

International Council for Laboratory Animal Science (ICLAS)

POLICIES & PROCEDURES MANUAL

This **Policies & Procedures Manual** is a supplement to the ICLAS Constitution and ICLAS Internal Rules of Governance. The manual's purpose is to provide Governing Board and committee members practical information and guidance for activities and procedures for ICLAS internal functions, and policies to clarify legitimate expenditures, travel, and use of ICLAS' logo, among other topics. The manual will inform and guide actions of ICLAS Governing Board members, promote consistency, and assist with continuity as board and committee members change. Persons considering a board position may review the manual to learn the responsibilities and activities required of board members. This manual should be reviewed by all Governing Board members and updated annually as a board activity. This manual is available to board members on the ICLAS web page, in the Governing Board section.

Mission: ICLAS is an international scientific organization dedicated to advancing human and animal health by promoting the ethical care and use of laboratory animals in research worldwide.

Goals: ICLAS strives to

- promote and coordinate the development of Laboratory Animal Science throughout the world and particularly in developing countries
- serve as a premier source of laboratory animal science guidelines and standards, and as a general laboratory animal welfare information center
- promote international collaboration in Laboratory Animal Science
- promote quality definition and monitoring of laboratory animals
- collect and disseminate information on Laboratory Animal Science
- promote world-wide harmonization in the care and use of laboratory animals
- promote the humane use of animals in research through recognition of ethical principles and scientific responsibilities
- promote the '3R' tenets of Russell and Burch

The **ICLAS Constitution** defines the council, including its mission and not-for-profit status. The ICLAS Constitution can be amended by a two-thirds vote of the General Assembly. The ICLAS Constitution is available to all members on the ICLAS website.

The **ICLAS Internal Rules of Governance** define the structure of the council, including classifications of membership, the Governing Board, and committees. The internal rules also address the rights of members in good standing to participate in the General Assembly, to vote, and hold office. The internal rules can be amended by a two-thirds vote of the General Assembly. The ICLAS Internal Rules of Governance is available to all members on the ICLAS website.

ICLAS consists of **National Members, Scientific/Union Members, Institutional Members, Associate Members, and Affiliate Members**. Applications for membership are made using an official form available on the ICLAS web page. Admission of new members is by vote of the Governing Board. (See section on Procedure for Admitting New Members, elsewhere in this document). Each ICLAS member designates a contact person for communications regarding ICLAS business.

The **Governing Board (GB)** is the policy-making body of ICLAS. The GB establishes strategies and carries out and directs the activities of the council. The GB meets at least once a year, and holds a General Assembly, in conjunction with a GB meeting. Any additional meetings are as arranged and approved by the Executive Committee and the GB. GB members including the Executive Committee are elected by a vote every 4th year at a General Assembly. Governing Board members are volunteers who are not fiscally compensated for their work on behalf of ICLAS.

The ICLAS General Assembly meets once each year in conjunction with a meeting of the GB, at a scientific meeting of a member association or federation. The General Assembly, to which the Governing Board is responsible, consists of the representatives of the National, Scientific/Union and Institutional members, and of the Associate members. Only the National, Scientific/Union and Institutional members have the right to vote. The General Assembly is the highest authority of ICLAS. The General Assembly's duties include:

- Review of routine administration of ICLAS through reports from the President and Secretary General and Treasurer and committees
- Examination and approval of the audited accounts
- Setting annual dues to be paid by members
- Examination and approval of the audited accounts of the period since the previous session
- Recommendation for formation or dissolution of committees or working groups
- Once every 4 years, election of a President, Vice-President, Secretary General, Treasurer and other members of the Governing Board.

The General Assembly is the only body that may modify the Constitution and Internal Rules of Governance.

Section 1: ICLAS History and Purpose

1956 - The International Committee on Laboratory Animals (ICLA) was created as an initiative of the United Nations Educational, Scientific and Cultural Organization (UNESCO), The Council for International Organizations of Medical Sciences (CIOMS), and The International Union of Biological Sciences (IUBS), and has collaborated with the World Health Organization (WHO) since 1961. ICLA was started as a non-governmental organization with the aim to raise standards in the use of laboratory animals on a global basis. At the outset, ICLA had 7 members. In 1961, the WHO took over financial support for ICLA. That same year a constitution and internal rules of governance were written. In 1969 ICLA began charging fees to its

members, and in 1974 became financially independent from the WHO. In 1976 ICLA joined the International Council of Scientific Unions (ICSU, now renamed the International Science Council, ISC).

1979 – ICLA was renamed the International Council for Laboratory Animal Science (ICLAS). During the 1990s, Regional Committees were added, to focus on the needs of members in 8 global regions. An Animal Quality Network was established to assist with defining genetics of laboratory mice. The International Guiding Principles for Biomedical Research Involving Animals was published jointly with CIOMS in 1985.

2000's—The International Guiding Principles were updated in 2012. Ethical Guidelines for researchers and for publishers were completed, as was a document on harmonization of publication guidelines for research with animal subjects. Regional committee fellowship and travel awards were implemented, and a Veterinary Scholarship Program was instituted with assistance from outside sponsors. The Laboratory Animal Quality Network and the Performance Evaluation Program were strengthened, to assist facilities around the world with research animal microbiological and genetic assessment. As of 2019, 50 separate nations were represented in the ICLAS membership. A complete history of the council may be found on the ICLAS web page at www.iclas.org

Section 2. Governing Board (GB)

A written commitment to abide by the ICLAS Conflict of Interest policy is a requirement for a GB or Executive Committee (EC) member to take office. The Secretary General collects and maintains on file the signed conflict of interest statement from each newly elected GB and EC member. (See Conflict of Interest Policy elsewhere in this document).

Section 2, Part 1 - Executive Committee (EC)

The Executive Committee (EC) is comprised of the 4 elected officers of ICLAS: President, Vice President, Secretary General, and Treasurer.

President: As described in ICLAS' Internal Rules, the President presides at meetings of the GB, the EC, and at the General Assembly. Prior to these meetings, the President develops a meeting agenda in consultation with the EC and GB. During the meetings, the President assures that all voices are heard, that a schedule is maintained, and due process is followed in arriving at decisions. The President

- appoints committee chairs and liaisons to other associations who will serve during his/her term as president; encourages development of committee goals consistent with the ICLAS mission, and fosters communication and progress on committee activities.

- speaks for ICLAS on official business.

- consults with the EC and the board on decisions affecting ICLAS' interests.

