



**REGULATIONS AND PROCEDURES FOR OPERATING THE SOMALILAND
NATIONAL VETERINARY BOARD**

**PREPARED BY MEMBERS OF THE SOMALILAND NATIONAL
VETERINARY BOARD**

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WITH SUPPORT FROM THE SOMALI ANIMAL HEALTH

SERVICES FROM THE SOMALI ANIMAL HEALTH

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REGULATIONS AND PROCEDURES FOR OPERATING THE SOMALILAND NATIONAL VETERINARY BOARD

SUMMARY

The National Veterinary Board of the Republic of Somali land is a statutory body established by the Veterinary code, (Under the ministry of livestock).Although the Board has been constituted it has not commenced operations mainly because it has not established procedures and regulations required to operate the Board. Therefore, between the 21st and the 28th March 2009, the Board, with the assistance of a consultant engaged by the Somali Animal Health Services Project 11 (SAHSP 11), established the required procedures and regulations . The Board has an office at the headquarters of the Ministry of Livestock, and equipped with adequate furniture and equipment.

The Board established the procedures and regulations for operating the office,conducting meetings of the Board, registration and veterinary service providers, licensing of private veterinary practices, licensing of veterinary drug traders and registration of their premises, regulations enforcement procedures and financial management procedures.

Since all Board members have permanent responsibilities and duties elsewhere, the office will run on day to day basis by an employee of the Board. With the necessary facilitation, the Board will engage an executive Officer (EO) who will be answerable to the chairman of the Board, which will take place every two months. The EO will organize the meetings of the Board , which will take place every two months. The date for the first meeting was fixed.

The EO shall also organize the registration of veterinary service providers .The Board, identified the training institutions, from which the services providers will be recognized, locally and regionally, and the modalities of recognizing foreigners, citizens trained abroad and temporary foreign workers .The

administration fee, the retention fee and the penalties for arrears were determined. A tentative registration commencement date was also fixed.

Veterinary surgeons will be licensed to operate private practices while the rest of the service providers will be given permits to practice but under supervision of veterinary surgeons. All private practice premises will require inspection and approval by the Board before issuance, and renewal of licenses and permits. The standards for private veterinary practice premises were established. License and permit fees were determined and the deadlines for licenses and permits fixed.

The veterinary service providers, including registered pharmacists and business persons will be licensed to trade in veterinary drugs, wholesale and retail. However, drug business operated by paraveterinarians will require to be supervised by either veterinary surgeons or registered pharmacists. Drug sale premises standards, additional to those prescribed by the veterinary code, were established. Registration and license fees were determined and a deadline date fixed.

The board will enforce its regulations, initially through sensitization and education. Later it shall enforce them through regular inspection of veterinary practices and drug sale premises, taking disciplinary action against errant professionals and closing down practices and premises operated by unqualified or qualified but unlicensed people, and prosecuting the offenders. The Board shall initially use the field officers of the veterinary administration for inspection but may later engage an inspector. The term of reference for inspections were established. The Board further established a code of ethics, which will also be used as an enforcement tool.

The Board will be financed by Government grants, registration and licensing fees and possibly donations. It will manage the finances through a Bank account whose signatories will be the chairman, the EO and a treasurer to be appointed from among the board members. Expenditure will be authorized by the Board and the EO will keep the books of accounts. Statutory deductions and audit requirements will be observed.

In the long-term, The Board will take up its mandate of supervising the establishment and operations of National Veterinary Associations by approving the constitutions, supervising elections when due, and overseeing the activities of the executive committees.

2.0 INTRODUCTION

The Republic of Somali land has enacted (under the ministry of livestock) a veterinary code to provide, for among other regulatory services, a veterinary Board. The Function of the Board as spelt out in the code is to regulate the veterinary profession. The regulation shall be carried out through the following activities:-

1. Register professionals in the veterinary health provision, namely veterinarians, veterinary pharmacists as well as para-veterinarians.
2. Regulate the standards of veterinary services in terms of the quality of veterinary services outlets as well as the procedures by registering and licensing the premises services outlets as well as the procedures by registering and licensing the premises service outlets as well as the procedures by registering and licensing the premises.
3. Establish and enforce a veterinary code of ethics.
4. Regulate veterinary training at all levels.
5. Regulate the establishment and operations of National Veterinary Associations.
6. Assist the respective ministries in formulation of decrees, Acts of parliament as well as national livestock policies and strategies.

Further, the code has established the procedures for appointment of Board members to the Boards, registration and de-registration as well as licensing and de-licensing of veterinary service providers. The regulations and conditions for importation distribution and trade in veterinary drugs are also spelt out. However, although the veterinary Board, has been constituted, it has yet to commence operations. There is therefore a need for the Board to prepare and document enabling regulations including the various procedures for operating the Board.

The Board has therefore established regulations and procedures spelt out herein.

3.0 THE OFFICE

3.1 Office Space

The Board has been allocated one large room at the ministry of Livestock HQs, The members indicated that the space is sufficient for the time being. However, Board meetings will be conducted at the conference room in the said Hqs. The Board will undertake to acquire a more spacious accommodation as the operations of the Board commence and increase. Such an accommodation should include reception, secretary's and EO offices and a Board room. It was however agreed that the Board members themselves (including the chairman and the secretary) do

not need offices.

3.2 Furniture and Equipment

These have already been supplied by SAHSP but not yet unpacked. They are sufficient for the time being. They include a computer, printer desks and cabinets. The possibility of a vehicle, which would be critical for field inspection, was deemed not to be feasible currently but will hopefully be available in the near future.

