

2016.09.18 – Minutes for the 2nd Online Meeting of the Executive Committee 2016-2017

The 2nd Online Meeting of the IVSA Executive Committee (ExCo) 2016-17 was held at 12.00 GMT+2 on the 18th of September 2016 via Join.me. the President being the Chair and the Secretary General present to take the minutes.

Executive Committee Officers Present:

Malcolm Chong	President
Denise van Eekelen	Secretary General (SG)
Ondrej Vitula	Member Organization Director (MOD) & Vice-president (VP)
Andrei Ungur	Development Aid Director (DAD)
Alexandra Sousa	Committee Coordinator (CC)
Vera Gonzalez	External Relations Officer (ERO)
Kerstin Abraham	Public Relations Coordinator (PRC)
Ivan Kotze	Treasurer

Trust Representatives Present:

Emma van Rooijen	Trustee
Mathieu Visser	Trustee

Other IVSA Officials Present:

Nina Schmidt	Secretary
Lara Scherer	Secretary

Apologies:

None

- 1) **Opening** – The Meeting was called to order by Malcolm Chong at 12.30 GMT+2
- 2) **Approval of the agenda** – The agenda was approved without amendments.
- 3) **Approval of the minutes from the 5th Live Meeting ExCo 2015-2016** – The minutes of the 5th Live Meeting of the ExCo 2015-2016 were approved without amendments.
- 4) **Approval of the minutes from the 6th Live Meeting ExCo 2015-2016** – The minutes of the 6th Live Meeting of the ExCo 2015-2016 were approved without amendments.
- 5) **Approval of the minutes from the 1st Online Meeting ExCo 2016-2017** – The minutes of the 1st Online Meeting of the ExCo 2016-2017 were approved without amendments.
- 6) **Action points** – Denise van Eekelen read out the list of action points.

- 7) **Trust report** – Emma van Rooijen gave the ‘Trust Report’. The trust had a meeting on Sunday the 11th of September 2016. During this meeting the focus of ExCo 2016-2017 was discussed, as well as some administrative points. The trust advised ExCo to look into the dates of the IVSA Special General Assembly (SGA) in the beginning of 2017. The trust will send in a monthly report.
- 8) **Committee reports** – Alexandra Sousa gave the report for all committees and working groups. Plans will be drafted for each committee and working group in which next year’s projects will be specified. Alexandra Sousa informed ExCo of the committee applications, of the Chair joint meeting (being held the 18th of September at 20.30 GMT+2) and of the collaboration with the International Medical Students’ Federation (IFMSA). She mentioned that it seems unclear to people applying for committees and working groups what a Curriculum Vitae (CV) is and suggested the criteria of a CV should be communicated more clearly next year. This was approved.
- a. **Standing Committee on One Health (SCOH)** – The Chair of SCOH, Clara Buxbaum, and Alexandra Sousa have selected the SCOH members. Four interviews with two government representatives of Malawi and two Mission Rabies representatives have been held. Written and video reports of the interviews will be released close to World Rabies Day. The Chair of SCOH has been working on a toolkit for and promotion of the World Rabies Day. The Chair of SCOH has also been in contact with Daniel Steward about a lecture during the Special General Assembly (SGA). Malcolm Chong proposed that SCOH gathers more information regarding the speaker and the possible lecture and send this to ExCo via email. This was approved. Emma van Rooijen arranged that the Chair of SCOH would be a member of the World Small Animal Veterinary Association (WSAVA) One Health Committee. Projects on environmental changes will be added to the tasks of SCOH.
 - b. **Standing Committee on Veterinary Education (SCoVE)** – The Chair of SCoVE, Michael Huang, and Alexandra Sousa have selected the SCoVE members. The Chair of SCoVE has sent information on a potential partner to Vera Gonzalez. Further information on this will follow in the near future. The Chair of SCoVE is planning on promoting SCoVE (and the other committees) more in Asia.
 - c. **Animal Welfare Committee (AWC)** – The members of the AWC haven’t been selected yet. Alexandra Sousa has been in contact with Wild Welfare about an activity she was not aware of. She has asked Aqil Jeenah for further information on this.
 - d. **Standing Committee on Student Wellness (SCOW)** – The members of the SCOW haven’t been selected yet. Emma van Rooijen has sent handover documents about SCOW to Alexandra Sousa and the Chair of SCOW. The committee members of SCOW have been selected.
 - e. **Working Group on Policies (WGP)** – The members of the WGP haven’t been selected yet. Throughout the year temporary members will be added to

the WGP, who will work on specific policies. There is a list of policy papers that will be worked on by the WGP this year. The list of papers will be shared with ExCo by Alexandra Sousa or the Chair of WGP to be discussed and approved by ExCo.

