



WSAVA
Global Veterinary Development

WORLD SMALL ANIMAL VETERINARY ASSOCIATION

WSAVA CODE OF CONDUCT MANUAL

REVISED OCTOBER 2010

WORLD SMALL ANIMAL VETERINARY ASSOCIATION

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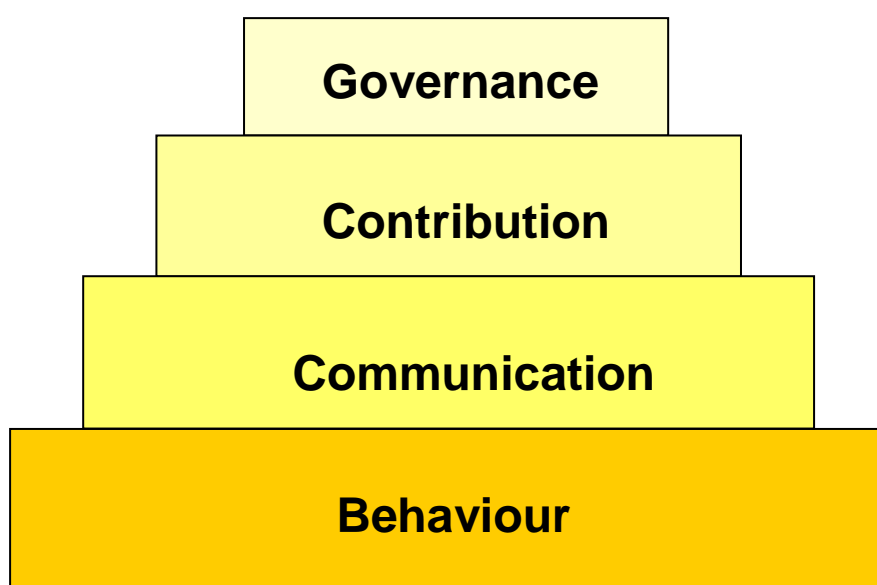
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CHAPTER 1

WSAVA ETHICAL CONDUCT

The WSAVA *Ethical Conduct* is based on a four-tiered 'commitment structure', comprising of:



As a member of the Executive Board and Assembly of the World Small Animal Veterinary Association, I declare:

1. I shall always act and behave in a manner that:
 - a. Promotes the values and behaviours of good citizenship and that I will always show consideration for individuals.
 - b. Is honest, trustworthy and in good faith in the exercise of my powers and the discharge of my duties of office.
 - c. Is in the best interests of the Association. This means leaving my personal issues 'at the door'. If however I need to represent a particular group for a specific issue then I will commit to identifying the 'hat that I am wearing'.
2. I shall exercise *quality communication strategies* – which includes:
 - a. Respecting other people's ideas and opinions by being open and flexible – even if they differ from my own. This means accepting that there may

sometimes be more than one 'right' solutions or answer to an issue or problem.

- b. Actively listening to what the other person is saying.
- c. Letting the other person finish what they are saying before making my own comments.
- d. Being succinct when making my own comments.
- e. Ensuring that when I want to contribute to a discussion that I am recognised by the Chairperson prior to speaking.
- e. Publicly supporting all Board decisions.

3. I shall make a *contribution* that demonstrates:

- a. An appropriate amount of preparation and adequate research.
- b. A commitment to take on a reasonable and fair workload. Conversely, I am prepared to say 'no' to extra workload when it's beyond my capacity to deliver it.
- c. A commitment to working as part of a team and achieving the team goals.
- d. A respect for accountability and thus a commitment for delivery results and meeting deadlines.

4. I respect that *good corporate governance* is essential to both managing risk and maintaining the operational and structural integrity of the Association, and thus I will:

- a. Ensure that I have a thorough understanding of corporate governance principles.
- b. Exercise a duty to use due care and diligence in fulfilling the function of office and in exercising the powers attached to that office.
- c. Respect that differing roles of the Board and the operations of the secretariat.
- d. Respect the confidentiality of the Board meeting by making sure that what's said in the meeting stays in the meeting.
- e. Declare any real or potential conflict of interest.

I agree to be bound by this Ethical Conduct. If I am unable to meet or continue to meet the requirements of the Code of Conduct, I will be prepared to meet with the Board in order to attempt to resolve the points of difference.

CHAPTER 2

WSAVA MEMBERS' DUTIES

A. EXECUTIVE BOARD MEMBERS

PRESIDENT'S DUTIES

1. Acts as an Ambassador of the association at various events
2. Chairs the meetings of the Executive Committee
3. Is the Presiding Officer at Assembly meetings
4. Fills automatically and for the needed time any vacancy on the Board
5. Ex officio member of all WSAVA committees
6. Must be signatory to all contracts negotiated by or on behalf of the WSAVA
7. Works with the President Elect and Vice President on sponsor relationships
8. Is the mentor of the President Elect
9. To send the Hon Secretary a report on his/her activities for tabling at EB meetings and one for tabling at the Assembly meeting

PRESIDENT ELECT'S DUTIES

1. Supports the President and Vice President
2. Standardisation Project liaison/coordinator
3. Committee liaison/coordinator
4. Work with Vice President and President on sponsor relationships

5. May in agreement with other officers preside at Assembly Meetings in the absence of the President
6. Is the mentor of the Vice President
7. Acts as WSAVA representative in the event that the President or Vice President cannot

VICE PRESIDENT'S DUTIES

1. Supports the President
2. To be a member of other WSAVA Committees
4. In charge of Strategic Planning
5. Leadership identification and volunteer encouragement/inclusivity
6. Work with President Elect and President on sponsor relationships
7. Acts as WSAVA representative in the event that the President or President Elect cannot

IMMEDIATE PAST PRESIDENT'S DUTIES

1. Supports the President
2. Keeper of the WSAVA By Laws, Congress SOP and the Code of Conduct Manual
3. Mentor new Board members
4. Work with Vice President on leadership identification

HONORARY SECRETARY'S DUTIES

GENERAL DESCRIPTION OF DUTIES

1. Represent the Association (with the President)
2. Receive and respond to general correspondence
3. Maintain databases of Member Associations, Presidents and Representatives, Executive Board, Past Presidents, Committee members, exhibitors, sponsors
4. Take, write and distribute Executive Board and Assembly Meeting Minutes; maintain Minute book
5. To maintain and update the Motion Book and Action List
6. Arrange Executive Board meetings and Assembly meetings: room hire/refreshments.
7. Prepare, copy, distribute, according to Constitutional time frames:
 - meeting agendas
 - documents including
 - nominations
 - voting papers
 - Committee reports
 - Member Association reports
8. Arrange visitors for meetings
9. Call for nominations and arrange elections for Executive Board positions
10. Carry out correspondence as required by Executive Board/Assembly
11. Report to Member Associations (Representatives / Presidents) as necessary re Executive Board meetings, Committee activities etc
12. Seek information from Assembly members: change of address details, association reports, CE events etc.
13. Assist with Congress organisation as required: specifically arrange Assembly Luncheon (liaise with sponsor) and Presidents Cocktail Party
14. Assist with Congress bid preparation as required
15. Assist Committee chairperson as required
16. Prepare and distribute annual Handbook and other publications/reports
17. Assist President with Awards: call for nominations, distribution of nomination packages
18. Liaise with sponsors/exhibitors as required
19. Receive and process new member applications
20. Create and maintain computerised *pro forma* documents and letters
21. To be member of other WSAVA Committees
22. To distribute the Assembly Minutes to Assembly members after they have been reviewed by the Executive Board (e-mail acceptable)

DETAILED DESCRIPTION OF TASKS

1. WORLD CONGRESS

In conjunction with the President prepare and organise meeting schedule and ensure all intended participants are invited to the appropriate meeting at the appropriate time

Liaise with sponsors to prepare and print the Congress questionnaire

1.1 On arrival

- 1.1.1 Check rooms for: Executive Board Meeting
Assembly Meeting
Assembly Luncheon
Committee Meetings
WSAVA President's party
- 1.1.2 View Congress venue: check lecture rooms, exhibition area, rooms for Opening/Closing Ceremonies, locate photocopier/office facilities
- 1.1.3 Meet Congress Chairperson and discuss outstanding details
- 1.1.4 Distribute papers for Executive Board members
- 1.1.5 Post notice in Committee room for bookings throughout Congress*
- 1.1.6 Photocopy any papers required for Executive Board or Assembly Meetings

1.2 Executive Board Meeting

- 1.2.1 Before meeting, check room and catering, audiovisual equipment if required
- 1.2.2 Arrange for internet access if required
- 1.2.3 Take Minutes
- 1.2.4 Ensure signing of previous meeting's Minutes
- 1.2.5 Provide Secretarial Report
- 1.2.5 Introduce visitors as required
- 1.2.6 Liaise with hotel re any special requirements
- 1.2.7 Make arrangements for any further meeting of the Executive Board during the Congress, as required by the President

1.3 Assembly Luncheon

- 1.3.1 Check room in advance
- 1.3.2 Welcome and introduce any guests, new Assembly members
- 1.3.3 Ensure vote of thanks for sponsor
- 1.3.4 Organise seating arrangement if necessary

1.4 Assembly Meeting

- 1.4.1 Check room in advance: seating layout, audiovisual aids
- 1.4.2 Provide any papers required
- 1.4.3 Distribute voting cards and voting papers if required*

- 1.4.4 Arrange for scrutinizer of voting
- 1.4.5 Obtain list of attendees
- 1.4.6 Support President regarding Agenda and conduct of Meeting
- 1.4.7 Ensure signing of previous Meeting's Minutes
- 1.4.8 Provide Secretarial Report
- 1.4.9 Take Minutes
- 1.4.10 Remind Assembly members re: changes to contact details for Handbook

1.5 Opening Ceremony

- 1.5.1 Check with sponsor company representatives regarding Awards presentation
- 1.5.2 Organise seating arrangement for Executive Board members plus partners, Award Winners plus partners, Award Sponsors, dignitaries, Assembly Members and Prime/Major sponsors
- 1.5.3 Work with the LOC to finalise Opening Ceremony choreography, including pictures / names of Award winners and WC sponsor logos

1.6 During Congress

- 1.6.1 Assist with any problems as necessary
- 1.6.2 Observe for any deficiencies and try to correct (especially regarding sponsors)
- 1.6.3 Liaise with members of Organising Committee wherever necessary
- 1.6.4 Attend Awards Lectures, State of the Art Lectures and WSAVA International Lecture
- 1.6.5 Liaise with sponsors as necessary

1.7 President's party

- 1.7.1 Check room in advance
- 1.7.2 Ensure a sound system is in place
- 1.7.3 Assist President with introductions
- 1.7.4 Ensure vote of thanks to sponsors and exhibitors

1.8 Gala Dinner

- 18.1 Organise seating arrangement for Executive Board members and partners, Award winners and partners, Award Sponsors, dignitaries and Major/Prime sponsors

1.9 Exhibitors' 'post mortem' meeting

- 1.9.1 Distribute invitations*
- 1.9.2 Take Minutes (informal)

2. AFTER CONGRESS

2.1 Minutes

- 2.1.1 Paste approved Minutes of previous Executive Board and Assembly Meetings in Minutes book