3.3 Office Staff

It was resolved that, although the veterinary code gives the Secretary of the Board the responsibility of running the office, this is not possible since since the secretary and all other Board members have permanent duties or employment elsewhere. The day running of the office will therefore be delegated to employees. Initially the Board will engage one employee to function as the executive office assistance /secretary will be engaged. IT was recommended that the EO should be a mature person (a retiree would be suitable but currently civil servants do not retire), preferably a veterinarian, conversant with government procedures and protocol. Both the EO and secretary would be hired on contract basis. The EO will run office on behalf of and report to the chairman of the Board. The EO will normally work half day (8 – pm), but should be available longer when needed. The office secretary will be a full time employee. The Board members were supplied with a draft contract agreement for EO (Appendix 1) It was however noted that the Board has no funds to employ the office staff and will need to seek for allocation of funds from the ministry before employment can be done.

4.0. CONDUCTING MEETINGS OF THE BOARD

1. Although the Board has been constituted, it has not been possible to hold meetings since the president has not officially appointed the board. IT was agreed that the chairman of the Board and the CVO will impress upon the minister to remind the president to do so.

When the Board commences operations, it was agreed that the Board will meet at least once every two months, at a suitable hour, in view of the member's duties and distances, elsewhere. The date the meeting will be fixed at the end of the previous meeting. The EO will send reminders a week earlier(by telephone) and also send minutes of the previous meeting (by E-mail).The agenda will be compiled by the EO in consultation with the chairman. Other Board members can contribute to the agenda before or during the meeting. A typical agenda will be as follows.:

1. Record of those present

2. Apologies
3. Confirmation of Previous minutes
4. Matters arising from the meeting
5. Registration of veterinary Surgeons
6. Registration of animal health assistants
7. Registration of Zoo technicians
8. Licensing of veterinary surgeons
9. Approval of practice by AHAs and Zoo technicians
10. Registration of drug sale premises
11. Licensing of drug sellers
12. Monthly financial report
13. Disciplinary cases
14. Field inspection report
15. Correspondence
16. AOB
17. Date of next meeting

The EO will take minutes and they shall be proof-read by the chairman before release to members. If there is a quorum, the minutes will be regarded as notes which will later be converted to minutes where there is a quorum. Any corrections in the previous minutes will be pointed out by the Board members and recorded by the EO as directed by the chairman. The minutes will be confirmed, as a true record of what had been discussed, after being proposed and seconded by two Board members present in the previous meeting. The corrected minutes will be signed by the chairman during the next meeting, and filed. As the Board is expected to exist in perpetuity, meetings and minutes will be numbered sub sequentially and continuously. The Board members were supplied with samples of minutes format (Appendix 2). For ease of reference during meetings, each Board member will have a file placed in the office. The EO will place copies of minutes and other documents discussed by the Board in each file.

The sitting allowance will be \$10 minimum. In addition, members based outside Hargeisa will get transport and accommodation allowances. The Board resolved to hold the first meeting soon after the stakeholders' workshop scheduled for 4-5th April 2009-Insha Allah.

5.0 REGISTRATION OF PROFESSIONALS

The Board will register the following for the purpose of veterinary practice:

- Veterinary surgeons
- Animal health assistants
- Zoo technicians

In order to ensure that the persons to be registered are properly qualified, the Board will recognize degrees and certificates from the following institutions of training:-

Local

1. Veterinary Surgeons with a Bachelor of Veterinary science degree issued by the former faculty of Veterinary Medicine and Animal Husbandry, in the former Somali National University in Mogadishu.
2. Veterinary surgeons with degrees (Bachelor of Vet Med) from the faculty of Veterinary Science in Burao , Somali land.
3. Animal health Technicians with Diplomas in Animal Health from the Sheikh Technical Veterinary School.
4. Animal Health assailants with a diploma in Animal Health from he former training school for animal health (TASAHA), in Mogadishu.
5. Zoo technicians with a Diploma in Animal Production from the former Training school for animal health(TASAHA), in Mogadishu.
6. Zoo technicians with Bachelor of Science degree in zoo-technology, from the former faculty of Veterinary medicine and Animal Husbandry, in the former Somali National University in Mogadishu.

REGIONALLY

Regionally the Board will recognize veterinary surgeons from Makerere University(Due to affiliation with Sheikh Technical Veterinary School) and, from the University of Khartoum.

Applicants with degrees, diplomas and certificates from all the inst tuition will require to take and pass Board examinations. These will be organized on behalf of the Board by the faculty of veterinary science in Burao and Sheikh Technical Veterinary school. However, temporary registration, without examinations, will be given to professionals working with aid agencies.

5.1 Vetting of applicants

Applicants for registration will be required to submit to the Board copies of certificates or diplomas, affidavits(a sample affidavit was supplied, see appendix 3) and letters from 2 referees. The Board will accept reference letters from:-

- Veterinary Administration
- Deans of training institutions
- Veterinary Associations

5.2 Registration fees

The registration fee will be \$15

5.3 Registration Procedure

The Board's EO will prepare a list of applicants who have supplies varied documents. This will indicate:-

- Name of applicants Qualification
- Qualifications , institution and year of graduation
- Documents supplied and fees paid

The list will then be presented in a Board meeting for a formal approval or disapproval. Approvals or disapproval .Approvals or disapprovals will be minuted with reasons for the late being indicated.

Successful applicants will then be issued with registration certificates as soon as practicable.

Registration fees and documents will be returned to unsuccessful applicants.

