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Terms of Reference for the WVA Ad Hoc Experts

Background

To achieve its objectives and provide maximum benefit to its members, the World Veterinary Association (WVA) is determined to work intensively on the four strategic focus areas identified by the Strategic Planning Working Group (SPWG) and adopted by the WVA Council in 2020.

There is significant expectation for WVA engagement in international projects, as well as in development of a much more comprehensive compendium of policy and position documents; the WVA is open for input by its members and a rich scientific and professional expertise they can provide.

Recognizing that WVA needs a reliable worldwide network of consultants, comprised of the best available scientists/experts for the different selected themes, the appointment of Ad Hoc Experts to support the WVA Strategic Focus Groups (SFG) was recommended. .

Composition of the Strategic Focus Groups (SFG)

- SFGs will cover strategic focus areas approved by the Council, primarily:
 - Animal Welfare
 - Pharmaceutical Stewardship
 - Veterinary Education
 - One Health
- As the Council determines other areas of significant interest for WVA, additional SFGs may be formed.
- Members of SFGs may be engaged in only one SFG based on their expertise and expressed interest. SFGs should aim to have broad representation from amongst the WVA global regions to avoid the potential for regional bias.
- The number of SFGs members is not strictly determined; however, SFG sizes should not become unwieldy and a maximum group size of 8-10 should be considered (including Council members).
- Ad Hoc Experts should have broad regional and/or international expertise in their respective field, and good spoken and written English is required.

- Ad Hoc Experts may be nominated by Constituent Members, WVA Policy Committee (PC) and the SFGs members.
- Nominations should consist of:
 - a completed nomination form;
 - a support letter from the WVA constituent member (primary from the candidate member association. In case that the candidate is not a member of WVA constituent member, another WVA constituent member can support his/her nomination).
 - a motivation letter and a short CV of the candidate.
- Nominations shall be reviewed by the appropriate SFG with recommendations forwarded to the PC.
- The President appoints the SFG members, with approval of the Council;
- The SFG members are appointed for a period of 2 years (in conjunction with the WVA Council term in office), after which they can be re-appointed.
- The SFG member list will be administered by the WVA Secretariat.
- Student members should remain as students for the duration of their term.
- In case that a SFG Ad Hoc Expert is unable to perform or does not perform his/her appointed duties for a period of six months without adequate notification of a valid reason, that SFG Ad Hoc Expert shall be deemed to have resigned his/her position.

Tasks of the Ad Hoc Experts

May include any of the following:

1. To help prepare discussion papers and expert opinion responses;
2. To provide peer review of draft policy and position documents;
3. To provide information, opinion, or serve as liaison with national/international communities and organizations during project planning and implementation;
4. To participate in WVA conference calls on in-depth discussions on themes of particular interest for WVA.

Deliverables

1. Written discussion papers
 - 1.1 Discussion papers serve the purpose of providing balanced information on a particular topic.
 - 1.1.1 A discussion paper does not stand by itself as a statement of a WVA policy or position, but may be used to formulate a policy statement or position paper;
 - 1.1.2 Discussion papers may be developed by the members of the Policy Committee, Council, Ad Hoc Experts, or other organisations.
 - 1.1.3 Discussion papers may be published by WVA designated as the work of the authors.

2. Peer review of the policy or position draft by the SFG members, based on expertise on the selected theme;
3. Short written opinion on an issue, with policy implications.

Budget

The SFG will work using electronic means, coordinated by the SFG Chairs, with the support from WVA Secretariat for organizing and preparing teleconferences, making reports, etc.