



Terms of Reference WVA Working Groups

PRESIDENT

Dr John de Jong

PRESIDENT ELECT

Dr Isao Kurauchi

IMMEDIATE PAST PRESIDENT

Dr Rafael Laguens

COUNCILLORS FOR AFRICA

Dr Nandinpha Ndudane

Dr James Ouma

**COUNCILLOR FOR ASIA
and OCEANIA**

Dr Chou Chin-Cheng

Dr Mark Schipp

COUNCILLOR FOR EUROPE

Dr Slaven Grbić

Dr Petra Sindern

COUNCILLOR FOR LATIN AMERICA

Dr Helio Blume

Dr Arturo Carlos Mejorada Porras

**COUNCILLOR FOR MIDDLE EAST
and NORTH AFRICA**

Dr Salah Al-Shami

Dr Anis Bouraba

**COUNCILLORS FOR NORTH
AMERICA**

Dr Shannon Mesenhowski

Dr Enid Stiles

**COUNCILLOR FOR INTERNATIONAL
REGIONAL ORGANISATIONS**

Dr Olatunji Nasir

**COUNCILLOR FOR INTERNATIONAL
DISCIPLINE-CENTRED
ORGANISATIONS**

Dr Hilton Klein

The World Veterinary Association is committed to focusing on four key areas outlined by the Strategic Planning - One Health, Animal Welfare, Veterinary Education and Pharmaceutical Stewardship. Recognising the need for a global network of top scientists and experts to support its Working Groups, the WVA also wants to engage Ad-Hoc experts to assist its efforts.

Purpose	WVA Working Groups (WG) cover the 4 Strategic areas of the WVA - One Health, Animal Welfare, Veterinary Education and Pharmaceutical Stewardship. They are highly specialised scientific groups who provide WVA with the capacity to develop and support multiple projects, among but not limited to, Position Statement, Policies, themed projects, educational and informative endeavours, etc, that emanate from the WVA Strategy and designated key objectives. The Council may determine other areas of significant interest for WVA and the formation of additional WGs.
Responsibilities	Each WG must define its overall goals in line with the WVA Strategy. They can also set specific projects and targets cumulatively to those set by the WVA Strategic objectives and goals and in line with it. Significant endeavours should be proposed to Council for approval by means of a Council Proposal. WG contributions may include the following (non-restrictive list): To help prepare discussion papers and expert opinion responses; To provide peer review of the draft policy and position documents; To provide information and opinion, or serve as a liaison with national/international communities and organisations during project planning and implementation; To participate in WVA conference calls on in-depth discussions on themes of particular interest for WVA. To support event programmes drafting.
Chair	The WGs are chaired by WVA Councillors appointed by the President with Council approval. The Chair ensures members meet their responsibilities and provides timely reporting.
Members	The WVA President may appoint members from among Councillors with Council approval.



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	<p>Additional Ad-Hoc members may be nominated by Constituent Members, the WVA Policy Committee (PC) and by the WG individual members. Nominations shall be reviewed by the WG with recommendations forwarded to the Council for approval.</p> <p>Ad-Hoc Members should have broad regional and/or international expertise in their respective fields: fluent spoken and written English is required.</p> <p>Ad-Hoc Member's nominations 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 contacts of the nominator, CV and motivation letter from the nominee.</p> <p>In case a WG Ad-Hoc expert is unable to perform or does not perform their appointed duties for six months without adequate notification of a valid reason, that WG Ad-Hoc expert shall be deemed to have resigned their position. The number of the WG members is not strictly determined, however, WGs sizes should not become unwieldy and a maximum group size of 8 should be considered. Region and gender parity should if possible be observed.</p> <p>All officers serve as ex officio members (non-voting). WVA Secretariat can also provide inputs but aren't members and don't have a vote.</p>
<p>Voting and quorum</p>	<p>Chair, members and Ad-Hoc members each have 1 vote. Decision making requires a quorum of 50% voting members in the meeting (of otherwise by online ballot). In case of no quorum, the WG 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. Renewal requires confirmation of interest but doesn't demand renomination or Council approval. In exceptional cases the Council can decide to maintain Ad-Hoc members for an additional 2 years, completing a maximum of 6.</p> <p>IVSA is eligible to appoint students as observer members (non-voting) and can provide inputs.</p>
<p>Meetings and decision making</p>	<p>Meetings shall be conducted online and serve as the primary moments for decision making.</p>



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<p>Format of Statements, publication of papers, etc</p>	<p>WVA Policy and Position documents shall be on average 2 (exceptionally 3). They shall include: WVA Position/Statement on the theme, recommendations and/or background, and references (if applicable).</p> <p>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.</p> <p>Event programmes shall be produced in a calendar format and ordered by session/lecture and have at a minimum the WVA logo paired with the event logo (if applicable).</p> <p>Recommendations, opinion, etc, may be provided in a letter format under headed paper.</p> <p>Other materials need to have the WVA logo at a minimum and additional details and materials should be discussed with the Secretariat.</p> <p>Proposals for Council need to use the WVA Proposal for Council template.</p>
<p>Expenses</p>	<p>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.</p>