5.4 The Registers

Successful applicants will be entered into a register. A separate register will be prepared for each cadre of professionals. The register will contain the following information in separate columns:-

for example:-

THE NATIONAL REGISTR OF VETERINARY SURGEONS OF THE SOMALILAND REPUBLIC

Reg. No	Date Of Registration	Name	Photo	Address	Qualifications, Institutions and date of qualification
1	26/3/2009	Ahmed Ali Mohamed			

2	27/3/2009	Ali Mohamed Guled			
3	28/3/2009	Abdihalkim Mohamed Ahmed			
4	29/3/2009	Muhamud Elmi Houdoun			
5	30/3/2009	Ibrahim Omer Osman			
6	31/3/2009	Abdikadirahman Abdikadir Salah			
7	1/4/2009	Ahmed Hashi Nur			

Later, the Board can prepare electronic registers. A sample of an electronic register was provided.

(Appendix 4)

The registers will be updated by removals due to deaths or de-registration.

Retention fees, arrears and penalties

All registered persons will pay an annual retention fee of \$15. All arrears will be paid and backdated to the date of commencement of registration or to the date of graduation, whichever is less. Arrears will attract a penalty of \$15.

5.6 Publication of the registers

The names in the registers will be published annually in a local newspaper.

[It was pointed out that the veterinary code does not make it mandatory for the professionals to register with the Boards, unless for the purpose of applying licenses to practice or sell drugs. Enforcement can therefore be difficult for professionals in for example, civil service or training institutions. There is therefore a need for the minister to make a decree to the effect that “No person, unless registered by the National Veterinary Board, practice, or hold himself out, whether directly or by implication, as practicing or being prepared to practice veterinary surgery/pharmacy”]

5.7 Fixing of commencement date

Tentative date for commencement was fixed for 1st September 2009

5. 6.0 LICENCING OF VETERINARY PRACTITIONERS

The Board will license veterinary surgeons to engage in private veterinary practices. However, Animal health assistants and Zoo technicians will be given a permit (but not a license) to engage in private veterinary practice, solo private practices by this cadre will be required to be supervised by registered veterinary surgeons. In their application to practice therefore, the Animal Health Assistants and Zoo technicians will present to the Board the name, registration certificate and license of, and an acceptance letter from the supervising veterinary surgeon. The supervising veterinarian will preferably be the one practicing privately. The permit to practice will be applied for and given in prescribed forms.

The practice license fee will be \$50 annually. The practice permit fee will be \$30 annually.

It was however noted that the veterinary code has not established standards for private veterinary practice. The Board therefore establishes the standards herein:-

6.1 Standards and operations of veterinary practices

1. No veterinary practitioner shall operate a private veterinary practice (unless it an ambulatory service) is situated has been inspected, approved by and a certificate issued by the national veterinary Board .
2. A veterinary practitioner shall first apply for and obtain a license/permit from the Board before engaging in private practice.
3. No license /permit shall be issued to the applicants unless:
 - a. The applicant is registered as a veterinary surgeon, Animal Health Assistant or Zoo technician.
 - b. Has obtained approval for the premises.
 - c. Has paid a license/permit fee as prescribed by the Boards, and
 - d. Has fulfilled other conditions which the Board may subject to his application.
4. The premises approved for purposes of use as a veterinary practice shall:-
 - a. Be kept in good order and good state of repair and the tools and equipment be adequate, suitable and serviceable.
 - b. Be kept reasonably secure from authorized entry.
 - c. Not in a residential building unless it is an ambulatory service.
 - d. Conform to any other requirements that the Board may require.

5. A private veterinary practice shall be open for inspection at any reasonable time by an officer of the Board and any person who obstructs such an officer acting in the course of his/her duty is guilty of an offence.
6. If a private practitioner has more than one practicum.
7. Where the private practice is owned jointly by partners, a separate practice license/permit and a separate fee shall be paid in respect of each partner.
8. Licensee/permittee shall indicate his/her name and qualifications outside his/her practice in an ostentatious manner, and the name and qualifications indicated shall conform to those entered in the register of registration.
9. A License may employ an assistant who has undergone a recognized training in Animal Health in an institution approved by the Board.
10. The assistant shall not undertake any form of veterinary practice independently without immediate supervision by the employer.
11. A licensee/permittee shall not use any words implying that the private practice is a human hospital.
12. The licensee/permittee shall keep an accurate record of all drugs in his /her practice.
A licensee/permittee shall immediately notify the veterinary administration of any noticeable disease as set out in the veterinary code.

6.0 Licensing procedure

The Board's EO will prepare a list of applicants who submit varied documents and license/permit fees
The list will include the following information: -

1. Applicant's name and address
2. Locality of proposed practice
3. The type of proposed practice
4. Name of proposed practice

The list will be presented in a Board meeting for a formal approval or disapproval. Approvals or disapprovals will be minuted with reasons for disapproval being indicated. Successful applicants will then be issued with licenses or permits as soon as practicable or permit fees and document will be returned to unsuccessful applicants. An updated list of licensed practices will be maintained in the office, indicating:-

The business name and practice

The address

The type of practice and
The proprietor(s)

The deadline for acquiring licenses and permits will be 1st January 2010

6.3 Community Bases Animal health Workers

In parts of the country with no adequate number of professional animal health service providers, CBAHWs will be allowed to provide primary health care under strict supervision by:

- Registered animal health assistants
- Registered zoo technicians or
- Registered veterinary surgeons

community Based Animal Health Workers will be registered by the veterinary administration in this area of operation

7. REGISTRATIONS OF VETERINARY DRUG SALE PREMISES AND LICENCING OF LICENCING OF DRUG TRADERS

The National Veterinary Board will license the following and register their premises for the purpose of trading in veterinary drugs (Wholesale or retail), as provided for in the veterinary code.