- assures that ICLAS registration is updated and renewed in Belgium once every 4 years, immediately after election of a new GB and EC (See directions on ICLAS registration elsewhere in this document).

Vice President: As described in ICLAS' Internal Rules, in case of unavailability of the President, the Vice-President replaces the President. In the absence of the President, the Vice-President will chair meetings of the General Assembly, Governing Board and Executive Committee. The Vice President

- assists in encouraging and guiding ICLAS committee progress.

- interacts with and develops areas of mutual interest for ICLAS with other organizations.

Secretary General (SG): As described in ICLAS' Internal Rules, the SG maintains all official files of ICLAS and has executive responsibility for conducting the affairs of ICLAS. The SG calls all meetings of the General Assembly, the GB and the EC. The SG is responsible for preparation of minutes of meetings of ICLAS which he or she signs. Signed minutes are posted to the ICLAS web page, and all members are informed that they may access the minutes on the web. In addition, the SG

- obtains and keeps on file from each GB member a signed statement of adherence to the ICLAS policy on Conflict of Interest. (See Conflict of Interest Policy elsewhere in this document).

- prepares a news summary for all ICLAS members on a regular basis, and as required by the Internal Rules prior to elections. The news contains information about upcoming ICLAS meetings, elections, awards, fellowship and scholarship opportunities, publications, and activities, as well as news and meeting announcements from ICLAS members. News is posted on the ICLAS web page.

- communicates with those seeking ICLAS membership, guiding them through the on-line membership application process (See section on membership application elsewhere in this document).

- updates the ICLAS Manager database system to reflect changes in member information, such as contact name and address data

- calls for votes from the GB as needed for approval new members, capital expenditures, or other items of ICLAS business. Communicates results of votes to the GB and membership as appropriate.

- maintains official correspondence for ICLAS, and answers inquiries or forwards inquiries to GB members best suited to respond.

- approves use of the ICLAS logo following the policy on logo use (See the Policy on the ICLAS Logo elsewhere in this document). Provides electronic images of the logo to members that have been approved to use the logo.

- keeps a list of actions approved by the GB for a report to the members at the annual General Assembly.

- prepares the agendas for GB meetings and General Assemblies, including collection and collation of reports from the various committees for presentation to the General Assembly

- makes arrangements for ICLAS GB meeting hotel rooms, meeting rooms, breaks, meals, and local transportation. Arrangements and budget are decided in consultation with the EC and are communicated to the GB members for ratification by vote.

- arranges for ICLAS award winners' transportation and hotel accommodations once every 4 years (during a GB election year). Communicates the news of award selection to the awardees and invites them to attend the General Assembly. Orders award plaques for presentation to the awardees. (See Awards description elsewhere in this document).

- arranges for ICLAS exhibit booth signs and materials (such as printed materials, logo pins) when ICLAS GB and General Assemblies are held in conjunction with a scientific meeting

- assists the President in arranging for renewal of ICLAS registration when a new GB is elected by obtaining from all newly elected GB and EC members a copy of their passport and proof of address (See directions on ICLAS registration elsewhere in this document)

- updates and maintains the ICLAS official letterhead stationery to reflect board membership. Uses and makes this stationery available to EC members as needed for official ICLAS correspondence

- prepares for the General Assembly, including reserving a meeting space, and arranging for necessary audio-visual equipment to be available during the meeting. Prepares sign-in sheets for recording attendance, to note the name and membership representation of each attendee. Prepares color-coded ballots for the elections held during the General Assembly every 4th year.

Treasurer: As described in ICLAS' Internal rules, the Treasurer keeps or oversees the keeping of proper accounts. The GB appoints an external Professional Auditor to audit the accounts at the end of each calendar year. The Treasurer sends a copy of the audited accounts to each member of the GB within two months of each audit, and a consolidated audit is presented to the General Assembly each year.

The Treasurer prepares a budget each year at the GB meeting, to reflect the projected expenditures and income for the coming calendar year as approved by the GB. This budget is the basis for ICLAS operations for the coming year. Deviation on expenditures from this budget after approval require prior approval from the GB. The fiscal year for all budgets is January 1 – December 31. ICLAS payments are made in Euros. The current exchange rate of the European Union is the basis for calculating foreign currency equivalence. ICLAS has VAT BE833.180.213 number in Belgium and N4003044G in Spain.

- Budget preparation and approval process:

1. The Chairs of all ICLAS Committees that require funds to carry out their work submit a request for financial support for the next fiscal year at the annual GB meeting. The GB votes to approve the proposed expenditures
2. The Treasurer prepares a proposed budget for GB review prior to the General Assembly
3. The Treasurer presents the final proposed budget to the General Assembly for approval.

-Financial Audit

1. A qualified, certified public accounting firm is engaged to audit ICLAS' financial activities each year. The Treasurer arranges for the audit and provides the documents to the auditors.
2. The auditor will provide the Treasurer with a signed written audit report to be presented to the General Assembly for approval.
3. Budget and Audit reports are available to ICLAS members on the ICLAS web page.

In addition, the Treasurer:

-assures that ICLAS members receive dues invoices, in accordance with the dues schedule approved by the General Assembly. This function is arranged via the ICLAS Manager database. New members are assigned a number by the Treasurer in accordance with a numbering system for each membership category. (See instructions for ICLAS Manager Database System elsewhere in this document).

-pays ICLAS' financial obligations including dues to other associations, fees for ICLAS registration, and professional services

-accepts and deposits into the ICLAS accounts payments to ICLAS, including dues payments from members, as well as financial donations, and other income.

-arranges wire transfers for ICLAS payments for GB approved expenditures, including support for member activities, fellowships, and scholarships. Reimburses GB members for approved expenditures such as airline tickets upon presentation of receipts.

-maintains records of funds received and disbursed for presentation to the auditors

-updates the ICLAS Manager Database to reflect members' dues payments. Informs the EC of members in arrears on payments, so that contacts may be made by each regional committee to encourage continued membership

-prepares and distributes to the GB members a range of acceptable airfares for the members to consult prior to purchasing transportation to official GB meetings or other ICLAS activities for which costs are covered by ICLAS. (See Policy on Travel and Reimbursement elsewhere in this document). Updates as needed the Expense Reimbursement form available to GB members on the ICLAS web page

Section 2, Part 2: Committees and Working Groups

The work of ICLAS is carried out by GB members and ICLAS committees and Working Groups. Committees may include standing and ad hoc committees or working groups. The GB appoints ad hoc committees/working groups as necessary to conduct the business of ICLAS. The committees present reports on their activities for the GB to review at every formal business session. In these reports, the committees make recommendations to the GB for actions, including budget needs. The committee activities, actions, and budgets are presented to the General Assembly for approval. Each committee will have a chair or co-chairs from the GB, appointed by the President. Committees carry out the aims of ICLAS. Committee members may be recruited from the GB, as well as volunteers from ICLAS members, or volunteers outside of ICLAS as needed.

