

HUMAN, PHYSICAL AND FINANCIAL RESOURCES

(1) Organisation of the Veterinary Services

1. List of **sectors and institutions** that comprise the VS
2. **Organisation (flow) charts** at central and regional/local levels: Describe the structure of the following services (if applicable in the OIE Member) and provide an organisation chart of each service.
 - Ministry of Agriculture (or relevant competent authority)
 - Animal Health Authority
 - Veterinary Public Health Services (meat inspection; processing/distribution of products of animal origin and food safety)
 - Controls on veterinary medicines and veterinary biologicals
 - Laboratory Services
3. List of agencies, ministries, and other relevant authorities involved in the veterinary domain, including information on any intersectoral/interministerial committees related to collaboration with public health and wildlife authorities
4. Indicate any changes to the structure and staffing of the VS during the past 10 (ten) years
5. Information on the **veterinarians and associated personnel**
 - a) **Relevant indicators**
 - i) Number of veterinarians per total human population
 - ii) Number of veterinarians per farm livestock population, by geographical area
 - iii) Number of veterinarians per livestock farming unit, by geographical area

b) **Veterinary Authority: Permanent Personnel**

	Veterinary / Professional staff		Administrative staff		Veterinary paraprofessionals and other Technical staff*	
	Filled posts	Vacant posts	Filled posts	Vacant posts	Filled posts	Vacant posts
Animal Health						
<i>Central / National service</i>						
<i>State / Regional service</i>						
<i>Local service</i>						
<i>Border controls</i>						
Veterinary Public Health						
<i>Central / National service</i>						
<i>State / Regional service</i>						
<i>Local service</i>						
Laboratory service						
<i>Central laboratory</i>						
<i>Regional laboratories</i>						

c) **Veterinary Authority: Temporary / Contract Personnel**

	Veterinary staff (includes "authorized" private veterinarians)		Administrative and support staff		Veterinary paraprofessionals and other Technical staff*	
	Filled posts	Vacant posts	Filled posts	Vacant posts	Filled posts	Vacant posts
Animal Health						
<i>Central / National service</i>						
<i>State / Regional service</i>						
<i>Local service</i>						
<i>Border controls</i>						
Veterinary Public Health						
<i>Central / National service</i>						
<i>State / Regional service</i>						
<i>Local service</i>						
Laboratory service						
<i>Central laboratory</i>						
<i>Regional laboratories</i>						

* Staff employed as animal or public health paraprofessionals, acting in support of veterinary staff in the performance of technical duties

6. Training, continuing education and research

- a) List of organisations that are recognised by central Government to provide training for veterinarians, veterinary para-professional and laboratory technicians
- b) List of veterinary research organisations
- c) Curriculum addressing the minimum competencies of day 1 veterinary graduates
- d) Continuing Education /Continuous Professional Development: provide the following information (National or per State, as applicable):
 - List of training programmes per specific personnel groups (e. g. administrative, professional, veterinarians, laboratory technicians, etc.)
 - Descriptive summary of in-service and development programmes provided by the Veterinary Services (or their parent Ministries) for relevant staff.
 - Summary descriptions of training courses and duration.
 - Details of staff numbers (and their function) who participated in these training courses in the last three years

(2) Physical resources of the VS

- a) Summary of the numbers and distribution of official administrative centres of the Veterinary Services (national and sub-national) in the country
- b) Summary of the forms of communication systems available to the Veterinary Services on a nation-wide and local area bases
- c) Itemised numbers of types of functional transport available on a full-time basis for the Veterinary Services. In addition provide details of transport means available part-time

(3) Financial resources of the VS

- a) Provide details on the total budgetary allocations to the Veterinary Authority for the current and past 2 fiscal years, and their proportional allocation for operational activities and for the programme components of Veterinary Services for:
 - The national Veterinary Authority
 - Each of any sub-national components of the Veterinary Authority
 - Other relevant government-funded institutions, including government veterinary laboratories
- b) Provide the sources of the budgetary allocation and amount for:
 - The government and sub-national authorities budget;
 - Taxes and fines;
 - Grants;
 - Private services.
- c) Describe the legal and administrative process regarding the Veterinary Authority budget, including for contingency and compensatory funding arrangements
- d) List of investment proposals developed e.g. during last 2 years
- e) Details of annual funds available for maintenance and replacement of motor vehicles

(4) Management of resources and operations: performance assessment and audit programmes

- a) Strategic plans and review: descriptive summary and copies of strategic and operational plans of the Veterinary Services organisation; and descriptive summary of corporate performance assessment programmes which relate to the strategic and operational plans - copies of recent review reports.
- b) Compliance: Descriptive summary of any compliance unit which monitors the work of the Veterinary Services (or elements thereof).
- c) Annual reports of the Veterinary Authority: Copies of official annual reports of the national (sub-national) Veterinary Authority
- d) Other reports: copies of reports of official reviews into the function or role of the Veterinary Services which have been conducted within the past three years; and descriptive summary (and copy of reports if available) of subsequent action taken on recommendations made in these reviews (i.e. FVO² reports)

² FVO : Food and Veterinary Office

TECHNICAL AUTHORITY AND CAPABILITY

(1) Animal health:

- a) List of animal diseases that are notifiable or reportable to the Competent Authority and list of reportable diseases present in the country
- b) Description of and sample reference data from any national animal disease reporting system controlled and operated or coordinated by the Veterinary Services
- c) Description of and sample reference data from other national animal disease reporting systems controlled and operated by other organisations which make data and results available to Veterinary Services
- d) Description and relevant data of current official control programmes including epidemiological surveillance, vaccination campaigns or monitoring programmes; and officially approved industry administered control or eradication programmes for specific diseases (including types of animals, age groups, frequency of vaccination cycles, costs (free of charge or paid-for) and fees paid to non-government staff deployed (delegated functions)
- e) Description and relevant details of animal disease emergency preparedness and response plans
- f) Information on human zoonotic disease data
- g) Recent history of animal disease status:
 - animal diseases eradicated nationally or from defined sub-national zones in the last ten years;
 - animal diseases of which the prevalence has been controlled to a low level in the last ten years;
 - animal diseases introduced to the country or to previously free sub national regions in the last ten years;
 - emerging diseases in the last ten years;
 - animal diseases of which the prevalence has increased in the last ten years.

(2) Veterinary Public Health

Food hygiene

- a) Information on annual slaughtering

Species	Proportion of total national slaughter which occur...		
	In registered export establishments	Under veterinary control in non exporting establishments	Without veterinary control (estimates)
Cattle			
Sheep			
Goat			
Pig			
Poultry			
Equidae			
Other			

- b) Information on establishments
 - Numbers of commercial fresh meat establishments in the country which are registered for export by the Veterinary Authority (slaughterhouses, cutting or packing plants, meat processing establishment, cold store);
 - Numbers of commercial fresh meat establishments under direct public health control of the Veterinary Services (including details of category and numbers of inspection staff associated with these premises);
- c) Description of the veterinary public health programme related to production and processing of animal products for human consumption (including fresh meat, poultry meat, meat products, game meat, dairy products, fish, fishery products, molluscs and crustaceans and other foods of animal origin) especially including details applying to exports of these commodities
- d) Descriptive summary of the roles and relationships of other official organisations in public health programmes for the products listed above if the Veterinary Authority does not have responsibility for those programmes which apply to national production destined to domestic consumption or exports of the commodities concerned.

Zoonoses

- a) Descriptive summary of the numbers and functions of staff of the Veterinary Authority involved primarily with monitoring and control of zoonotic diseases.
- b) Descriptive summary of the role and relationships of other official organisations involved in monitoring and control of zoonoses to be provided if the Veterinary Authority does not have these responsibilities.

Chemical residue testing programmes

- a) Descriptive summary of national surveillance and monitoring programmes for environmental and chemical residues and contaminants applied to animal-derived foodstuffs, animals and animal feedstuffs.
- b) Role and function in these programmes of the Veterinary Authority and other Veterinary Services to be described in summary form.
- c) Descriptive summary of the analytical methodologies used and their consistency with internationally recognised standards.

Veterinary medicines

- a) Descriptive summary of the administrative and technical controls involving registration, supply and use of veterinary pharmaceutical products especially including biological products. This summary should include a focus on veterinary public health considerations relating to the use of these products in food-producing animals.
- b) Role and function in these programmes of the Veterinary Authority and other Veterinary Services to be described in summary form.

(3) Laboratories:

- a) Descriptive summary of the organisational structure and role of the government veterinary laboratory service in particular its relevance to the field Veterinary Services;
- b) Numbers of veterinary diagnostic laboratories operating in the country
 - government operated laboratories;
 - private laboratories authorised by Veterinary Authority for the purposes of supporting official or officially-endorsed animal health control or public health testing and monitoring programmes and import and export testing
- c) Descriptive summary of accreditation procedures and standards for private laboratories;
- d) List of diagnostic methodologies available against major diseases of farm livestock (including poultry);
- e) Details of collaboration with external laboratories including international reference laboratories and details on numbers of samples submitted;
- f) Details of quality control and assessment (or validation) programmes operating within the veterinary laboratory service;
- g) Recent published reports of the official veterinary laboratory service which should include details of specimens received and foreign animal disease investigations made;
- h) Details of procedures for storage and retrieval of information on specimen submission and results;
- i) Reports of independent reviews of the laboratory service conducted by government or private organisations (if available);
- j) Strategic and operational plans for the official veterinary laboratory service (if available).

(4) Quarantine & animal movement control:

- a) List of border posts, quarantine stations and storage depots in its territory which are approved for international trade (air, sea, land)
- b) List of airports which are provided with an area of direct transit, approved by the relevant Veterinary Authority and placed under its immediate control, where animals stay for a short time pending further transport to their final destination
- c) Information on the period of time required for advance notice required by the Veterinary Authority regarding the proposed date of entry into its territory of any animal or consignment of products of animal origin, stating the species, quantity, nature and packaging of the products, mean of transport and the name of the border post to be used.

