

## Bylaws<sup>1</sup> on the procedures regarding the Residents' fund in the European College of Veterinary Public Health (ECVPH)

### Article I. Aim

1. The European College of Veterinary Public Health (hereafter addressed as “the College”) has allocated an annual budget for Residents to apply for funds to attend courses. This Residents fund should support Residents in fulfilling the training requirements of the College’s curriculum.
2. The Council recommends to actively involve Diplomates of the College in these workshops to take advantage of the expertise within the College and to identify new opportunities for collaboration and future activities.

### Article II. Procedure of application

1. The Council launches an annual call for workshop proposals by email to all Residents and Diplomates and via the College’s webpage not later than July 15<sup>th</sup>. The call contains following information:
  - Description of the process regarding application, decision on the allocation of money, financial procedures and duties of the successful applicant,
  - Application form,
  - Deadline for submission,
  - Date of acceptance notification.
2. The Council decides before the annual meeting (e.g. at the Council meeting preceding the annual meeting) which activities will be supported and the amount of financial support (according to Art. III). The Council reserves the right to propose changes in the proposal to the applicant.
3. The successful applicant is invited to briefly present the workshop during the annual meeting (if present). The Documenting Secretary confirms the acceptance of the proposal in writing to the successful applicant before the predefined date of acceptance notification. The list of the approved workshops and the relative information is published on the College’s website.
4. A template for the call and the application form is provided at the end of this bylaw. Highlighted text needs to be adapted accordingly.

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<sup>1</sup> \*Bylaws in accordance with Article 18 of the Constitution. This bylaw was created and approved by the ECVPH Council on the 30th of January 2017.

### Article III. Duties and finances

1. Financial support will be dedicated to activities organized within the College, such as Resident training workshops, joint Resident projects or other activities that are specifically targeted to Residents.
2. The Council decides on the maximum amount available to reimburse participating Residents. If several workshop proposals are submitted, the Council may split the budget available for such support among the eligible proposals. Money that is not spent in one financial year can be used to support activities the following year.
3. The organisation of these workshops lies within the responsibility of Residents and/or Diplomates.
4. Only Residents who are “in good standing”<sup>2</sup> and do not receive funding from elsewhere for their participation are eligible for funding by the College. The organizers should check with the College’s Treasurer which Residents are eligible for funding.
5. Costs eligible for reimbursement include those for travel, accommodation, meals and expenses related to the workshop organisation. The reimbursement is limited to a maximum of 100 EUR per day and 300 EUR per Resident in total. The organizers aim at organizing the workshop at low costs for the participating Residents and non-profit. In case the costs of a workshop exceed the available resources, it is the workshop organizers’ responsibility to allocate available resources in a fair and transparent manner among the participating Residents.
6. The organizers decide in agreement with the College’s Treasurer if the reimbursement is done by
  - (i) collective claim by the organizer and/or
  - (ii) individual claim by each participating Resident within 60 days after the event.

Residents and/or the organizers shall submit the claim forms provided on the College’s website together with the original receipts to the Documenting Secretary.

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<sup>2</sup> Active Residents who have submitted all annual progress reports in time.



## CALL FOR RESIDENTS' WORKSHOP PROPOSALS

Dear Colleagues,

The European College of Veterinary Public Health (hereafter addressed as “the College”) has again allocated an annual budget for Residents to apply for funds to attend courses. This Residents fund should support Residents in fulfilling the training requirements of the College’s curriculum. The Council would now like to invite our Residents and Diplomates to **submit workshop proposals**.

**Financial support** will be dedicated to activities organized within the College, such as Resident training workshops, joint Resident projects or other activities that are specifically targeted to Residents. The organisation of these workshops lies within the responsibility of Residents and/or Diplomates.

Residents and/or Diplomates interested in organizing a Residents’ workshop are invited to submit a description of the workshop with detailed information **by XXXXXX**.

**Required information for the workshop proposal:** (please complete the attached form)

- A concise title.
- The names and affiliations of the organizers.
- Details regarding the date, place and expected number of participants.
- A statement detailing how relevant this topic is to the Residents and how it relates to the ECVPH curriculum.
- A two-paragraph description of the workshop topic and themes.
- A short biography of the workshop organizers, including a description of their qualifications relative to the topic area.

The Council will decide within a specified time period after the request has been received whether a.) the activity will be supported and b.) the maximum amount available to reimburse participating Residents. If several workshop proposals are submitted, the Council may split the budget available for such support among the eligible proposals. Money that is not spent in one financial year can be used to support activities the following year.

The annual budget for the Residents fund for the period October XXXXX– September XXXXX is XXXXX EUR

By accepting this financial support, the organizers also agree to assist the College’s treasurer by documenting the participating Residents that a) are “in good standing”<sup>3</sup> and b) do not receive funding from elsewhere and therefore are eligible for funding by the College. **Costs eligible for reimbursement** include those for travel, accommodation, meals and expenses related to the workshop organisation. The reimbursement is limited to \_\_\_\_\_

<sup>3</sup> Active Residents who have submitted all annual progress reports in time.

a maximum of 100 EUR per day and 300 EUR per Resident in total. In case the costs of a workshop exceed the available resources, it is the workshop organizers' responsibility to allocate available resources in a fair and transparent manner among the participating Residents. Residents and organizers are asked to submit the claim forms provided on the College's website together with the original receipts to the Documenting Secretary after the event.

The Council recommends to actively involve Diplomates in these workshops to take advantage of the expertise we have within our College and to identify new opportunities for collaboration and future activities.

### **Important dates**

- Workshop proposal **submission deadline: XXXXXXXX**
- Acceptance notification: during the ECVPH Annual meeting XXXXXX  
Written confirmation: XXXXXX

A list of the approved workshops and the relative information will be published on the ECVPH website.

**Please send your proposal using the attached form to [ecvphdocsec@gmail.com](mailto:ecvphdocsec@gmail.com)**

**Thank you in advance for contributing actively to the College.**

## YOUR PROPOSAL

Title of Proposal

### Contact Organizer

Salutation/title

First name

Surname

Affiliation (no abbreviations)

Email

Phone

Address Line 1

Address Line 2

City and Postal Code

Country

### Workshop details

Workshop starting date

End date

Duration, in days / half days

Workshop location

Minimum – maximum number of participants

Which elements of the ECVPH Curriculum are covered with this workshop?

Please provide a short biography of the workshop leaders/organizers, including a description of their qualifications relative to the topic area.

## Objectives

A statement of the objectives of the workshop and indication of its relevance to the Residents.

## Description of the workshop topic and themes

Please provide a two paragraph description

## Space for additional information to the Council