Regional Committees are responsive to needs and developmental considerations across the globe. These committees reach out to the nations represented, sensitive to the variations in economic and political stability, existence of regulations governing research animals, as well as variety of cultures and languages. All GB members are assigned to the regional committee in which their home region is represented. GB members may be appointed to a regional committee for regions that have no native representation on the GB. Regional committees are encouraged to invite participation in committee activities from all ICLAS members in their region, as well as to reach out to non-member associations and institutions in the region that may be interested in ICLAS initiatives and activities, and possible membership. (Specific activities for regional committees are outlined in a separate section of this document).

Committee Chairs

Chairs organize the work of their committees, delegating responsibilities and maintaining communication with committee members, and planning goals and timelines for accomplishing the committee work. Each committee has a stated mission and objectives in keeping with the ICLAS mission, which should appear on the ICLAS web page in the section for the committee. Chairs may add members as needed to accomplish the work of the committee. Chairs submit to the GB an annual report on the committee activities, including a budget for committee needs. Outside financial support for committee work may be sought, for example to support scholarships or fellowships sponsored by the committee, or to defray publication costs. Committee meetings and communication are carried out as needed, making use of electronic communications (email, phone conference, real-time video meetings) when possible. Committees arrange their own meetings and keep track of their activities and expenditures. Chairs prepare a brief presentation summarizing the committee's activities for the annual General Assembly. Outgoing chairs provide a summary of activities to incoming chairs, to assist with continuity of committee work. Chairs communicate committee needs to the GB and may request assistance or advice from the EC as needed.

Committee Members

Committee members work to achieve the goals of the committee, as coordinated by the committee chair. Members are encouraged to maintain communication with the chair and other committee members as needed to consult on actions and activities, and preparation of a budget. For Regional Committees, members should assist with disseminating information on funding opportunities for ICLAS members in the region. If a Regional Committee has secured funding for a member, that committee must notify the member of the successful request, and a follow-up report on how the funds were used must be completed within 6 months of the activity's

end (or annually for longer activities) and posted on the ICLAS web page. A report form has been developed for this purpose and is available on the ICLAS web page.

Committee reports to the Governing Board are presented annually using a form for this purpose:

ICLAS Committee Annual Report to the Governing Board

Name of Committee:

Date of report:

Time period covered by this report:

Committee Members:

Committee Chair(s):

Committee actions completed and underway: Include ICLAS members or other groups participating, dates, number of participants, whether ICLAS funds support the activities (amount of funding and specific use).

Funding Requests from ICLAS Members: (Request forms are appended to this document).

Recommendations (list in order of preference, amount of funding suggested):

Activities for the coming year.

Activity:

How does this support the ICLAS mission?

Groups participating:

ICLAS funds needed:

Summary of funds requested (list activity and amount in Euro):

Regional Committees:

GOAL: ICLAS members (nations, scientific associations) in the region engage in activities to strengthen and develop laboratory animal science.

OBJECTIVES: Regional members will partner with ICLAS in supporting, developing, and disseminating educational opportunities and training resources in laboratory animal science.

ICLAS will be looked to as a resource for information on training and education, ethical oversight of research animals, quality animal definition, harmonization, and laboratory animal welfare. ICLAS will be a catalyst for development of shared opportunities within the region.

ACTIONS TO SUPPORT THE GOAL:

-Facilitate meetings, training sessions, classes, networks, fellowships, scholarships; partner with members as well as seek financial and in-kind resources to support these activities

- Communicate and encourage participation in ICLAS opportunities such as the regional funding program, veterinary scholarship program, LAQN/PEP network
 - For the Regional Funding program:
 - Follow up after funding awards have been made to report and share news on how ICLAS support was used
 - Reach out to potential members to encourage timely proposal submission
 - Review the proposal well in advance and suggest revisions or request sufficient budget/expenditure information for consideration by the ICLAS GB
 - Present the proposals at the GB meeting for consideration/approval
 - Maintain communication and follow-up with the member's contact person and ICLAS Treasurer for the approved fund transfer and request a progress report
 - Present the result summary at the GB meeting
- Encourage potential new members to join ICLAS by communicating benefits
- Share information on international standards relating to ethical oversight, research animal care and use, experimental design and reporting research results
- Foster communication, interaction and sharing of resources and educational opportunities among members
- Encourage openness and fostering of public understanding the research process and the role of laboratory animals
- Work with regional federations of LAS associations to enhance partnerships, outreach, communication, and training opportunities

--Specific annual programs are maintained by regional committees, supported by outside funding, including Travel Awards and Training Fellowships.

Descriptions of how these awards or fellowships are managed, as well as supporting materials necessary for understanding and continuation of the program, are maintained on the committee page on the ICLAS website, or in the private Board area of the website.

European Regional Committee

GOAL:

The European Regional Committee engages in activities aimed at strengthening and developing laboratory animal science in European countries with the emphasis on the 3Rs and animal welfare.

OBJECTIVES:

- Support educational and scientific programs in the region, particularly in institutions or countries who want to develop modern Laboratory Animal Science programs.
- Share information on international standards relating to ethical oversight, research animal care and use, experimental design and reporting research results

- Promote harmonization in the care and use of laboratory animals with the emphasis on animal welfare and scientific quality as part of ethical and reproducible science.
- Support the development of LAS associations within the region.
- Improve communications and encourage the exchange of information between associations within the region and with other regions around the world.
- Establish and maintain appropriate links within local, national, or regional associations as well as other organizations concerned with LAS.
- Encourage openness and fostering of public understanding the research process and the role of laboratory animals.
- Identify any other needs within the region and devise strategies to address them.