- f. **Working Group on Alumni (WGA)** – The applications for members of the WGA started later than for the other committees and are still open. The fee for alumni was approved as a lifelong fee which will be paid once. Emma van Rooijen will send the amended bylaws regarding alumni to ExCo. Alexandra Sousa will be working on the payment system of the IVSA alumni fee together with Ivan Kotze.
- g. **Ad hoc Committee on IVSA Paid Position (AHC)** – Alexandra Sousa and the Chair of the AHC, Brian Jochems, will work on planning the tasks of the committee for the next months. A list of tasks of the AHC will be created and shared with ExCo. The Chair of the AHC and Alexandra Sousa will work on questions for Federation of Veterinarians of Europe (FVE) and tasks that should be done together with FVE. Those will be send to Malcolm Chong, who will talk about them with a representative of FVE. The initial idea about the paid position in IVSA was to hire someone from FVE to work for IVSA. However, the salary to hire someone is really high. FVE will try to help IVSA with finding sponsors to finance the paid position.

9) Events – IVSA Representatives

- a. **UN General Assembly Meeting on Antimicrobial Resistance (UN-GAM)** – Held on the 21st of September 2016 at the UN Headquarters, New York, USA. The representative at the UN-GAM has been discussed during the previous online meeting. Samantha Morici had been selected as IVSA representative.
- b. **Union of International Associations Round Table Europe (UIA-ARTE)** – Held from the 3rd- 4th of November 2016 in Monaco. The IVSA representative at the UIA-ARTE, Ondrej Vitula, had been chosen during the previous meeting. He will be informed about the meeting by Malcolm Chong.
- c. **Southern European Veterinary Conference (SEVC)** – Held from the 20th – 22nd of October 2016 in Granada, Spain. The representative on SEVC had been discussed during the previous meeting. Vera Gonzalez has been trying to move exams to be able to attend. Alexandra Sousa is able to attend. Malcolm Chong proposed to send Alexandra Sousa as IVSA representative to the SEVC. This was approved.
- d. **IFISO Autumn Meeting 2016 (IFISO-A)** – The representative on the Autumn meeting of the Informal Forum for International Student Organisations (IFISO) had been discussed during the previous meeting. Malcolm Chong proposed to send Ondrej Vitula as the IVSA representative. This was approved. The dates of the meeting, 20th – 23rd of October, may be

changed but at this point in time, no further information was available. As soon as Malcolm Chong receives further information, ExCo will be notified.