- 2.1.2 Write Minutes for: Executive Board Meeting
Assembly Meeting
Any other meetings
- 2.1.3 Distribute draft minutes to Executive Board, obtain approval/amendments
- 2.1.4 Highlight tasks for individual Board members
- 2.1.5 Send copies of relevant extracts of Executive Board meeting to visitors
- 2.1.6 Photocopy Assembly Meeting minutes for distribution to Assembly members and member association Presidents
- 2.1.7 Send notes from any other meetings to attendees

2.2 Correspondence

- 2.2.1 If necessary, advise exhibitors, sponsors and others as necessary of change of Secretariat
- 2.2.2 Deal with any correspondence arising from Executive Board and Assembly Meetings
- 2.2.3 Letters of thanks to:
 - Congress Chairperson
 - Organising Committee members as appropriate
 - Major sponsors
 - Sponsor of WSAVA Luncheon – and ask for support for next year
- 2.2.4 Letter to all international exhibitors* - thanks for support
 - advise venue, Congress chairperson and Exec Board member for forthcoming Congresses
 - ask for contact person from the company for each forthcoming Congress
 - send copies of new Handbook to key personnel
- 2.2.5 Letter to Representatives (cc Presidents) of each new member association: confirmation of membership and formal welcome.*
- 2.2.6 Letter to Representative / Congress Chairperson for new future Congress: *
 - confirm selection
 - request letter of agreement to abide by Congress Protocol which must be signed by member association President, and to be signed by WSAVA President.
 - advise names of WSAVA members of Organising Committee
- 2.2.7 Letters to Awards Recipients
Letters to Awards sponsors and next Congress Chairperson, advising names and contact details of recipients*

2.3 Stationery / Printing

- 2.3.1 Prepare and get printed new letterheads, business cards, envelopes, compliments slips as required
- 2.3.2 Keep the online Handbook information current
- 2.3.3 Incorporate changes to Constitution*, SOP* or any other documents as required, print as necessary

2.4 First Mailing to Assembly Members

- 2.4.1 As soon as possible after Congress, send mailing to Assembly members with following documents:
 - Assembly Meeting Minutes (seek amendments)
 - New edition of Handbook
 - New editions of Constitution or any other documents as required
 - Newsletter with Congress report and any other relevant information
 - Request for details of CE events for following year*
 - 2.4.2 At least 18 months before the Congress after next, send out Call for Nominations for Awards*. (This can be included in the first post Congress mailing)
 - 2.4.3 Send copies of mailing to Member association Presidents
 - 2.4.4 Send copies of mailing to interested parties
- 2.5 Collate questionnaire results and distribute to current sponsors and Congress LOC

3. DURING YEAR

3.1 Executive Board

- 3.1.1 Provide monthly updates of the Action List to Executive Board members
- 3.1.2 Send copies of correspondence/ documents as required
- 3.1.3 Communicate immediately on urgent matters and coordinate responses, deal with matters as required.
- 3.1.4 Mid year Executive Board meeting
 - arrange precise venue and time after direction from Exec Board
 - arrange catering and accommodation as required
 - prepare Agenda*
 - request committee reports*
 - precirculate documents (Minutes of last meeting etc)
 - arrange times for visitors (committee chairperson, congress chairperson, FECAVA officers etc)
 - on arrival, check room and facilities, photocopy further documents, distribute as required
 - take Minutes
 - provide Secretarial report including interim financial report*
 - write and circulate Minutes, deal with arising correspondence as 2.1

3.2 Assembly Members

- 3.2.1 Deal with requests and correspondence as necessary
- 3.2.2 Send mailings as required:
 - a) observing Constitutional deadlines:
 - *120 days before Assembly Meeting approx: Call for nominations for Executive Board positions**
 - (Nominations must be circulated to Assembly members at least 60 days before the Assembly Meeting)*

- *at least 90 days before the Assembly Meeting*: send out proposals for Constitution changes

- *90 days before Assembly Meeting approx*: send out papers for postal voting *
- (*Postal votes must be postmarked at least 30 days before the Assembly meeting*)

- *at least 60 days before Assembly Meeting*:
 - send out nominations for Executive Board positions*
 - send out any proposal for cessation of membership

b) incorporate the following as appropriate:

- Christmas cards
- CE events
- Request for Annual Reports
- Request for address updates*
- Notice of Assembly Meeting
- Assembly Meeting Agenda*
- requests from Committee Chairperson or any other documents

3.3 Committees

3.3.1 Awards

- Maintain list of current nominations*
- Hold original nominations submissions
- Call for nominations *at least 12 months prior*: deadline to receive nominations
- ensure nominations comply with protocol
- Forward nominations to Awards Committee members*
- Assist President as required with correspondence and scoring
- Liaise with Awards winners and sponsors as necessary

3.3.2 Internet

- Provide material for website as required by Website Editor, subject to approval by rest of Internet Committee

3.3.3 All committees

- Assist Chairperson as required
- request reports for each Executive Board meeting and Assembly Meeting*

3.4 Databases

3.4.1 Maintain computer mailing lists for :

- Executive Board members*
- Member association Representatives*
- Member association Presidents*
- WSAVA Past Presidents and Honorary Members*
- Sponsor personnel*
- International Congress exhibitors*

3.4.2 Maintain email addresses for all relevant people*

3.4.3 Maintain master file of member association details *

- 3.4.4 Maintain list of Veterinary Libraries* and provide to Congress Chairperson
- 3.4.5 Maintain list of member association CE events*

3.5 Financial

- 3.5.1 Maintain spreadsheet of secretarial income/expenditure*
- 3.5.2 Provide annual secretarial financial report to WSAVA Treasurer (Jan 1 – Dec 31)*
- 3.5.3 Hold receipts

3.6 Congresses

- 3.6.1 Assist Congress Chairperson as required
- 3.6.2 Assist member associations in preparation of Bids
- 3.6.3 Provide Congress Chairperson with:
 - exhibitor lists and contact personnel*
 - library addresses for Proceedings to be provided after Congress*
 - list of companies which have agreed to sponsor SOTAL's
- 3.6.4 Support Executive Board members on Organising Committees where necessary
- 3.6.5 Provide details of forthcoming Congresses to international databases as requested

3.7 General

- 3.7.1 Deal with all correspondence (mail, fax and email)
- 3.7.2 Support President
- 3.7.3 Liaise with industry
- 3.7.4 Liaise with similar organisations (FECAVA, WVA)
- 3.7.5 Assist in promotion of WSAVA and developing its image and activities
- 3.7.6 Maintain PowerPoint file of WSAVA slide presentation*and make available as directed by Executive Board
- 3.7.7 Obtain printed Christmas cards and arrange posting to Assembly members and key sponsor personnel (liase with President).*
- 3.7.8 Process new applications for membership

4. NEXT CONGRESS

4.1 Congress proper

- 4.1.1 Maintain communication with Congress Chairperson and facilitate communication between Congress Organisers and WSAVA Representatives on Organising Committee, especially Executive Board member.
- 4.1.2 Provide assistance with protocols as required
- 4.1.3 Deal with queries from sponsors, exhibitors, delegates and others as required.
- 4.1.4 Obtain and distribute promotional material as necessary
- 4.1.5 Ensure complimentary registrations are sent to Past Presidents/Honorary members/Assembly members; provide up to date mailing lists
- 4.1.6 Ensure WSAVA International Lecturer is proposed (by Congress organisers) and approved (by Exec Board).

4.2 Executive Board

- 4.2.1 Ensure accommodation is booked and complimentary registrations provided
- 4.2.2 Prepare Schedule for Executive Board members, including all engagements and important events throughout the Congress*
- 4.2.3 Ensure meeting room, catering and facilities are booked, including Committee room for duration of Congress
- 4.2.4 Call for Agenda items, prepare and distribute Agenda, Minutes of last Meeting and any other documents needed
- 4.2.5 Invite visitors to meeting, and schedule times (Committee chairperson, future Congress Chairperson, FECAVA Officers)
- 4.2.6 Request written reports from Committee Chairperson*
- 4.2.7 *90 days prior*: deadline to receive Congress bid documents
- 4.2.8 Write Secretarial report including interim financial report

4.3 Assembly

- 4.3.1 Ensure room is booked for meeting
- 4.3.2 Obtain requirements for audiovisual equipment from Congress bid presenters, treasurer, and any other presenters, and book as necessary
- 4.3.3 *120 days prior*: deadline to receive proposed changes to Constitution
- 4.3.4 *90 days prior*: deadline to receive Executive Board nominations
- 4.3.5 *60 days prior*: deadline to receive applications for new membership
- 4.3.6 *30 days prior*: deadline for postmarking of postal votes
- 4.3.7 Send out notice of meeting, agenda and other documents in accordance with Constitutional requirements (see 3.2.2 and Critical Path.doc)
- 4.3.8 Summarise Member Association annual reports and distribute
- 4.3.9 Check voting cards and prepare new ones as required
- 4.3.10 Prepare and send out voting papers*
- 4.3.11 Prepare voting papers for secret ballot if required (Executive Board elections)*
- 4.3.12 Write Secretarial Report

4.4 Other

- 4.4.1 President's Cocktail Party- in consultation with President:
 - arrange time, venue and menu (liaise with Congress chairperson)
 - prepare guest list*
 - prepare and send out invitations (sponsors, VIPs)*
- 4.4.2 Exhibitors Post mortem meeting
 - arrange time and venue (liaise with Congress Chairperson)
- 4.4.3 Gala Dinner
 - ensure arrangements are made for Presidential changeover/speeches
 - liaise with Congress organisers regarding seating arrangements
 - arrange for gifts (Congress Chairperson, Scientific Programme Chairperson, outgoing President)

*DENOTES COMPUTER FILE ASSOCIATED WITH TASK

WSAVA Executive Board (EB) Correspondence SOP

General

1. Any and all correspondence, whether intra or extra EB, will be discussed, consensus reached, and a final EB position adopted with only EB member involvement. Subsequently, and if required, the EB position will be relayed to applicable individuals outside of the EB by the topic leader (see below).
2. A correspondence/discussion topic will have a designated leader determined by:
 - a. Either the originator or initial recipient of the correspondence unless issue is a defined EB member area of responsibility
 - b. EB member areas of responsibility:
 - i. Matters related to sponsorship – President
 - ii. Matters related to finance – Hon Treas
 - iii. Congresses – President 2010 - 2012
3. Each correspondence/discussion topic leader assumes the following responsibilities:
 - a. Ensures that e-mail etiquette is followed (see below)
 - b. Ensures that all applicable individuals are included and facilitates/ensures input received (if required)
 - c. Ensures that e-mail correspondence remains in a single e-mail string – should discussion splinter, individual input will be collated (cut'n'pasted) into a single e-mail for further discussion
 - d. Will summarize input and provide discussion conclusions/outcomes
 - e. Will ensure appropriate follow-up with individuals outside of the EB (if required)
 - f. If archiving is required, will send to Honorary Secretary to do so
4. All correspondence will cc the President and Honorary Secretary

E-mail Etiquette

1. "To" should be reserved for only those individuals that the topic/subject matter involves directly or who are being asked for further input
2. "cc" should be reserved for those individuals for whom it is necessary to remain informed of the topic/subject matter
3. "bcc" is never to be used
4. "Reply" is used for personal and one-on-one correspondence not requiring broader involvement of other individuals
5. "Reply All" should be used cautiously and only if doing so respects points #1 General and #s 1 & 2 E-mail Etiquette
6. "Subject" text should include:
 - a. concise summary of topic
 - b. one of the following 3 calls to action
 - i. FYI – if strictly for information only purposes
 - ii. INPUT REQUIRED
 - iii. DECISION REQUIRED
 - c. the term BOARD ONLY if critical that discussion be restricted to only the EB

7. Body of text:
 - a. Attention should be paid to grammar, syntax, and spelling to ensure that errors do not result in misinterpretation of the intended input
 - b. The topic/subject matter should be clearly stated at the beginning of the first e-mail
 - c. **Motions** shall be highlighted in red
 - d. **Action points** shall be highlighted in yellow
8. All correspondence outside of the EB will:
 - a. Be spell-checked prior to sending
 - b. Be “officially” signed by the e-mail author (name +/- degrees & WSAVA position)
9. All e-mail correspondence will have the following footer applied to the first message:

Warning:

The information in this Email is CONFIDENTIAL and may be privileged. It is intended solely for the addressee. If you are not the intended recipient, you must not read, use, copy or distribute this email or attachment as such action may be unlawful. If you have received this message in error, please notify us immediately by return Email, facsimile or telephone and delete the message.

