

Operating Procedures Manual for the Centre of Veterinary Epidemiological Research

1. Name, Location, Mission Statement

The Centre of Veterinary Epidemiological Research (CVER) is a research centre of expertise established by the Board of Governors of the University of Prince Edward Island (UPEI). It is hosted by the Department of Health Management at the Atlantic Veterinary College (AVC) at UPEI. CVER has developed a mission statement:

- **Purpose:** Research into the health of animal populations and human populations related to veterinary medicine is essential for the well-being of society.
- **Business:** CVER conducts epidemiological research to improve the health and welfare of animals, humans and the environment they share. CVER provides advanced epidemiology training to graduate students and other individuals serving animal-related industries and organizations.
- **Values:** Our leadership in population health research enables science-based decision-making and expands the contribution of veterinary medicine to society.

2. Membership

There is one membership category, and membership is for life unless an individual requests to be removed from the membership. New people (faculty, staff, post-docs, students) arriving to UPEI with interest in epidemiology, in particular through teaching or taking graduate epidemiology courses at AVC, will be invited to join CVER, and invitations may be extended to people in PEI but outside UPEI with interest in epidemiology as well. Members will be listed in two categories: currently affiliated to AVC (labelled “AVC-Active”), and other members (including members affiliated to AVC in the past, labelled “Other”). A membership registry will be held at the CVER website.

3. Steering Committee

The CVER steering committee formally oversees the business of CVER, as managed by the Director. It may also advise the Director on any matters related to CVER. The steering committee consists of three elected CVER members representing core areas of activity for CVER (dairy science, aquatic science, and epidemiology), as well as two ex officio members (not necessarily CVER members): the Chair of the Department of Health Management, and the Associate Dean of Graduate Studies & Research at AVC. The elected members serve for four years, and may be re-elected. Elections take place at the Annual General Meeting of CVER. The last election took place in 2018.

4. Officers

The Director of CVER is responsible for managing all daily business of CVER, including (but not limited to) communication with UPEI and the veterinary epidemiological community, communication among CVER members, organization of activities for CVER members, and publication of the biennial CVER report. The CVER Director may at her/his discretion involve other CVER members in the

execution of CVER business, such as managing the CVER website and e-mail distribution list, as well as producing CVER documents.

The biennial CVER report is published in odd-numbered years to cover the preceding two-year period from January 1st to December 31st ending in an even-numbered year. The report is published, with a targeted completion date of May 1st, at the CVER website and will also be submitted to the UPEI Vice-President for Research.

The CVER Director serves for two years, and may be re-elected. Elections take place at the Annual General Meeting of CVER. The next regular election will take place in 2022. In case the CVER Director should step down from the position, an extraordinary General Meeting can be called to elect a new Director for the remainder of the term.

5. Meetings

The Annual General Meeting (AGM) of CVER is held every year in the winter semester (typically during January-March). The AGM shall be announced, with a proposed agenda, at least two weeks in advance on the CVER e-mail distribution list. It is open to all members, and every member in attendance has voting rights. An attendance of at least five (5) CVER members is required for quorum. The AGM is typically held at the AVC, but may, under extraordinary circumstances, be conducted as a virtual (online) meeting or a combined virtual and in-person meeting.

6. Implementation of Manual

The Operating Procedures Manual is intended to be formally approved at the 2022 CVER AGM and will henceforth serve as guidelines for the functioning of CVER. Revisions to the manual can be undertaken at the discretion of the steering committee, with an understanding that any substantial changes should be approved by the AGM.