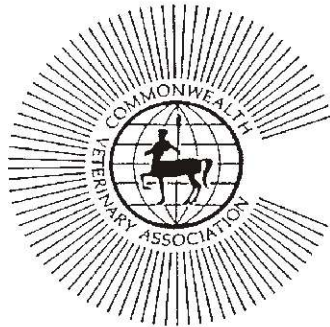




**7th Pan Commonwealth Veterinary Conference
of the Commonwealth Veterinary Association
3rd - 7th March 2019, Bangalore, India**

COMMONWEALTH VETERINARY ASSOCIATION

HAND BOOK



**NINETEENTH EDITION
2018**

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Commonwealth Veterinary Association

GENERAL INFORMATION

PAST PRESIDENTS

Sir Dawda Jawara (The Gambia)	1968 - 1984
Dr Laurent Choquette (Canada)	1984 - 1987
Dr J Trevor Blackburn (UK)	1988 - 1991
Dr Bakary N Touray (The Gambia)	1992 - 1995
Dr William J Pryor (Australia)	1996 - 1999
Dr Bert Stevenson (Canada)	2000 - 2003
Dr Robin Yarrow (Fiji)	2004 - 2007
Dr Richard D Suu-Ire (Ghana)	2008 - 2011
Dr S Abdul Rahman (India)	2012 - 2015
Dr. Peter Thornber (Australia)	2016 -

HONOURS

Honorary President for Life

Dr Laurent Choquette (Canada)	1987 - 1992
Dr Trevor Blackburn (UK)	1998 - 2005
Dr Bakary Touray	1992
Dr W.J. Pryor AO	1996
Dr Bert Stevenson	2000
Dr Robin Yarrow	2011
Dr. Richard D Suu-Ire (Ghana)	2016

Honorary Life Members

Dr James Archibald (Canada)	1991 - 2004
Mrs Ann Pryor (Australia)	1998
Dr Brian Derbyshire (Canada)	2011
Mrs Shireen Rahman (India)	2011

Dr Amrita Patel (India)	2013
Dr. Bernard Vallat (France)	2015
Dr. Bob McCracken (United Kingdom)	2016

AWARDS

Commonwealth Foundation Fellowships to Promote Commonwealth Understanding

Dr (Mrs) Lenani Godwin (Sri Lanka)	1992
Dr Baddley Anita (Solomon Is)	1992
Dr Siosifa Fifita (Tonga)	1998

David Banks Memorial Award

Dr Robin Yarrow, Fiji	2008
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CVA STUDY FUND

Zimbabwe	Dr Thokozani Hove to Australia	1994
Uganda	Dr Andrew G Seguya to UK	1994
Mauritius	Drs MR Jaumally, R Deenoo & D Jusrat to India	1997
Papua New Guinea	Mr Martin M Paina to Australia	1997
Kiribati	Mr Iuta (Jack) Teaeaki to Fiji	1999
Sri Lanka	Dr Nalinika Obeysekara to India	2000
Pakistan	Dr M. Amir Saeed to Sri Lanka	2001
Sri Lanka	Drs MD Premlal & JM Kithsiri to India	2003
Pakistan	Dr (Mrs.) Isma Amir to India	2004
Sri Lanka	Dr M.L.N. Roshni Deepani to India	2004
Bangladesh	Dr Azizunnesa and Dr Md. Emran Hossain to India	2005
East Timor	Dr Feliciano Concercao to Australia	2005

Sri Lanka	Dr (Mrs.) C. Thevathasan to India	2006
East Timor	Dr Antonino Do Karma to Australia	2009
Pakistan	Dr Anwar Hussain Rizvi to Sri Lanka	2009
Samoa	Dr Renee Orange to Australia	2016

CVA GUEST LECTURESHIP

Dr David Watson, Australia to Veterinary School, Sokoine University of Agriculture, Morogoro, Tanzania		2004
Dr Roger Clarke, Australia to Veterinary School, University of Peredeniya Sri Lanka	Visiting	2005
Dr David Watson, Australia to Veterinary School, University of Trinidad, West Indies		2006

PAN-COMMONWEALTH VETERINARY CONFERENCES

- 1st **Harare, Zimbabwe.** 10 - 14, September 1990 — *"Animal Health and Production 2001"*
- 2nd **Bangalore, India.** 22 - 27, February 1998 — *"Animal Health and Production in Rural Areas, the Essential Role of Women at all Levels"*
- 3rd **Wellington, New Zealand.** 27 - 30, June 2003 — *"Animal Welfare, Island Nations & Biosecurity"*
- 4th **Barbados, West Indies.** 4 - 8, November 2007 — *"Animal Health and Welfare: Constant Challenges for Veterinarians"*
- 5th **Accra, Ghana.** 21 - 25, March 2011 — *"The Role of Veterinarians and Livestock Farmers in Food Security and Poverty Alleviation"*
- 6th **Kuala Lumpur, Malaysia.** 23 - 27, March 2015 — *"Providing Holistic Solutions to Changing Global Challenges: Threats and Opportunities for Veterinarians"*

Meetings of CVA as on 1.1.2018

EXECUTIVE COMMITTEE

- | | |
|---|-----------------------|
| 1. Banjul (Bathurst), The Gambia | 27-30 Nov, 1968 |
| 2. Banjul, The Gambia | 1977 |
| 3. London, UK | 27 Feb - 2 Mar, 1984 |
| 4. Banjul, The Gambia | 21-25 March, 1987 |
| 5. London, UK | 8-12 Apr, 1989 |
| 6. Harare, Zimbabwe* | 10-14 Sept, 1990 |
| 7. London, UK | 29 Apr - 3 May, 1991 |
| 8. Ottawa, Canada | 8-13 Mar, 1993 |
| 9. London, UK | 21-25 Aug, 1995 |
| 10. (Mini) Capetown, South Africa | 30 Sept - 4 Oct, 1996 |
| 11. (Mini) St. Louis, USA | 12-16 Nov, 1997 |
| 12. Bangalore, India* | 21-27 Feb, 1998 |
| 13. (Mini) Melbourne, Australia | 17-18 Sept, 1998 |
| 14. Calgary, Canada | 24-31 July, 1999 |
| 15. Officers Meeting, St. Louis, USA | 11-14 Nov, 1999 |
| 16. Officers Meeting, London, UK | 20-25 Sept, 2000 |
| 17. St. Louis, USA | 20-23 Oct, 2000 |
| 18. (Mini) Officers Meeting, Stellenbosch | 21-25 Jan, 2001 |
| 19. (Mini) Officers Meeting, Sydney | 3-5 Oct, 2001 |
| 20. (Mini) Officers Meeting, St. Louis | 25-27 Oct, 2001 |

21. Nicosia, Cyprus	16-17 June, 2002
22. (Mini) Officers Meeting, Wellington*	28-31 Jan, 2003
23. Wellington, New Zealand	27-30 June, 2003
24. (Mini) Officers Meeting, Scotsburn, Australia	13-15 March, 2004
25. Cape Town, South Africa	27-29 July, 2004
26. Officers Meeting, Victoria, Canada	10-12 July, 2005
27. Officers Meeting, Nadi, Fiji Islands	28 Nov - 2 Dec, 2005
28. Belfast, Northern Ireland, UK	29 June - 1 July 2006
29. Officers Meeting, Scotsburn, Australia	30 March - 1 April 2007
30. Barbados, West Indies*	2-3 November 2007
31. Officers Meeting, Kuala Lumpur, Malaysia	17-18 April 2009
32. Bangalore, India	7-10 December 2009
33. Officers Meeting, London, UK	29 Sep - 2 Oct 2010
34. Accra, Ghana*	19 March 2011
35. Officers Meeting, London, UK	27-30 August 2011
36. (Mini) Officers Meeting, London, UK	21 June 2013
37. (Mini) Officers Meeting, London, UK	27-28 June 2014
38. Kuala Lumpur, Malaysia	22-23 March 2015
39. (Mini) Officers Meeting, London, UK	5-6 June, 2015
40. (Mini) Officers Meeting, London, UK	2-3 June, 2016
41. Nairobi, Kenya	25 April, 2017
42. (Mini) Officers Meeting, Sydney, Australia	5 October, 2017

