

Chair ICAR SC-ID – Position Description



ICAR Subcommittee for Identification – Chairperson Position Description

Title details

Title:	Chairperson
Group:	Subcommittee for Identification (SC-ID)
Date:	23 rd May 2016

Position Summary

To ensure that ICAR's SC-ID achieves its objectives in accordance with its Terms of Reference.

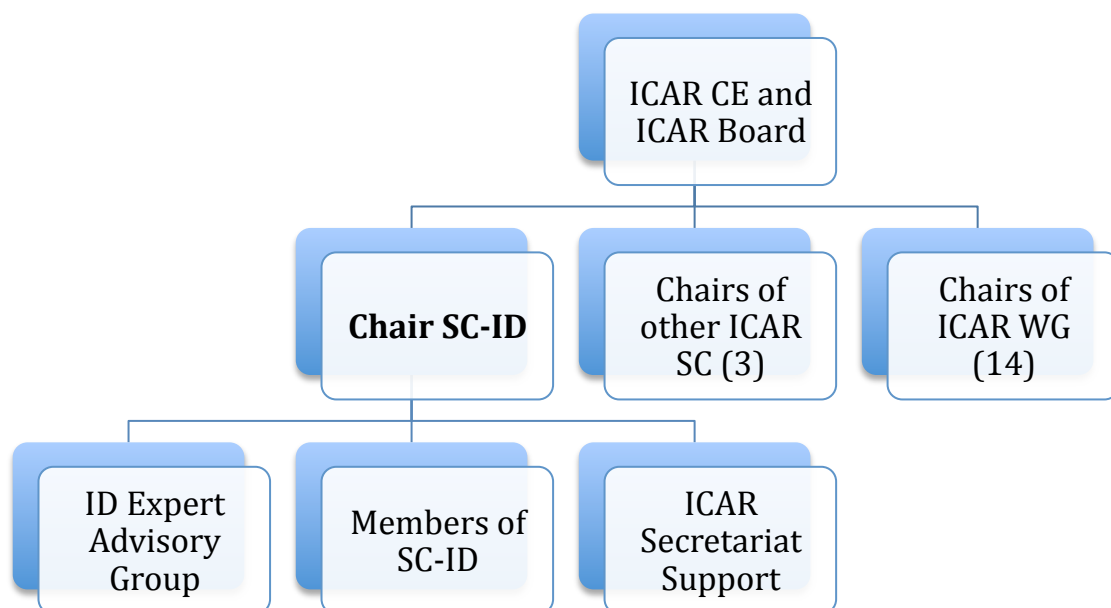
Dimensions

Role in Group:	Chairperson
Meetings / year (electronic / face-to-face):	4-8 electronic meetings with full SC-ID, monthly electronic meetings with ICAR secretariat, one or two face-to-face meetings with full SC-ID and at least one face-to-face meeting per year with ISO.
Travel required:	Attendance at ICAR Annual Conference plus attendance of other face-to-face meetings in Europe and other regions as agreed with ICAR CE.
Services:	Responsible for overseeing and developing policy for all identification related services provided by Service ICAR.
Service income:	In association with Secretariat, ensuring income from ID related services provided by Service ICAR is to agreed budget.

Organisational Relationships

The Chairperson of the SC-ID reports ultimately to the President of ICAR and through him/her to the Board of ICAR. Refer to the section on Working Relationships for more detail.

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Major Activities

Activity	% of total	Objective
1. Leadership	20	Ensure ICAR’s SC-ID is productive, collaborative and effective in achieving its objectives.
2. Facilitation	20	Ensure all the SC-ID meetings and discussions result in decisions that are widely supported by SC-ID members and effective in achieving its objectives.
3. Supervision	20	Support the ICAR CE in ensuring the ICAR Secretariat support team provides excellent services to the SC-ID. Report all unresolved concerns to the ICAR CE.
4. Expertise	20	Provide expert knowledge on a wide range of animal identification matters and where needed obtain expert advise from the ID Expert Advisory Group.
5. Communication	20	Ensure the work of the SC-ID is effectively communicated to all key stakeholders.

Major Challenges

1. To build the SC-ID team to include highly motivated and skilled people who in combination are able to deliver on the objectives of the SC-ID.
2. To ensure that the ID Services provided by Service ICAR are highly valued and respected by: the manufacturers of ID devices, national competent authorities and animal recording organisations world wide.
3. To ensure ICAR fully delivers on all aspects of its agreement with ISO in relation to identification devices.

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Decision Making Authority

Decisions Expected	Recommendations Expected
Schedule of meetings for SC-ID	
Details of communications to all stakeholders	

Working Relationships

Most Frequent Contact	Nature or Purpose of Contact
CE of ICAR	Identify and address priority issues. Ensure CE is well informed and vice-versa.
ICAR Secretariat support team	Ensure well informed of all issues raised by stakeholders. Ensure Secretariat is taking appropriate action in timely manner.
Members of SC-ID	To secure their contributions to the work of SC-ID. To ensure all key issues are addressed in the best possible manner.
ISO Working Group identification	ICAR serves as Registration Authority for ISO in the field of Electronic Identification. The SC-ID Chair needs to oversee and participate in liaison with ISO, including communication with ISO central secretariat, and attending the ISO/TC23/SC19/WG3 Identification meetings that can take place twice a year.
Representatives of ID device manufacturers	To ensure their support for and compliance with the ID related decisions made by SC-ID and ICAR. To ensure SC-ID is well informed on future developments in ID.
Representatives of ICAR contracted ID device test centres	To support ICAR CE in ensuring a high quality service is provided to ICAR.
ICAR Board	To ensure ICAR Board and well informed on activities of the SC-ID and that SC-ID is well informed on ICAR strategic priorities.

Skills & Competencies Required

Skill/Competency
1. Board knowledge and expertise in the field of farm animal identification, particularly cattle.
2. Detailed understanding of the processes required for establishing and maintaining national

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animal identification device functionality.
3. Familiarity with the use of identification in animal recording systems world wide.
4. An established ability of lead and facilitate effective meetings involving diverse skills, diverse interests and shared goals.
5. A very effective communicator in the English language with audiences having a wide range of knowledge in the field of animal identification and some of whom have limited capability in the English language.

Amount of Work and Funding

The position requires a high degree of availability and about 5 working days per month. ICAR covers only the travelling costs including transportation and accommodation for approved meetings.

Other Information

Description
1. The Terms of Reference for the SC-ID are currently under review and it is expected the new Chair will provide valuable input during the completion of the review and the implementation of the decisions resulting.
2. The ICAR support staff for the SC-ID is currently changing as a result of the retirement of a long serving staff member.
3. Where the Chair is required to represent ICAR at meetings with official bodies, eg ISO, then the travel and related costs for such meetings may be reimbursed by ICAR. All such reimbursements are to be first approved by the ICAR of CE.

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