using the ECVS title entirely and must return the diploma to the ECVS Office if they voluntarily resign from the College. If they wish to re-enter at a later stage, they must re-apply as per the process and conditions described under [6.I.](#) and in addition to that pay the current year's membership fee plus the re-instatement fee of equal to two standard membership fees.

Any voluntary resigning Diplomat is notified electronically and in writing of these consequences.

Relevant documents about voluntary resignation:

- [SOP Annual Membership Fee](#)
- [Recertification Guidelines](#)

6.V. Death of Diplomates

Protocol

1. The [Executive Secretary](#) should email an obituary to all Diplomates if one is provided.
2. A list of Diplomates who have died since the last [Annual Business Meeting](#) of the College shall be announced by the President of the College, followed by a minute's silence.

6.VI. European Associate Editor of Veterinary Surgery

1. The European Associate Editor(s) is appointed by the BoR for a term of 3 years.
2. Remuneration of the post of European Associate Editor is determined by the BoR in conjunction with the BoR of the ACVS.
3. The function of the European Associate Editor shall be to advise the Journal Editor.
4. He / she shall read the manuscripts selected by the Journal Editor, identify reviewers, and interpret the reviewers' comments. The European Associate Editor is not involved in the management of the Journal or in political issues.

7. Awards

7.I. Awards for Diplomates and other Individuals Outside the College

The intention, types and procedures of the awards given by the ECVS are described in [article XIII: Awards](#) of the constitution.

There are two categories of awards, described as follows:

1. Outstanding Achievement

The ECVS Award for Outstanding Achievement is the most prestigious of the College's honours. It was established by the BoR to recognise ECVS Diplomates or other persons who have distinguished themselves by making significant contributions to the art and science of surgery in its various forms. For example, this may be by the development of novel research, or by making a major contribution to disseminating knowledge resulting in a significant advancement to the College, the veterinary profession, or to animal welfare. This award will consist of a plaque and will be bestowed at the Annual Business Meeting.

Nominations for this award may be made in writing and sent to the Operations Manager of the College. A subcommittee of the BoR will deal with such applications. No more than one award will be made annually, and the award need not be presented on an annual basis.

2. Distinguished Service Award

Distinguished Service Award candidates shall be nominated by the membership and elected by the BoR. The nominees must have demonstrated exceptional service to the ECVS.

7.II. Resident Award

A. Description

Competition for the ECVS Resident Award takes place annually at the ECVS Resident Forum in the scope of the [ASM](#).

1. Objective: The recognition of outstanding presentations by Residents and Alternate Trainees by the ECVS should encourage the continued development of clinically important research.
2. Eligibility: Only Residents and Alternate Trainees who are currently enrolled onto an ECVS training programme are eligible to compete for the Resident Award.

3. Categories: Three presentations (one Large Animal (LA) and two Small Animal (SA), one orthopaedic and one soft tissue) will be selected from those presented. In addition, three presentations (one Large and two Small Animal (one orthopaedic and one soft tissue)) may be selected as runner-ups.
4. Reward:
 - a) The award winners shall be entitled to present their papers at the October Surgery Summit of the ACVS. They will receive free conference registration from ACVS and up to € 1'500 accommodation and travel expenses from ECVS.
 - b) The winners of the Resident Forum competition receive a cash prize of € 350 each; the runner-ups receive € 150 each.

B. Protocol

1. Scoring:
 - a) The PC will score each long abstract for the Resident Forum according to a set of objective criteria.
 - b) The Resident Forum evaluation panel will independently score each presentation based on a set of objective criteria including:
 - Originality and Resident / Alternate Trainee input
 - Aims, study design and conduct
 - Results and discussion of findings
 - Impact
 - Audience engagement and response to discussant questions

(see [SOP Resident Forum](#))
2. Presentation: Award presentation will take place after the Jörg Auer lecture at the [ASM](#) and will be made by the [President](#) (see [SOP Awards Ceremony](#)).
3. Reporting
 - a) The ECVS Office reports the winners and titles of the winning presentations to the ACVS to make the arrangements for the invitation and have their presentations included in the scientific programme of the Surgery Summit.
 - b) The [Executive Secretary](#) shall include details of the award winners in the newsletter.

7.III. Resident Research Grant

A. Objectives

In keeping with the objectives of the European College of Veterinary Surgeons, whereby ECVS encourages Diplomates and prospective members to pursue original investigations and to contribute to the veterinary literature, ECVS has established a research grant programme. Surgically related clinical and basic research proposals will be considered for funding.