* *Executive Committee Meetings were held at the time of Pan Commonwealth Conference*

REGIONAL MEETINGS

Asian Region

- | | |
|------------------------------|-----------------------------|
| 1. Peradeniya, Sri Lanka | 6-8 June 1972 |
| 2. Madras, India | 4-5 Feb 1975 |
| 3. Mymensingh, Bangladesh | 28-29 Dec 1977 |
| 4. Peradeniya, Sri Lanka | 6-7 June 1979 |
| 5. Hissar, India | 25-27 Nov 1983 |
| 6. Peradeniya, Sri Lanka | 11-12 Dec 1985 |
| 7. Bangalore, India | 27 Feb 1989 |
| 8. Bangalore, India | 9 Nov 1991 |
| 9. Dhaka, Bangladesh | 12 Jan 1995 |
| 10. Bangalore, India* | 25 Feb 1998 |
| 11. Kandy, Sri Lanka | 28-30 Apr 2000 |
| 12. Bangalore, India | 16 Feb 2003 |
| 13. Wellington, New Zealand* | 27-30 June 2003 |
| 14. Lahore, Pakistan | 21-23 Sept 2005 |
| 15. Barbados, West Indies* | 2-3 Nov 2007 |
| 16. Bangalore, India | 22-24 Feb 2008 |
| 17. Bangalore, India | 28-30 Jan 2013 |
| 18. Bangalore, India | 20-24 Feb 2014 |
| 19. Kuala Lumpur, Malaysia* | 24 th March 2015 |

Australasia/Oceania Region

- | | |
|-----------------------------|-----------------|
| 1. Perth, Australia | 19-21 Aug 1983 |
| 2. Petaling Jaya, Malaysia | 21 Apr 1986 |
| 3. Honiara, Solomon Islands | 17-19 June 1988 |

* *Regional Meetings were held at the time of Pan Commonwealth Conference*

4. Harare, Zimbabwe*	11 Sept 1990
5. Wellington, New Zealand	15-17 June 1993
6. Singapore	7-10 Nov 1996
7. Bangalore, India*	28 Feb 1998
8. Port Vila, Vanuatu	27-30 Oct 1999
9. Kuala Lumpur, Malaysia	27-30 Aug 2001
10. Wellington, New Zealand*	27-30 June 2003
11. Lae, Papua New Guinea	28 Oct - 2 Nov 2004
12. Barbados, West Indies*	2-3 Nov 2007
13. Apia, Samoa	17-22 Nov 2008
14. Accra, Ghana*	21 March 2011
15. Nadi, Fiji	2-7 Sept 2013
16. Kuala Lumpur, Malaysia*	24 th March 2015

Canada/Caribbean Region

1. Port of Spain, Trinidad & Tobago	Nov 1984
2. Bridgetown, Barbados	27 Nov - 3 Dec 1986
3. George Town, Guyana	20-23 Nov 1988
4. Harare, Zimbabwe*	11 Sept 1990
5. Black Rock, Trinidad & Tobago	22-26 Nov 1994
6. Bridgetown, Barbados	1-5 Dec 1996
7. Bangalore, India*	28 Feb 1998
8. George Town, Guyana	1-5 Nov 1998
9. Kingston, Jamaica	14 Nov 2000
10. Wellington, New Zealand*	27-30 June 2003
11. Port of Spain, Trinidad	8-12 Nov 2004
12. Barbados, West Indies*	2-3 Nov 2007

13. Accra, Ghana*	21 March 2011
14. Port of Spain, Trinidad & Tobago	6-9 Nov 2012
15. Kuala Lumpur, Malaysia*	24 th March 2015
16. Georgetown Guyana	17 th November 2016

ECS African Region

1. Salima, Malawi	24-26 July 1985
2. Banjul, The Gambia	21-28 Mar 1987
3. Harare, Zimbabwe*	11 Sept 1990
4. Arusha, Tanzania	30 Nov - 3 Dec 1993
5. Mokuti Lodge, Namibia	15 Sep 1994
6. Mont Choisy, Mauritius	31 July 1996
7. Bangalore, India*	28 Feb 1998
8. Nairobi, Kenya	19-23 Apr 1999
9. Stellenbosch, South Africa	21-25 Jan 2001
10. Wellington, New Zealand*	27-30 June 2003
11. Lusaka, Zambia	3-8 Aug 2004
12. Barbados, West Indies*	2-3 Nov 2007
13. Kampala, Uganda	11-12 Nov 2009
14. Accra, Ghana*	21 March 2011
15. Kuala Lumpur, Malaysia*	24 th March 2015
16. Nairobi, Kenya	25 th April, 2017

West-Africa Region

1. Banjul, The Gambia 1977
2. Free Town, Sierra Leone 1979
3. Free Town, Sierra Leone 20-23 May 1985
4. Banjul, The Gambia 21-28 Mar 1987
5. Harare, Zimbabwe* 11 Sept 1990
6. Accra, Ghana 7-12 Sept 1992
7. Accra, Ghana 26-28 Sept 1996
8. Bangalore, India* 28 Feb 1998
9. Wellington, New Zealand* 27-30 June 2003
10. Banjul, Gambia 13-15 Oct 2003
11. Accra, Ghana 20-24 Nov 2006
12. Barbados, West Indies* 2-3 Nov 2007
13. Accra, Ghana* 21 March 2011
14. Kuala Lumpur, Malaysia* 24th March 2015
15. Nairobi, Kenya 25th April 2017

UK/Mediterranean Region

1. Bangalore, India* 28 Feb 1998
2. Nicosia, Cyprus 13-15 June 2002
3. Wellington, New Zealand* 27-30 June 2003
4. Barbados, West Indies* 2-3 Nov 2007

* *Regional Meetings were held at the time of Pan Commonwealth Conference*

The Commonwealth Veterinary Association

The Commonwealth Veterinary Association is made up of national veterinary associations or approved bodies of Commonwealth countries, and also some non Commonwealth countries. (where membership is deemed to be of values to these countries). These are termed the Member Countries.

National veterinary associations pay a membership contribution based on the number of veterinarians they represent but also tailored somewhat according to what they can afford. Support is also solicited from various outside organisations particularly when it can be associated with a particular project.

◆ **Mission Statement**

The Mission of the Commonwealth Veterinary Association is to promote the veterinary profession within and outside the Commonwealth by encouraging the highest professional standards of education, ethics and service in order to advance animal health, productivity and welfare to improve the quality of life of all its peoples.

The Aims & Objectives as set out in the Constitution are:

- ◆ To promote within and outside the Commonwealth the interests of the Veterinary and Allied Sciences;

-
-
- ◆ To maintain the honour and traditions of the profession;
 - ◆ To effect the closest possible links between Member Associations;
 - ◆ To facilitate the dissemination of professional knowledge and information;
 - ◆ To encourage the creation of a National Veterinary Association in any member country where none exists;
 - ◆ To promote interchange between its members;
 - ◆ To encourage the creation of statutory bodies to regulate the study and practice of veterinary science in member countries where none exist;
 - ◆ To promote animal health and welfare, animal production and veterinary public health;
 - ◆ To promote the role of veterinarians in emerging fields such as aquaculture, etc.;
 - ◆ To promote partnership linkages and collaborative activities between like-minded bodies;
 - ◆ To encourage assistance of developing countries by the developed countries;
 - ◆ Such other purposes as from time to time may be considered desirable by the Association.

The Commonwealth Veterinary Association (CVA) was founded in 1967. Membership is open to national veterinary associations of Commonwealth and non-Commonwealth member countries with each member association being represented on the Regional Council by an elected Councillor.