10. All EB members will have an up-to-date and functioning anti-virus program

HONORARY TREASURER’S DUTIES

1. Oversee and be responsible for the WSAVA accounts
2. Oversee and ensure the mandated reporting requirements as a Canadian-based incorporated not for profit entity
3. Oversee and be responsible for the WSAVA investments including investment strategy
4. Oversee and be responsible for the WSAVA Business Plan
5. Oversee and be responsible for the WSAVA budget
6. Chair the Financial Advisory Committee

7th BOARD MEMBER’S DUTIES

1. Oversee and be responsible for the WSAVA Marketing Plan

2. Oversee and be responsible for the production and dissemination of the WSAVA Monthly News, News Bulletins and Press releases (with an eye to defined sponsorship contractual obligations)
3. Oversee and be responsible for the content and strategic development of the WSAVA website

EXECUTIVE BOARD REMUNERATION

1. HONORARIA*

President	\$15,000-00 per annum
Hon Secretary	\$2500-00 per annum
Hon Treasurer	\$1000-00 per annum
Website Editor	\$1500-00 per annum + \$600 Internet allowance

2. INTERNET ALLOWANCE*

\$600-00 per Board member per annum

3. BOARD MEETINGS*

- a. Accommodation in a single room on a B+B basis

* These payments are as per the 2010 fiscal year and are reviewed and approved by the FAC annually.

B. CENTRAL SECRETARIAT DUTIES

Goals: professionalize WSAVA image and improve efficiencies by

- Coordinating all WSAVA activities, including EB, committee, and other projects
- Management of meeting needs
- Management of reporting needs
- Management of day-to-day correspondence
- Information archiving

In essence, off-load the administrative functions associated with key tasks/portfolios to allow volunteer base to focus on strategic needs (both short and long-term) of the association while professionalizing image as a general “WSAVA ambassador” to involved interests while preserving the history of the association.

1. Definition of Roles & Responsibilities:

- 1.1. Day-to-day
- 1.2. Executive Board in general
- 1.3. Hon Secretary
- 1.4. Hon Treasurer
- 1.5. Editor
- 1.6. Assembly/Congress
- 1.7. Committees
 - 1.7.1. Continuing Education
 - 1.7.2. Public Relations

2. Implementation:

- 2.1. Prioritizing tasks
- 2.2. Developing timelines
- 2.3. Budgetary implications

Roles & Responsibilities – specifics:

- 1. Day-to-day
 - 1.1. Daily correspondence (e-mail + “snail” mail - receive/forward/answer/keep track of status)
 - 1.2. Data archiving (all minutes, committee reports, action lists, motion book, etc.)
 - 1.3. Maintain data back-up on a monthly basis
 - 1.4. Maintenance of current contact lists and annual reconciliation
- 2. Executive Board – In general
 - 2.1. Keep current EB meeting schedules and provide upon request
 - 2.2. Gathering background data, as required, on EB initiatives
- 3. Hon Secretary – for specifics, see Chapter 3 of the Policies & Procedures Manual; Hon Secretary’s Duties; Section on During the Year. Duties restricted to organizational functions.
In general,
 - 3.1. Assist in meeting arrangements as required
 - 3.2. Assist in Board book compilation
 - 3.3. Meeting minutes, distribution, correction, and archiving
 - 3.4. Correspondence assistance
- 4. Hon Treasurer
 - 4.1. Annual association subscriptions
 - 4.1.1. Invoice production, sending, account reconciliation
 - 4.1.2. Late payment correspondence

- 4.1.3. Keeping Treasurer current on payment status on a monthly basis, or as requested
- 4.2. Sponsor invoices
 - 4.2.1. Invoice production, sending, account reconciliation
 - 4.2.2. Late payment correspondence
 - 4.2.3. Keeping Treasurer current on payment status on a monthly basis, or as requested
- 4.3. EB member expense management
 - 4.3.1. Receipt of expense requests, to include receipts for confirmation
 - 4.3.2. When 4.3.1 done, payment specifics (amount, to whom) forwarded to Treasurer for payment
- 4.4. Accounting
 - 4.4.1. Day-to-day account entry and bank account reconciliation
 - 4.4.2. To provide updates/reports as requested by Hon Treasurer and FAC
 - 4.4.3. To liaise with accountant with regards to tax filing/other needs as dictated by Incorporation legislation and as required an per Hon Treasurer direction
 - 4.4.4. To liaise with bank as required an per Hon Treasurer direction
 - 4.4.5. To maintain the relationship with the accounting firm chosen in Canada for it's expertise in incorporated NFP accounting.
- 4.5. Facilitate/assist with FAC meeting arrangements/activities
- 5. Editor
 - 5.1. Distribution o Monthly News
 - 5.1.1. Member Associations
 - 5.1.2. Media Contacts
 - 5.1.3. Translation services
 - 5.2. Posting of Monthly News to website
 - 5.3. Archiving of Monthly News
- 6. Assembly/Congress – see Chapter 3, Policies & Procedures Manual; Honorary Secretary's Duties; Sections World Congress, After World Congress, & Next World Congress. Duties restricted to organizational functions.
 - 6.1. Facilitate Member Association Satellite meeting arrangements, as required
- 7. Committees
 - 7.1. General
 - 7.1.1. Facilitate meeting arrangements during Assembly and as required
 - 7.2. CE
 - 7.2.1. Correspondence facilitation and keeping track of status (send out all the information to the meeting organizers in advance of the meeting and chase them for reports / photos after each meeting) (produces the CE meeting sponsors agenda and paperwork and distributes this afterwards as appropriate)
 - 7.2.2. expense management
 - 7.2.2.1. Receipt of expense requests, to include receipts for confirmation
 - 7.2.2.2. When 7.1.1.1 done, payment specifics (amount, to whom) forwarded to CE chair

- 7.2.3. Maintaining a record of CE events , including keeping www.wsava.org current

7.3. PR

- 7.3.1. Distribution of Press Releases and News Bulletins
7.3.1.1. Member Associations
7.3.1.2. Media Contacts
7.3.2. Posting of Press Releases and News Bulletins to website
7.3.3. Archiving of Press Releases and News Bulletins

C. WSAVA EDITOR'S DUTIES

Job Description

Term of Office

The WSAVA Editor's term in office will be based on a 5-year appointment and an annual WSAVA Executive Committee review with the option for additional 5-year terms based on performance reviews and ability/willingness to continue. The annual discussion between the WSAVA Editor and the WSAVA Executive Board will take place during the WSAVA World Congress at a mutually-agreed upon time.

Duties & Responsibilities

General: to gather, possibly in conjunction with other members, coordinate, edit and supply WSAVA News material for member association representatives, various journals, and the WSAVA website as well as to maintain the WSAVA website in a functional and user-friendly state so as to provide current and accurate WSAVA information.

1. *Monthly News*

- Petition, collate, and edit current association news items, including figures, to generate a WSAVA Monthly News article (approximately 1000 words in length) that coincides with the first of each month
- Send the English version for translation into other languages as applicable and ensure its completion in a timely manner
- Post this information (English and translated versions) to the applicable sections of the WSAVA website on a monthly basis
- Provide the WSAVA Monthly News to the WSAVA Secretary for distribution to member associations to coincide with the first of each month
- Provide the WSAVA Monthly News to various distribution partners (see Appendix) to coincide with the first of each month

2. *WSAVA News content in partnering Journals*

- Generate a WSAVA News section for submission to distribution partner Journals, based on their submission guidelines (see Appendices I & II)

- Ensure submission deadlines met for each partnering Journal based on annual contact to determine the year's content submission schedule

3. *WSAVA Website*

- Ensure that the WSAVA website is kept current in a timely fashion and provides relevant WSAVA association and member association information (including text and pictures)
- Ensure that the provisions of the WSAVA website sponsor agreements are being met (e.g., sponsor logos on each page, highlighting annual award winners, etc – dependent on current sponsorship contracts)
- Maintain a good working relationship with the current web master/server provider to ensure that the WSAVA website structure, format, and design is functional and user friendly and that the terms of the service agreement are being met by both sides
- Continually evaluate the web master/service provider performance (including technology & service provision, track record with website design and maintenance in general and specific to the veterinary industry, and overall cost) in light of competitive services available on the market
- Constantly seek out and develop partnerships with other applicable websites to increase traffic flow through mutual URL link provision
- Provide to the WSAVA Executive Board an annual report regarding www.wsava.org traffic flow statistics

4. *WSAVA News Bulletin*

- Generate the content for an annual or biannual WSAVA News Bulletin, on the direction of the WSAVA Executive Board
- Editor responsibility will include text and figure content, including final copyediting, with layout, printing, and distribution done through one or more outside service provider(s) at the discretion of the WSAVA Executive Board
- Ensure that a pdf file of the completed News Bulletin is posted to the WSAVA website in a timely fashion

5. *WSAVA World Congress*

- Work with annual Congress organizers and web master to ensure that WSAVA Congress Proceedings (including index of content and authors, lecture notes, and oral and poster abstracts) are submitted to the WSAVA Editor in a WORD file format and transferred to WSAVA web master for conversion to a suitable web-based language and posting in a timely fashion. WSAVA Editor to provide link in appropriate location on the WSAVA Homepage and ensure that all sections of the proceedings are posted and readily accessible.
- Gather current information (text and figures) regarding the upcoming WSAVA World Congress and highlight this in the WSAVA Monthly News, News content to partnering Journals, and News Bulletin
- Ensure that the WSAVA World Congress dates and links are kept current and functional on the WSAVA website

- Attend WSAVA Assembly meeting and develop suitable content (text and figures) for distribution in various WSAVA News items and for posting to the WSAVA website
6. *WSAVA Public Relations Committee*
- Sit as a member of the WSAVA Public Relations Committee and participate in/complete tasks under the direction of the PR Committee chair

Compensation

- Annual honorarium
- Reimbursement for cost of maintaining Internet Hi-speed access
- Travel (based on economy airfare), meals & accommodation, and registration costs to attend annual World Congress and WSAVA Assembly meeting
- Any other expenses, travel or otherwise, necessary to perform assigned duties & responsibilities, as deemed by the WSAVA Executive Board