- a) Veterinary Surgeons
- b) Registered Pharmacists
- c) Animal health assistants
- d) Zoo technicians
- e) Business Persons

Provided that the business owned by Animal Health Assistants and Technicians will be supervised by a registered veterinary surgeon or a registered pharmacist and that business owned by business persons will employ or be co- owned by a registered pharmacist and that business owned by business persons will employ or be co-owned by a veterinary surgeon or a registered pharmacist.

Drug premises registration fees will be:-

wholesale\$ 50 annually.

Retail.....\$15annually.

Drug dealer's license fee will be:-

Wholesale.....\$50 annually.

Retail.....\$ 30 annually

The deadline for registration of premises and acquisition of licenses be 1st January 2010

7.1 Registration and licensing procedure

The Board's EO will prepare a list of applicants who submit the varied requisite documents, together with registration or license fees.

The list will be presented in a Board meeting for a formal approval or disapproval. Approvals or disapprovals will be minuted with reasons for disapproval being indicated. Successful applicants will then be issued with licenses or permits as soon as practicable. Registration or license fees and documents will be returned to unsuccessful applicants. The drug trade premises will be inspected by the Board before issuance of, and renewal of premises registration certificates and drug dealers' licenses. In addition, drug importers will require an importation license from the ministry of commerce, on recommendation by the veterinary board and the veterinary administration.

8.0 ENFORCEMENT OF THE BOARD'S REGULATIONS

It was agreed that the board can only enforce its regulations through regular inspection of practices and drug sale premises. However, due to the current state of affairs, with very many unqualified persons in operation, and unprofessional practices by the qualified persons, coupled with low state of awareness, natural tendency to resist change and institutional collapse, it will take quite a while before the standard of veterinary practice can be brought to an appreciable level. The Board will therefore, in conjunction with the veterinary administration, strive to educate, inform and sensitize stakeholders on the needs and benefits of regulation. Thereafter the Board will commence enforcement of the regulations through inspection.

Initially the Board will engage the field officers of the CVO, to carry out inspections on behalf of the Board. The officers will register all practitioners and drug traders who have complied with the regulations, in their area of operation. All other practitioners and drug traders would then be considered illegal. Later, the Board could have an officer from the CVO seconded to the Board to carry out inspections. The Board would then draw out the terms of reference. A draft is herein provided.

8.1 Terms of reference for Board's inspector

1. Inspect veterinary practice and drug sales premises before licensing, and before renewal of licenses.
2. Keep a register of all veterinary practices, practitioners, drug outlets and drug sellers in the country.
3. Ensure that the premises, practitioners and their employees are qualified and that both the premises and practitioners have valid licenses.
4. Ensure proper storage of all veterinary products including feed outlets to ensure that the safety and efficiency of the products are maintained.
5. Ensure proper storage, dispensation and handling of various classes of poisons, drugs and chemicals.
6. Ensure all products are properly and legibly labeled of for proper identification, usage and storage.
7. Identify any fake, adulterated and expired drugs and products and ensure proper disposal of toxic and hazardous waste.
8. Ensure that the tools and equipment in veterinary practice are adequate, suitable and serviceable.

8.2 Inspection and reporting procedure to the Board

The inspector will plan inspection in consultation with the chairman. Thereafter, the inspector will prepare a detailed report to the chairman, and a copy to the CVO. At a convenient time, the inspector will also brief the Board during a Board meeting, and recommend actions to be taken.

8.3 Inquiry proceedings of the Board

The Board will also enforce its regulations through inquiry proceedings, as a result of complaint or charge or allegation lodged with the Board by clients or professionals, or by investigations by the Board.

For the purpose of an inquiry, the Board will summon the accused and the complainant to the Board. After inquiry from both parties, the Board will make a decision as to the disciplinary measures to be taken. These will be either admonition, suspend registration and license (1 year) de-register, or imposition of fine (e.g. to compensate the complainant)

NB during inquiry, law of natural justice to be followed in respect of different cadres in the composition of the Boards, such that only those of the same cadre as the accused will sit in the inquiry.

8.4 Illegal practices

The Board will close down illegal veterinary practices and drug sale premises and prosecute the offenders. For this purpose, the Board will seek the assistance of the police.

9.0 VETERINARY CODE OF ETHICS

The Board is mandated to establish and enforce a code of ethics. The purpose of the code is to

1. Protect the honor and dignity of the profession.
2. Protect the interests of the clients.
3. Protect the health and welfare of patient.
4. Ensure cordial relationships between professionals.

A code of ethics is therefore an important tool in enforcement of the Board's regulations. *A draft proposal was presented for discussion, modification and adopted.*

The Board therefore establishes a code of ethics for all veterinary professionals herein.

In order to protect the honor and dignity of the profession, the professionals shall:-

- a) Obey all laws of the land in which they reside and practice
- b) Be honest and fair in their relations with others
- c) Not engage in fraud, misrepresentation, or deceit.
- d) Present a good image in the eyes of colleagues, clients, other health professionals, and the general public, by being well attired and groomed and avoid drunken or unruly behavior. Those impaired by alcohol or other substances should seek professional assistance and colleagues of impaired professionals should encourage them to seek assistance and and to overcome their weaknesses.
- e) Present a professional appearance and follow acceptable professional procedures using current professional and scientific knowledge.
- f) Not place professional knowledge, at the disposal of any non-professionals or promote or lend credibility to the illegal practice of veterinary medicine.