There are six regions representing

- ↪ Asia
- ↪ Australasia/Oceania
- ↪ Canada/Caribbean
- ↪ East, Central and Southern Africa
- ↪ West Africa
- ↪ UK/Mediterranean

Each Regional Committee elects a Regional Representative who becomes a member of Executive Council.

In exceptional circumstances the Executive Committee can nominate the Regional Representative from the region who is a member of the affiliated National Association by a majority vote.

The Executive Committee is responsible for running the affairs of the Association. As well as the six Regional Representatives there are also a Past-President, Secretary, Treasurer, Director of Programmes and the Executive Director under the Chairmanship of the President.

The Executive Director shall appointed by the Executive Committee for an appropriate term as decided by it.

The Executive Committee nominates from among the members of the National Associations a Deputy Secretary, Deputy Treasurer and an Assistant Editor to assist the Officers but will not be part of the Executive Committee.

In order to meet its stated aims and objectives, the CVA promotes a number of technical activities designed to

encourage greater interaction between member associations and education of individuals. Publication of the CVA E-News Letter, Handbook, Activity Report and other publications of the CVA, provides the major regular communication link while Regional Representatives take responsibility for more direct and personal contacts within each region.

Regular workshops are held in each region every three years on important veterinary and livestock topics including Animal Welfare and Veterinary Education.

Veterinary education features prominently in the CVA workplan and through the Journal/Book/Audiovisual programme veterinarians in developing countries have access to veterinary literature not otherwise available.

National veterinary associations pay a membership contribution based on the number of veterinarians they represent but also tailored somewhat according to what they can afford.

Associate Membership is offered to Non Commonwealth countries and other Governmental and Non-Governmental Organisations. Memoranda of Understanding may be signed with institutions and organisations who further the cause of the Association.

Support is also solicited from various outside organisations particularly when it can be associated with a particular project. The Commonwealth Foundation provides substantial base funding.

Further information and contact addresses may be obtained from the Secretary or from any Regional Representative.

CVA - Member Associations at 1.1.2018

ASIA

Bangladesh	Sri Lanka
India	<i>Associate Members</i>
Pakistan	Afghanistan
	Nepal

AUSTRALASIA/OCEANIA

Australia	Samoa
Cook Islands	Singapore
Falkland Islands	Fiji
Kiribati	Solomon Islands
Malaysia	Tonga
New Zealand	Vanuatu
Papua New Guinea	Timor-Leste (East Timor)
	<i>(Associate Member)</i>

CANADA/CARIBBEAN

Antigua	Guyana
Bahamas	Jamaica
Barbados	St Kitts/Nevis
Belize	St Vincent & the Grenadines
Canada	Trinidad and Tobago
Cayman Islands	Turks and Caicos
Dominica	Virgin Islands (British)
Grenada	St Maarten <i>(Associate Member)</i>

AFRICA-EAST, CENTRAL & SOUTHERN

Botswana	South Africa
Kenya	Swaziland
Mauritius	Tanzania
Mozambique	Uganda
Namibia	Zambia
Rwanda	Sudan (Associate Member)

AFRICA-WEST

Cameroon	Nigeria
Ghana	Sierra Leone
The Gambia	

UK/MEDITERRANEAN

Cyprus	Malta
United Kingdom	

ASSOCIATE MEMBERS

Secretariat of the Pacific Community
Association of Commonwealth Chief Veterinary Officers
World Animal Protection (WAP)
Mayhew International
Humane Society International (HSI)
The Brooke

Officers and Executives

1 January 2018

Immediate Past President & Executive Director

Dr. S Abdul Rahman

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Secretary

Dr. Henry B. Magwisha

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Treasurer

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Regional Representatives

1 January 2018

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Dr S. Yathiraj
CVA Councillor, India
Officer on Special Duty
Veterinary College, Gadag
KVAFSU, Bangalore 56 0 024
INDIA

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Term of CVA Officers and Executives

Officers

President	Peter Thornber	1 Jan 2016 to 31 Dec 2019
Past-President	S.Abdul Rahman	.."-..
Secretary	Henry Magwisha	.."-..
Treasurer	Deborah Kirton	.."-..
Programme Director	Jeff Cave	.."-..
Executive Director	S.Abdul Rahman	.."-..

Regional Representatives

Asia Region	S.Yathiraj	1 Jan 2016 to 31 Dec 2019
Australasia/Oceania Region	Paul Chelliah	(Until next Regional Meeting)
Canada/Caribbean Region	Curtis Padilla	(Until next Regional Meeting)
ECS Africa Region	Christopher Wanga	1 Jan 2018 to 31 Dec 2021
West Africa Region	Olatunji Nasir	1 Jan 2016 to 31 Dec 2019
UK/Mediterranean Region	Karen Reed	1 Jan 2016 to 31 Dec 2019

CVA Councillors **(and other key Addresses)** **as on 1-1-2018**

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THE COMMONWEALTH VETERINARY ASSOCIATION

CONSTITUTION

(Amended w.e.f. 4-11-2017)

1. TITLE

The name of the Association/Trust shall be **Commonwealth Veterinary Association (CVA)**. The Commonwealth Veterinary Association is a voluntary organisation and membership is open to all veterinary associations of Commonwealth and non Commonwealth countries or where no veterinary association exists, approved veterinary bodies, in member Commonwealth countries. It is not an incorporated body.

2. AIMS AND OBJECTIVES

- (a) To promote within the Commonwealth the interests of the Veterinary and Allied Sciences;
- (b) To maintain the honour and traditions of the profession;
- (c) To effect the closest possible links between Member Associations;
- (d) To facilitate the dissemination of professional knowledge and information;
- (e) To encourage the creation of a National Veterinary Association in any member country where none exists;

**Amended on 1.1.2015 to suit the requirement of registration of CVA as a Charitable Trust in India*

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- (f) To promote interchange between its members;
 - (g) To encourage the creation of statutory bodies to regulate the study and practice of veterinary science in member countries where none exist;
 - (h) To promote animal health and welfare, animal production and veterinary public health within the Commonwealth;
 - (i) To promote the role of veterinarians in emerging fields such as aquaculture, etc.
 - (j) To promote partnership linkages and collaborative activities between like-minded bodies.
 - (k) To encourage assistance of developing countries by the developed countries.
 - (l) Such other purposes as from time to time may be considered desirable by the Association.

3. MEMBERSHIP

- (a) **REGULAR:** National Veterinary Associations of Commonwealth Countries or where none exists, of an approved body within the Commonwealth, shall be REGULAR member of the Association.
- (b) **HONORARY:** The Association may, from time to time, bestow upon a person, whether or not a member of the Veterinary Profession, who has made major contribution to the veterinary profession at international level, the designation Honorary Member.
- (c) **ASSOCIATE:** The Association may, from time to time, bestow upon a veterinary association or other approved body or organisation from a Commonwealth country or

from a country not a member of the Commonwealth, the title Associate Member.

- (d) **AFFILIATE MEMBER:** Member pays a fee and receives a subscription to the JCVA.
- (e) **CORPORATE:** The Association may from time to time bestow upon a corporate body or individual the title Corporate Member.

