



THE GLOBAL STANDARD  
FOR LIVESTOCK DATA

## Terms of Reference for Animal Identification Sub-Committee

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*Draft v5, 25 January 2017 Martin Burke*



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## 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 Animal Identification Sub-Committee (SC-ID).

This revision follows on from:

- a. The absence of ToR in the standard ICAR format for the SC-ID, and
- b. The addition of a Promotions Advisory Group.

This draft is for consideration by the SC-ID at its February 2017 meeting.

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

### 1.2 Objectives of the Animal Identification Sub-Committee (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 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:

- Geographical regions:** Europe (West and East), North America, South & Central America, Asia, Africa & Oceania.
- Identification system implementers and operators:** organizations that are actively involved in implementing and operating farm animal identification systems on a national or regional basis.
- 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 Service-ICAR from time to time.

The SC-ID will appoint a Promotion Advisory Group (ID-PAG) with the objective to provide a forum for manufacturers of animal identification devices to collaborate with ICAR in promoting the identification related services provided by Service-ICAR. The Terms of Reference can be found in Appendix 1.

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 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.
- e. **Coordinate Services** - report to the SC-ID on the current activities of Service ICAR's Identification Certification and Validation Services.

#### 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.** Appoint Chair and members of new proposed Promotions Advisory Group
- d.** 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 Service-ICAR ID services are robust and continue to meet and surpass customer expectations.
- e.** SC-ID to foster more engagement with national Competent Authorities (CAs), through education and develop increased 'buy in' from CAs to new validation service.

## **Appendix 1.**

### **Terms of Reference for Promotion Advisory Group**

#### **1.1 Background**

The purpose of this paper is to outline the terms of reference for the ICAR SC-ID (Animal Identification Sub-Committee) Promotion Advisory Group (the PAG).

This proposal follows on from the discussions that took place at the ICAR Staff meeting in Cork on 16th and 17th August 2016 and meeting with selected manufacturers in Milan in July and Chile in Oct 2016

This report is for consideration by the SC-ID.

The following sections cover the key elements of the recommended Terms of Reference for the PAG.

#### **1.2 Objectives of the PAG**

The objectives of the PAG are to:

Provide a forum for manufacturers of animal identification devices to collaborate with ICAR in promoting the identification related services provided by Service ICAR.

#### **1.3 Governance**

The Chair of the PAG must be a member of the S-ID. The chair and members will be appointed and governed by ICAR's SC-ID in accordance with its ToR that provide for the establishment of Expert Advisory Groups of which PAG is one.

#### **1.4 Secretariat & Reporting**

The PAG will have one of its members appointed to arrange meetings, provide agendas and to keep minutes of meetings.

Reporting is to the SC-ID in the form of recommendations.

#### **1.5 Priorities**

Priorities of the PAG are to be established in consultation with the Chairperson of the SC-ID.

The priorities for PAG in the next year include the following:

- a. To develop a recommended promotion plan for Service-ICAR's identification related services.
- b.