In the use of veterinary drugs, professionals shall:-

- a) Inform the client of the expected costs, results and the related risks of each treatment.
- b) Not prescribe or dispense prescription products for animals he has not seen or known
- c) Not promote, sell, prescribe, dispense, or use secret remedies or products for which they do not

know the ingredient formula.

d)Not permit the use of their names, signatures, or professional status to promote a product for which they do not know the ingredient formula.

e)Be accountable for the actions of the employer where there is a breach of ethics in the pharmaceutical industry.

In fees and Remuneration:-

a)Maintain the quality of service regardless of the fees charged or received.

b)Not tender for services or to give professional services cheaply.

c)In examination of animals for sale, the vet should not receive payment from the seller.

In advertising, professionals shall not:-

a)Advertise in public media, especially when the advertisement is false, deceptive, or misleading.

b)Use titles he/she has not acquired – e.g. consultant, specialist, e.t.c

c)Endorse professional products or services.

A professional is allowed to advertisement through:-

a)Telephone directories, yellow pages and give his/her name and facility under the relevant heading e.g. Veterinarians or veterinary hospitals.

b)Visiting cards.

c)Name plates and sign boards with letters not more than 2 inches high.

d)Modest letterheads and prescription forms.

e)Direct approach to organizations or persons. In doing this he/she must not be intrusive or offensive, or imply superiority over other veterinarians.

In employment, it is unethical to:-

a)Be employed by a pharmacy or a pharmacist for the sole purpose of selling drugs.\

b)Be subject to or under the control of lay persons or body who are in the provision of vet services.

c)Employ unqualified staff.

In the interests of the clients:-

a)Professionals have an ethical responsibility to provide essential services to save life or relieve suffering.

- b) Veterinarians may terminate a relationship but with courtesy and tact.
- c) Veterinarians without the experience or equipment to handle a case in the best manner should advise the client that more qualified or specialized services are available elsewhere and offer to refer them to those services.
- d) Veterinarians must maintain medical records. Information within veterinary medical records is considered privileged and confidential and veterinarians and their associates should protect the personal privacy of patients and clients.
- e) Veterinarians should reveal confidences only when required by law e.g. court order reporting or when necessary to protect the health and welfare of other individuals or animals e.g. disease reporting.

In the interests of patients

- a) The guiding principle shall be “never do harm”. Whatever the practitioner does, he/she must not leave the patient worse than he/she found it, through his/her actions.
- b) The needs of the patient are to be relieved of disease, suffering or disability while minimizing pain or fear.
- c) It is unethical to over-treat a patient.
- d) It is unethical to give treatment that the vet knows is unnecessary or use ineffective or fake drugs.
- e) It is highly unethical to under-dose.
- f) It is unethical to perform surgical or other procedures for the purpose of concealing genetic defects. If the patient requires correction of such genetic defects, the patient should be rendered neutered.
- g) Humane euthanasia of animals is an ethical veterinary procedure.

In order to maintain cordial relationships between professionals, professionals shall:-

- a) Report illegal practices and activities to the proper authorities.
- b) Not slander, or injure the professional standing or reputation of other veterinarians in a false or misleading manner.
- c) Not take over a client without informing the previous vet.
- d) Establish a practice in the vicinity of a practice of a former employer.
- e) Not charge low fees to undercut others.

10.0 FINANCIAL MANAGEMENT

Sound management of the Board's finances is critical to effective operations of the Board. The Board therefore has to establish sound financial management procedures. The sources of funding shall be:-

- Government grants
- Fees from registrations, licenses and permits.
- Donations

10.1 Bank and Banking procedures

Banking facilities are available. The Board shall open a bank account whose signatories shall be the chairman, a treasurer nominated from among the Board members, and the EO. Cheques shall be signed by any two of the signatories, preferably the chairman and the treasurer. All monies received shall be banked first before withdrawal, and records of all cash or cheque deposits shall be maintained in a banking book.

10.2 Receipts and vouchers

Receipts shall be received for all monies paid out, and the same shall be issued for all monies received. Where payees cannot issue receipts to the Board, the Board shall provide payment vouchers which the payees will sign. The Board shall approve all expenditure other than petty cash expenditure.

10.3 Petty cash control

Petty cash is much more prone to abuse. It shall be withdrawn from the Bank by a cheque drawn in the name of either the chairman or the treasurer. The payee shall collect the money from the bank and hand it to the EO who will control its use, but overseen by the chairman.

10.4 Monthly financial reports

The EO shall prepare monthly financial reports and present the same to a Board meeting for scrutiny.

The report shall include

- a)Record of money received
- b)Record of money spent
- c)balance of money in the account which shall be supported by a bank statement.

A sample of a monthly financial report was provided (appendix 5)

10.5 Statutory deductions and auditing

The Board will comply with statutory deductions (tax) with respect to employees' salaries, and confirm to the State's auditing requirements.

It was noted that most members of the Board were familiar with the financial management procedures discussed and agreed upon.

11.0 OTHER DUTIES OF THE VETERINARY BOARD

11.1 Supervision of veterinary training

The Board is mandated to advice and assess the quality and standards of veterinary education at all levels. To achieve this, the Board shall *in the course of time* establish regulations for training institutions and assessment procedures. These will include:

- Establishing benchmarks for training institutions, in terms of the curricula, the facilities and staff.
- Establish inspection procedures for new and old institutions.