Miscellaneous

1. To maintain a media contact list and ensure that all listed are included in all WSAVA mailings
2. To work with the President and PR consultant to generate and distribute Press releases as they are required
3. Ensure that BSAVA Companion, WSAVA pages reflect the current thinking of the WSAVA Board

D. PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall be responsible for:

- Recommending and organising policies affecting communications with other veterinary organisations, with the media, with the general public, including government institutions.
- Answer controversial letters, questions, requirements or contacts that involved WSAVA policy in consultation with the Board
- Promotes the activities of the WSAVA world wide
- Arrange the participation of the WSAVA in the commercial exhibition of Veterinary congresses and meetings that, according to the Board, require the institutional presence of the WSAVA
- Organise together with the WSAVA webmaster to have the best links with other global or regional veterinary association around the world on the WSAVA website
- Try to include specific information about the WSAVA in all the Journals of members associations band on their websites

General rules proposed:

- The PR Committee will be under the direct control of the President
- However, any institutional or global communicational activity must be in consultation and approval of the whole Board
- The PR committee should review and recommend to the Board policies and action steps designed to inform WSAVA members about the programs, plans and resources needed to realize those plans
- The PR committee must monitor and report to the Board the perception of specific groups (FECAVA, WVA, TNAVC, etc.) about WSAVA and the world wide general climate regarding Small Animal Veterinary issues.
- The committee should provide the Board with perspectives on changing members needs and other broad public interests that may affect the WSAVA work and service programs.
- The PR Committee has to review and recommend policies that enhance the relationship of the WSAVA with the small animal Veterinarians community and the veterinary community with the WSAVA.
- Develop WSAVA communication strategies for crisis communication.
- To provide the Hon Secretary with 6 monthly reports one of which will be for tabling at the Assembly Meeting
- To provide an annual “Conflict of Interest” declaration

E. ASSEMBLY MEMBER DUTIES

1. CONSTITUTIONAL REQUIREMENTS

- 1.1 To represent a Member Association or Affiliated Organisation.
- 1.2 To be a member of the WSAVA Assembly, which transacts the principal business of the Association.
- 1.3 To vote on behalf of their Association, in attendance at an Assembly meeting or by submitting a postal vote if requested.
- 1.4 To send 6 month written report to the Hon Secretary on the activities of their Association one of which is for tabling at the Assembly Meeting
- 1.5 To publish a report of the Assembly meeting in the journal of their Association.
- 1.6 If unable to attend an Assembly meeting, to ensure their Association is represented by another member of that Association.
- 1.7 To abide by the WSAVA Code of Conduct.
- 1.8 To provide and annual “Conflict of Interest” declaration.

2. EXPECTED ACTIVITIES

- 2.1 To respond to requests for information from Committee Chairperson and members of the Executive Board.
- 2.2 To report to their Association on the activities of WSAVA.
- 2.3 To promote the activities of WSAVA through their Association.
- 2.4 To encourage their Association members to attend WSAVA World Congresses and to support WSAVA activities.
- 2.5 To seek their Association's opinion when requested by WSAVA.
- 2.6 To report trends and developments within their geographical area to WSAVA.
- 2.7 To facilitate communication between WSAVA and their Association on all aspects of small animal veterinary practice.
- 2.8 To ensure that their associations/organisations dues are paid up in a timely manner.

F. COMMITTEE CHAIRPERSON

1. INTRODUCTION

Every Committee should include an Executive Board member.

Some Committees must have an Executive Board member as Chairperson:

Continuing Education
Standard Operating Procedures
Strategic Planning
Financial Advisory

2. CHAIRPERSON'S DUTIES

- 2.1 The Chairperson of a committee will be appointed for a term of **three years** with an option on renewal for a second term only.
- 2.2 The post will be reviewed annually by the Board
- 2.3 The committee Chairperson will select his or her committee bearing in mind the expertise required and the global role that is fulfilled by the committee

- 2.4 Committee appointments will be reviewed annually by the Chairperson in consultation with the Board. A committee appointment will normally be for a maximum term of three years.
- 2.6 Letters of appointment and reappointment will be sent annually by the Hon Secretary
- 2.7 Will be required to provide an annual “Conflicts of Interest” declaration
- 2.8 To send the Hon Secretary 6 month reports on the activities of their committee one of which will be required for tabling at the Assembly Meeting

G. OBJECTIVES OF THE SAC

1. GENERAL DESCRIPTION OF THE OBJECTIVES

The Scientific Advisory Committee (WSAVA-SAC) has been created to advise and assist the WSAVA Executive Board in developing links with the academic world involved in research and development in Small Animal Veterinary Science. Its aim is to stimulate academic participation under the auspices of the WSAVA and at the same time to promote worldwide access to knowledge resulting from research.

Through its activities the WSAVA-SAC will augment the various strategies by which the WSAVA achieves its primary purpose, that is, to advance the quality and availability of Companion Animal Veterinary Medicine and Surgery.

The immediate task of the WSAVA-SAC is to advise the WSAVA on future initiatives and priorities and to encourage greater involvement of the academic world in the enhancement of Companion Animal Science.

2. DETAILED DESCRIPTION OF TASKS

- 2.1. The WSAVA-SAC will be the agency of the WSAVA concerned with matters of scientific knowledge involving Companion Animal Science.
- 2.2. The WSAVA-SAC will assist in placing the WSAVA at the forefront of new trends and developments in Companion Animal Veterinary Science.
- 2.3. Through its access to a network of international scientists the WSAVA-SAC will make the WSAVA a recognized source of information in the field of Companion Animal Veterinary Sciences including the handling of international diseases and emergencies.

3. FUNCTIONS

3.1. The WSAVA-SAC will create a broad scientific network by appointing scientists to provide information, responding to questions and taking initiatives, producing consensus statements and making declarations about worldwide veterinary science development, news, and trends. Each of the members of the WSAVA-SAC will take the responsibility for about 4 scientists, taking care of communication and providing these scientists with appropriate information needed for their tasks. These scientists are seen as “satellites” of the responsible member.

The WSAVA will be informed about the names, disciplines and addresses of the satellites, but will not use or publish this data.

The satellites will leave the network when the responsible WSAVA-SAC member leaves the committee, or may be requested to stay active and accept one of the active SAC members as their facilitator or may be promoted to facilitator

3.2. The WSAVA-SAC advises the WSAVA on all veterinary scientific matters including “diagnostic standardization groups”, sponsored research projects and in cases of worldwide challenges to the health of small animals.

3.3. The WSAVA-SAC advises on the selection of recipients for the WSAVA/Waltham International Award for Scientific Achievement, the WSAVA Hills Excellence in Veterinary Healthcare Award.

3.4. The WSAVA-SAC will select the State of the Art Lecturers for each WSAVA Congress (see Standard Operating Procedure Manual, Volume 1, point 8.8).

3.5. The WSAVA-SAC will nominate one of its members to take part in the Scientific Committee of the Organizing Committee of each WSAVA Congress (see Standard Operating Procedure Manual, Volume 1, point 7.1). The WSAVA-SAC will give guidance on lecture topics/streams and suitable speakers and must be involved in the scientific program from the outset (see Standard Operating Procedure Manual Volume 1, point 4.6 and 8.6.1).

3.6. The chairperson of the WSAVA-SAC either directly or through the elected member the SAC on the Congress Organizing Scientific Committee will be in close liaison with the chairperson of the Congress Organizing Scientific Committee and shall advise such on the speakers to be used on the scientific program as well as the State of the Art lectures (see Standard Operating Procedure Manual, Volume 1, point 4.11).

3.7. The SAC must approve the preliminary and final scientific program of the WSAVA Congress prior to it being published. The preliminary program must be completed at least 2 years prior to the congress (See SOP Volume 1 – 7.2)

4. The WSAVA-SAC Committee

4.1. The chairperson of the WSAVA-SAC will be appointed by the Executive Board for **three years** with the option of renewal for a second term.

4.2. The Chairperson will select his or her committee bearing in mind the expertise required and the global role of the committee. These members to be approved by the Executive Board. The Executive Board in discussion with the Chairperson may also nominate members for this committee.

4.3. The Committee appointments will be reviewed annually by the Chairperson in consultation with the Executive Board. The members of the committee are appointed for 3 years with the option of renewal for a second term. To maintain continuity and to encourage new thoughts, half of the committee members must resign every three years.

4.4. Letters of appointment and reappointment will be sent annually by the Honorary Secretary.

H. OBJECTIVES OF THE ANIMAL WELLNESS COMMITTEE

Goals of the Committee

- To identify companion animal wellness issues Worldwide and prioritise them
- To investigate and collate known scientific data and encourage debate on issues identified as priorities.
- To propose the adoption by WSAVA Assembly of WSAVA Position Statements where appropriate
- To propose positive actions by WSAVA Executive where appropriate
- To increase awareness of companion animal wellness issues and to communicate WSAVA policy / findings to the membership and other appropriate parties.

CHAPTER 3

GUIDELINES FOR SPONSORSHIP NEGOTIATIONS

A. SPONSORSHIP OF WSAVA AWARDS

1. OBJECTIVES

To be defined between the WSAVA and the sponsoring company

2. RECIPIENT AWARD

- 2.1 Complimentary travel (one apex economy round trip shortest distance home) plus transfer expenses
- 2.2 Complimentary registration for duration of congress
- 2.3 Two tickets to all official WSAVA social events
- 2.4 Accommodation for 2 in the official congress hotel for the duration of the congress from the evening before the opening of the congress to include the evening of the closing ceremony.
- 2.5 A WSAVA Award Certificate signed by the President of the WSAVA and a representative of the sponsoring company
- 2.6 A prize at the discretion of the sponsoring company

3. NOMINATION PROCEDURE

- 3.1 The Hon Secretary will call for nominations at least 12 months prior to the Award presentation. Nominations will be accepted from WSAVA General Assembly members, member Associations, Organisations or Affiliated Organisations. They should be received by the Hon Secretary at least 9 months prior to the Award presentation. The nominations will then be forwarded to the SAC **without** the name of the nominating member, Association/Organisation being revealed (Mexico, May 2005)
- 3.2 Unsuccessful nominations will remain under consideration for five years, and will then be removed from the list of nominees. Individuals may be renominated
- 3.3 When directed by the Chairperson of the SAC, each member of the Committee member will score all current nominees for the appropriate Award in order of preference: 1 for first choice, 2 for second choice etc. The Chairperson will collate the committee members' preferences by adding together the scores of each nominee. For the award the nominee with the lowest score will be the recipient. In the event of a tie, the Chairperson shall have a casting vote.
Each committee member may also indicate if he/she believes there is no suitable nominee for the relevant Award. If the majority of the relevant committee is in agreement, then that Award shall not be presented in that year.