ACTIONS TO SUPPORT THE GOAL:

To support the activities, European Regional Committee

- Facilitates meeting and training sessions, for example by assisting in the organization and providing speakers.
- Sponsors education and training programs, supported by outside funding, such as:
 - ICLAS grant for Training the Trainer in LAS Education in Europe
 - ICLAS visiting grant for professional development in LAS in Europe
- Seeks financial or in-kind (e.g. hosting organisations) resources to support these activities.
- Shares news on how ICLAS support was used, through follow up reports of the grants
- Cooperates with FELASA (Federation for Laboratory Animal Science Associations) through the FELASA-ICLAS Liaison Body. This Body explores and develops activities of mutual interest that may benefit the global progress in any area of laboratory animal science. This is achieved through participation in working groups, scientific meetings, and any other joint activity that is considered appropriate by both organizations.

ICLAS Awards Committee

The members of the awards committee are:

President: ICLAS President

Secretary: ICLAS Secretary General

Members: Two members of the Governing Board

Decisions of this committee are ratified by vote of the ICLAS Governing Board.

ICLAS confers awards once every four years, at the General Assembly held in conjunction with a scientific meeting, during an ICLAS election year. There are 3 ICLAS awards that may be conferred:

1. The Mühlbock-Nomura Award (formerly the Mühlbock Award) recognizes an individual whose body of work supports the value of using high quality, genetically and microbiologically-defined laboratory animals in research. The oldest and most prestigious recognition that ICLAS confers, the award was named after

renowned scientist and one of the early fathers of ICLAS, Professor O.F.E. Mühlbock of the Netherlands. Since 1988, the Award has been conferred at each General Assembly. In 2013 the award was renamed as the "Mühlbock-Nomura Award" in recognition of the contributions made by Dr. Tatsuji Nomura of Japan, both to ICLAS and to the field of laboratory animal quality.

2. The Bennet Cohen Award recognizes an individual who has achieved prominence in promoting and advancing the "three Rs" of reduction, refinement and replacement in the use of laboratory animals in research, teaching and testing, first described in 1959 by Russell and Burch.
3. The Marie Coates Award (previously called the Outstanding Service Award) recognizes an individual who has made an outstanding commitment to ICLAS and its programs. In 2005, the award was renamed in recognition of Dr. Marie Coates's pioneering work in gnotobiology, and laboratory animal health and quality. The award is not routinely presented at ICLAS General Assemblies. Since 2003, there have been two awardees.

Timing: The Awards Committee issues a call for nominations approximately 9 months in advance of the General Assembly. Nominations should be received within 8 weeks of the call. The committee's selections are made, and sent to the ICLAS Governing Board for a vote of approval. Once ratified by the board, the awardees are notified and invited to attend the General Assembly and the associated scientific meeting. Ideally this gives the Awardees 6 months to arrange to be present at the General Assembly. The Secretary General informs the awardees and the persons who submitted nominations of the committee's decisions; this includes thanking and informing those who submitted nominations that were not selected for an award.

At the General Assembly, the awardees are recognized during the program, and presented with a plaque. Awardees are requested to provide a keynote presentation about their work at the international scientific meeting held after the ICLAS General Assembly. The ICLAS Secretary General works with the scientific program committee to arrange for these presentations to be included, ideally as a highlighted or prestigious part of the program.

ICLAS pays for transportation and hotel for the awardees, following the ICLAS policy on expense reimbursement. ICLAS also pays for meeting registration if this is not waived by the association hosting the scientific meeting. The ICLAS Secretary General works with each awardee to arrange transportation. Typically, the awardees are lodged at the same hotel at which the GB members stay during the meeting, with reservations as part of the GB room bloc.

Nominations include a brief CV (no more than 3 pages) and a statement justifying the nomination. Additional support letters may be included but are not required. Criteria for judging are as follows:

Cohen Award factors:

The nominee's work

- A. -supports increased understanding of the 3Rs via educational efforts and dissemination
- B. -develops new methods or improvements in the 3R's
- C -has had significant impact on animal welfare at a national or international level

Mühlbock-Nomura Award factors:

The nominee's work

- A. -has relied on high quality, genetically and microbiologically-defined laboratory animals in research
- B. -has a respected body of original research published in peer-reviewed journals
- C. -has national or international impact in his or her field of research, in whole or part based on use of animal models

Each award committee member is sent a score sheet that is returned to the Secretary General. An example of a score sheet rubric:

| | Candidate 1 | Candidate 2 | Candidate 3 |
|-------------------------|-------------|-------------|-------------|
| Factor A (0-3) | | | |
| Factor B (0-3) | | | |
| Factor C (0-3) | | | |
| Total (cannot exceed 9) | | | |

Laboratory Animal Quality Network/Performance Evaluation Program: A financially self-sustaining program that assists with providing test samples for participating laboratories to independently verify assays being used to evaluate animal health (infectious agent) testing and DNA monitoring of mouse lines bred in-house. A detailed program description is appended to this document.

Education Committee: This committee manages the ICLAS Veterinary Scholarship Program. A detailed description of this program is appended to this document.

Descriptions for the following committees or working groups are to be added to this document:

- Harmonization and International Collaboration
- Ethics and Animal Welfare
- Membership
- Communications
- Finance

Section 2, Part 3: Liaisons and Delegates

The President appoints GB members as Liaisons or Delegates to Affiliate Associations and other groups with which ICLAS maintains a working relationship or membership. A Liaison Body consists of two GB members who will work with a corresponding set of two members appointed

by the affiliate. Liaisons work on projects of mutual interest to the associations but must consult with and obtain approval from the GB before committing ICLAS' name or resources to new initiatives. Examples include liaison bodies with federations of laboratory animal science associations in Europe, South America, and Asia. A Delegate represents ICLAS to another association in which ICLAS has a membership, AAALAC, International, or the World Organization for Animal Health (OIE).

FELASA

ICLAS and FELASA established a permanent Liaison Body in 2014. The task of the Liaison Body is to explore and develop activities of mutual interest that may benefit the global progress in any area of laboratory animal science. This may be achieved by cooperation in working groups, scientific meetings, and any other joint activity that is considered appropriate by both organizations.

The Liaison Body is composed of up to 6 members. Each organization will appoint up to 3 members. The ICLAS members of the Body are the president and two members from the European Regional committee.

The chair will be chosen by the members of the Liaison Body from among their midst. The term is for a maximum of two years and alternates between ICLAS and FELASA. One member of the Liaison Body acts as Secretary. The secretary is chosen by the members of the Liaison Body from among their midst and the term is for a maximum of two years. The secretary organizes the meetings of the group and produces the minutes. Secretary and Chair will not belong to the same organization.

The Liaison Body holds virtual meetings at least twice per year. Face to face meetings can be held when possible during international events.

Changes to the structure and composition of the Liaison Body have to be determined by each organization.