4. EXECUTIVE COMMITTEE

- (a) An Executive Committee of no less than Seven(7) shall control, administer and manage, or supervise the control, government and management of the business and affairs of the Association.
- (b) The number of Executive Committee members, their respective terms of office, the manner of their appointment or election and their qualifications shall be established and governed by the By-laws of the Association and such By-laws may provide for replacement of Executive Committee members, for the filling of vacancies or for the dismissal of Executive Committee members.
- (c) Unless the Constitution or By-laws otherwise provide, the Executive Committee may by resolution make, amend or repeal any By-laws regulating the business or affairs of the Association/Trust in the following areas:
 - i. Establishing the criteria of membership and determining the rights, privileges and obligations of the members of each category;

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- ii. Creating and organising local regions, chapters or other sub-sections of the Association and governing the management of such subsections;
 - iii. Determining the method of setting fees payable to the Association annually or otherwise;
 - iv. Providing for the election or appointment, removal and remuneration of and establishing the powers and duties of officers of the Executive Committee and officers, officials, employees and agents of the Association;
 - v. Creating and monitoring committees for the carrying out of the business and affairs of the Executive Committee of the Association;
 - vi. Delegating to officers, officials, employees or committees any of the duties, powers and privileges of the Executive Committee, except the power to make, amend or repeal by-laws and rules;
 - vii. Fixing and regulating the quorum, time, place, calling and conduct of annual, special and general meetings of the Association, the Executive Committee and other committees of the Association;
 - viii. Establishing the method of voting including voting by email, delegate voting or other means at such meetings and establishing the qualifications of persons entitled to vote thereat;
 - ix. Respecting and governing the management and disposition of trust, charitable or benevolent funds committed to the care of the Association;
 - x. Setting the fiscal year of the Association and determining the place where the head office of the Association shall be located;

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- xi. Determining the aspects, subjects or matters of the business and affairs of the Association;
 - xii. Authorising the making of agreements or cooperative arrangements and the affiliation with any institution, organisation or professional body in any jurisdiction;
 - xiii. Authorising the Executive Director to take suitable actions in matters dealing with the administration of the association/Trust
 - xiv. Defining any terms used in the Constitution; and
 - xvi. Respecting and attending to such other subjects, matters and things as the Executive Committee considers appropriate to advance or protect the interests of the public, the Association or the members;
- (d) Any amendment or repeal of a By-law by the Executive Committee shall be made by By-law;
 - (e) The Executive Committee shall cause the text of any proposed new amendment to the Constitution and any new or amended By-law to be circulated to all Council members and members of the Executive Committee at least 180 days prior to the meeting called for the purpose of considering the same.

5. OFFICERS

- (a) Officers of the Association shall be members of the Executive Committee as defined in the By-law 3.03. Between meetings of the Executive Committee they may carry out any of the duties and exercise any of the powers and privileges of the Executive Committee or such other

duties as may be assigned to them from time to time by the Executive Committee or By-laws;

- (b) The number of Officers, their respective terms of office, the manner of their appointment or election and their qualifications shall be established and governed by the By-laws of the Association;
- (c) The Executive Committee may appoint a salaried person who shall hold any position under conditions determined by the Executive Committee.

CLAUSES – NFP CHARACTER

Non-profit clause

The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

Dissolution clause

In the event of the organisation being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

BY-LAWS
OF
COMMONWEALTH VETERINARY
ASSOCIATION

DEFINITIONS

In these By-law/s and in any rules made by the Executive Committee, unless the context otherwise requires:

"Constitution" means the Constitution of the Commonwealth Veterinary Association;

"Association" means the Commonwealth Veterinary Association;

"Executive Committee" means the Executive Committee of the Association;

"Councillor" means the an elected/nominated representative of a national veterinary association or where none exists, the approved body of a Commonwealth or a Member country;

"Office bearer" means elected/appointed members of the Executive Committee to include the President, Secretary, Treasurer, Programme Director ,Past President and Executive Director.

Any words denoting the singular number shall include the plural and vice versa and words importing the masculine gender shall include the feminine and neuter genders and vice versa wherever the context so requires;

Any words used in these By-law/s or in the rules which are defined in the Constitution shall have the meaning set out therein.

BY-LAW NO. 1

SECRETARIAT AND FISCAL YEAR

- 1.01** The Secretariat of the Association shall be at such place as may be determined by the Executive Committee from time to time. All notifications, notices, correspondence and any other directions shall be made to the Association or the Executive Committee at the Secretariat.
- 1.02** The Association shall be registered as a charitable Trust in a Commonwealth Country
- 1.03** The fiscal year of the Association shall terminate on the 30th day of June in each year, which date may be changed from time to time by a resolution of the Executive Committee.

BY-LAW NO. 2

SEAL

- 2.01** The corporate seal of the Association shall be in such form as the Executive Committee may approve from time to time.

BY-LAW NO. 3

ORGANISATION

3.01 REGIONAL COUNCIL

- (a) There shall be a Regional Council for each administrative region.
- (b) The Regional Council shall be made up of the elected/nominated representatives called a Councillor, of the national veterinary association, or where none exists, the approved body of each country within the region.

Should no nomination be received from either the national association or the approved body, within a reasonable time, or under exceptional circumstances the Executive Committee may fill the position from within that member association, body or country

- (c) The role of the Regional Council is to liaise between the Representatives of National Associations (Council Members) and the Commonwealth Veterinary Association through the RR of the region. This could include identifying and raising key issues for ultimate consideration by the full CVA Council and, where necessary, by the Executive Committee.
- (d) A register of each member country according to Region shall be maintained.

3.02 EXECUTIVE COMMITTEE

- (a) The Executive Committee shall be composed of up to Twelve (12) members as follows:

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- i. One Regional Representative elected by and from the Council members elected or nominated by the national association or where none exists, by an approved body in each of the six Regions; under exceptional circumstances the Executive Committee can nominate the Regional Representative either from among the Regional Council Members or from National Associations of the region
 - ii. Up to four (4) independent members (President, Secretary, Treasurer and Programme Director) appointed by the Executive Committee and
 - iii. The Immediate Past-President;
 - iv. The Executive Director
- (b) The Executive Committee shall, in the absence of a national veterinary association, identify and approve recognised bodies within a Member country for the purpose of nominating Council members.
- (c) Members of the Executive Committee shall serve for a term of four (4) years and be elected in a manner to ensure continuity. The term of the Officers and RR's is to commence at the beginning of the calendar year (January 1st).
- The Executive Director shall appointed by the Executive Committee for an appropriate term as decided by it.
- (d) In the event of a vacancy occurring in a position of a Regional Representative by reason of death, resignation, inability to act, or dereliction of duty, the vacancy shall be filled by a Council member of that Region by a majority vote of Council members of that Region, or under exceptional

circumstances the Executive Committee can nominate the Regional Representative either from among the Regional Council Members or from National Associations of the region and shall serve for the unexpired portion of the term of office. The method of election in a postal vote shall be the system of full preferential voting*.

If no nominations are received from the region the Executive Committee may fill the position. Likewise, a vacancy in any other position of the Executive Committee shall be filled by a majority vote of the Executive Committee members and shall serve for the unexpired portion of the term of office.

- (e) Five (5) members of the Executive Committee shall constitute a quorum

3.03 OFFICERS

- (a) The Executive Committee shall elect the following Officers:
 - (i) a President, who shall be an independent member
 - (ii) a Secretary,
 - (iii) a Treasurer,
 - (iv) a Programme Director
 - (v) a Past President and
 - (vi) The Executive Director who shall be appointed by the Executive Committee.

* *In this system, voters mark each ballot paper with their first choice candidate by placing a 1 in the box next to that candidate's name. They then write a 2 in the box next to their second choice, 3 for their third choice, and so on until all the candidates have been numbered.*

The system is called "full preferential" because every box must be numbered. If a voter does not place different numbers against all the candidates' names, the vote is informal, and is not counted. Preferences are duly distributed.

Under extraordinary circumstances the Executive Committee may combine the office of the Treasurer with another position. a simple majority vote of the Executive Committee.

Under exceptional circumstances a member of the Executive Committee can nominate a) Secretary, or a b) Treasurer, c) or a Programme Director from among the members of the National Associations and decided by a majority vote by the Executive Committee.

- (b) The President and Secretary shall normally be elected from amongst the members of the Executive Committee for a four-year term. In exceptional circumstances the President may be elected from a member association.

Under exceptional circumstances a member of the Executive Committee can nominate a) Secretary, or a b) Treasurer, c) or a Programme Director from among the members of the National Associations and decided by a majority vote by the Executive Committee.

No person shall serve two consecutive terms as President. The Treasurer and Programme Director shall be elected from among the members of the Executive Committee or from a member association.

