



ECOVE RULES OF OPERATION

Approved by the EAEVE ExCom on 12.12.2023

Approved by the FVE Board on 20.12.2023

EUROPEAN COMMITTEE OF VETERINARY EDUCATION (ECOVE)

RULES OF OPERATION

The European Committee of Veterinary Education (*hereafter named* ECOVE) is an independent entity. ECOVE has been mandated by the parent organisations EAEVE (European Association of Establishments for Veterinary Education) and FVE (Federation of Veterinarians of Europe) to act as a final arbiter in the European System of Evaluation of Veterinary Training (ESEVT).

The office of ECOVE operates under the umbrella of EAEVE. The ECOVE office site is the same as the office of EAEVE, in Vienna, Austria.

The ESEVT Standard Operating Procedures (SOP) serve as the legal basis for the activities of ECOVE.

Primary tasks of ECOVE

- Approve the Visitation Programmes to Veterinary Educational Establishments (VEEs) for evaluation and/or for renewal of accreditation.
- Appoint, through the EAEVE Office, the members of each visitation Team.
- Analyse the Visitation Report from Full Visitations and Re-visitations, decide to confirm or amend the proposals of the Visitation Team concerning the compliance of the VEE with the ESEVT Standards, and based thereupon, decide whether “Accreditation”, “Pending Accreditation” (for VEEs which previously held the status of “Accreditation”) or “Non-Accreditation” (for VEEs which previously held the status of “Non-Accreditation” or VEEs which were never before evaluated) should be assigned (or any other approval status, as defined in the EAEVE Statutes).
- Analyse the Preliminary Visitation Report and forward a recommendation to ExCom regarding the membership of the VEE in case the VEE is not yet an EAEVE member and the readiness of the VEE to apply for a Full Visitation within three years.
- Analyse the Interim Reports (IR) of VEEs and the related Coordinators’ review of the IRs, and, if necessary, send to the VEEs a request for further information or a letter of recommendation linked to the issues identified in the IR. ECOVE may send a Coordinator on site (at the cost of the VEE) in case major issues in the IR are identified and the VEE does not respond to further requests for information or does not provide a convincing plan for correcting the major issues. Based on the feedback of the Coordinator, ECOVE may as a last resort decide to reclassify the VEE’s Accreditation status to Pending Accreditation status.

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Members of ECOVE

- ECOVE consists of 7 full members; all have to have been team members of at least 2 on-site ESEVT visitations within the past 5 years before taking office. Four members will be appointed by the Executive Committee (ExCom) of EAEVE and must be associated with a VEE with an ESEVT “Accreditation” or “Pending Accreditation” status at the moment of their nomination; three members will be appointed by the FVE Board. While serving on the Committee, members shall not act as team members in any Full Visitation, Re-visitiation or Preliminary Visitation. EAEVE and FVE shall nominate one alternate member each, who will be called upon in case of a conflict of interest of a full member. The same rules and restrictions apply to full members and alternate members.
- Members are appointed for a 3-year term by the ExCom/EAEVE and the Board/FVE and may be re-appointed once.
- The ExCom of EAEVE and the FVE Board should ensure, as far as possible, that their representatives are not of the same nationality or working in the same country.
- Members’ expenses (travel and accommodation are limited to a maximum stay that allows members to attend the ECOVE meeting, the EAEVE General Assembly and the Educational Day) will be paid by their respective Organisations (EAEVE/FVE).
- The Chairperson and a Vice-Chairperson of ECOVE will be elected by its members from among its members. The Chairperson is appointed for a 2-year term and may be re-appointed once. In case of absence of the Chairperson, the Vice-Chairperson is acting as chair.
- The President of EAEVE and the Director of the ESEVT may attend ECOVE meetings *ex officio* as observers without voting rights. Furthermore, at least one *ex officio* member from FVE should attend ECOVE meetings as an observer without voting rights; in case of unavailability, the President of FVE could be replaced by the Director of FVE or any other member of the FVE Board.
- A member of the EAEVE Office will also act as a secretary of ECOVE and will attend meetings *ex officio* without voting rights. S/he will be responsible for arranging meetings, for generating the minutes and for the correspondence of ECOVE. The draft minutes of the meetings will be circulated within 2 weeks of the meeting. Proposed amendments must be submitted to the EAEVE Office within further 2 weeks. The final version shall be adopted via e-mail exchanges not later than 4 weeks after the meeting and approved at the next ECOVE meeting.

Meetings of ECOVE

- Meetings will be held as frequently as necessary; however, a minimum of 2 meetings shall be held per year.
- The agenda for meetings will be drafted by the EAEVE Office and sent for revision and approval to the Chairperson, the Director of ESEVT and the President of EAEVE. Every ECOVE member can suggest items for inclusion in the agenda consistent with the role of ECOVE. These should be sent to the EAEVE Office not later than 4 weeks before the

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meeting. The agenda along with all relevant documentation will be sent to all ECOVE members not later than 4 weeks before the meeting.

- ECOVE decisions are taken independently of all external influences and the content of all discussions until reaching decisions shall be confidential.
- Each ECOVE member shall sign a statement of conflict of interest prior to any meeting.
- Where conflicts of interest arise (e.g. in discussions of Visitation Reports/ IRs with one of the members being a national of the country in which the VEE in question is located or currently working in that country or having worked or studied at the VEE in question for a significant period of time), the member in question may not participate in the evaluation, has no voting rights and shall leave the room. S/he shall be replaced by an alternate member. Alternate members have the right to vote only in the decision of the specific visitation when acting in substitution of a full member with a conflict of interest.
- Decisions concerning the results of Evaluations and Accreditations are based uniquely on the proposals made by the Visitation Team in the Visitation Report, the Self-Evaluation Report and the verbal report given by the Chairperson and/or Coordinator of the Visitation Team. Decisions should preferably be unanimous. Should voting be necessary, each full member has one vote. A simple majority prevails and the Chairperson of ECOVE has a casting vote.
- ECOVE decisions shall be communicated to interested parties by the Chairperson of ECOVE, the Director of ESEVT and/or the EAEVE Office.
- A debriefing meeting with the ESEVT Coordinators is held once a year.

ECOVE's Rules of Operation and general activities shall be published on the EAEVE website (www.eaeve.org).



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Tracking system

ECOVE Rules of Operation

	Prepared by:	Reviewed by:	Approved by:
Name:	President of EAEVE	Director of ESEVT EAEVE ExCom	EAEVE ExCom FVE Board
Date:	October 2015		On 18/11/2015

Revision Nr.	Prepared by:	Date:	Approved by:	Date:
1	EAEVE Office	19/06/2017	ExCom (via email) FVE Board	July 2017 15 December 2017
2	EAEVE Office	14/05/2020	ExCom	18 June 2020
3			FVE Board	18 June 2020
4	EAEVE Office	24/10/2023	ExCom	12 December 2023
5			FVE Board	20 December 2023
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