Termination of the Liaison Body activities can be initiated by any of the organizations. This has to be communicated officially to the other organization.

Section 2, Part 4: ICLAS web site

The ICLAS web site is under the purview of the Communications Committee. The GB will appoint a webmaster to manage the official site (a volunteer or paid position). The site is password protected, with separate passwords needed to access areas open to ICLAS members, and to GB members. ICLAS members' upcoming meetings are not advertised on the web page, as such a service requires constant effort to keep current and accurate; instead, upcoming events are advertised to members via the ICLAS news. However, ICLAS activities are highlighted on the web page, including reports from committees, publications, initiatives, and upcoming ICLAS meetings. The webmaster is not expected to edit content, but to post content as provided by the ICLAS SG and Committee Chairs. The webmaster will work with the professional company that hosts the ICLAS site to be certain that security and software updates

are made as needed to assure adequate precautions for safeguarding the site and its contents. The webmaster prepares a report for the annual General Assembly that describes any changes made to the site, any ongoing challenges, and a summary of statistics on the use of the site.

The ICLAS web site is maintained by a company called Event Consulting, based in Belgium, with website www.eventconsulting.be ICLAS maintains a contract with Event Consulting that includes maintenance and updates to the software.

Section 3: Policies

Section 3, Part 1: Code of Ethics and Conflict of Interest Policy

Adherence to ethical standards assures public confidence in the integrity and service of the ICLAS GB and Executive Committee. GB and EC members are expected to

- maintain the highest standard of personal conduct.
- promote and encourage the highest level of ethics within the profession of laboratory animal science.
- pursue ICLAS' objectives in ways that are consistent with the public interest.
- uphold all laws and regulations relating to the profession of laboratory animal science.
- use only legal and ethical means in all professional activities.
- maintain the confidentiality of privileged information.
- refuse to engage in, or countenance, activities for personal gain at the expense of ICLAS or its members.
- always communicate associated internal and external statements in a truthful and accurate manner.
- cooperate in a reasonable and proper way with others and work with them in the advancement of laboratory animal science.

Conflict of Interest Policy

The purpose of this policy is to prevent the personal interests of Governing Board or Executive Committee members from interfering with the performance of their duties to ICLAS, or result in personal financial, professional, or political gain on the part of such persons at the expense of ICLAS or its supporters and other stakeholders. Conflict of interest means a conflict or the appearance of a conflict between the private interests and official responsibilities of a person in a position of trust.

1. An Individual who serves in an elected, appointed, or employed office or position does so in a representative and fiduciary capacity that requires loyalty to ICLAS. While serving

in such office or position, an individual will work to advance the interests of ICLAS as a whole. In addition, the person will avoid:

- 1) Placing themselves in a position in which personal or professional interests may conflict with duty to ICLAS.
 - 2) Using information learned through their office or position for personal gain or advantage for themselves, or other persons or entities.
 - 3) Obtaining from a third party an improper gain or advantage for themselves, or other persons or entities.
2. As a condition for running for a position on the GB or Executive Committee, each candidate will agree to comply with this Conflict of Interest Policy.
 3. An individual who serves in an elected, appointed, or employed office or position for ICLAS must disclose any situation that might be interpreted as having a conflict of interest with his or her duty to ICLAS.
 4. While an individual may have business and professional interests outside of their duties to ICLAS, that individual may not directly profit or provide an advantage to their outside employment, business, or professional interests or associations as a result of an action taken on behalf of ICLAS.
 5. Any GB or Executive Committee member who has a possible conflict of interest in connection with a matter of ICLAS business will disclose this to the GB and will not participate in any deliberation and vote concerning the matter.
 6. Any nonparticipation in deliberation and vote required by this policy does not prevent a person from briefly stating his or her position in the matter, without attempting to influence GB action, nor from answering questions from other GB members.
 7. Any disclosure and nonparticipation in the deliberation and vote in accordance with this policy will be recorded in the minutes of the GB or Executive Committee meeting at which the matter was considered.
 8. After the election of a new GB, the Secretary General will obtain and keep on file a signed copy of the following statement from all GB and EC members:

ICLAS CONFLICT OF INTEREST STATEMENT Answer #1 OR #2, whichever is appropriate.

1. ___ Yes ___ No

I certify that I have read, understand and agree to be bound by the ICLAS policy on Conflict of Interest, and that neither I nor any member of my immediate family has any interests which may possibly conflict with those of ICLAS, and which should be disclosed in accordance with the policy. If I become aware of any matter subject to this policy after I sign this statement, I agree to disclose it to the Governing Board.

OR

2. ___ Yes ___ No

I certify that I have read, understand and agree to be bound by the ICLAS policy on Conflict of Interest, and I am providing herewith information concerning situations in which I am or may be involved that may pose a conflict of interest. In addition, I agree to report to the Governing Board any additional matter subject to this policy of which I become aware after I sign this statement.

_____ Name (please print or type)

_____ ICLAS Position: Board Member or Executive
Committee

_____ Signature

_____ Date Signed

**Section 3, Part 2: ICLAS Travel and Expense Reimbursement Policy.
ICLAS Travel and Expense Reimbursement Policy.**

This policy provides guidance on allowable reimbursements for expenses incurred by GB and Executive Committee members while traveling on official ICLAS business.

General.

1. Expenses not specifically addressed in the policy or requests for exceptions must be approved by the Executive Committee (EC) prior to booking travel. Expense reimbursement requests without prior approval will be reviewed by the EC for consideration.
2. To whatever extent is possible GB and EC members are encouraged to use travel expense reduction activities for the conduct of ICLAS business. These may include for example teleconferences, video meetings, and e-mail.
3. Personal expenses (such as valet, laundry, entertainment) are not reimbursable.

Guidelines.

Within the designated budget:

1. Persons traveling for official ICLAS business will be reimbursed for actual expenses incurred, including travel, hotel, meals, and ICLAS business related incidental expenses. GB and EC members and other required parties (such as recipients of ICLAS awards) will be reimbursed for travel expenses for scheduled GB and General Assembly meetings.
2. The EC may approve other expenses incurred as the result of exceptional circumstances. Hotel expenses that extend beyond those directly related to attendance at these meetings are not reimbursable.
3. ICLAS will reimburse round-trip airfare, bus fare, or train fare, or if the meeting is within driving distance, reimburse auto mileage at the European Union rate, as budgeted. Costs for transport from home to the airport and return will be reimbursed. Parking costs are not covered.