- e. **World Small Animal Veterinary Association Congress 2016 (WSAVA)** – The WSAVA Congress will be held in Cartagena, Columbia from the 27th – 30th of September 2016. Malcolm Chong and Emma van Rooijen were approved as IVSA representatives by the previous ExCo.
- f. **WVA General Assembly 2016 (WVA GA)** – The General Assembly of the World Veterinary Association will be held in Panama City, Panama on the 3rd of October 2016. Malcolm Chong was approved as IVSA representative by the previous ExCo.
- g. **WVA/WMA Global Conference on One Health (WVA/WMA GCOH)** – The second GCOH of the WVA and World Medical Association (WMA) will be held in Kitakyushu City, Japan from the 10th – 11th of November 2016. The conference is held to strengthen the links and communications and to achieve closer collaboration between Physicians, Veterinarians and all appropriate stakeholders to improve the different aspects of health and welfare of humans, animals and the environment. Malcolm Chong was approved as IVSA representative by the previous ExCo. He will work together with Alexandra Sousa, SCOH and IFMSA on the joint presentation at the conference. During this conference, Malcolm Chong will meet with a representative of Bayer Animal Health.
- h. **FVE General Assembly 2016 (FVE GA)** – There is no further information on the GA of the Federation of Veterinarians of Europe at this point in time. Emma van Rooijen explained an IVSA representative will be invited to attend. Malcolm Chong will email Dr. Jan Vaarten regarding the date of the FVE GA.
- i. **South East Asia Veterinary School Association Congress Malaysia (SEAVSA)** – The 7th annual meeting of SEAVSA will be held from the 12th – 14th of October in Kelantan, Malaysia. Malcolm Chong will already be present at the congress and will therefore be the IVSA representative.
- j. **Conference of Parties of the United Nations Convention on Climate Change (COP 22) + Conference of Youth (COY12)** – The 22nd session of COP is scheduled to take place in Marrakech, Morocco from the 7th – 18th of November 2016. Alexandra Sousa and Emma van Rooijen will discuss attendance of an IVSA member via email. The 12th COY is a meeting of several representatives of students associations before the COP22 will take place. This conference is being held from the 3rd – 5th of November in Marrakech, Morocco. Further information about COP22 and COY12 will be gathered by Alexandra Sousa.

10) Partner points

- a. **WHSS Host and OC Contract** – The 7th biannual World Healthcare



IVSA

Students Symposium (WHSS) will take place in 2017 during the next term of ExCo. The event involves students from around the world from human medicine, pharmacy, veterinary medicine, physiotherapy and dentistry. The applications for the Organizing Committee (OC) are closed. Further information about the applications and the contract for the OC of the WHSS will be gathered and sent to ExCo by Alexandra Sousa.

- b. **WHSa Secretariat** – The Secretariat task of the World Health Students' Alliance (WHSa) is handed over from International Pharmaceutical Students' Federation (IPSF) to IVSA this year. Lara Scherer is working on establishing the secretariat. ExCo will be informed about the progress of establishing the WHSA Secretariat by Lara Scherer or Alexandra Sousa.
- c. **EPSA** – Vera Gonzalez has been in contact with the Secretary of the European Pharmaceutical Students' Association (EPSA) about a partnership between IVSA and EPSA. The Secretary of EPSA has proposed to use Twinnet, a team mobility programme, for exchanging culture, knowledge and experience between veterinary and pharmaceutical students. Vera Gonzalez will look into Twinnet and a possible partnership with EPSA.
- d. **EAEVE Refer – "IVSA Memorandum" and "EAEVE Letter to IVSA"** – Malcolm Chong explained that the European Association of Establishments for Veterinary Education (EAEVE) visits European veterinary schools for official accreditation. IVSA has student representatives in the visitation teams. Students who had gone on visitations in the past have been contacted for their reports. Malcolm Chong has emailed EAEVE that IVSA will be looking into nominations for student visitors and that IVSA will send in a list of students as soon as there is one. Alexandra Sousa has identified which IVSA students that have been nominated as students for visitations for the past two years, have not been approached by EAEVE for visitations and are still interested in visiting veterinary schools. This list of interested students will be created and forwarded to EAEVE by Malcolm Chong.
- e. **World Organisation for Animal Health (OIE)** – Emma van Rooijen explained that the OIE would like to have ambassadors in veterinary schools. She suggested to add tasks regarding promotion of the OIE to the 'SCoVE Ambassadors'. This was discussed and approved. Malcolm Chong suggests to give the opportunity of staying informed of OIE projects, committees and workings groups to an interested secretary. The selected secretary will inform the committees on the OIE projects. This was approved. Denise van Eekelen will discuss this with the secretaries.
The OIE will supply articles whenever IVSA is publishing an IVSA Journal. IVSA is welcome to send in articles for the bulletins of the OIE.
- f. **FVE** – During the last General Assembly of the FVE a collaboration between IVSA and the FVE strategic committee focusing on wellness and leadership was arranged. Emma van Rooijen explained this would suit SCOW and the Trainers Network. ExCo should approve on working together with the FVE.





Afterwards, Emma van Rooijen can introduce Malcolm Chong and Alexandra Sousa to the person of FVE who will be in charge of this collaboration.