- 3.4 Should a representative of the sponsoring company or a competing company be a member of the SAC Committee, that person shall not be allowed to vote
- 3.5 The decision of the Awards Committee is final and not open to discussion

4. WSAVA'S OBLIGATION

- 4.1 The name of the award winner will only be publicly announced by the President of the WSAVA at the opening ceremony of the World Congress.
- 4.2 The sponsors of awards will be suitably acknowledged during the congress opening address by the President of the WSAVA
- 4.3 The certificate and prize will be presented by the President of the WSAVA together with a representative from the sponsoring company at the official opening of the WSAVA World Congress
- 4.4 The sponsoring company's official logo will be suitably displayed during the presentation of the award at the opening ceremony.
- 4.5 The name of the award, its objectives and the name and full colour logo of the sponsoring company will be advertised, free of charge, in the provisional programme of the WSAVA World Congress
- 4.6 The name of the awardee, the name and objectives of the award and the name and full colour logo of the sponsoring company will be advertised, free of charge, in the final programme of the WSAVA World Congress
- 4.7 Acknowledgment of the sponsors of WSAVA awards by the President of the WSAVA will form part of the Presidential message in the final programme of the WSAVA World Congress
- 4.8 The WSAVA website shall host a page dedicated to WSAVA awards. The name of the award, the objectives and the name and logo of the sponsoring company will be permanently sited on this page for the duration of the contract. The name of the current award winner as well as previous winners will also be listed.
- 4.9 The WSAVA to ensure press coverage of these awards at the time of the congress
- 4.10 The award winner and sponsor to be advertised in the WSAVA Newsletter/bulletin published directly after the congress.

5. SPONSORS OBLIGATIONS

- 5.1 The sponsoring company shall sign a 5 year contract with the WSAVA an option of renewal
- 5.2 The cost of sponsorship shall be US\$10,000 per annum payable in January of each year. This amount excludes emoluments payable directly to the awardee as set out in point 2
- 5.3 There shall be an annual review and evaluation of the award within three months after each WSAVA World Congress

B. SPONSORSHIP OF STATE OF THE ART LECTURES

1. OBJECTIVES

In the general programme of a WSAVA Congress there shall be sponsored State of the Art Lectures chosen by the SAC. Such lectures will present the current overview of progress within the subject area and will be presented by speakers of international authority. The number of SOTAL's at each congress will vary depending on the development of scientific knowledge.

Each lecture will be one to two hours in length and the lecturers must produce a full manuscript to the Proceedings Editor for inclusion in the proceedings following defined guidelines and by a given date. The manuscript remains the property of the WSAVA and may be reprinted in other media at the discretion of the Executive Board

2. SPONSORS OBLIGATIONS

The sponsorship of a SOTAL will be at the discretion of the Congress Organising Committee but must at least cover the travel expenses, accommodation, and speaker fee – see SOP Point 8.8.9

No one company may sponsor more than one SOTAL and priority must be given to the main congress sponsors and those companies which from time to time may have entered into long term commitments with the WSAVA to sponsor a SOTAL

3. CONGRESS ORGANISERS OBLIGATION

1. To provide the lecturer with:-
 - a. travel expenses – single economy round trip plus reasonable transfer expenses to and from the airport
 - b. accommodation in a congress hotel for the duration of the congress on a bed and breakfast basis for one.
 - c. Complimentary registration for the Congress general programme
 - d. One ticket to the official congress social events
2. SOTAL's are given prominence in the final programme specifically by a different colour within the daily programme pages.
3. details including photographs of the speakers to appear in the final programme
4. The sponsoring companies are acknowledged in the final program
5. The sponsoring company's official logo (full colour) will be printed in the provisional and final congress program alongside the advertised lecture
6. The sponsoring companies logo (banners/posters/slides to be supplied by the company) is displayed in the lecture theatre during the lecture
7. During the duration of the specific SOAL, the sponsoring company may dress the lecture hall at their own expense. This to be arranged with the congress organizers
8. The SOTAL's must have prestigious chairpersons
9. The chairperson of the session will acknowledge the sponsors on introducing and thanking the speaker

C. SPONSORING OF WSAVA'S CONTINUING EDUCATION PROJECTS

1. OBJECTIVES

To sponsor the WSAVA'S continuing education projects in various areas of the world.

At present this includes projects in Eastern Europe, Central and South America, Asia and Africa

2. CONTRACT

The contract will be between the Executive Board of the WSAVA, represented by the President and the Hon. Secretary, and the sponsoring company and shall be for a period of three years with an option of renewal. Such renewal to be negotiated not later than twelve months before the expiry of the contract.

An annual meeting will take place with the sponsors (preferably meeting as a group or as separate meetings with company representatives) to discuss the previous years activities and to determine the financial contribution for the coming year.

3. WSAVA'S OBLIGATION

- a) The sponsors logo to appear on all invitations
- b) Invitations will be sent to all veterinarians in the specific region
- c) Each sponsor will receive a complimentary full page A4 black and white advert in the program
- d) The sponsor will receive a stand/booth at the CE meeting
- e) Only official WSAVA sponsors will be allow to participate at meetings
- f) The sponsors to be thanked at the opening and closing of each meeting
- g) Sponsors to be acknowledged in the report of the WSAVA at the annual the Assembly meeting.

CHAPTER 4

WSAVA STRATEGIC PLAN 2008-2011

1. Vision

WSAVA is dedicated to the continuing development of global companion animal care.

2. Mission

To foster the exchange of scientific information, between individual veterinarians and veterinary organisations.

3. Strategic Positioning

To serve the interest of members on matters relating to the health, welfare and the advancement of companion animal veterinary science through continuing education, research and standardisation.

To further international relationships between all veterinarians dealing with companion animal health and welfare.

To advance companion animal veterinary science through actions and endeavours.

To be the recognised global authority and voice on issues related to the health and welfare of companion animals.

4. Goals and Objectives

- **To build WSAVA profile globally.** To use the association's website, brochures, monthly news, and other methods of communication to raise awareness of the WSAVA and its activities globally. To utilise and leverage all of the associations resources, networks and contacts to achieve our mission, vision and strategic positioning. To work with other, non-member, like-minded associations to improve upon the health and welfare of companion animals globally.
- **To advance companion animal veterinary science through research and standardisation.** Support and facilitate scientific standardisation projects with an immediate and clinically relevant applicability. To further develop all relationships within the animal health industry to explore synergies that maximize their individual and collective benefit to companion animals globally.

- **To promote companion animal veterinary science through continuing education.** To raise the standard of companion animal care through the organisation of global continuing education by the use of locally organised national congresses and an annual world congress.
- **To promote animal welfare.** To enhance companion animal welfare as a primary responsibility of the veterinarian through education and implementation of global standards.

5. Measuring Activities

Goal 1: To build WSAVA profile globally

- ✓ Achieved WSAVA Ltd incorporated in Canada
- ✓ Improve administrative support for the organisation using secretarial assistant
- ✓ Formalise strategic planning meeting and updates with Assembly members
- ✓ Develop a marketing strategy
- ✓ Follow up discussions with OIE and WHO on collaborative projects
- ✓ Take leadership role in One Health initiative

Promote WSAVA Awards

To produce a concise outline of current processes, SOP's and critical pathways, as a basis for sustainable improvement

Produce a marketing strategy to promote policies and activities

Develop a communication strategy to include website, e-blasts newsletter

Goal 2: To advance companion animal veterinary science through research and standardisation

- ✓ To investigate further areas of scientific research for standardisation projects, where scientists internationally cooperate in gathering, evaluating and standardising information for publication worldwide.

Liver standardisation

GI standardisation

Renal standardisation

Vaccination protocols

- ✓ To identify possible research needs that relate to standardisation projects and second phase projects
- ✓ To encourage greater investment in research by member organisations and industry stakeholders

Goal 3: To promote companion animal veterinary science through continuing education

- ✓ The WSAVA is continuing its flagship policy of improving the standard of veterinary medicine and surgery throughout the world with an imaginative series of continuing education courses, local seminars using world renowned speakers. Target areas are Eastern Europe, South East Asia, China, India and South America
- ✓ Create a task force to setup budget function and structure to deliver congress in house
- ✓ Tender for PCO position

- ✓ Appoint team leader and nominations for (CSC) Congress Steering Committee

Formalise e-learning paper

Format the service delivery of CE to be packaged and delivered in other regions

Co-ordinate all CE activities as a module

Goal 4: To promote animal welfare

- ✓ To seek sponsorship for the program
- ✓ Discuss expansion role of the committee
- ✓ The WSAVA Convention for the Protection of Companion Animals (Revised 1999) contains a set of legislative proposals to be distributed to all member associations.

To further the cause of animal welfare in the light of current veterinary scientific knowledge.

Integrate animal welfare into the Congress program

6. Implementation Plan

The report on the activities outlined and goals achieved has been updated . The activities outlined will in the next phase incorporate timelines, resources, human and financial and performance criteria. Initially success criteria should be based on:

Increase in member numbers

Increase in member uptake and take up of CE within WSAVA

Increase in WSAVA surplus, financial stability

Increase in long term sponsorship for CE and Congress

Increase in Congress surplus to WSAVA

Expansion of standardisation proposals

Develop an expanded committee structure currently, Finance, Congress Steering Committee, Animal Welfare

CHAPTER 5

AWARDS

A. WSAVA INTERNATIONAL AWARD FOR SERVICE TO THE PROFESSION

1. OBJECTIVE OF THE AWARD

This Award is based on exemplary service by a veterinarian who has fostered and enhanced the exchange of scientific and professional ideas throughout the world. The recipient will be chosen on the basis of service to local, state, national and international organisations that have catalysed scientific meetings, exchange of information and international goodwill, for the benefit of the profession worldwide.

2. CONTENT OF AWARD

- a. Travel plus transfer expenses (one apex round trip shortest distance home)
- b. Accommodation for 2 in the congress hotel for the duration of the congress from the evening before the opening of the congress to include the evening of the closing ceremony
- c. A monetary gift, an engraved plaque and a WSAVA certificate to be presented to the award winner at the Opening Ceremony of the WSAVA World Congress by the President of the WSAVA
- d. Complimentary congress registration
- e. Two tickets to all official Congress social events

3. NOMINATION AND SELECTION PROCEDURE

3.1 The recipient of this award will be nominated by the Executive Board of the WSAVA

3.2 Nominations should consist of:

- i) a full curriculum vitae
- ii) a letter of support

3.3 Current members of the Executive Board are not eligible for nomination.

3.4 The Secretary will call for nominations at least 12 months prior to the Award presentation. Nominations will be accepted from the (Executive Committee deleted) WSAVA General Assembly members, member associations, Organisations or Affiliated Organisations. They should be received by the Secretary at least 9 months prior to the Award presentation.

- 3.5 When directed by the President of the Executive Committee, each member of the Committee will score all current nominees for the appropriate Award in order of preference: 1 for first choice, 2 for second choice etc. The President will collate the committee members' preferences by adding together the scores of each nominee. For the award, the nominee with the lowest score will be the recipient. In the event of a tie, the President shall have a casting vote.
- 3.6 The decision of the Committee is final and not open to discussion.
- 3.7 Unsuccessful nominations will remain under consideration for five years, and will then be removed from the list of nominees. Individuals may be renominated.

B. WSAVA INTERNATIONAL AWARD FOR SCIENTIFIC ACHIEVEMENT

1. OBJECTIVES OF THE AWARD

This Award is based on outstanding contributions by a veterinarian who has had a significant impact on the advancement of knowledge concerning the cause, detection, cure and/or control of disorders of companion animals. The recipient will be chosen on the basis of contributions published in scientific journals or books, and/or information presented at veterinary congresses. The primary objective of bestowing such an honour upon individuals is the acknowledgement of major accomplishments, the quality of which we encourage all of our colleagues to strive to attain.