4. GB and EC members may purchase full economy airfare. Seat upgrades, first-class, preferential airlines, and direct flights, if other flights are available within a reasonable time frame and schedule that provide a significant cost savings, are not reimbursable. If the traveler chooses to purchase tickets that exceed the criteria set forth above, ICLAS will only reimburse the portion of the ticket costs that meet the criteria.
5. If an airline charges a first bag fee for checked baggage, the expense is reimbursable provided the bag meets airline weight requirements. Fees for second bags are not reimbursable unless the extra bag is required for business or medical purposes. Prior approval from the EC is required.
6. The ICLAS Treasurer will provide a suggested acceptable airfare for each GB and EC member to purchase his or her own ticket, based on economy airfares suggested by a search engine. Purchase of insurance on the airfare directly at the time the ticket is bought is highly recommended, and insurance costs will be reimbursed. Purchase of airfare should be made within 14 days of receiving communication from the Treasurer, as fare prices often fluctuate rapidly. Should an individual be unable to find an airfare as suggested by the Treasurer, he or she should contact the EC with an explanation and request for a different airfare allowance. While ICLAS does not expect GB or EC members to endure long layovers or multiple stops in an itinerary in order to save money, individuals are asked to accept the lowest cost airfare that is consistent with minimal hardship. If an individual chooses a higher cost ticket, he or she will be reimbursed at the amount initially suggested by the Treasurer.
7. Hotel reservations for GB meetings and General Assemblies will be arranged by the Secretary General in a hotel block convenient to the meeting site, to obtain the cost saving of group rates. Each GB and EC member will be provided a single room. Hotel costs will be paid directly by ICLAS to the hotel. Individuals wishing to stay at another hotel may be reimbursed up to the amount per room that is being paid at the ICLAS block. Individuals wishing to stay additional nights will pay the hotel directly for additional costs.
8. ICLAS will pay the hotel costs for individual GB or EC members for additional nights beyond the GB meeting and General Assembly if the individual is providing a presentation or workshop as part of the affiliated scientific meeting. If the organization(s) arranging the affiliated scientific meeting do not provide courtesy meeting registration for ICLAS GB and EC members or ICLAS award recipients, ICLAS will provide the meeting registration fees for any GB member providing a presentation or workshop as part of the scientific meeting.
9. ICLAS will pay travel and hotel expenses for GB members to attend the GB meetings and General Assemblies for the first 3 years after election. The fourth year is when elections are held for a new GB at a General Assembly, and there is no GB meeting held in association with this General Assembly. During the election year, the travel and hotel expenses to attend the General Assembly are covered by ICLAS for members of the EC who will conduct the assembly, but not for GB members who choose to attend the assembly. If the newly elected GB opts to hold a GB meeting at another location after the assembly, ICLAS will pay the travel and hotel expenses for the newly elected GB members to attend the meeting.

Requests for Reimbursement Procedures.

1) For each trip, a traveler must complete and submit on-line an ICLAS Expense Reimbursement Form, with required supporting documentation, within 21 days of the end of the meeting. The form is available on the ICLAS web page in the Board Members section.

2) Receipts for commercial travel and other expenses must be attached to the Expense Reimbursement Form. Receipts should be listed in order, and electronic photos or copies provided as attachments to the form.

3) The Expense Reimbursement Form must be completed in its entirety (including dates of travel or other expenses), signed and dated by the traveler prior to submission.

9. Meals. Group dinners arranged by ICLAS at GB meetings and General Assemblies will be paid for by ICLAS. Alcoholic beverage expenses are not included and must be paid for by individuals consuming the drinks.

10. Spouses/Guests. Spouses/guests may accompany an ICLAS traveler. However, any increased expenses are not reimbursable (e.g. double vs. single occupancy room rates, meal costs) and must be paid directly to the hotel or restaurant.

Section 3, Part 3: ICLAS Letterhead Stationery and Logo Policy.

1. The use of official ICLAS letterhead stationery is limited to correspondence generated by the EC. The correspondence may be sent on behalf of and over the signatures of ICLAS leadership.
 2. ICLAS Logo
-

Written permission from ICLAS must be received before using the ICLAS name or logo for any purpose. Permission may be requested by contacting the ICLAS Secretary General at info@iclas.org as per the instructions below. After receiving written permission from ICLAS, the ICLAS logo may be used on institutional letterhead, presentations, certificates, promotional materials, business cards, web sites, and exhibits to showcase ICLAS membership.

The general guidelines for use of the logo are as follows:

1. The ICLAS Secretary General (info@iclas.org) must be contacted for approval before using the ICLAS name or logo. The request must include the specific use and purpose of use. The Secretary General will provide a copy of the image and text that must accompany the image, depending upon the request submitted. These include:
 1. "Scientific Member", "Institutional Member", "National Member", "Affiliate Member", "Associate Member", "Union Member"
 2. If the logo will be used on promotional material for a meeting, seminar, training program, conference or for a similar purpose, the logo will state a reason for use, such as "Supported by ICLAS."
2. Requested use of the ICLAS name or logo for purposes other than an institution's letterhead, presentations, promotional materials, certificates, business cards, web site

and exhibits to showcase ICLAS membership must be approved by a vote of the ICLAS Governing Board.

3. To maintain the integrity of ICLAS identity, do not alter the content of the logo in any way.
4. The official ICLAS colors, which are black and white, must be used for the logo.
5. Approval of requests for logo use must include correspondence from the requesting agency and from ICLAS agreeing to the guidelines for use and a date of approval.

Section 3, Part 4: ICLAS Policy on Reciprocal Meeting Registration Fees

ICLAS holds as a principle that at scientific meetings the ICLAS organizing member will offer their own members and members of other organizations affiliated with ICLAS the same registration fee, as long as the ICLAS-affiliated organization has paid its ICLAS dues and is in good standing.

Section 3, part 5: ICLAS Policy on Member Dues

The ICLAS Constitution states in Article 7 that a member is deemed to have resigned “who does not pay his dues within the year following payment request. The resignation by be suspended by a decision of the Governing Board”. In Article 10, the Constitution states “members are required to pay an annual fee fixed by the General Assembly in the manner prescribed in the Internal Rules. The Governing Board may authorize the member to split the payment of dues, or even suspend the duty if the request of the member is found to be justified.”

Our policy is that if a newly approved member requests that membership dues be waived due to financial constraints, the Governing Board may approve that dues be waived for the first 2 years of membership. This unpaid membership may not extend past 2 years.

