



Terms of Reference WVA Policy Committee

PRESIDENT
Dr Isao Kurauchi

PRESIDENT ELECT
Dr Olatunji Nasir

IMMEDIATE PAST PRESIDENT
Dr John de Jong

COUNCILLORS FOR AFRICA
Dr Nandipha Ndudane
Dr Daniel Ksee

**COUNCILLORS FOR ASIA
and OCEANIA**
Dr Ganokon Urkasemsin
Dr David Tan

COUNCILLORS FOR EUROPE
Dr Petra Sindern
Dr Rens van Dobbenburgh

COUNCILLORS FOR LATIN AMERICA
Dr Adriano Ferreira
Dr Gustavo Moreno

**COUNCILLORS FOR MIDDLE EAST
and NORTH AFRICA**
Dr Basil Alhilali
Dr Anis Bouraba

**COUNCILLORS FOR NORTH
AMERICA**
Dr Tracy Ficher
Dr Seyedmehdi Mobini

**COUNCILLOR FOR INTERNATIONAL
REGIONAL ORGANISATIONS**
Dr Corazón Occidental

**COUNCILLOR FOR INTERNATIONAL
DISCIPLINE-CENTRED
ORGANISATIONS**
Dr Seung-Hyeok Seok

In compliance with the WVA Constitution and Bylaws, (CBL A6.6), and the WVA Administrative Procedures Manual (A4.1.), the WVA Council will establish special and standing committees and shall supply them with clear Terms of Reference.

Purpose	The Policy Committee is created by the Council with the purpose of guiding the publication of WVA papers (Policies and Position Statements primarily), to oversee internal policies recommendations to the Council approval, and to provide expert recommendation to WVA as requested. Recommendations may be related to veterinary topics, ethical issues, emerging or urgent matters and others.
Role and responsibilities	<p>To review proposed Policy and/or Position documents as well as review existing documents at least every four years. Final drafts are submitted to the Council for review, comments and approval. (Full process of revision can be consulted here)</p> <p>Initiative to develop new documents can also come from the Policy Committee.</p> <p>To discuss documents with WG to provide an expert opinion. Chair or specific member of Working Groups can be invited to PC meetings or called for specific hearings.</p> <p>To give an opinion or recommendation on any WVA issue or any broader issue relating to the veterinary profession, as requested by the Council.</p> <p>The PC shall deliver a report at all Council meetings and where else required by the Council.</p>
Chair	<p>The PC is Chaired by one WVA Councillor.</p> <p>The WVA President appoints the Chair with the approval of the Council.</p> <p>The Chair must ensure that members meet their responsibilities, and that the Committee does their work and reporting in a timely fashion.</p>
Members	<p>The WVA President can also appoint members from among Councillors with the approval of the Council.</p> <p>Additional Ad-Hoc Members must be nominated by the WVA constituent members and approved by the Council.</p> <p>Ad-Hoc members need to have expertise in policy analysis and policy formulation. Good spoken and written English is a necessary precondition.</p> <p>Ad-Hoc Member's nominations for PC are fulfilled by submitting all requested information through a form prepared by the Secretariat, requesting at a minimum the personal details and contact of the nominee, updated</p>



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	<p>contacts of the nominating member, CV and motivation letter from the nominee. All officers serve as ex officio members (non-voting). If an Ad-Hoc member consistently and reportedly doesn't fulfil their duties, the PC can decide to terminate the membership and invite a suitable replacement. The Committee should have a maximum of 6-8 members and region and gender parity should if possible be observed.</p>
<p>Voting and quorum</p>	<p>Chair, Member and Ad-Hoc Member each have 1 vote. Decision making requires a quorum of 50% voting members. In case of no quorum, the Policy Committee can continue to meet as if there were a quorum, but decisions taken shall be ratified by a written post-meeting voting.</p>
<p>Duration of Terms</p>	<p>Both the Chair, the Members and the Ad-Hoc Members are appointed for 2 years, coinciding with Council terms, renewable once. In exceptional cases the Council can decide to maintain Ad-Hoc members beyond the fulfilment of their consecutive 2 terms of 2 years each.</p>
<p>Meetings and decision making</p>	<p>Meetings shall be conducted online and ideally sequenced to follow working group meetings and preceding Council meetings. In person meetings may be organised in conjunction with the Council in-person meetings; members other than WVA Councillors would need to either participate electronically or otherwise funded. The Policy Committee will be supported by the WVA Secretariat for the organisation of meetings and keeping of minutes. WVA Secretariat members are non-voting members but serve as important contributors to the PC.</p>
<p>Format of Statements, publication of papers, etc</p>	<p>WVA Policy and Position documents shall be on average 2 pages (exceptionally 3). They shall include: WVA Position/statement on the theme, recommendations and/or background, and references (if applicable). Discussion papers serve the purpose of providing balanced information on a particular topic and do not stand as a statement of a WVA but may be used to formulate a policy statement or position paper. They may be developed by the members of the Policy Committee, Council, Working Groups or other subsets. Discussion papers may be published by the WVA, designated as the work of the authors. Recommendations, opinion, etc, may be provided in a letter format under headed paper. Proposals for Council need to use the WVA Proposal for Council template.</p>



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Expenses

No expenses are foreseen. WVA Secretariat will supply online meeting capacity. In the event of incidental expenses, costs should be approved by the Finance Committee and/or the Council.

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