Relevant documents about the Resident Research Grant

- [Resident Research Grant Guidelines](#)
- [Research Grant Application Form](#)

B. Eligibility

Resident Research Grants shall be available to trainees enrolled in an ECVS-approved Surgery Residency Programme or Alternate Training Programme. It is expected that eligible trainees will substantially participate in developing and writing the proposal. Trainees are encouraged to apply during the first half of their programmed training time, as the projects should be completed at the end of the training period. It is expected that results of such funded studies will be published within one year after completion of the study. If applicable, manuscripts of ECVS-funded studies shall be submitted to *Veterinary Surgery*.

C. Funds

At the discretion of the BoR and the [Resident Research Grant Committee](#), the amount to be granted will be determined annually. Grants will be up to € 7'500 (seven thousand five hundred); more than one grant per year may be awarded to winning proposals of different investigators in different fields of specialisation.

Usually one grant for a Small Animal candidate and one grant for a Large Animal candidate will be awarded. Depending on funds available, grants might only be sufficient to complete single smaller research projects or might be viewed and used as seed money for starting-up larger research programmes. In the latter, proof of full funding for a project only partially fundable with ECVS support shall be received within 6 months.

Payment of the ECVS Research Grant will only be executed when full funding of a study is assured. Credit to the ECVS Research Grant shall be given in resulting publications, regardless of whether full or partial funding has been obtained.

D. Application

1. [Application forms](#) are available for download from the [ECVS website](#).
2. Application deadline: To be considered for funding, completed grant applications must be received at the ECVS Office by December 1st. The [Resident Research Grant Committee](#) will finalise proposal evaluation, proposing potential awardees to the BoR for the [February Board meeting](#); shortly thereafter, grants can be distributed.
3. Funding Considerations: Funds may be used only for direct expenses of the project. Travel, consultative fees, publication fees, personnel costs, and institutional overhead will not be funded by the grant. If the proposed length of the study is greater than one year, partial payments may be granted at the discretion of the BoR and the [Resident Research Grant Committee](#). A time limit of 2 years is suggested for completion of the research, although the BoR may grant exceptions.
4. Compliance with Humane Care and Use of Animals: Each proposal must include written and Supervisor-signed proof of compliance with the “Humane Care and Use of Animals” as outlined in the ECVS [Training Brochure](#).
5. Guidelines for Submission of Proposals
 - a. The completed application forms are to be sent electronically to the ECVS Office by December 1st, and the receipt of each proposal is acknowledged.
 - b. Proposals are forwarded to the [Resident Research Grant Committee](#) by the ECVS Office.
 - c. The Committee will score each application according to the [research grant guidelines](#).

The name of the applicant and of the institution should not appear in the blinded part of the submission. Each [Resident Research Grant Committee](#) member will grade each proposal. Scores are averaged and a list of those proposals with scores of 70 or greater is submitted to the ECVS BoR in rank order. During its [February meeting](#), the BoR, based on the [Resident Research Grant Committee](#)'s recommendations, will decide which proposal(s) will be funded, based upon monies available. The ECVS BoR notifies the [Resident Research Grant Committee](#) of the recipients for final ratification. All applicants will be notified of the BoR's decision by the end of February.

E. Reporting

A yearly report on the progress and results of the study must be submitted to the [Resident Research Grant Committee](#) chair via the ECVS Office by December 1st, each year, until the project is completed. A report of the publication of the manuscript shall be submitted in 2 copies; one to the Chair of the [Resident Research Grant](#)

[Committee](#), the other to the ECVS Office who will publish pertinent information in the ECVS Newsletter.

F. Regent Liaison to the ECVS Resident Research Grant Committee

1. A member of the BoR may be appointed by the BoR to serve as liaison to the [Resident Research Grant Committee](#).
2. Responsibilities:
 - a. To facilitate communication between the BoR and the [Resident Research Grant Committee](#).
 - b. To provide clarification and assistance to the [Resident Research Grant Committee](#) as required.

8. Appendix

Abbreviations

ABM	Annual Business Meeting (also → AGBM)
ACVS	American College of Veterinary Surgeons
AGBM	Annual General Business Meeting (also → ABM)
ASM	Annual Scientific Meeting
BoP	Book of Procedures
BoR	Board of Regents
CC	Credentials Committee
EBVS	European Board of Veterinary Specialisation
EC	Exam Committee
FC	Fiscal Committee
MCQ	Multiple choice question
LA	Large Animal
PC	Programme Committee
RED	Resident Electronic Database
SA	Small Animal
SOP	Standard Operating Procedure
TB	Training Brochure