- (c) The Executive Director shall be appointed by the Executive Committee who will function as the custodian of the Association/Trust
- (d) Any salaried employee who may be appointed by the Executive Committee, shall hold that position at the decision of the Executive Committee.

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- (e) In the event of death, resignation, inability to act, or dereliction of duty by any or all Officers, each may be replaced following a simple majority vote of the Executive Committee to that effect. Officers leaving or removed from their position shall also forfeit membership on the Executive Committee. Vacancies so created shall be filled by an individual in good standing nominated and elected by a majority of the EC and subject to the same conditions as a regular EC member for the remainder of the term.
 - (f) The Officers shall carry on the business of the Executive Committee between meetings of the Executive Committee. If necessary and feasible, they may hold a "Mini Officers' Meeting" in order to transact urgent business matters. In addition, they may hold teleconferences, videoconferences or decisions by an email vote. All orders, determinations, resolutions and decisions of the Officers shall be effective from the date made but must be reported to the next meeting of the Executive Committee.

BY-LAW NO. 4

DUTIES OF OFFICERS

4.01 PRESIDENT

The President shall:

- (a) preside at all meetings of the Executive Committee, and the Association, or the President may appoint another person to act as Chairman, and at all such meetings shall be entitled to participate in all discussions and to vote,
- (b) be an ex-officio member of all committees,

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- (c) be the chief executive officer of the Association and shall perform all acts and duties pertaining to the office of President,
 - (d) call special meetings of the Executive Committee or the Association when necessary,
 - (e) exercise general control and supervision over the business and affairs of the Association and shall be the official representative of the Association,
 - (f) have a second casting vote in the event of a tie at any meeting at which he presides, and
 - (g) perform such other duties and exercise such other powers as the Association or Executive Committee may from time to time direct.

4.02 SECRETARY

The Secretary shall be in charge of a central secretariat located in the Commonwealth member country in which he/she resides.

The Secretary shall:

- (a) keep a true record of the proceedings of the Association and preserve in proper order all papers and documents belonging thereto and report regularly to the Executive Committee;
- (b) deliver promptly to his successor in office all books, records, vouchers, cash in hand and other property of the Association in his possession and under his contro

4.03 TREASURER

The Treasurer shall:

- (a) be the custodian of all financial resources of the Association and report regularly to the Executive Committee;
- (b) deliver promptly to his successor in office all books, records, vouchers, cash in hand and other property of the Association in his possession and under his control.

Note: Where, in the opinion of the Executive Committee, it is deemed in the best interest of the CVA to combine the office of the Treasurer with another position, this may be done.

4.04 PROGRAMME DIRECTOR

The Programme Director shall:

- (a) in conjunction with members of the Executive Committee and Councillors, develop a four year Workplan which may include continuation of existing plans.
- (b) monitor progress towards identified Workplan goals and report semi-annually, or more often at the request of the President, to the Executive Committee.
- (c) develop and maintain effective working relationships with officials at the Commonwealth Foundation.
- (d) assist CVA Regional Representatives or CVA members in the development of proposals for possible funding by the Commonwealth Foundation and other funding organisations.
- (e) assist the Secretary-Treasurer in the preparation of the Annual Report to the Commonwealth Foundation.

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- (f) assess and recommend to the President the successful candidate(s) for the CVA Study Fund and the CVA Fellowship award.

4.05 PAST PRESIDENT

The Past President shall:

- (a) advise and assist the President and the Executive Committee in all matters pertaining to the Association

4.06 EXECUTIVE DIRECTOR

The Executive Director shall:

- (a) function as the custodian of the Association/Trust
- (b) assist and advise the Executive Committee on all matters pertaining to affairs of the Association /Trust
- (c) perform such other duties and exercise such other powers as the Association/Trust or Executive Committee may from time to time direct.

BY-LAW NO. 5

FEES AND ALLOWANCES

5.01

- (a) The Executive Committee members, Officers and Committee Members shall serve as such without remuneration and no such person shall directly or indirectly receive any profit from his position as such, but an Executive Committee

member, officer or committee member may be paid the fees and travelling allowances fixed under subsection (b) incurred by him in the performance of his duties.

- (b) The fees and travelling allowances of Executive Committee members, Officers, Committee Members and staff shall be fixed by resolution of the Executive Committee.
- (c) No person shall be paid fees or travelling allowances except in accordance with properly submitted receipts.

BY-LAW NO. 6

MEETINGS

6.01 COUNCIL MEETING

- (a) The President shall convene a meeting of Council members at all Pan Commonwealth Veterinary Association meetings.
- (b) The Regional Representative shall convene a meeting of Council members in that Region once in three years and at Pan Commonwealth meetings.

6.02 EXECUTIVE COMMITTEE

Meetings of the Executive Committee shall be held biennially or at any time or place determined by the President or on the written request by 4 members of the Executive Committee, at any time or place determined by the President and in no case later than 90 days following receipt of such written request by the President. Officers shall meet as and when requested by the President.

6.03 NOTICE OF ANNUAL AND SPECIAL MEETINGS OF THE EXECUTIVE COMMITTEE

- (a) Notice of annual or special meetings of the Executive Committee designating the time and place of such meeting shall be mailed, electronically notified or delivered to each member at his last known address, at least 90 days before the holding of the meeting.
- (b) In the case of a special meeting of the Executive Committee, such notice shall specify the general nature of the proposed business to be transacted and no business shall be transacted at such meeting or any adjournment thereof, unless approved by a majority of Executive Committee members.
- (c) Notwithstanding the foregoing, a meeting of the Executive Committee may be held at any time or place without formal notice if all Executive Committee members are present or have waived notice of the meeting.

6.04 QUORUM-EXECUTIVE COMMITTEE

The Quorum for meetings shall be in the case of,

- (a) Executive Committee: 5 members, two of which shall be Officers;
- (b) Committees: unless otherwise provided, a majority of the members of the Committee.
- (c) The Executive Director will be a non voting member

6.05 VOTING

- (a) Unless otherwise provided by the Constitution or by-laws, voting on any question at any meetings of the Association, the Executive Committee or any committee shall be determined by the majority of votes cast on such question.
- (b) Voting at all meetings of the Association shall be by show of hands unless two (2) members present in person request a secret ballot in which case the President shall act as the scrutineer.
- (c) Every question which comes before the Executive Committee may be decided by a simple majority of the properly cast votes at the meeting and, if there is an equality of votes on a question, the President shall be deemed to have the casting vote.
- (d) The presiding officer shall record the proceedings of every meeting of the Executive Committee, or cause them to be recorded, and the written record of every meeting of the Executive Committee, when signed by the persons purporting to be the presiding and recording officers thereof is prima facie proof of the truth of the contents of every such record.
- (e) The written record of the proceedings of any meeting of the Executive Committee, when accepted at a subsequent meeting of the Executive Committee, subject to any corrections made at such subsequent meeting, shall be deemed to be conclusive proof of the truth of the contents of every such record.

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- (f) Where the Executive Committee accepts or adopts the report of a committee, employee or other group or person, the Executive Committee does not thereby pass, adopt, accept or agree with any proposal or recommendation made in the report but the Executive Committee merely accepts the report as evidence that its contents accurately represent the deliberations, proceedings, proposals or recommendations of the committee, employee or other group or person, as the case may be.

6.06 PROCEDURE

- (a) Subject to the by-laws and rules, the procedure at meetings of the Association and the Executive Committee shall be governed by the latest edition of a recognised Rules of Order.
- (b) The business at any meeting of the Executive Committee of the Association shall include:
- i. approval of the minutes of the previous meeting and all special meetings, which minutes need not be read before approval if copies thereof have been made available to those attending the meeting
 - ii. reports of committees;
 - iii. presentation of financial statements;
 - iv. resolution ratifying acts of Executive Committee and Committees;
 - v. amendments to by-laws;
 - vi. election of Councillors, independent Executive Committee members, officers;

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- vii. appointment of auditors;
 - viii. other business

6.07 REPEAL OR AMENDMENT

No motion for the repeal or amendment of a by-law or a rule at the instance of a member pursuant to the Constitution shall be considered at an annual, special or other meeting of the Executive Committee unless a Notice of Motion in writing signed by the proponents of the motion and setting out the exact wording of the proposed motion has been delivered to the Executive Committee not later than 60 days prior to the date of the meeting at which the motion is to be considered. Such Notice of Motion shall be forwarded to the Executive Committee members by the Association at least 30 days prior to the meeting at which it is to be considered.

