



**THE WORLD VETERINARY ASSOCIATION (WVA) CALLS FOR
LETTERS OF INTEREST FROM PROFESSIONAL ASSOCIATION SECRETARIATS
FOR PROVIDING SECRETARIAL SERVICES TO WVA**

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➤ Dr Sira Abdul RAHMAN (CVA)

**COUNCILLOR FOR INTERNATIONAL
DISCIPLINE-CENTRED ORGANIZATIONS**

➤ Dr Harutyun AVSAROGLU (IACLAM)

**WORLD VETERINARY
ASSOCIATION (AISBL)**

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The World Veterinary Association (WVA) is a federation of over 90 veterinary medical associations throughout the world. The Association unites and represents the global veterinary profession. The mission of WVA is: to assure and promote animal health and welfare and public health globally, through developing and advancing veterinary medicine, the veterinary profession as well as public and private veterinary services. WVA has collaborative agreements with organisations as the World Organisation for Animal Health (OIE) the United Nations Food and Agriculture Organisation (FAO) the World Health Organisation (WHO), and the World Medical Association (WMA).

Since the agreement between WVA and the organisation that currently provides secretarial services to WVA is due to expire on December 31st 2019, WVA has to decide whether to renew the current agreement or to agree a contract with another service provider. For this reason WVA invites organisations willing and capable to carry out the WVA secretariat to submit letters of interest, including an overview of the services it can provide, an indication of the costs and further information that might be relevant to WVA.

Main tasks to be carried out include:

- Secretarial support to the WVA and its Governing Bodies (General Assembly, Council, and Working Groups)
- Membership administration
- Financial administration
- Internal and external communication
- Co-organizing the Annual World Veterinary Association Congresses and other events

The total workload is estimated at approximately 1,5 – 2 full time equivalent.

The WVA working language is English.

Further information can be obtained from the WVA Secretariat via tel: +32 25337022 or secretariat@worldvet.org

Letters of interest can be sent, preferably in electronic format, to
J. Chiang, WVA President, Avenue de Tervueren 12, 1040 Brussels, Belgium,
secretariat@worldvet.org
until June 30th, 2018

Further information:

Specific tasks and practical details

1. Overall responsibility for driving the political process within WVA including:
 - 1.1. Monitor and report to Council on developments of activities of veterinary interest within international governmental and non governmental organisations as OIE, WHO, FAO, World Bank, WMA, WAP, H4A, etc.
 - 1.2. Draft and recommend for Council technical policies for lobbying purposes
 - 1.3. Represent WVA at meetings as decided by President or Council
 - 1.4. Establish networking with senior members of staff in the international organisations of veterinary interest
 - 1.5. Support officers of WVA in order for them to stay focused on their responsibilities delegated in the activity planning of WVA
 - 1.6. Draft all correspondence under the direction of the WVA Council
 - 1.7. Prepare and follow up meetings of the WVA Council, General Assembly and committees – and working group
 - 1.8. Participate in and support meetings of the Council and General Assembly as well as committees and working groups if needed.
 - 1.9. Draft WVA administrative policies for WVA Council discussion and approval.
 - 1.10. Carry out other tasks which may from time to time be identified by Council and agreed by Secretariat.

 2. Overall financial responsibility including:
 - 2.1. Keep the books of the WVA.
 - 2.2. Send out invoices and reminders.
 - 2.3. Pay bills and reimbursements.
 - 2.4. Prepare the accounts of the WVA.
 - 2.5. Audit the accounts through an official recognised Accountant
 - 2.6. Supervise fundraising and sponsorships for WVA projects.

 3. Overall responsibility for a high level of internal and external communication including:
 - 3.1. Maintain and update the WVA Website (webmaster)
 - 3.2. Ad hoc WVA news, to be spread to all veterinarians in the world
 - 3.3. Prepare and submit articles for the national veterinary journals
 - 3.4. Identify and establish contact with global orientated mass media

 4. Organisation of the World Association Veterinary Congresses
 - 4.1. Liaise with the Professional Congress Organizer
 - 4.2. Coordinate and support the activities of the organizing committees
 - 4.3. Support the Scientific Committees

 5. Membership maintenance and development
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