



Terms of Reference for Sub-Committee Identification

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Table of Contents

1	TERMS OF REFERENCE	1
1.1	BACKGROUND	1
1.2	OBJECTIVES OF THE SUBCOMMITTEE IDENTIFICATION (SC-ID)	1
1.3	GOVERNANCE.....	2
1.4	SECRETARIAT & REPORTING	3
1.5	COMMUNICATIONS WITH THE ICAR BOARD	3
1.6	PRIORITIES	3

1 Terms of Reference

1.1 Background

The purpose of this paper is to outline the updated Terms of Reference (ToR) for the long established Subcommittee Identification (SC-ID).

This revision follows on from:

- a. the recent resignation by Ken Evers as the Chairperson of the SC-ID
- b. the absence of ToR in the standard ICAR format for the SC-ID, and
- c. the rapid evolution in identification devices and systems for animals.

This draft is for consideration by the SC-ID at its May 2016 meeting.

The following sections cover the key elements of the recommended new Terms of Reference for the SC-ID.

1.2 Objectives of the Subcommittee Identification (SC-ID)

The objectives of the SC-ID are to:

- a. **Provide a forum** for:
 - members of ICAR, ICAR's approved test centres for animal ID devices, national competent bodies responsible for animal identification, and manufacturers of animal ID devices to:
 - collaborate, exchange information, and learn from each other, on all aspects of animal identification including:
 - identification devices, identification coding systems, identification data capture systems, integration of identification with animal recording, and the incorporation of identification information in animal recording databases at all levels (device, farm, service provide, national and international).
- b. **Provide identification guidelines.**
 - Maintain, update, promote and extend worldwide, guidelines for all aspects of animal identification, including those for ID device testing, with a particular focus on farmed cattle and small ruminants.
 - Collaborate with ISO to help ensure ISO guidelines of relevance to ICAR's activities are state-of-the-art.

- c. **Surveys.** Conduct and report the results of periodic international surveys on animal identification practices and trends.
- d. **Enable ID related services.** Develop, provide and promote testing and certification systems and standards for animal (including species other than cattle and small ruminants) identification devices to form the basis of the identification device testing and certification services that Service ICAR (sICAR) provides to ID device manufacturers and ID device providers on a user-pays basis.
- e. **Facilitate development.** Facilitate and co-ordinate international collaboration in research and development on new equipment, procedures and methods dealing with: identification devices, including ear tags and electronic identification, which facilitate accurate recording of farm animals in commercial farming situations.
- f. **Promote use.** Promote and encourage ICAR Member Organizations, national Competent Authorities to use only ICAR certified animal ID devices in national livestock identification systems. Promote also the adoption and use of ICAR certified animal ID devices and ID coding standards in the other animal sectors including for pets.
- g. **Implement ISO-ICAR agreement.** Ensure the ISO-ICAR agreement on animal identification devices is fully implemented to the satisfaction of ISO.

1.3 Governance

The ICAR Board will appoint the SC-ID.

The SC-ID will comprise members who cover some or all, depending on the level of interest and participation in ICAR activities, of the following interests:

- a. **Geographical regions:** Europe (West and East), North America, South & Central America, Asia, Africa & Oceania.
- b. **Identification system implementers and operators:** organizations that are actively involved in implementing and operating farm animal identification systems on a national or regional basis.
- c. **Supporters of ICAR Participation in animal identification:** for cattle, sheep, goats and other species.

Observer members (non-voting) of the SC-ID will include relevant ICAR Secretariat persons and representatives of ID Device test centers as appointed by sICAR from time to time.

The SC-ID will be supported by an Identification Expert Advisory Group (ID-EAG) with Terms of Reference as in Appendix 1 (yet to be developed).

The SC-ID, may from time to time and the approval of the ICAR Board, also create other advisory committees to provide specialist and expert advice on topics of direct relevance to achieving the objectives of the SC-ID.

1.4 Secretariat & Reporting

The SC-ID will be supported by one or more persons from the ICAR Secretariat as appointed by the ICAR Chief Executive from time to time.

Role of SC-ID Secretariat Person(s):

- a. **SC-ID Composition** – maintain list of SC-ID members with up-to-date contact details. In consultation with Chairperson, ICAR Chief Executive and ICAR Board ensure SC-ID membership is comprised of interested and enthusiastic members representing active stakeholders.
- b. **SC-ID Meetings** – agree dates and venues in consultation with Chairperson, provide notice of meetings to members, agree agenda with Chairperson, distribute agenda and background papers, take minutes, agree minutes with Chairperson, and distribute minutes.
- c. **Website** – maintain SC-ID part of ICAR website and forum ensuring contents are up-to-date and relevant according to these TOR.
- d. **Implementation** – ensure the decisions taken by the SC-ID are implemented and report back to the SC-ID on progress with implementation.

1.5 Communications with the ICAR Board

- a. Annual report of the SC-ID by the Chairperson to the Board.
- b. The ICAR Secretariat support person(s) will provide the ICAR Chief Executive with frequent information and updates as required. These will form the basis of frequent reports to the ICAR Board.
- c. Participation of the SC-ID Chairperson in meetings with the Board, normally on an annual basis coinciding with the ICAR Annual Meetings.

1.6 Priorities

Priorities are to be established by the SC-ID taking account of its terms of reference and any requests from the ICAR Board.

That the priorities for SC-ID in 2016-2017 include the following:

- a. Revising SC-ID membership to include more representation of organizations responsible for implementing and or operating national or regional animal identification schemes
- b. Appointing new chairperson
- c. The SC-ID has introduced many new test services in 2015/16. Priority for 2016 and 2017 is to consolidate and embed these procedures ensuring sICAR ID services are robust and continue to meet and surpass customer expectations
- d. SC-ID to foster more engagement with national Competent Authorities (CAs), through education and develop increased 'buy in' from CAs to new validation service