- g. **Bayer Animal Health** – Vera Gonzalez explained Malcolm Chong will meet a Bayer representative during the WVA Conference in Japan.
- h. **Veterinary English** – Veterinary English is a start-up company that teaches students English veterinary jargon. In addition, they teach students how to write a CV and how to make themselves employable. 'Veterinary English' is interested in offering these services through IVSA (i.e. webinars, informative documents, etc.). Emma van Rooijen explained there is no agreement between IVSA and Veterinary English yet, as it is not clear what will be the benefit of an agreement for Veterinary English. Vera Gonzalez explained there is no further information on this, except the fact that it seems Veterinary English basically would like IVSA to promote the organization. Vera Gonzalez will look into and set up the agreement with Veterinary English.
- i. **Hill's contract** – Vera Gonzalez has tried to contact Dr. Jolle Kirpensteijn about the Hill's contract, but hasn't received a response yet. Vera Gonzalez will send Malcolm Chong questions for Dr. Jolle Kirpensteijn, for their meeting during the WSAVA Congress 2016 in Cartagena, Colombia.
- j. **The Federation of European Companion Animal Veterinary Association (FECAVA)** – The Federation of European Companion Animal Veterinary Association (FECAVA) asked IVSA to be an associate member. Emma van Rooijen will send an email with information on the benefits of associate membership for IVSA and the FECAVA associate membership itself.

11) Attended events – short reports

- a. **NorWHO (Denmark)** – A delegation of five IVSA students attended the NorWHO Simulation & Conference (NorWHO) in Denmark from the 9th – 12th of August 2016. Alexandra Sousa explained that the NorWHO conference is a simulation of the World Health Assembly (WHA) for students, which is complemented by lectures on issues in global health. The main theme of this NorWHO was Antimicrobial Resistance (AMR). Alexandra Sousa recommends to keep attending these NorWHO Conferences. Denise van Eekelen will ask Claudine Girardo, head representative of the IVSA student delegation, for her reports of attendance to this event.

- 12) **Trainers network** – Alexandra Sousa explained there is a 'Trainer Representative' in SCoVE, Magda Jannasch. In addition to that, Emma van Rooijen explained the reason why the previous ExCo decided to have the 'Trainer Representative' on SCoVE and why this representative can't be separated from SCoVE. Malcolm Chong proposed that Emma van Rooijen, Vera Gonzalez, Alexandra Sousa and Magda Jannasch discuss the interpretation of this position further. This was approved. Alexandra Sousa proposed to work on the goals, deadlines and dates for Trainers. This was approved.

13) Contracts

- a. **'Breach of contract (nr. 17)' of the Symposium & Congress contracts** – Denise van Eekelen explained the addition of a paragraph, 'Breach of contract', to the contract for IVSA Symposia and Congresses. Malcolm Chong proposed to change the first sentence "In case the OC fails in its duties according to this contract, the ExCo has the power to demand the OC to meet conditions that will be stated by the ExCo." into "In case the OC fails in its duties according to this contract, the ExCo has the right to insist that the OC meets conditions that will be stated by the ExCo." This was approved.

- b. **Contract on the Special General Assembly** – Denise van Eekelen explained she and Ondrej Vitula had gone through the contract for an IVSA Symposium and had discussed changes that should be made to make it applicable to the Special General Assembly (SGA). With explanations of Denise van Eekelen, ExCo read the contract for the SGA. After a vote ExCo decided to include the General Assembly, ExCo Live Meeting, EO Meeting, Live Auction and Silent Auction as mandatory events for the SGA in the contract. After a second voting there was unanimous agreement on including the Central Fund Tax in the SGA Contract. Denise van Eekelen will send the changed contract for the SGA to the ExCo Officers for final approval.

14) Development Fund – Barili, Philippines – This 'project' of the Development Fund will help a veterinary school in Barili, the Philippines. Andrei Ungur explained with which things the DF could help the faculty in Barili, the Philippines, what the total costs would be (€10.000) and how IVSA could provide enough money for this. Malcolm Chong proposed to wait for further information about the budget of the Development Fund and feedback from the Henry Schein Cares Foundation (HSCF) before making a decision on the payment. This was approved.