Section 4: Maintaining ICLAS Registration as an International Non-Profit Association in Belgium

ICLAS maintains its registration in Belgium because this nation is one of the very few that allows not-for-profit association registration even when none of the the board members are not based within the country, and has a solid international banking presence. Every 4 years when a new Governing Board is elected, ICLAS’ official Belgian registration must be updated. Registration requires several steps including completion of documents, payment of a fee via wire transfer, providing the completed documents and proof of payment to a government office in Belgium, and finally publication of the updated status in the Official Belgian Gazette. This registration process can require several weeks to complete, so should be started soon after a new board is elected, to prevent problems with access to ICLAS bank accounts; banks must have proof of registration and non-profit status to work with ICLAS. ICLAS’ Belgian registration number is 0833.180.213. This is also the Value Added Tax or VAT number. In addition, ICLAS must register every 4th year with the Belgian Ultimate Beneficial Owners (UBO) Registry, to indicate which persons would receive the association assets should ICLAS dissolve. In addition, ICLAS must update the information in the Belgian Ultimate Beneficial Owner (UBO) registry, listing the names of those who will receive any funds should ICLAS be dissolved.

Because of the complex process and need for access to documents within Belgium, ICLAS will hire professional accounting or legal services with offices in Belgium to assist with completing the registration.

ICLAS is registered at the address 40 Rue Washington, B-1050, Brussels, Belgium. This address and the ICLAS mailbox is managed by the MAI, or Maisons de Associations Internationales, with website <http://dev.mai.be> ICLAS pays a fee each year to maintain this mailing address. There is a fee if we request that mail be forwarded to another address.

This address is also the home of the FAIB, or Federation of International Associations Established in Belgium. ICLAS pays a fee to be a member of the FAIB. The staff at the FAIB provide updates on Belgian law or policies that affect not-for profit foreign entities. The FAIB can assist with information related to registration documents or mail. The FAIB website is <http://www.faib.org>
Email is faib@faib.org
Telephone +32 (0)2 641 11 95 FAX +32 (0)2 641 11 93

A copy of the ICLAS registration document may be found on the ICLAS web page under the ICLAS Policy Document tab. Once the updated document is received, this document needs to be posted in place of the previous copy. An updated copy of the UBO registration should also be posted here.

The registration requires completion of specific documents for a not-for-profit organization, or ASBL (this is the French acronym for Association Sans But Lucratif.) The documents are available only in French or Flemish at the following web-page:

<http://www.ejustice.just.fgov.be/cgi/welcome.pl>

Accessing and downloading documents from this site from computers outside of Belgium has proven to be unsuccessful.

The necessary documents must be downloaded, filled in on a computer, and then printed out. Information requested in the documents includes the names of the persons who have left the Governing Board, and their position on the board as a specific officer or general board member. Also needed are the names of the people who are remaining on the Governing Board (re-elected), names of the people newly elected, and names of the new officers. Along with each name must be provided the home address and passport number for each member of the Governing Board. Each page of the documents must be printed out and signed by an ICLAS officer. The printed documents are part of the packet that must be presented to the Belgian authorities.

To facilitate completion of the documents, shortly after the election of a new GB, the Secretary General must request from each member of the GB an email containing:

1. A copy of the passport showing the photo and the document number
2. A proof of address. This proof can take the form of a copy of a recent utility bill (such as electricity or water for example) or a current driver's license. If a document is not in the western alphabet (for example in Arabic or Japanese characters), a translation must be provided by the GB member.

These documents will be printed out and included in the packet reviewed by the Belgian authorities.

A wire transfer must be arranged via the ICLAS Treasurer, to cover the fee for making changes to an established registration. The specified fee in Euros must be transferred to a bank account designated by the "Tribunal de l'entreprise francophone de Bruxelles". ICLAS' registration number (0833.180.213), must be included when making the wire transfer. Additional specific information necessary for the transfer (SWIFT code, account number) and the amount of the transfer will be found with the documents downloaded from the website referenced above.

Printed proof that the wire transfer has been accomplished must be included in the documents packet that is presented to the government office.

The final packet will include:

- the signed pages (from the registration website) describing the change in GB members
- copies of the passport and proof of address for each GB member
- a copy of the ICLAS constitution and by-laws
- a copy of the prior ICLAS registration
- proof of the wire transfer for the change-to-registration fee

The complete packet must be sent or delivered to the Belgian Courts of Justice. Publication in the Official Belgian Gazette occurs once the documents are accepted, though this may require several weeks after the documents are received.

Arrangements with a professional legal or accounting service are made for completing the necessary documents and providing them to the correct authorities.

Section 5: Procedure for Admitting New ICLAS Members

The ICLAS constitution requires that the Governing Board vote to admit new members. Members agree to support ICLAS' mission.

The ICLAS constitution Article 6. Admission of Members states:

“Voting members are either national authorities whose duties include scientific research using laboratory animals, or associations of laboratory animals, scientific associations/unions or other scientific organizations and/or institutions that contribute to the aims of ICLAS and are being recognized and accepted by the Governing Board.

Non-voting members are organizations that want to support the aims of ICLAS and are recognized as such by the Governing Board.

The application for admission of voting and non-voting members must be addressed in writing to the Secretary General as described in the Internal Rules. Voting members and non-voting members are admitted by the Governing Board.”

Entities wishing to join ICLAS are directed to the ICLAS web page to the Membership tab. At this site is a form to be completed and uploaded to a provided link to the ICLAS Manager Database.

1. When a new application is sent in, the ICLAS Manager Database will automatically generate a welcome message by email to the applicant, with copies to the Secretary General and the President.

2. If the new applicant is a scientific association, the applicant will be prompted as part of the welcome message to upload additional documents to the site, including the constitution of the association and a list of the current officers. The Secretary General may contact the applicant to provide assistance if this process is not completed in a timely fashion (within 2 weeks), and if the application form is missing information or is in need of corrections.

3. Once the SG has confirmed that the application form is in good order and any supplemental information has been uploaded, the applicant is informed by the SG that a vote for membership approval will be requested from the GB, and that this process may take up to two weeks. The SG then sends an email to the GB requesting a vote for approval, and giving a date by which the vote must be received. The email should include as applicable a summary of the applicant's mission, link to website, and any supplemental information that may be interest or helpful to the board in determining whether to admit the new members. GB members are asked to respond only to the SG at the address indicated, and not to the entire board unless discussion is needed.