The Board shall further, and *in the course of time*, institutionalize and supervise continuous professional development (CPD). The Board shall encourage individuals and institutions to develop and mount courses, seminars, conferences and workshops, which the Board will advertise and accredit. The Board will then tie the annual retention of a professional in the register to the amount of CPD undertaken.

11.2 Establishment and operations of National Veterinary Associations

The Board is also mandated to regulate the establishment and operations of National Veterinary Associations. To achieve this, the Board shall interrogate and approve the constitutions of the associations, supervise elections, and attend annual general meetings and oversee activities of associations' executive bodies.

It was noted that there are two veterinary associations in Somaliland, which is undesirable. The Board shall therefore encourage a merger of the two associations.

11.3 Formulation of decrees and Acts of parliament

The Board shall, in consultation with the Director General, initiate a review of the relevant sections of the Veterinary Code, pertaining to the National Veterinary Board.

12.0 APPENDICES

Appendix 1:- Contract agreement for Board's EO

Dr/Mr/Mrs/Ms

Dated.....

The National Veterinary Board (herein referred to as the Board) is pleased to offer you the position of Executive Officer for a period of two years starting

The job description will be as set out below. The duties are subject to change from time to time.

1.0 Employer

Your employer is the National Veterinary Board (NVB) of Somali land, a statutory body established by the National Veterinary Code.

2.0 Terms of Reference

2.1 To co-ordinate NVB

2.2 Be overall in charge of the Board office on behalf of the Board as directed by the Board.

2.3 To assist the Board in execution of its decisions.

2.4 To exercise overall responsibility over the Board's members of staff, including their duty allocations, supervision and welfare.

2.5 In liaison with the registrar, review and update the register of veterinary surgeons, animal health assistants, and zoo technicians in accordance with the veterinary code.

2.6 In liaison with the registrar, review and update the register of private veterinary practices, veterinary drugs outlets and drug sellers in accordance with the veterinary code.

2.7 In conjunction with the Chairman of the Board, deal with correspondence and communications related to Board matters.

- 2.8 In consultation with the Chairman, keep the Board's books of accounts as directed by the Board.
- 2.9 Prepare annual revenue and expenditure estimates in consultation with the chairman and submit the same to the Board for approval.
- 2.10 To receive on behalf the board statutory annual retention fees, registration fees, license and permit fees, and monies from any other sources.
- 2.11 To assist the Board to review from time to time and recommend to the Board of the relevant sections of the veterinary code.
- 2.12 In consultation with the chairman, organize meetings of the Board and its subcommittees, take minutes of Board meetings and distribute agendas and minutes if the meetings.
- 2.13 To prepare written Board's monthly financial reports, and audited annual financial reports.
- 2.14 Any other duties assigned by the Board or the Chairman that are relevant to the improvement of the Board's activities.

3.0 Reporting responsibilities

- 3.1 In all your responsibilities, on behalf of the Board, you will report to its Chairman.
- 3.2 Employees of the Board will report to and will be accountable to you.

Appendix 2:- Format for Board's minutes

THE 276 VETERINARY BOARD MEETING HELD ON 22ND NOVEMBER 2007

Present

Dr. J.N. Kuria (in chair) Dr. P.M. Ithondeka, Dr. G. K. Muttai, Rd. A.N. Wambui, Dr. W.K. Murekefu representing the DVS, Dr. S. G. Kiama representing the Dean.

Apologies

Dr. S.N. Kimani
Dr. D.O. Othieno

In attendance: Executive officer, Dr. J. K. Mungai.

MIN. 1749/11/2007: CONFIRMATION OF MINUTES OF 20TH SEPTEMBER 2007

The minutes were proposed by Dr. P. M. Ithondeka and seconded by Dr. G. K. Muttai as a true record of what was discussed and signed by the Chairman.

MIN. 1751/11/2007: REGISTRATION OF VETERINARY SURGEONS

Local

Year	Name	Qualification	Fees	Affidavit
2006	Dr. Allan Jacob Ouma	BVM (UoN)	Yes	Yes
2002	Dr. Janet Muthoni Kariuki	BVM (UoN)	Yes	Yes
2006	Dr. Esther Mutheru Kyole	BVM (UoN)	Yes	Yes

Foreign

Dr. Sanjay Kumar Sharma, qualifications BVSc. & A.H. (1997) University – Govind Ballabh Pant University of Agriculture & Technology. He applies to work in management of Quality Meat Packers Ltd. His registration was refused on the ground that he does not require to be registered to work in the management of the company.

MIN. 1752/11/2007: REGISTRATION OF PRIVATE PRACTICE.

Applications by Dr. Bryant Omende Mose, registration number 2008, to start private practices were accepted. He, plans to set up a veterinary clinic in Milimani Estate Kisumu. The name of the clinic will be Calmose Veterinary clinic.