Recess at 15.57 GMT+2 for 20 minutes.

The meeting was called to order by Malcolm Chong at 16.22 GMT+2.

15) Discussion on the bank – Malcolm Chong explained the current situation with the IVSA bank account at Danske Bank. Ivan Kotze explained nothing had changed regarding the bank account being frozen. He asked who ExCo should update about this. Denise van Eekelen suggested to reply those involved one by one with a general piece of information on the bank account. This was approved. Ivan Kotze will draft the information text for emails to stakeholders. He will also send this and other necessary information on the bank account to all IVSA Officials.

16) Public Relations

- a. **Login button on the website** – Kerstin Abraham showed the new login button to the discount page on the website. She explained the discount section is not secured by the login yet due to problems with designing a secured section with Wordpress. Vera Gonzalez explained partners or

sponsors generally may not like the idea of their offers being posted on the website. Malcolm Chong suggested Kerstin Abraham or Ivan Kotze to look into the option of Onderstepoort helping with creating the secure section. Emma van Rooijen suggested that the technician from Vetstream could be contacted as well. This was both approved.

- b. Logos committees** – Kerstin Abraham had asked Bartosz Ligeza to design new logos for all IVSA committees and working groups. Emma van Rooijen and Malcolm Chong explained most committee logos were changed last year and committees may get upset if their logo is changed without previous notification. Malcolm Chong proposed to discuss changing the committee and working group logos with the committees and working groups first. This was approved.
- c. T-shirts** – Kerstin Abraham suggested to have the same design for the IVSA Officials shirts as the one used last year. However, she proposed to make t-shirts instead of polos. This was not approved. Malcolm Chong explained the idea of the IVSA Officials shirt. Malcolm Chong proposed not to change the general design of the official polos last year. This was approved.
- d. Business cards** – Kerstin Abraham explained she had designed the business cards and shared them with ExCo. Kerstin Abraham proposed to have the cards printed as she has designed them at this moment in time. This was approved. Malcolm Chong explained some members of ExCo need their business cards urgently. Malcolm Chong proposed that every ExCo member that needs business cards before the next live meeting should print them themselves and would be reimbursed for the costs later. This was approved. Ivan Kotze will look into printing costs in different countries. Afterwards ExCo will decide where the remaining part of the business cards will be printed.

17) IVSA Journal

- a. Reports on attended events and student interviews** – Denise van Eekelen explained the reports on attended events and student interviews for the IVSA journal. Denise van Eekelen will take care of choosing students for the interviews, as well as gathering reports of attended events for the IVSA Journal.
- b. Journal articles and paragraphs** – Kerstin Abraham mentioned all ExCo members should send in the paragraphs with their personal introduction for the next IVSA Journal. Vera Gonzalez will send the advertisements of sponsors for the next IVSA Journal to Kerstin Abraham. Alexandra Sousa will verify with the Committee and Working Group Chairs if the committee introduction used during the application period can also be used as committee and working group information in the IVSA Journal. Emma van Rooijen will write an article on the WCCS collaboration for the IVSA Journal.

18) IVSA Archive



IVSA

- a. **'External' archive** – Denise van Eekelen explained the idea of saving the IVSA Archive on an external hard drive, to make sure the IVSA Archive does not get lost when problems with the IVSA Google account may occur. Malcolm Chong proposed to have Denise van Eekelen buy an external hard disk to save the IVSA archive on. This was approved.
- b. **Storage capacity Google Drive** – Denise van Eekelen explained that the IVSA Google account is almost running out of online storage capacity. She proposed to buy 100 GB storage capacity extra, paying €1.99 per month. This was approved.

19) Second Live Meeting ExCo 2016-2017 – Ondrej Vitula stated three applications for hosting the Second Live Meeting of ExCo had been received: IVSA Denmark, IVSA Kosovo and IVSA The Netherlands. He explained the main differences between the travel costs to the different places, the accessibility of the different cities and the costs for accommodation and living expenses in the different places. As a result of this discussion, Malcolm Chong proposed to remove Kosovo from the candidates list. This was approved. The applications of IVSA Denmark and IVSA The Netherlands were discussed, as well as preferences of ExCo officers. After a vote, ExCo elected IVSA The Netherlands as hosting Member Organization for the Second Live Meeting of the ExCo 2016-2017.

