



Briefing by the Coordinator to the Visitation Team at the start of the Monday evening Team meeting

What are the main duties of all Visitors on site:

-) to establish if the veterinary degree granted by the visited Establishment is compliant with the ESEVT Standards ;
-) to check the accuracy of the information provided in the SER ('show me') ;
-) to be prepared after the relevant meetings and tours to add further factual findings to the Visitation Report (either positive or negative) that were not actually mentioned within the SER itself;
-) to finalise the writing of the draft Visitation Report for their respective chapters in collaboration with the other members of the Team before the end of the Visitation.

What is expected from all Visitors concerning the Visitation:

-) to behave in agreement with the EAEVE Code of Conduct ;
-) to work as a team ;
-) to strictly implement the ESEVT SOP and ask questions related to the ESEVT Standards;
-) to avoid personal opinions;
-) to avoid any criticism or suggestion to staff and students during the whole Visitation;
-) to consult the Coordinator in case of doubt.

What is expected from all Visitors concerning the writing of the Visitation Report:

-) to use UK English, the standardised terminology proposed in the SOP and the international system of units (SI) (remember that the Report will be public);
-) to be concise and to avoid to repeat what is already in the SER (the info provided on site must of course be added);
-) to avoid comments in Findings, findings in Comments, redundancies with other chapters;
-) to avoid Suggestions not linked to a partial lack of compliance with the Standards (Minor Deficiencies);
-) to avoid to use 'it seems that' and ambiguous terms like 'lack of' (instead of absence or insufficiency).

What is expected about the exit presentation on Friday morning:

-) to be similar to the draft Executive Summary of the Visitation Report;
-) to be in agreement with the template Power Point presentation proposed by the Coordinator;
-) to be finalised on Thursday evening in agreement with all Team members.

What is expected from all Visitors after the Visitation:

-) to agree by return of mail on the final draft of the Visitation Report;
-) to send to the Liaison Officer the reimbursement form for extra travel costs (if any);
-) to send to the EAEVE Office in confidence the post-visitation questionnaire.