MIN. 1753/11/2007 MONTHLY FINANCIAL REPORT FOR SEPTEMBER AND OCTOBER 2007

- a) These were circulated to members .
- b) Summary

September 2007

MONTHLY EXPENSES	377,593.90
MONTHLY TOTAL + MONTHLY BALANCE FORWARD =	3,488,881.10
MINUS MONTHLY EXPENSES	377,593.90
BALANCE AT THE END OF THE MONTH =	3,111,287.20
BANK BALANCE AS AT THE END OF THE MONTH =	3,111,287.20
MONTHLY INCOME MINUS MONTHLY EXPENSES =	(196,693.90)
PREVIOUS MONTH CUMMULATIVE DEVIATION =	560,801.00
CURRENT DEVIATION =	(196,693.90)
CUMMULATIVE DEVIATION FOR THE MONTH OF	SEPTEMBER 2007
	<u>370,107.10</u>

October 2007

MONTHLY EXPENSES	888,024.00
MONTHLY TOTAL + MONTHLY BALANCE FORWARD =	3,920,541.20
MINUS MONTHLY EXPENSES	888,024.00
BALANCE AT THE END OF THE MONTH =	3,032,517.20
BANK BALANCE AS AT THE END OF THE MONTH =	3,032,517.20
MONTHLY INCOME MINUS MONTHLY EXPENSES =	(78,990.00)
PREVIOUS MONTH CUMMULATIVE DEVIATION =	370,107.10
CURRENT DEVIATION =	(78,770.00)
CUMMULATIVE DEVIATION FOR THE MONTH OF	OCTOBER 2007
	<u>291,337.10</u>

MIN. 1754/11/2007 FIELD INSPECTION VISIT (COST)

Dr. B. O. Godia made field visits to the following regions:-

a) Parts of Nyanza, Western and Rift Valley for a period of 18 days.

At a cost of Ksh 63,000 for day allowances. The DVS met driver, fuel and maintenance costs.

b) Visit to Coast province from 21st November to 7th December a period of 17 days.

For a total cost of 119,705/= broken as follows;-

Officers allowances	59,500.00
Driver allowances	24,400.00
Accompanying local officers	4,125.00
Cost of vehicle fuel and maintenance	31,680.00

Report of (a) has been submitted but not summarized.

MIN. 1755/11/2007 BOOK KEEPING

The book keeping of the year 2006 has not been done at the end of April 2007. The previous keeper has become unavailable and so another had been contracted at the cost of Ksh. 2,000/= per month.

However, citing that the work was much, he declined the amount. After negotiation with the executive officer, he agreed to the work at the cost of Ksh. 4,500/= per month.

During the book keeping exercise he found the accounts of the year 2005 had errors and so as to clear those errors which can impact negatively on audit accounts of 2006 he agreed to investigate accounts of 2006 he agreed to investigate accounts of 2005 at cost of Kenya shillings 18,000/=. The Board agreed that the accountant be paid Ksh 4,500/= per month and Ksh 18,000/= for investigation.

MIN. 1758/11/2007 CORRESPONDENCES

Prof. Peter K. Gathumbi to KVB inviting the Chairman to the eighth CL Davis Pathology Symposium for Southern and Eastern Africa to be opened on 21/11/2007.

This correspondence was not received on time and therefore the Board was not represented.

MIN 1759/11/2007: E.O. ALLOWANCES

The intention was to apply – part of minutes of 1625/8/2005 – which states “in future if E.O. Is on allowance he should be compensated for annual inflation between 12% to 15% based on basic allowances”.

The Board after discussion decided to add basic allowance from Ksh.35,000/= to Ksh.40,000/=

MIN. 1760/11/2007: ANY OTHER BUSINESS

There were issues of review of incorporation of animal welfare in the curriculum of Faculty of Veterinary Medicine University of Nairobi.

Among the groups which were invited, Egerton University was not among them.

There was also information given to the effect that Egerton University is planning to start a Faculty of Veterinary Medicine.

There being no other business the meeting closed at 4.30pm.

Date of next meeting will be on 24/1/2008

CHAIRMAN DATE

Appendix 3:- Affidavit

REGISTRATION APPLICANT'S STATUTORY DECLARATION

I do hereby declare on this day of that I am the person who is applying for the temporary registration as a Veterinarian/ Paraveterinarian and I am holding the above qualification (s) and that the information I have given is true and correct to the best of my knowledge and belief.

Signature Date

CERTIFICATION: (To be certified by **advocate/magistrate/notary public)**

I certify that I have compared the photograph in the application form shown to me this day of with his application before me and that in my opinion it is a true and faithful likeness and I am satisfied that the applicant before me is the person to whom the photograph

and application relates.

Name:

Qualification:

Signature:

Address:

Appendix 4:- Sample of Electric Register

	reg -date	Surname	names	address	qualification in	-aqua	y-qua.	prac-fee	pra.	
74	06.08.1958	CARLES	ALAN BLARE	BOX 23220 NAIROBI	MRCVS	5	29.06.1957	3	NILL	8
112	20.03.1964	SAKWA	FESTO OMUSA	BOX 30450 NAIROBI	MRCVS	1	16.12.1963	3	NILL	3
122	05.02.1965	MURIITHI	DANIEL	BOX 334 NGONG HILLS	MRCVS	1	06.11.1964	3	NILL	5
124	14.10.1965	NDETI	JACKSON KYENGO	BOX 77880 NAIROBI	DVM	1	29.05.1964	3	NILL	6
130	06.10.1966	CHEMA	SAMSON	BOX 57811 NAIROBI	DVM	1		3	NILL	3
141	09.01.1968	ORIE	GEORGE ABWANJO	PRIVATE BAG, NJORO	BVSc	5		3	NILL	3
143	09.01.1968	WEKESA	NOAH MAHALANGA NG	BOX 982 KITALE	MRCVS	5		3	NILL	3
152	09.01.1968	MOTELIN	GIDEON KIPLANGAT	BOX 536 NJORO	FRVC	1		3	NILL	3
161	09.01.1968		SAMSON KIPLANGAT	BOX 47101 NAIROBI	BVSc	1		3	NILL	15
162	09.01.1968	MASIGA	WALTER NYAMORA	BOX 47926-00100 NAIROBI	BVsMsPhd	1		3	NILL	13
163	09.01.1968	KARIUKI	PHINEAS DADSON	BOX 705 EMBU	BVsMsPhd	1		3	NILL	11
165	09.01.1968	MUCHERE	JOHN WESAMBA	BOX 107-50106 SHAMANDA	BVSc	1		3	NILL	14
172	05.06.1968	NDUNGU	SIMON GITAU	BOX 32 KIKUYU	BVSc	1		3	NILL	5
190	02.05.1969	YIAPAN	LEO SWIYIANKA	P.O. BOX 182 NGONG HILLS	BVSc	1		3	NILL	11
192	02.05.1969	FAZIL	MOHAMED AJIMAL	BOX 88432 MOMBASA	BVSc	1		20	ANIMAL CLINIC	16
194	02.05.1969	CRAN	HUGH ROSS	BOX 958 NAKURU	MRCVS	5		20	NKR DIS. VET SCH	16
195	07.10.1969	WAMUKOYA	JOSEPH PIUS	BOX 29053 NAIROBI	BVScMSc	1		3	NILL	4