Ivan Kotze and Emma van Rooijen explained the reimbursement process for the live meeting.

- a. **Training for ExCo** – Vera Gonzalez explained the training sessions that could be given to ExCo by trainers from the Trainers Network during the live meeting. Emma van Rooijen explained that both in the Netherlands and Denmark trainers from the Trainers Network would be available.

20) Ask me anything update – Malcolm Chong explained the 'Ask me anything' meetings and asked Ondrej Vitula for an update. Ondrej Vitula gave an update on the next 'ask me anything' meeting. Ondrej Vitula will look into the next meeting, that will most likely be organized for the African region mid-October 2016.

21) Sara Wueggertz – Malcolm Chong explained the situation regarding Sara Wueggertz. Emma van Rooijen explained that Sofie Svensson helped with this situation over the last few months and the case was registered with the police. Further information from the police should be received around this time in the year.

22) AOB


- a. **Kyrgyzstan** – Malcolm Chong explained that he is in contact with a Doctor from Kyrgyzstan about promotion of IVSA in Kyrgyzstan.
- b. **Projects of ExCo Officers** – Malcolm Chong explained all ExCo officers are always able to ask him for help with working on certain projects this ExCo term.
- c. **Special General Assembly** – Ondrej Vitula explained the dates of the SGA application were the 2nd of January 2017 - 8th of January 2017, whilst the arrival is scheduled for the 1st of January 2017. Malcolm Chong proposed not to ask the OC of the SGA to change the dates of the SGA. This was



approved. Emma van Rooijen explained she is available for being Chair during the SGA in 2017 and IVSA Congress in Malaysia in 2017. Asking a new chair for the GAs was discussed. Malcolm Chong proposed ExCo should look into a chair. This was approved.

- d. **WVA Working groups** - Emma van Rooijen explained that the WVA asked IVSA to nominate people for being member of Working Groups on zoonotic diseases and animal welfare of the WVA a few months ago. The previous ExCo decided on nominating Aqil Jeenah as member of the Working group on Zoonotic Diseases and Emma van Rooijen as member of the Working group on Animal Welfare. The application of Aqil Jeenah as member of the working group was accepted. The application of Emma van Rooijen was not accepted, as she is no longer a veterinary student. Emma van Rooijen asked the WVA if IVSA could nominate someone for the Working group on Veterinary Education instead of nominating someone for the Working group on Animal Welfare. Emma van Rooijen proposed to nominate Michael Huang, Chair of SCoVE, for a position in the WVA Working group on Veterinary Education. This was approved. Alexandra Sousa will ask Michael Huang if he is interested in applying for the position in the working group.
- e. **IVSA European Veterinary Students Seminar (EVSS)** – Denise van Eekelen explained that the first IVSA EVSS will take place in Utrecht, The Netherlands, from the 6th – 9th of October. She has been invited by the OC as a representative of IVSA Global. ExCo agreed on Denise van Eekelen being representative of IVSA during the EVSS.
- f. **PayPal** – Ivan Kotze explained that the maximum number of IP-addresses that can be linked to the IVSA PayPal account has been reached, so he is not able to receive or transfer money actively through PayPal. ExCo has not found a solution for this.
- g. **AFRIVIP** – Emma van Rooijen asked the ExCo members if the project on the African Veterinary Information Portal (AfriVIP) is still being worked on. Alexandra Sousa explained the AfriVIP project briefly and explained Aqil Jeenah is still actively involved in this project. Alexandra Sousa will ask Aqil for updates on the AfriVIP project.
- h. **Third Live Meeting of ExCo 2016-2017 (SGA)** – Denise van Eekelen asked when the live meeting should take place in North Carolina, USA (SGA). Kerstin Abraham proposed to have the live meeting on January the 2nd 2017 and have an online meeting before the start of the SGA on the 1st of January 2017. This was not approved. Malcolm Chong proposed to decide on the live meeting on Wednesday the 21st of September 2016. This was approved.

The meeting adjourned at 20.01 GMT+2



Denise van Eekelen
Secretary General 2016-2017