BY-LAW NO. 7

EXECUTION OF DOCUMENTS AND AUDITS

7.01 Contracts, documents or other instruments in writing requiring the signature of the Association may be signed by any two of the President, the Secretary-Treasurer, or a councillor authorised by the Executive Committee and the Association seal may be affixed thereto and all contracts, documents and instruments in writing so signed shall be binding upon the Association without further authorisation or formality.

The Executive Committee shall have power from time to time by resolution to appoint any officer or officers on behalf of the Association either to sign contracts, documents and

instruments in writing generally or to sign specific contracts, documents or instruments in writing.

- 7.02** An auditor of the Association may be appointed at the Executive Committee meeting of the Association.
- 7.03** The Executive Committee shall cause to be kept proper records and accounts of all transactions of the Association.
- 7.04** A copy of the Annual Financial Statements, approved by the Executive Committee, shall be available to each Executive Council member prior to the Executive Committee meeting.

BY-LAW NO. 8

FEES

- 8.01** Annual membership fees shall be in such amount as may from time to time be determined by the Executive Committee.
- 8.02** The Executive Committee may from time to time determine all other fees, dues and assessments for all other matters by an ordinary resolution of the Executive Committee.
- 8.03** All annual membership fees are due on or before July 1st in each year.
- 8.04** On or before the 1st day of June in each year the Secretary-Treasurer shall send, by mail or otherwise, to each Association liable to pay an annual membership fee, a notice with respect to such fees.
- 8.05** If the membership fees and a completed renewal application in the form prescribed by the rules are not

received at the office of the Secretary-Treasurer on or before October 1st in any year the Secretary-Treasurer shall issue a statement to each delinquent Association informing them that a financial penalty may now be applied, and unless payment is received by a date authorised by the Executive Committee that they are no longer entitled to financial support or programmes and that their Association may be struck from the Register.

BY-LAW NO. 9

COMMITTEES

9.01

- (a) The Executive Committee may appoint committees to study or investigate any matter deemed necessary or appropriate, and shall give the terms of reference and directions as to when the reports of such committees shall be submitted to the Executive Committee.
- (b) The President shall designate the Chairman of all committees appointed by the Executive Committee and shall be an Ex-Officio Member of all committees.
- (c) Where one or more vacancies occur in the membership of any committee, the members remaining in office constitute the committee so long as their number is not fewer than the prescribed quorum.
- (d) Subject to any other provision in the by-laws regarding appointments to, or the composition of committees the Executive Committee shall appoint and may remove for cause by resolution, all members and chairpersons of all

committees, and every committee member serves as such only at the pleasure of the Executive Committee.

- (e) The Chairman of each committee or his designate must report to the Executive Committee at the call of the President.
- (f) Every appointment to a permanent committee shall automatically expire one (1) year from the date of the appointment. Every appointment to an ad hoc committee shall automatically expire when the committee renders its report.

BY-LAW NO. 10**EMPLOYEES****10.01**

The Executive Committee may by resolution appoint and fix the remuneration of salaried employees and agents including the Executive Director, which it considers expedient for the better management of the affairs of the Association, and, subject to the by-laws, may prescribe the duties and titles of any employees and agents.

BY-LAW NO. 11**NOTICE OF MEETING****11.01**

The Executive Committee and any committee of the Executive Committee or the Association may conduct meetings by telephone or other communication facilities provided that a notice of meeting by telephone or other communication facilities has been given not less than 30 days before the date of such meeting or such notice has been waived. The minutes of any action, decision, order or determination taken or made by a meeting held by telephone or other communication facilities shall be made part of the minutes of the Executive Committee or committee, as the case may be.

BY-LAW NO. 12**INDEMNITY OF EXECUTIVE MEMBERS AND OFFICERS****12.01**

Every Executive Committee member, committee member, agent or officer of the Association and his heirs, executors and administrators, and estate and effects, respectively, shall, from time to time and at all times, be indemnified and saved harmless out of the funds of the Association, from and against;

- (a) all costs, charges and expenses whatsoever which such Executive members, committee members, agent or officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him, for or in respect of any act, deed, matters or things whatsoever, made, done or permitted by him, in or about the execution of the duties of his office;
- (b) all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs, thereof, except such costs, charges or expenses as are occasioned by his own wilful neglect or default.

BY-LAW NO. 13**EDITORIAL CHANGES****13.01**

Whenever amendments are made to by-laws, the Executive Committee may make consequential editorial and numbering changes to the by-laws or rules as required.

LAW NO. 14**CVA CODE OF PERFORMANCE AND CONDUCT****14.01**

All Office bearers subscribe to the Mission, Aims and Objectives of the CVA, a not-for-profit organisation, as well as to its values and principles. Although volunteers with their own careers. CVA Office bearers commit to always acting with due care, diligence and responsibility, to the best of their individual abilities, in the service of the CVA. This will include;

- (a) Complying at all times with the CVA Constitution and By-Laws
- (b) Upholding the integrity and good name of the CVA
- (c) Serving honestly, ethically and with complete dedication and integrity
- (d) Performing always to high standards
- (e) Accounting fully and properly for the use of CVA funds and other resources

14.02

All Office bearers will sign an undertaking (below) certifying that they have individually read and understand the Code, as outlined in 14.1 above

“I certify that I have read and understood the CVA Code of Service, Performance and Conduct and I agree to comply with this

ROLES AND RESPONSIBILITIES OF REGIONAL REPRESENTATIVES (RR's) *

- A. In consultation with the Council members, organising, coordinating and managing the affairs of the CVA within Region.
- B. These responsibilities will be accomplished by:
 - 1. Encouraging participation in the activities of the CVA by National Veterinary Associations.
 - 2. Ensuring that Affiliation Fees (annual subscriptions) of member countries within that Region are submitted annually and promptly to the Secretary/Treasurer and reminding country members of this responsibility.
 - 3. Ensuring that National Veterinary Associations are regularly kept informed of CVA goals and accomplishments through the Council member. This may be in the form of formal written reports or verbal representations at formal meetings. A copy of each report or copy of meeting minutes shall be forwarded to the Secretary/Treasurer.
 - 4. In cooperation with the Council member, the RR will be responsible for the development of regional or local projects and will be responsible for any funds administered by the CVA and delegated to the RR.

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5. Taking responsibility for organising educational activities within that Region. The RR has the authority to name local committees and is responsible for any funds directed to that Region.
 6. Cooperating with educational and research institutions within the Region in cooperation with Council members to identify training or educational aids that could be provided through a CVA programme eg. the Journal/Book/Audio-visual Programme.
 7. Reporting activities in that Region to the Editor of the JCVA by May 15 and Nov. 15 each year.
 8. Maintaining dialogues with the Executive Officers of the CVA by copying all relevant information and by regular communication.
 9. Encouraging interaction with other professional organisations locally.
 10. Acting, at the President's request, as the official representative of the CVA in the Region.
 11. At the completion of the RR's terms of office the outgoing RR will fully brief and hand over to the new RR all relevant documentation pertaining to CVA.
 12. The incoming RR is to ensure that all relevant documentation is received.

RR's TERM OF OFFICE

RRs are to be democratically elected, by the region, from the Councillors and in a manner that allows all regional councillors to participate.

The election of an RR should be governed by the ability of the appointee to meet and carry out the guidelines listed for councillors as attached.