(5) Identification and traceability

- a) Information on desired outcomes, scope and performance criteria of the animal identification system
- b) Existence of established procedures for animal identification and animal traceability including: the establishment of birth, and time period within which an animal is born; when animals are introduced into an establishment; when an animal loses its identification or the identifier becomes unusable; arrangements and rules for the destruction and/or reuse of identifiers; penalties for the tampering and/or removal of official animal identification devices.

(6) Animal feed safety

- a) Number of registered animal feed establishments in the country
- b) Role and function in these programmes of the Veterinary Authority and other Veterinary Services to be described in summary form.

(7) Animal welfare

- a) Information on procedures to approve facilities, containers, vehicles and vessels for the holding and transport of animals;
- b) Specific competence standards for animal handlers and managers of facilities.

INTERACTION WITH INTERESTED PARTIES

(1) Communication

- a) Contact details and job description of the official communication focal point
- b) Strategic and operational plans for communication.

(2) Consultation

- a) List of national organisations (veterinary, veterinary para-professionals, livestock owners, producers, etc.) involved in livestock production and allied agriculture industries
- b) List of consultation meetings organised for the development of significant veterinary legislation

INDICATIVE LIST OF BASELINE DOCUMENTS TO BE MADE AVAILABLE TO EXPERTS DURING THE PVS MISSION, AS NECESSARY

PROCEDURES

(1) Human, physical and financial resources

a) Organisation of the Veterinary Services

- Procedures for co-ordination and co-operation between the services.
- The chain of command (management lines) from central to regional to local services.

b) Financial resources of the VS

- Legislative framework and procedures for contingency and compensatory funding arrangements: types of emergency covered, funding of emergency operations including inter-institutional coordination, modalities of compensation per disease, animal species and animal products
- Records and/or documented procedures in the management of resources and operations; details for systems used to ensure adequate management, analysis, control or planning.

(2) Technical authority and capability

a) Animal Health

- Activity reports (last 2 years) of epidemiological surveillance programmes: specific, targeted active surveillance programmes, including results; passive surveillance activities and relevant data collection and analyses.

b) Veterinary Public Health

Food Hygiene

- Guidelines or standard operating procedures related to food safety activities.

Zoonoses

- Zoonosis disease data and flow of communication between public health and veterinary authorities (i.e. sharing protocols, joint analysis / reports, Joint surveillance newsletter).

Veterinary medicines and veterinary biologicals

- Describe procedures for the control (import, quality) and availability (distribution, prescription, over-the-counter) of veterinary medicines and biologicals.
- Document quality control procedures (including cold chain maintenance), inspection activities and applied penalties
- Describe distribution and prescription procedures for some categories.
- Describe administrative structure and number of personnel involved in the implementation of administrative and control processes.
- List of critical antimicrobial agents for veterinary and human use and documentation of antimicrobial resistance or usage monitoring efforts or programmes for animals
- Where vaccination is practised, details of any controls over the type (e.g. live, dead), strains, production, use, storage and distribution.

c) Laboratories

- General breakdown of the organisation of public and private laboratories for diagnostic and/or research purposes, international/regional accreditation (reference laboratories) and biological hazard safety status.
- List of laboratories, accredited by the Competent Authority, including their location(s) and field of expertise/competence.
- Procedures for coordination with public health on relevant diseases/laboratory issues (e.g., harmonization of protocols).

d) Quarantine

- VS border inspection posts chain of command.
- Other competent authorities present at border posts relevant to work with the VS, and coordination of roles and responsibilities.

e) Identification and traceability

- Description of the objectives, methods and resources used for animal identification and movement control.

f) Animal Welfare

- Procedures and standards with regard to animal welfare

(3) Access to markets

- Certification programmes for certain animals, animal products, services and processes under the VS mandate in compliance with international standards.
- List of sanitary requirements or agreements with trading countries
- Description of animal disease control zones and compartments which already exist or are in the process of being set up by the official veterinary services.
- Import and export procedures and veterinary certification procedures.
- Inspection and compliance verification programmes across the VS activities.
- Records of enforcement actions.

LEGAL TEXTS

Specific national legislation on:

- The VS mandate and mandate of other competent authorities having shared responsibilities on the veterinary domain, including description of the intersectoral collaboration of VS with these Authorities.
- Powers of the Competent authority, delegation of powers
- Veterinary Statutory Body: regulatory framework
- Legal provisions for enforcement actions.
- Procedures for legal text adoption/modification.
- Control over the professionals (veterinarians and veterinary para-professionals).
- Laboratories in the veterinary domain (facilities, reagents).
- Health provisions relating to animal production (Identification and traceability; animal markets and other gatherings; animal reproduction; animal feed; animal by-products; disinfection).
- Animal diseases (surveillance; disease prevention and control; emerging diseases).
- Animal welfare (general provisions; stray dogs and other free-roaming animals).
- Veterinary medicines and biologicals (general measures; raw materials for use in veterinary medicines and biological; authorisation of veterinary medicines and biological; quality of veterinary medicines and biological; establishments producing, storing and wholesaling veterinary medicines and biologicals; retailing, use and traceability of veterinary medicines and biologicals).
- Human food production chain (General provisions; products of animal origin intended for human consumption; operators responsible for premises and establishments pertaining to the food chain).
- Import/export and border controls.