2. CONTENT OF AWARD

2.1 Sponsors obligation:-

- a. Travel plus transfer expenses (one apex round trip shortest distance home)
- b. Accommodation for 2 in the congress hotel for the duration of the congress from the evening before the opening of the congress to include the evening of the closing ceremony
- c. A monetary gift and an engraved plaque to be presented at the Opening Ceremony of the WSAVA World Congress by the Director of Waltham Worldwide or a representative

2.2 WSAVA's obligation:-

- a. Complimentary congress registration
- b. Two tickets to all official Congress social events
- c. The name of the award winners to be publicly announced by the President of the WSAVA at the opening of the WSAVA World Congress
- d. The sponsors of the awards to be suitably acknowledged during the congress opening by the President of the WSAVA
- e. A WSAVA certificate to be presented to the award winners by the President of the WSAVA at the opening ceremony
- f. The sponsoring company's official logo will be suitably displayed throughout the duration of the opening ceremony during the presentation of the award at the opening ceremony
- g. The name of the awards, its objectives and the name and full colour logo of the sponsoring company will be advertised free of charge in the provisional program of the WSAVA World Congress
- h. The name of the awardees, the name and objectives of the awards and the name and full colour logo of the sponsoring company will be advertised free of charge in the final program of the WSAVA World Congress
- i. Acknowledgement of the sponsors of the WSAVA awards by the President of the WSAVA will form part of the Presidential message in the final program of the WSAVA World Congress
- j. The WSAVA website shall host a page dedicated to the WSAVA awards. The name of the awards, the objectives and the name and logo of the sponsoring company will be permanently sited on this page for the duration of the contract. The name of the current award winner as well as previous winners will also be listed
- k. The WSAVA to ensure a press release of this award at the time of the congress (Rhodes 2004)

I. The award winner and sponsor to be advertised in the WSAVA Newsletter/Bulletin published directly after the congress. (Rhodes 2004)

3. NOMINATION AND SELECTION PROCEDURE

3.1 The Awards Committee shall consist of the members of the Scientific Advisory Committee (SAC) presided over by the chairperson of the SAC. Should this committee have a member(s) who are employees or advisors from Waltham or from competing pet food companies these members are not allowed to vote.

3.2 Nominations should consist of:

- i) a full curriculum vitae
- ii) a list of publications
- iii) a synopsis of the above
- iv) a letter of support

As Award recipients will be expected to present a paper at the World Congress, their agreement to be nominated should be obtained.

3.3 Current members of the Executive Board or employees of Waltham are not eligible for nomination.

3.4 The Hon Secretary will call for nominations at least 12 months prior to the Award presentation. Nominations will be accepted from WSAVA General Assembly members, member Associations, Organisations or Affiliated Organisations. They should be received by the Secretary at least 9 months prior to the Award presentation. The nominations will then be forwarded to the SAC **without** the name of the nominating member, Association/Organisation being revealed (May 2005)

3.5 When directed by the Chairperson of the SAC, each member of the Committee member will score all current nominees for the appropriate Award in order of preference: 1 for first choice, 2 for second choice etc. The Chairperson will collate the committee members' preferences by adding together the scores of each nominee. For the award the nominee with the lowest score will be the recipient. In the event of a tie, the Chairperson shall have a casting vote.

Each committee member may also indicate if he/she believes there is no suitable nominee for the relevant Award. If the majority of the relevant committee is in agreement, then that Award shall not be presented in that year.

3.6 The decision of the Awards Committee is final and not open to discussion.

3.7 The name of the recipient of this award will be communicated by the Hon Secretary of the WSAVA to the appropriate Waltham representative immediately after the selection has been made known to the WSAVA Board. Waltham may offer advice in writing within 14 days to the Hon Secretary if the selection contravenes company policy for any reason. The final decision on the recipient's suitability will rest with the WSAVA Board.

3.8 Unsuccessful nominations will remain under consideration for five years, and will then be removed from the list of nominees. Individuals may be renominated.

3.7 RECIPIENTS OBLIGATIONS

Each Award recipient will present a one hour lecture at the Congress, and will submit the paper to the WSAVA for publication in the Congress Proceedings, Journal of Small Animal Practice or other media at the discretion of the Executive Board, subject to the usual review procedures. The award lectures will take place simultaneously as a plenary session.

C. WSAVA HILL'S EXCELLENCE IN VETERINARY HEALTHCARE AWARD

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1. OBJECTIVE OF THE AWARD

An annual Award, to recognise the outstanding work of veterinarians in promoting companion animal healthcare and the Family-Pet-Veterinary bond through a special sensitivity to both clients and patients and through leading-edge clinical nutrition, advanced medical and surgical techniques, aimed to help enrich and lengthen the special relationships between people and their pets.

2. NOMINATION CRITERIA:

- 2.1 Nominees must be veterinarians (practising or non-practising)
- 2.2 Nominees should be held in high regard by their peers for integrity and professional skills
- 2.3 Nominees should have shown special sensitivity to the Family-Pet-Veterinary bond as evidenced through (e.g.) work with the grieving, disabled, or elderly, and through care of their animals when sick or injured, and should have promoted pet nutrition as a means to achieve the special human-pet relationship.

3. CONTENT OF AWARD:

3.1 Sponsors obligation:-

- a. Travel plus transfer expenses (one apex round trip shortest distance home)
- b. Accommodation for 2 in the congress hotel for the duration of the congress from the evening before the opening of the congress to include the evening of the closing ceremony
- c. A monetary gift to be presented at the Opening Ceremony of the WSAVA World Congress by a representative from Hill's Pet Nutrition
- d. A gift
- e. A certificate
- f. An invitation to the Hill's VIP Dinner if applicable

3.2 WSAVA's obligation:-

- a. Complimentary congress registration
- b. Two tickets to all official Congress social events
- c. The name of the award winner to be publicly announced by the President of the WSAVA at the opening of the WSAVA World Congress
- d. The sponsors of the award to be suitably acknowledged during the congress opening by the President of the WSAVA
- e. A WSAVA certificate to be presented to the award winner by the President of the WSAVA at the opening ceremony
- f. The sponsoring company's official logo will be suitably displayed throughout the duration of the opening ceremony during the presentation of the award at the opening ceremony
- g. The name of the award, its objectives and the name and full colour logo of the sponsoring company will be advertised free of charge in the provisional program of the WSAVA World Congress
- h. The name of the awardee, the name and objectives of the award and the name and full colour logo of the sponsoring company will be advertised free of charge in the final program of the WSAVA World Congress

- i. Acknowledgement of the sponsors of the WSAVA awards by the President of the WSAVA will form part of the Presidential message in the final program of the WSAVA World Congress
- j. The WSAVA website shall host a page dedicated to the WSAVA awards. The name of the awards, the objectives and the name and logo of the sponsoring company will be permanently sited on this page for the duration of the contract. The name of the current award winner as well as previous winners will also be listed
- k. The WSAVA to ensure a press release of this award at the time of the congress
- l. The award winner and sponsor to be advertised in the WSAVA Newsletter/Bulletin published directly after the congress

4. NOMINATION AND SELECTION PROCEDURE:

- 4.1 The recipient of this award will be nominated by the Executive Board of the WSAVA (Prague, Oct 2006)
- 4.2 Nominations should consist of:
 - i) a full curriculum vitae
 - ii) a letter of support
- 4.3 Current members of the Executive Board are not eligible for nomination.
- 4.4 The Hon Secretary will call for nominations at least 12 months prior to the Award presentation. Nominations will be accepted from the (Executive Committee deleted) WSAVA General Assembly members, member associations, Organisations or Affiliated Organisations. They should be received by the Hon Secretary at least 9 months prior to the Award presentation. (May 2005)
- 4.5 When directed by the President of the Executive Committee, each member of the Committee will score all current nominees for the appropriate Award in order of preference: 1 for first choice, 2 for second choice etc. The President will collate the committee members' preferences by adding together the scores of each nominee. For the award, the nominee with the lowest score will be the recipient. In the event of a tie, the President shall have a casting vote.
- 4.6 The decision of the Committee is final and not open to discussion.
- 4.7 The name of the recipient of this award will be communicated by the Hon Secretary of the WSAVA to the appropriate Hill's Pet Nutrition representative immediately after the selection has been made known to the WSAVA Board. Hill's Pet Nutrition may offer advice in writing within 14 days to the Hon Secretary if the selection contravenes company policy for any reason. The final decision on the recipient's suitability will rest with the WSAVA Board.
- 4.8 Unsuccessful nominations will remain under consideration for five years, and will then be removed from the list of nominees. Individuals may be renominated.

5. RECIPIENT'S RESPONSIBILITY

Each Award recipient will present a one hour lecture at the Congress, and will submit the paper to the WSAVA for publication in the Congress Proceedings, Journal of Small Animal Practice or other media at the discretion of the Executive Board, subject to the usual review procedures. The award lectures will take place simultaneously as a plenary session.

D. WSAVA HILL'S PET MOBILITY AWARD

1. OBJECTIVES OF THE AWARD

To recognise the outstanding work of a clinical researcher in the field of canine and feline orthopaedic medicine and surgery. Through improvements in the mobility and quality of life of pets, this person's research has contributed significantly to the well-being of pets' lives and to the human-animal bond world-wide.

2. NOMINATION CRITERIA

- a. Nominees must be a veterinarian (practising or non-practising)
- b. Nominees should be held in high regard by peers for integrity and professional skills

3. CONTENT OF AWARD

3.1 Sponsors obligation:-

- a. Travel plus transfer expenses (one apex round trip shortest distance home)
- b. Accommodation for 2 in the congress hotel for the duration of the congress from the evening before the opening of the congress to include the evening of the closing ceremony
- c. A monetary gift to be presented at the Opening Ceremony of the WSAVA World Congress by a representative from Hill's Pet Nutrition
- d. A present
- e. A certificate
- f. An invitation to the Hill's VIP Dinner if applicable

3.2 WSAVA's obligation:-

- a. Complimentary congress registration
- b. Two tickets to all official congress social events
- c. The name of the award winner to be publicly announced by the President of the WSAVA at the opening of the WSAVA World Congress
- d. The sponsors of the award to be suitably acknowledged during the congress opening by the President of the WSAVA
- e. A WSAVA certificate to be presented to the award winner by the President of the WSAVA at the opening ceremony
- f. The sponsoring company's official logo will be suitably displayed throughout the duration of the opening ceremony during the presentation of the award at the opening ceremony
- g. The name of the award, its objectives and the name and full colour logo of the sponsoring company will be advertised free of charge in the provisional program of the WSAVA World Congress
- h. The name of the awardee, the name and objectives of the award and the name and full colour logo of the sponsoring company will be advertised free of charge in the final program of the WSAVA World Congress
- i. Acknowledgement of the sponsors of the WSAVA awards by the President of the WSAVA will form part of the Presidential message in the final program of the WSAVA World Congress
- j. The WSAVA website shall host a page dedicated to the WSAVA awards. The name of the awards, the objectives and the name and logo of the sponsoring company will be permanently sited on this page for the duration of the contract. The name of the current award winner as well as previous winners will also be listed
- k. The WSAVA to ensure a press release of this award at the time of the congress
 1. The award winner and sponsor to be advertised in the WSAVA Newsletter/Bulletin published directly after the congress

4 NOMINATION AND SELECTION PROCEDURE

- 4.1 The Awards Committee shall consist of the members of the Scientific Advisory Committee (SAC) presided over by the chairperson of the SAC. Should this committee have a member(s) who are employees or advisors from Hill's Pet Nutrition or from competing pet food companies these members are not allowed to vote.
- 4.2 Nominations should consist of:
- i) a full curriculum vitae
 - ii) a list of publications (optional for the Service Award)
 - iii) a synopsis of the above
 - iv) a letter of support

As Award recipients will be expected to present a paper at the World Congress, their agreement to be nominated should be obtained.

