

ANNEX FOR MEMBERS APPROVAL OF THE ICAR GUIDELINES

Rule 1 – Definition

- 1.1. As per ICAR Statutes Article 3, ICAR Guidelines shall be approved by the ICAR Members.
- 1.2. ICAR Standard Operating Procedure (SOP) 03_COM_0005 describes the full approval process from creation to publication
- 1.3. This annex is a supporting document to ICAR SOP 03_COM_0005.

Rule 2 - Content

- 2.1 All ICAR Guidelines should be based on sound scientific evidence. They are practical instructions for technicians and professionals involved in animal identification, recording and evaluation of farm animals and of characteristics of production systems with a bearing on animal health, animal care, productivity, food safety and the environment. They should contain:
 - a) the scope and objectives of proposed Guidelines;
 - b) field of application;
 - c) references;
 - d) procedures and methods of implementation for attaining objectives set in guidelines.
- 2.2 Broader explanations and technical details should be presented in annexes or appendices.

Rule 3 - Right of initiative

- 3.1 An ICAR member, the Board, an ICAR Sub-Committee or an ICAR Working Group or Task Force may propose new or amendments to the existing Guidelines.
- 3.2 The Board may include into terms of reference of Sub-Committees and Working Groups the monitoring of changes in technologies and recording and evaluation practices and development of proposals for Guidelines.
- 3.3 A professional involved in animal recording and a manufacturer or a group of manufacturers of identification or measuring devices may initiate proposals for new or for amendments to the existing Guidelines.

Rule 4 – Submission of proposals

- 4.1 Proposals of Member organisations may be submitted to the ICAR Secretariat.
- 4.2 Proposals of individual experts and those of manufacturers of identification and recording devices may be submitted to respective Sub-Committees or Working Groups.
- 4.3 The Secretariat shall review each proposal so as to ascertain its compatibility with ICAR Statutes and forward it to the Board for approval.

Rule 5 - Approval

- 5.1 New Guidelines or changes in the existing Guidelines shall be approved by the ICAR Members.
- 5.2 This can be done either at the General Assembly or can also be done by electronic means where the Board approved guidelines are sent to Members for their comment allowing 30 days for any member feedback.
- 5.3 All Members' feedback on the new guidelines is first reviewed by the Chief Executive and the respective Chair of the relevant Sub Committee / Working Group who will summarise the members' comments and make recommendations on appropriate actions to the ICAR Board. The Board decide on and initiate appropriate action.

- 5.4 Members feedback comments will be shared and made available on ICAR's public website for all to view (www.icar.org)
- 5.5 In the event the content of the guidelines is changed then the amended guidelines will be re-issued to the members for further review and comment.
- 5.6 Once the Guidelines approved by the ICAR Members shall be published in English.

Rule 6 - Publication

- 6.1 The ICAR Secretariat shall place new guidelines and/or changes in the existing Guidelines on the ICAR Home Page immediately after the approval.
- 6.2 Copyright shall remain with ICAR.
- 6.3 In order to promote the implementation of Guidelines, Members of ICAR may translate and publish them in other languages subject to the approval by the ICAR Secretariat.

Rule 7 – Monitoring

- 7.1 The implementation of ICAR Guidelines shall be monitored by the ICAR Board, Sub-Committees, Working Groups and Task Forces.
- 7.2 The monitoring of the implementation of ICAR guidelines shall be an integral part of Terms of Reference of the Sub-Committees, Working Groups and Task Forces.
- 7.3 The Secretariat shall collect and forward to the Board findings of ICAR Auditors related to the implementation of ICAR Guidelines.