The RR is elected for one term of FOUR years only. In extraordinary circumstances if the EC acknowledges the unique difficulty in fulfilling the duration of an EC member's term of office this duration may be modified.

The RR is eligible for a second term but not consecutively

The term of office of the RR would begin from 1st January of the year following his election/nomination.

The RR must have the capability to carry out all the duties and responsibilities of an RR.

They must have the support and respect of all their regional Councillors.

GUIDELINES FOR SELECTION OF COUNCILLORS

These guidelines for selection are to be sent to all national veterinary associations in the Commonwealth.

1. Nominee is to be appointed by, and will be responsible to, the national executive.
2. Nominee should have demonstrated an interest in, and knowledge of CVA/international activities.
3. Nominee should have sufficient time to be able to carry out CVA duties.
4. Nominee should have a good command of the English language and be able to communicate well with colleagues.
5. Nomination of the Councillor should be renewed every year by the National Association.
6. Nominee should be elected to the position for a term of not more than four years.
7. Access to secretarial support and efficient communication systems is advantageous, but ***A CAPACITY TO COMMUNICATE PROMPTLY IS CRITICAL.***
8. Above all, the nominee should be enthusiastic, personable and dedicated to CVA objectives.

ROLES AND RESPONSIBILITIES OF COUNCILLORS

- A. In consultation with the national association, organising, coordinating and managing the affairs of the CVA within the Country.
- B. These responsibilities will be accomplished by:
 - 1. Encouraging participation in the activities of the CVA by National Veterinary Associations.
 - 2. Ensuring that Affiliation Fees (annual subscriptions) of member country are submitted annually and promptly to the Secretary/Treasurer.
 - 3. Ensuring that National Veterinary Associations are regularly kept informed of CVA goals and accomplishments. This may be in the form of formal written reports or verbal representations at formal national association's meetings and for publication in the national veterinary journals. A copy of each report or copy of meeting minutes shall be forwarded to the Secretary/Treasurer.
 - 4. In cooperation with the national association, the Councillor will be responsible for the development of national or local projects and will be responsible for any funds administered by the CVA.

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5. Taking responsibility for organising educational activities within the Country. The Councillor has the authority to name local committees and is responsible for any funds directed to that Country.
 6. Cooperating with educational and research institutions within the Country in cooperation with national association to identify training or educational aids that could be provided through a CVA programme eg. the Journal/Book/Audio-visual Programme.
 7. Reporting activities in the Country to the Regional Representative and the Editor of the JCVA by May 15 and November 15 each year.
 8. Maintaining dialogues with the Regional Representative of the CVA by copying all relevant information and by regular communication.
 9. Encouraging interaction with other professional organisations locally.
 10. Acting, at the RR's request, as the official representative of the CVA in the Country.
 11. At the completion of the Councillor's terms of office the outgoing Councillor will fully brief and hand over to the new Councillor all relevant documentation pertaining to CVA.
 12. The incoming Councillor is to ensure that all relevant documentation is received.

INSTRUCTIONS FOR CONDUCTING CVA CONFERENCES, SEMINARS, WORKSHOPS AND PROJECTS

Introduction

The Commonwealth Veterinary Association may provide support for:

- A. Conferences – A scientific programme with a specific theme.
- B. Seminars – A gathering of experts addressing specific topic.
- C. Workshops – A limited group of individuals; eg. 10-20, each actively engaged in discussions aimed at solving a specific problem, and under the directors of a co-ordinator.
- D. Projects – Activities to accomplish a specific objectives(s).

Guidelines for organising Conferences, Seminars or Workshops:

- ◆ The conference, seminar, symposium or workshop should serve as a means for achieving professional and sub-professional development and promoting wider Commonwealth co-operation rather than being an end in themselves.
- ◆ Preference will be given to the smaller regional meetings of a directly Commonwealth nature, particularly those which are action or training oriented or identified with the discussion and solution of specific issues.

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- ◆ Organisers will be asked to name the applicants likely to benefit most by attendance or to contribute significantly to the proceedings who would be unable to attend without a contribution towards their travel and living costs.

Financial support will normally be given by CVA to Councillors from countries in good financial standing, conditional on the presentation of a paper relevant to the theme(s) of the conference. If the conference is held between July 1 and October 1, the EC may require the payment of the annual subscription prior to the conference.

- ◆ The conference programme and particulars of expected participation must be supplied to participants at least five months beforehand. Finance provided by CVA will preferentially be available to support Councillor travel as above, brochure preparation, and publication of the Proceedings but not normally to provide costs of venue. These and other costs are to be met by the host association or other donors. However speakers and other CVA members may be supported financially if funds permit.

Financial support of a Councillor from a country where the Regional Representative resides may be funded if adequate finance is available after all other Councillors have their costs met. Where possible efforts should be made to locate support at their national level, including the private sector.

- ◆ The extent of assistance by the host country and support from other donors should be incorporated in the budget (see 10 below). After this is done the proposal is sent to the Executive Committee by the Regional Representative for decision and any budgetary commitment.

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- ◆ Normally the Councillor for the country where the conference is held is the convenor who will be the principal organiser and coordinator and who may establish one or more committees to assist. The Councillor is to keep the Regional Representative fully informed at all stages and within one month of completion of the conference must provide to the Secretary, Treasurer and Regional Representative, a final report and financial accounting of all expenditure incurred.

The Regional Representative acts on behalf of the Executive Committee, provides advice and direction and also informs the Officers on a regular basis.

It is preferable that the Councillor who convenes the conference remains as Councillor until the meeting is held and final accounting completed.

A. Conferences

Planning – A Conference is likely to be most successful if the CVA activity is combined with an Annual General Meeting of a National Association. The CVA can thus contribute to some of the expenses involved in setting up the scientific programme.

Arrangements for such a Joint Conference should start at least one year in advance of the proposed date of the Conference, and should be finalised at least five months prior to the Conference.

When planning the Conference the following items need to be addressed:

1. A site should be determined (this should be done at the preceding Regional Conference). The venue should be practical and suitable and not too lavish.

The location, should preferably be in a country:

- a. where there is an active and financial national veterinary association.
- b. where a regional Representative resides, or if not where a Councillor resides.

The host association should provide to the Regional Representative a written agreement to plan, organise and deliver the Conference.

CVA will routinely budget for the Regional Representative to visit the proposed conference venue well ahead of the conference date. On return the RR will submit a two-page report to the Executive Committee assessing the proposed arrangements.

2. A theme for the Conference should be selected.
3. The number of days required for the scientific sessions should be identified.
4. The specific topics for each session should be identified.
5. The names of speakers and their topics should be listed.
6. A programme should be prepared to be ready for printing.
7. Arrangements should be made for meeting rooms.
8. Arrangements should be made for accommodation of those attending the Conference; eg. Hotel, University dormitories etc.
9. Arrangements should be made for social occasions; eg. rooms for reception, sponsors for these occasion.
10. Arrangements should be made for the production of a Proceedings.
11. A detailed budget must be prepared and submitted to

the Secretariat for Executive approval at least 5 months prior to the date of the proposed Conference. The budget should be prepared by the Regional Representative in consultation with the officials of the host National Association(s) and Council Members (s).

CVA Follow-up

It is imperative that the existence of the conference be widely known both inside and outside the region, and appropriate courtesies carried out. These include

1. The President of each national veterinary association within the region should be personally invited by the conference convenor to attend.
2. The Director of the Commonwealth Foundation and the appropriate Desk Officer in the Commonwealth Secretariat should also be so invited.
3. News items, or even advertisements if necessary, should be placed in all veterinary publications/journals within the region six months before the conference.
4. Other steps should be taken to make the conference widely known. Two Announcements should precede the conference, the second including details of the programme. Such information should also be included in the CVA and other suitable websites.

Conclusions and Recommendations

Before the completion of a conference/workshop, arrangements should be made to produce the conclusions and, if necessary, recommendations of the workshop which might be useful for input into future regional and national policy.