- 4.3 Current members of the Executive Board or employees of Hill's Pet Nutrition are not eligible for nomination.
- 4.4 The Hon Secretary will call for nominations at least 12 months prior to the Award presentation. Nominations will be accepted from WSAVA General Assembly members, member Associations, Organisations or Affiliated Organisations. They should be received by the Hon Secretary at least 9 months prior to the Award presentation. The nominations will then be forwarded to the SAC **without** the name of the nominating member/Association/Organisation being revealed (Mexico, May 2005).
- 4.5 When directed by the Chairperson of the SAC, each member of the Committee member will score all current nominees for the appropriate Award in order of preference: 1 for first choice, 2 for second choice etc. The Chairperson will collate the committee members' preferences by adding together the scores of each nominee. For the award the nominee with the lowest score will be the recipient. In the event of a tie, the Chairperson shall have a casting vote. Each committee member may also indicate if he/she believes there is no suitable nominee for the relevant Award. If the majority of the relevant committee is in agreement, then that Award shall not be presented in that year.
- 4.6 The decision of the Awards Committee is final and not open to discussion.
- 4.7 The name of the recipient of this award will be communicated by the Hon Secretary of the WSAVA to the appropriate Hill's Pet Nutrition representative immediately after the selection has been made known to the WSAVA Board.. Hill's Pet Nutrition may offer advice in writing within 14 days to the Hon Secretary if the selection contravenes company policy for any reason. The final decision on the recipient's suitability will rest with the WSAVA Board.
- 4.8 Unsuccessful nominations will remain under consideration for five years, and will then be removed from the list of nominees. Individuals may be renominated.

5. RECIPIENT'S RESPONSIBILITY

Each Award recipient will present a one hour lecture at the Congress, and will submit the paper to the WSAVA for publication in the Congress Proceedings, Journal of Small Animal Practice or other media at the discretion of the Executive Board, subject to the usual review procedures. The award lectures will take place simultaneously as a plenary session.

E. WSAVA PRESIDENT'S AWARD

This award will be presented on a time to time basis by the President of the WSAVA to a member of the WSAVA in recognition of the recipient's outstanding contribution to the association.

The recipient will be selected by the Executive Board.

The award shall be presented during the Assembly meeting and shall consist of a commemorative plaque, complimentary congress registration and two tickets to the formal congress social event.

The recipient will be notified in writing by the honorary secretary at least 6 months prior to the award presentation.

CHAPTER 6

WSAVA POLICIES

A. Convention for the Protection of Companion Animals

One of the major aims and objectives of the World Small Animal Veterinary Association (WSAVA) is furthering the cause of animal welfare in the light of current veterinary scientific knowledge.

As a basis for these aims and objectives, the member Associations of the World Small Animal Veterinary Association have endorsed the general principles of companion animal welfare stated in the European Convention for the Protection of Pet Animals. Several modifications to the European Convention have been made in the light of current veterinary knowledge on animal welfare issues.

These principles and modifications are expressed as the WSAVA Convention for the Protection of Companion Animals. The Assembly of the WSAVA, at their 1996 Yokohama Congress endorsed this Convention. The WSAVA Convention has been presented to the Animal Welfare committee of the World Veterinary Association for consideration and adoption by the WVA.

The member Associations of the World Small Animal Veterinary Association offer this Convention for the consideration by its member Associations for discussion and adoption by individual Associations.

Preamble

This Convention recognises that man has a moral obligation to respect all other living creatures and to protect the environment in which we all live on this planet.

This Convention recognises man has developed a close and special relationship with certain species of animals and that these animals have been kept as companions of man over many centuries. For this reason these animals have become known as companion or pet animals.

Companion animals are known to improve the quality of human life and have enormous value to society. However, the enormous numbers and variety of animals, which are kept by man, create various difficulties and problems. Among these problems are the risks inherent in companion animal overpopulation for the hygiene, health and safety of man and other animals, particularly in heavily populated urban environments.

This Convention recognises that man occasionally keeps as companions or pets, those species of animals normally recognised as wild free-living fauna. While the member Associations of the WSAVA believe that this practice should be discouraged, this Convention makes provision for the humane care of such species in those cases where

release back to the wild state would endanger the animal's life or be unacceptable for other reasons.

The member Associations of the WSAVA are aware that many companion animals are not always kept in conditions that promote their health and well-being.

The member Associations of the WSAVA understand and acknowledge that the attitude of man towards the welfare of companion animals varies widely across the countries of the world.

Where animal welfare issues are either neglected or poorly understood due to limited knowledge and public awareness, the member Associations of the WSAVA agree to use their influence and veterinary knowledge to educate the community about animals and to increase community awareness of all issues affecting animal welfare.

The member Associations of the WSAVA, in common with the member countries of the Council of Europe, considers that a basic common standard of attitude and practice, which results in responsible pet ownership, is not only desirable, but also a realistic goal.

Adoption of the terms of this Convention by the member Associations of the WSAVA is part of the process of achieving this goal.

Part One - General provisions

Section 1

Definitions used in this Convention

By Convention is meant the WSAVA Convention for the Protection of Companion Animals as outlined below.

By companion or pet animal is meant any animal kept or intended to be kept by man, in particular in his household, for mutual pleasure and personal companionship.

By trading in companion animals is meant all regular business transactions, carried out for profit, which involve the change of ownership of companion animals.

By commercial breeding and boarding is meant the breeding or boarding of mainly companion animals, carried out for profit.

By animal sanctuary or refuge is meant a non-profit making establishment where companion animals may be kept in substantial numbers. If national legislative and/or administrative measures permit, such establishments may accept stray animals.

By a stray animal is meant an animal, of a type normally kept as a companion or pet, which either has no home or that is outside the normal bounds of its owner's or keeper's household and is not under the control or direct supervision of any owner or keeper.

By competent authority or responsible authority is meant the authority designated by the member State, municipality or country to undertake control, administration and implementation of legislative aspects of animal control in the community.

Section 2

Scope and implementation of this Convention

Each member Association of the WSAVA undertakes to take the necessary steps to promote and to give effect to the provisions of this Convention in respect of:

a . Companion animals kept by a person or legal entity in any household or in any establishment for trading, commercial breeding and boarding, and in animal sanctuaries and refuges.

b . Where appropriate, stray animals.

Nothing in this Convention shall affect the implementation of other legislation or instrument designed for the protection of animals or the conservation of threatened wild species, unless the terms of such legislation or instrument is contrary to the animal welfare principles espoused in this Convention.

Nothing in this Convention shall affect the liberty of the member Associations of the WSAVA to adopt or promote stricter measures for the protection of companion or pet animals or to apply the provisions contained herein to categories of animals, which have not been mentioned expressly in this instrument.

Part Two - Principles for the keeping of companion / pet animals

Section 3

Cruelty to and abandonment of companion animals to be an offense

It should be an offense, punishable by an appropriate penalty imposed by the competent authority, for any person to knowingly cause a companion animal unnecessary pain, suffering or distress.

It should be an offense; punishable by an appropriate penalty imposed by the competent authority, for any person to knowingly abandon a companion animal.

Section 4

Keeping of companion / pet animals

i) Any person who keeps a companion animal or who has agreed to look after a companion animal should be responsible for its health and welfare.

ii) Any person who is keeping a companion animal or who is looking after a companion animal should provide accommodation, care and attention which take into account the biological and ethnological needs of the animal in accordance with its

species and breed, in particular:

- a. Provide it with suitable and sufficient food and water;
- b. Provide it with adequate opportunities for exercise;
- c. Take all reasonable measures to prevent it from becoming a stray animal.
- c . Provide accommodation, heating and light suitable for that species

iii) An animal should not be kept as a companion animal if:

- a . The conditions of paragraph (ii) above are not met or if,
 - b . In spite of these conditions being met, the animal cannot adapt itself to captivity and domestication.

Section 5

Responsibility for the breeding of companion / pet animals

Any person who selects a companion animal for breeding should be responsible for having due regard to the anatomical, physiological and behavioral characteristics which are likely to put at risk the health and welfare of either the offspring or the female parent.

The practice of over - breeding from any one female animal should be discouraged. Particular care should be taken to avoid breeding female animals that are either too young or too old. The interval between litters should be sufficient to allow the female to recover normal physical and physiological condition.

Any person, who breeds from a companion animal should, as far as possible, be responsible for placing the weaned offspring of the female parent into the care of a person who will look after such animals in accordance with Section 4, paragraph (ii) of this Convention.

Section 6

Age-limit on acquisition of companion animals

No companion animal should be sold to persons under the age of 16 years without the knowledge and express consent of their parents or other persons exercising parental responsibilities.

Section 7

Training of companion animals

No companion animal should be trained in such a way that is detrimental to its health and welfare, especially by methods which force it to exceed its natural capacities or strength or by employing artificial training aids which may cause physical injury, pain, suffering or distress.

Section 8

Trading, commercial breeding and boarding, animal sanctuaries and refuges

- i) Any person, who is already trading in or who is commercially breeding companion animals or boarding companion animals or who is operating an animal sanctuary or refuge should declare this activity to the competent authority within an appropriate period to be determined by the competent authority.
- ii) People with only one breeding female animal shall be considered commercial breeders if that animal is bred at regular intervals and the offspring sold.
- iii) Any person who intends to engage in any of these activities should declare this intention to the competent authority.

The declaration should stipulate:

- a. The species of companion animals which are involved or to be involved;
- b. The person or persons responsible and their knowledge, prior experience and any formal qualifications applicable to the proposed activity;
- c. A description of the premises and equipment used or to be used.

The above-mentioned activities should only be carried out:

- a. If the person responsible has the knowledge, qualifications and abilities required for the activity either as a result of professional training or of sufficient prior experience with the animals concerned.

and

- b. If the premises and the equipment used for the activity comply with the requirements set out in Section 4.

The competent authority shall determine the basis of the declaration made under the provisions of paragraph 1 whether or not the conditions set out in paragraph 3 are being complied with. If these conditions are not adequately met, it should recommend measures and, if necessary for the welfare of the animals, it shall prohibit the commencement or continuation of the activity until they can be met.

The competent authority or their appointed agents should, in accordance with appropriate national legislation, be the body responsible for supervision and accreditation of the above-mentioned conditions.

Section 9

Use of companion animals in advertising, entertainment, exhibitions, competitions and similar events.

- i) Companion animals should not be used in advertising, entertainment, exhibitions, competitions and similar events unless:

a . The organizer has created appropriate conditions for the companion animals to be treated in accordance with the requirements of Section 4, paragraph (ii), and

b . The animal's health and welfare are not put at risk.

ii) No substances should be given to, treatments applied to, or devices used on a companion animal for the purposes of increasing or decreasing its natural level of performance:

a. During competition or

b. At any other time, when this would put at risk the health and welfare of the animal.