4. Once the vote has been tallied, the SG informs the applicant of the result. The message to the applicant should explain the next step, which is contact from the Treasurer, to request dues payment. The Treasurer assigns a member number for the new member in the ICLAS Manager database.

5. Once payment is received, membership can be confirmed. The SG sends to the new member a letter of welcome, including the login and password information to enter the member-only section of the ICLAS web page. The SG confirms that the database has the email information for the designated contact, and that this address is added to the mailing list for ICLAS newsletters.

Section 6: Specific Committee-Led Program Information on Fellowships and Awards

Europe Regional Committee

ICLAS grant for Training the Trainer in LAS Education in Europe

Summary

The grant for Training the Trainer in LAS Education in Europe aims to support in the established of laboratory animal courses in Europe.

Website: <https://iclas.org/sponsorship-for-education-and-training-europe/>

ICLAS supports, in collaboration with FELASA, proposals of **up to 2000 euros** for helping in the establishment of courses for any of the EU functions according to the Directive 2010/63 (or equivalent requirements in countries out of the European Union). Preference will be given to applicants from European countries with higher need to develop a well-established education and training system. The activity should be designed with the mid or long-term goal of producing a training course that eventually fulfils FELASA accreditation requirements.

The grant can be applied for the following purposes:

- Attendance (travel expenses or/and registration) of course organizer(s) to a FELASA accredited course in Europe with the aim of gaining direct insight of the structure and organization of such courses.
- Travel expenses of a FELASA accredited course provider to the applicant country to help develop a training program suitable for FELASA accreditation
- Travel expenses of experienced teachers to cover the gaps of an already existing course in order to cover the full requirements of a FELASA accredited course

- The joint venture between an accredited course and a course organizer from an eligible country to establish a new course.

Criteria for Eligibility

- 1) Any applicant from Europe is eligible
- 2) As part of the condition of the grant, the grantee agrees to submit to ICLAS a short report on the outcome of the activity not later than 4 weeks after the action.

Applications

Applications should be written in English and contain the following:

- A cover letter, which should include information on the proposed activity. The statement should provide details of the course visited or developed, indicate what the candidate is hoping to gain, how he/she would use the knowledge and experience to be acquired, how that knowledge would be used.
- A Curriculum Vitae, maximum of 4 pages in length, with emphasis on laboratory animal science training and experience.
- Budget of the expenses.

Instructions

The grant program is run annually. The number and amount of grants will depend on the funding obtained and the number and quality of the applications. European Regional Committee takes care of the grant process and applies for the required funding from ICLAS.

- Early in the year: the grant program is announced in the website and the call documents posted. The deadline for the call for applicants is typically end of March. The applications are sent to the address info@iclas.org.
- The call is also distributed to other organizations (e.g.: FELASA) to increase the audience.
 - Several FELASA accredited course providers have waived or proposed reduced registration fees to their courses for this scheme. They are currently (2020): University of Oxford (UK), Universidad Autonoma de Barcelona, University of Zurich (Switzerland) and Deutsches Primatenzentrum (Göttingen, Germany).
 - The scheme does not require that the proposals be associated with the above listed institutions.
 - The applicant is advised to contact the relevant course organisers directly.
- April: The ICLAS-FELASA selection committee for the scholarship reviews the applications and decides the grants. The committee can be the FELASA-ICLAS liaison body but can also include other members chosen by each association. There are six members in the committee. The ICLAS committee member calls the meeting after receiving the applications.
 - There is no score sheet, the applications are discussed as a whole. Special consideration is given to applicants from eastern European countries.

- May 1st: The ICLAS ERC member informs the applicants. Based on experience, the grants do not exceed 2.000 €.
- Before the starting of the activity grantees are provided 50% of the funding via the ICLAS Treasurer
- After the stay grantees are requested an activity report, which is posted in the website after approval by the host institution. Grantees submit receipts for reimbursement expenses to a maximum of the grant given.

ICLAS visiting grant for professional development in LAS in Europe

Summary

As indicated in the grant program website <https://iclas.org/regional-fellowship-training-program/> this grant is available to individuals from European countries/areas in the process of developing modern standards of animal care and use. The objective of the grants is to acquire new knowledge and/or technical competences in the care and use of laboratory animals. This can be achieved in one of the host institutions proposed by ICLAS or in an institution proposed by the applicant. In addition to identification of potential hosts, sponsors are also identified on yearly basis to cover the fellowship costs.

Grants can be given to three categories of roles, at least one grant per year for each category:

- Animal technician
- Animal facility manager/animal welfare officer/veterinarian level
- Animal user scientist

Instructions

The grant program is run annually. The number and amount of grants will depend on the funding obtained and the number and quality of the applications.

- Before the end or previous year: contact and confirm host institutions and sponsors. The ones to contact first are the ones who have participated the previous year. The European Regional Committee (ERC) members review in a TC other potential hosts/sponsors. There is always a call for host/sponsors open in the website (see below).
- Early in the year: the grant program is announced in the website and the call documents posted. There are three call documents, which are updated from the previous year: the call for applicants, the call for host institutions, and the call for sponsors. The deadline for the call for applicants is normally end of March. Applicants may propose other host institutions not in the list, if they have established contact themselves because they have a specific training interest.
- The call is also distributed to other organizations (e.g.: FELASA) to increase the audience.
- Sponsors are invoiced.
- April: the ERC reviews applications and decides on grants. There is no score sheet, the applications are discussed as a whole. Special consideration is given to applicants from eastern European countries.
- May 1st: grantees are informed, and asked about the most appropriate host institution. Based on experience, the grants do not exceed 2.000 €.

- May: When this is decided, host institutions are contacted to confirm availability. When confirmed, they are put in contact with respective grantees to organize the stay, which will take place during the second half of the year.
- May: grantees are provided 50% of the funding via the ICLAS Treasurer.
- After the stay: grantees submit receipts for reimbursement expenses to a maximum of the grant given.
- After the stay: grantees are requested an activity report, which is posted in the website after approval by the host institution.
- A report is submitted to ICLAS secretariat.

Historical data

The first grant program was launched in 2013 and has been functional every year since then. The number of grants per year has been:

2013: 3

2014: 8

2015: 4

2016: 4

2017: 2

2018: 1

2019: 3

2020: 3

Finances

The range of money from sponsors has ranged from 500 to 2000 €. To ensure the maintenance of the program with at least one grantee, the ERC requests annually 2000 € from ICLAS. When not all the funding is used, the remaining money is carried over to the next year.

Education Committee: Veterinary Scholarship Program [Appended Separately]