202	21.12.1969	MUNYUA	WILLIAM KIMANI	BOX 29053 NAIROBI	BVMMsPhd	1		3	NILL	15
205	05.01.1971	NG'NG'A	JULIUS MUTURI	P.O. BOX KABETE	BVSc	1		3	KANGARE AGRO	3
207	05.01.1971	COOPER	JOHN ERIC	P.O. BOX 42220 NAIROBI	MRCVS	5		3	NILL	15
214	05.01.1971	VARMA	VIJAY S.	BOX 40373-00100 NAIROBI	BVScMSc	1		20	JOCKEY CLUB OF	16
216	05.01.1971	SAYER	PAUL DAVID	BOX 14660-00800 NAIROBI	MRCVS	5		3	NILL	16
222	19.07.1971	MUNGAI	JOHN KAMAU	BOX 162-00614 WANGIGE	BVSc	1	01/11/69	3	NILL	18
223	19.07.1971	NJUGUNA	GILBERT KONGO	BOX 3134 NAKURU	BVSc	1		9	DR.G.K.NJUGUNA	5
224	19.07.1971	KARANGA	TIMOTHY EZEKIEL	BOX 672 EMBU	BVSc	1		3	NILL	4
228	03.12.1971	MULELA	GIDEON HERMAN MAINGI		BVSc	1		3	NILL	3
231	03.12.1971	HAMIR	ANURALI NURALI JIRAJ		BVSc	1		3	NILL	3
238	09.11.1972	MKONDO	MEJA HAMISI	BOX 90592 MOMBASA	BVSc	1		3	NILL	5
240	09.11.1972	LWALI	JOSEPH CHARLES	BOX 10125 NAKURU	BVSc	1		3	NILL	3
249	10.09.1973	KURIA	JAMES MBUGUA	BOX 23272 NAIROBI	BVM	1		3	NILL	7
253	28.06.1974	KIPTOON	JAPHETH CHESIRE	BOX 300040 NAIROBI	BVsMsPhd	1		3	NILL	15
254	28.06.1974	MARIBEI	JAMES MATHENGE	BOX 29053 NAIROBI	BVsMsPhd	1		3	WANGIGE VET CL	15
255	28.06.1974	GATUTA	GEORGE MUNENE	BOX 59362 NAIROBI	BVM	5		3	NILL	3
256	28.06.1974	KOSKE	JOEL KPNGENO	BOX 427 NJORO	BVM	1		3	NILL	7
257	28.06.1974	AGUMBA	GILBERT JULIAN OKWARO	BOX 29053 NAIROBI	BVMMsPhd	1		3	NILL	15
258	28.06.1974	OKILA	EDWIN VINCENT ASIONYI	P.O. BOX 28179 NIB	BVM	1		3	NILL	16
260	28.06.1974	KIAMA	JOHN MATHENGE	BOX 222 KIAMBU	BVM	1		3	NILL	6

MONTH SEPTEMBER

YEAR 2008
DEPOSITS

DIRECT BANKING					OFFICE BANKING		
DATE	CASH	CHEQUE	M.O	RECEIPT NO.	DATE	CASH	CHEQUE
2-Sep	500 .00			7753	5-Sep	34,000.00	6,000.00
11-Sep	1,000.00			7754	12-Sep	39,225.00	100,050
22-Sep	20,000.00			7757	19-Sep	29,500.00	
					26-Sep	5,000.00	5,000.00
					30-Sep		15,000.00

BALANCE FORWARD 2,939,576.00
 MONTHLY INCOME = 258,275.00
 MONTHLY INCOME + B/F = 3,197,851.00

EXPENSES
 MONTHLY EXPENSES 210,904.50

MONTHLY TOTAL + MONTHLY BALANCE FORWARD = 3,197,851.00
 MINUS MONTHLY EXPENSES 210,904.50

BALANCE AT THE END OF THE MONTH = 2,986,946.50

BANK BALANCE AS AT THE END OF THE MONTH = 2,986,946.50

MONTHLY INCOME MINUS MONTHLY EXPENSES = 47,370.50

PREVIOUS MONTH CUMMULATIVE DEVIATION = 157,354.75
 CURRENT DEVIATION = 47,370.50

CUMMULATIVE DEVIATION FOR THE MONTH OFSEPTEMBER 2008 204,725.25

		0										
TOTAL	20000	30250	58500	10000	28500	500		3000				86025