Section 10

Non-therapeutic surgical operations on companion animals

i) Surgical operations for the purpose of modifying the appearance of a companion animal for non-therapeutic purposes should be actively discouraged.

ii) Where possible legislation should be enacted to prohibit the performance of non-therapeutic surgical procedures for purely cosmetic purposes, in particular;

a. Docking of tails;

b. Cropping of ears;

c. Devocalisation;

d. Declawing and defanging.

iii) Exceptions to these prohibitions should be permitted only:

a. If a veterinarian considers that the particular surgical procedure is necessary, either for veterinary medical reasons or where euthanasia is the only alternative to either devocalisation, declawing or defanging.

b. To prevent reproduction and the breeding of unwanted animals;

Requirement for anaesthesia for the performance of surgical procedures

a . All operations in which the animal will or is likely to experience pain should be carried out under anaesthesia.

b . Anaesthesia should only be administered by a veterinarian or under the direct supervision of a veterinarian.

Section 11

Killing / euthanasia of companion animals

i) Only a veterinarian or another competent person, authorised under national legislation, should kill or carry out euthanasia on a companion animal; except where it is necessary to terminate an animal's suffering in an emergency, when veterinary or other competent assistance cannot be obtained or in any other emergency covered by national legislation.

ii) All killing should be done rapidly with the minimum of physical and mental suffering appropriate to the circumstances.

iii) The method chosen, except in an emergency, should either:

a . Cause immediate loss of consciousness and subsequent death,

or

b. Begin with the induction of deep general anaesthesia to be followed by a step which will ultimately and certainly cause death.

iii) The person responsible for the killing should also be responsible to ensure that the animal is dead before the carcass is disposed of.

iv) The following methods of killing animals are considered inhumane and should be prohibited:

a. Drowning, strangulation and other methods of suffocation;

b. The use of any poisonous substance or drug, the dose and application of which cannot be controlled so as to give the effect mentioned in Section 11, paragraph (ii) and (iii) (a) & (b);

c . Electrocutation unless preceded by immediate induction of loss of consciousness as specified in Section 11 paragraph (iii) (a) & (b).

Part Three- Supplementary measures for stray animals Section 12

Reduction of numbers of stray animals.

When a member Association of the WSAVA considers that the numbers of stray animals in the community present the community with a problem, it should take this issue up with the competent authority to promote the appropriate legislative and/or administrative measures necessary to reduce their numbers in a way that does not cause pain, suffering or distress.

i) Such measures should include the requirements that:

a) If such stray animals are to be captured, that this is done with the minimum of physical and mental suffering appropriate to the species of animal;

b) Where captured stray animals are either kept or killed, this is done in accordance with the principles as laid down in this Convention.

c) Only healthy, non-aggressive stray animals should be re-homed or placed back into

the community.

d) Where applicable, stray animals should be surgically sterilized and suitably vaccinated by a veterinarian before being re-homed or placed back into the community.

ii) Member Associations of the WSAVA undertake to promote to the responsible competent authority that:

a) Companion animals in the community should be permanently identified by some appropriate permanent method which causes no undue pain, suffering or distress, such as electronic microchipping or tattooing.

b) Details of this identification should be recorded in a central register together with the name, telephone numbers and address of their owners.

c) This register should be accessible 24 hours a day, 365 days a year to all parties in the community responsible for the management and control of stray animals.

d) The unplanned breeding of dogs and cats in the community should be reduced by actively promoting the neutering of these animals, preferably prior to sexual maturity.

e) The finder of any stray dog or cat should be encouraged to report it to the competent authority.

Section 13

Exceptions for capture keeping and killing of companion animals

Exceptions to the principles laid down in this Convention for the capture, the keeping and the killing of stray animals should only be made if unavoidable in the framework of national disease control programs and, where possible, any method of killing used should conform to the provisions of Section 11.

Part Four - Information and Education

Section 14

Information and education programs

The member Associations of the WSAVA undertake to encourage the development of information and education programs so as to promote awareness and knowledge amongst responsible authorities and the organisations and individuals concerned with the keeping, breeding, training, trading and boarding of companion animals, of the provisions and the principles embodied in this Convention.

In these programs, particular attention should be drawn to the following subjects:

i) The need for training companion animals for any commercial or competitive purposes to be carried out only by persons with adequate knowledge and ability;

ii) The need to discourage:

a) Gifts of companion animals to persons under the age of 16 without the express knowledge and consent of their parents or other persons exercising parental

responsibilities.

b) Gifts of companion animals as prizes, awards or bonuses.

c) Unplanned breeding of companion animals.

iii) The possible negative consequences for the health and well-being of wild animals if they were to be acquired or introduced as companion animals;

iv) The risks of irresponsible acquisition of companion animals leading to an increase in the number of unwanted and abandoned animals.

Part Five - Consultation and agreement between member Associations on the terms of this Convention.

Section 15

Welfare committee meetings

The member Associations of the WSAVA, who are signatories to this Convention, shall within five years of signing the Convention and every five years thereafter, and, in any case, whenever a majority of the representatives of the member Associations of the WSAVA and WVA so request, hold a meeting under the auspices of the Companion Animal Welfare Committee of the WSAVA to examine the application of the Convention and the advisability of revising it or extending any of its provisions. These consultations should take place at meetings convened by the WSAVA and will be chaired by the Chairperson of the Companion Animal Welfare Committee of the WSAVA.

Each member Association of the WSAVA being a signatory to this Convention shall have the right to appoint a representative to participate in these consultations. Any member Association of the WSAVA which is not signatory to the Convention, shall have the right to be represented by an observer in these consultations.

After each consultation, the member Associations of the WSAVA shall submit to the Executive Committee of the WSAVA a report on the consultation and on the functioning of the Convention including, if they consider it necessary, proposals for the amendment of Sections 15 to 23 of the Convention.

The Chairperson of the WSAVA Companion Animal Welfare Committee shall be appointed by the Assembly of the WSAVA for a five-year term. This person may be re-appointed for another five-year term after which a new chairperson shall be appointed.

The Chairperson of the WSAVA Companion Animal Welfare Committee shall draw up the agenda and rules of procedure for the consultations.

Part six - Amendments

Section 16

Amendments to the Convention

Any amendments to Sections 1 to 14 proposed by a member Association of the WSAVA or an authorised representative of the member Association of the WSAVA shall be communicated in writing to the chairperson of the WSAVA Companion Animal Welfare Committee through the address of the Secretary of the WSAVA at least 6 months prior to the next Congress of the WSAVA.

Any amendment proposed in accordance with the provisions of the preceding paragraph shall also be circulated to all member Associations of the WSAVA at least 90 days prior to the next Congress of the WSAVA and shall be discussed at a meeting of the WSAVA Companion Animal Welfare Committee to be convened at the next Congress of the WSAVA.

After due discussion, any amendment may be adopted by a two-thirds majority of the member Associations of the WSAVA represented at this meeting. Postal votes from representatives of member Associations who are signatories to the Convention will be allowed at such meetings. The text of the adopted amendment shall be forwarded to the member Associations of the WSAVA within 60 days of the Congress at which the amendment was discussed.

The Assembly of the WSAVA shall ratify any amendment to this Convention at the next annual Congress of the WSAVA unless one of the member Associations of the WSAVA who are signatories to the Convention has notified objections, in which case the amendment will be subject to discussion at the next meeting of the WSAVA Companion Animal Welfare committee as per the provisions of paragraphs 1 to 3 above.

Part seven - Final provisions

Section 17

Signature, ratification, acceptance, approval

This Convention shall be open for signature by the member Associations of the WSAVA.

The member Association shall take such signature as acceptance and approval of the terms of the Convention.

Copies of the signed Instruments of acceptance or approval shall be deposited with the Secretary of the WSAVA.

Signatories to this Convention agree to assist the cause of animal welfare by bringing the provisions of this Convention to the attention of the responsible competent authorities in their countries and by using their influence to bring about responsible legislation reflecting the provisions of this Convention wherever possible.

(See Ratification Document)

Section 18

Territorial clause

Any member Association may, at the time of signature or when depositing its instrument of ratification, acceptance, approval or accession, specify the territory or territories to which this Convention shall apply.

Any member Association of the WSAVA may, at any later date, by a declaration addressed to the Secretary of the WSAVA extend the application of this Convention to any other territory specified in the declaration.

Any declaration made under the preceding two paragraphs may, in respect of any territory specified in such a declaration, be withdrawn by a notification addressed to the Secretary of the WSAVA.

Section 19

Reservations

Any member Association of the WSAVA may, at the time of signature or when depositing its instrument of ratification, acceptance, approval or accession, declare that it avails itself of one or more reservations in respect of either Section 6 and / or Section 10, paragraph ii, sub-paragraph (a). No other reservations may be made.

Any member Association of the WSAVA, which has made a reservation under the preceding paragraph, may wholly or partly withdraw it by means of a notification addressed to the Secretary of the WSAVA. The withdrawal shall take effect on the date of receipt of such notification by the Secretary of the WSAVA.

Section 20

Renunciation of this Convention

Any member Association of the WSAVA may at any time renounce this Convention by means of a notification addressed to the Secretary of the WSAVA.

Such renunciation shall become effective on receipt by the Secretary of the WSAVA and notification of the renunciation shall be circulated to all member Associations of the WSAVA within 90 days of receipt of the notification.

Section 21

Notifications

The Chairperson of the Companion Animal Welfare Committee of the WSAVA shall notify the Secretary of the WSAVA of any member Association which has become a signatory to this Convention or which has been invited to become a signatory to this Convention. The Secretary of the WSAVA shall notify all member Associations within 90 days of the receipt of such notification.

B. Dangerous Dogs

Policy

1. The WSAVA supports the development of dangerous dog legislation, provided it refers to an individual dog's measurable actions.
2. The WSAVA does not support the targeting of specific breeds under dangerous dogs legislation.

Background

There are community concerns about the keeping of certain breeds of dogs.

People keep dogs for many reasons including guarding of property or persons, and historically fighting.

Canine behaviour may be influenced by several factors including genetic predisposition, early socialisation and learning, current environment as well as owner attitudes and training.

Certain breeds or lines within breeds have been bred for particular behavioural characteristics; some of these include aggressive behaviour. However, all behaviours are not necessarily uniform within breeds and may or may not be present within individuals.

Desexing, obedience training and/or behaviour modification including psycho pharmacotherapy may assist in modifying aggressive behaviour.

Veterinarians, breed societies, breeders, welfare agencies, pet shops and owners should accept their responsibilities in educating the public to enable them to select a suitable dog, provide it with the appropriate environment and not to breed from or distribute animals with undesirable behaviour traits.

Legislation Recommendations

Effective legislation is required to address the problems posed by individual dangerous dogs. Special regulations regarding the registration / identification of the offending animal with local authorities is needed.

Regulations may include the following:

1. Whilst at home the dog should be kept indoors or in a secure dog proof enclosure.
2. The owner should be required to display warning signs at the premises, including a sign that children can understand.
3. When the dog is taken off the owner's premises, it must be muzzled, leashed and under the effective control of the owner at all times.
4. If a declared dangerous dog becomes a stray it must be humanely destroyed.
5. If a dog is transported then it should be within a child proof enclosure.
6. A declared dangerous dog must have permanent (microchip) identification and wear collar that is easily recognizable and which identified the dog as dangerous.
7. Resale of dangerous dog should be regulated, policed and permits issued.