B. Seminars/Short Courses

Seminars/Short Courses can be organised at any time.

Preference should be given to utilising regional speakers whenever possible. Requests for assistance from CVA should follow the Guidelines for Conferences.

C. Workshops

The same principles apply as for Conferences and Seminars. Objectives must be clearly defined. Participants must be carefully selected to make a significant contribution to the solving of the problem under discussion.

A successful workshop should result in recommendations for a solution to a problem and its implementation.

D. Projects

The CVA may from time to time provide financial support for local projects.

While submitting projects the following objectives and goals should be kept in mind.

- ◆ How does the project relate to Fundamental Commonwealth values?
- ◆ How does the objective of improving the social and economic status of the country/region achieve?
- ◆ Are benefits being achieved for people of low socio-economic status at the grassroots level?
- ◆ What is the level of participation by villagers, women and disadvantaged people?
- ◆ Will this project at the end become self-sustaining?
- ◆ Importance should be given to Continuing Education.

Application Form for Project Funding

(All selections must be completed and submitted to the Programme Director)

- 1. Title of the Project**
- 2. Description of Project** (Attach a one page annex which addresses each of the questions below.)

Background and context

- What are the name, location and dates of the project?
- What is the problem or issue the project is intended to address and how was it identified?
- How will the project contribute to addressing the problem/issue? What are the outputs and outcomes envisaged?
- How does this project build on previous work of the organisation?

The project

- What are the objectives of the project?
- What is the target audience for the project?
- If the project is a workshop or conference, approximately how many people will attend (a) from the host country (b) from the region (c) from Commonwealth countries outside the region?
- How does the project relate to Commonwealth values and the CVA's and CF's programme areas.
- In what ways does this project: (a) involve women and address their concerns (b) involve young people and address their concerns?
- What partners/stakeholder groups will be involved, for example as co-organisers, funders.

Evaluation and sharing learning

- Please provide details of how the organisation will determine the success or impact of the project

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- How will learning from the project be shared? What plans are there for follow-up to this project by the organisation and project participants?

Funding

- What is the total budget for the project?
- What sources of funding and in-kind resources are confirmed, or anticipated from other sources, and what are these sources?
- How much is being requested from the CVA, and for what purposes (e.g. travel, accommodation, print, programme administration)?

3. Total project funding requested

For each project described in 2 above, please provide the amount required for key budget items:

Project (title)	Key Budget Items (eg) travel	Amount required for each budget item	Total Amount requested from CVA for each item
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Total

PLEASE USE ADDITIONAL PAGES TO PROVIDE COMPLETE INFORMATION

Signature (Sign & Type name)

Date of Submission

Regional Representative
(insert name of Region)

CVA STUDY FUND

The Fund

This fund has been established by the Commonwealth Veterinary Association (CVA) in conjunction with the Commonwealth Foundation to honour the contributions made by Mr. John Anderson and Dr. L.P.E. Choquette in establishing and promoting the activities of the Commonwealth Veterinary Association.

Financial support to match the funds contributed by the Commonwealth Veterinary Association and the several national and local veterinary associations throughout the Commonwealth may be provided by the Commonwealth Foundation.

1. Purpose

Its purpose is to provide financial assistance to:

1. Veterinarians who are members in good standing of their respective national associations to undertake short term study visits to schools, institutions or to undertake short term study courses in veterinary medicine, animal production or related areas in other Commonwealth countries.
2. Animal Health Assistants recommended by the appropriate CVA Council Member and Regional Representative, to undergo further short-term training at a school or institution in another Commonwealth country.

It is expected that such visits will promote professional and para-professional contacts and provide grantees with new knowledge and expertise in their respective fields of interest. Study proposals which will directly benefit the rural poor and disadvantaged will receive sympathetic consideration. All proposals will be expected to describe how they will benefit the home institution, veterinary organization and community. The visit is also expected to result in a broadening of cultural experience and horizons and to promote Commonwealth understanding.

2. Guidelines

1. Grants will be limited to persons with field experience and not holding senior positions.
2. The awards are not normally available for University academic or research staff.
3. Preference will be given to related regions with 'south-south' movements being encouraged. In exceptional cases, visits to institutions outside the regions qualifying under south-south arrangement will be considered as long as the cost of the visit does not exceed the allocated fund award (Aus \$ 3000). In exceptional circumstances and where approved by the President grantees may receive training in a non-Commonwealth country within that Region.
4. The study period should be preferably between 2-3 weeks.

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5. Awards will normally be distributed equally amongst Regions, however, on occasion, the President may authorize additional awards to a particular Region in any one year.
 6. The study visits will be financed at a maximum of Aus \$ 3000 including a prepaid air ticket for the least expensive and most direct route.
 7. Grants are provided only for periods of concentrated study or training on a particular topic or activity and cannot be made for attendance at conferences, meetings etc., nor to underwrite a tour of visits to a number of institutions.
 8. A report must be submitted to the Secretary CVA within three months of the completion of the study visit. At the completion of the study visit, the participant must receive a letter of release, which should clearly indicate duration of stay, and satisfactory completion of course. The letter should also confirm that at the time of departure, the participants have not left any debts unsettled. This requirement must be conveyed by the Regional Representative or Programme Director to the host institution before arrival of participant.
 9. It will be necessary for the host institution to agree to assist in arranging suitable accommodation etc affordable by the applicant.
 10. Grantees will be expected to give one or two lectures at the host institution or veterinary association on

aspects of animal health and production activities in their home country. These lectures should emphasize how their studies in the host country will benefit the rural poor and disadvantaged as well as their impact upon the environment.

11. These lectures and the discussions of topics, both professional and social, with the staff of the host institution or veterinary association will serve to further the aims and objectives of the Commonwealth Veterinary Association.

3. Applications

- i) There is a set Study Application Form/Application. Forms are available from the CVA Secretary, or through the CVA Website.
- ii) Applications should be submitted to the appropriate Regional Representative for processing, at least 6 months prior to the proposal visit.
- iii) The applicants should provide the following:
 - a) A complete curriculum vitae to the Regional Representative
 - b) Two passport size photographs
 - c) A letter of acceptance from the person who will supervise the study program in the host country
 - d) Evidence that the study has the support of his/her home institution or national association

4. Administration

- i) The Study Application Form with supporting documents must be sent to the appropriate Regional Representative
- ii) The Regional Representative will review the application and make a recommendation to the Programme Director.
- iii) The Programme Director will make a recommendation to the CVA President, who will make the final decision.
- iv) The Programme Director will then inform the Regional Representative who will inform the candidate.



Commonwealth Veterinary Association

Study Fund

Application Form

CANDIDATE

Name: Age:

Home Address:
.....

Tel: Fax: E.mail:

Curriculum Vitae attached: Yes Previous Recipient of CVA funds
..... No, Yes: Date

EMPLOYER

Name: Telephone:

Address: Fax:
.....
.....

Approval: Employer Yes and/or Vety. Association Yes

COST: Economy Return Air Fare

PURPOSE OF STUDY:
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.....

Brief Description
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.....
.....

Host Institution/Practice:

Address:
.....
.....

Tel: Fax:

Contact Person:

Accommodation arranged: Yes

Title of Presentation(s) in Host Country:
.....

For Office Use Only

Regional Representative: _____ Region: _____

Application Received Date: _____ Deadline: November 1

Recommended: _____
(Regional Representative)

Programme Director

Application Received Date: _____ Deadline: December
1

Recommended: _____ Yes _____ No _____
(Programme Director)

President

Application Received Date: _____

Recommended: _____ Yes* _____ No _____
(President)

* By accepting, the successful applicants agree to provide a Report to the Programme Director suitable for publication in the Journal of Commonwealth Veterinary Association (JCVA) within three (3) months of the study visit.

Reports/Presentations received by:

Host Veterinary Group _____ Yes

Home Veterinary Group _____ Yes

Programme Director _____ Yes

Notes

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