



THE GLOBAL STANDARD
FOR LIVESTOCK DATA

Terms of Reference for the ICAR Animal Identification Sub-Committee

Version November, 2022

Network. Guidelines. Certification.

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1 Background

The following sections cover the key elements of the Terms of Reference for the Animal Identification Sub-Committee (ID-SC).

These revised ToR have been approved by ICAR Board at its meeting on 29th November of 2022.

2 Context

The ID-SC is one element of ICAR's Group structure as elaborated [here](#) on the ICAR website. As a sub-committee:

- a. It is a permanent,
- b. Its chair and members are appointed by the Board of ICAR,
- c. It is responsible for policy relating to services to members.

The main purpose of the ID-SC is to achieve a number of objectives related specifically to animal identification.

3 Objectives of the ID-SC

The objectives of the ID-SC are to:

- a. Provide a forum for:
 - i. 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:
 - ii. collaborate, exchange information, and learn from each other, on all aspects of animal identification including:
 - iii. 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.
 - i. 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.
 - ii. Collaborate with ISO to help ensure ISO standards 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, 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.

4 Governance

The ID-SC will comprise a Chairperson and members appointed by the ICAR Board. The term of membership and voting rights of members will be determined at the time of appointment and may be reviewed from time to time.

All ICAR Group members are required to comply with the most recent version of ICAR's Conflicts of Interest Policy as [here](#).

The ID-SC 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, North America, South America, 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. Technical expertise in animal identification with respect to device accuracy, reliability, reproducibility, functionality, evaluation and certification.

Observer members (non-voting) of the ID-SC will include relevant ICAR Secretariat persons and may include representatives of approved ID Device test centers.

The ID-SC, may from time to time create expert task forces or advisory/specialist teams to provide expert advice on topics of relevance to achieving the objectives of the ID-SC.

The ID-SC is encouraged to have at least once a year a formal meeting with ICAR associate members to provide a forum for feedback, collaboration, knowledge sharing and technology and market updates.

5 Chair duties

- a. Group Composition – in consultation with ICAR Secretariat and ICAR Board ensure membership is comprised of interested and enthusiastic members representing active stakeholders.
- b. Business and Group Meetings – takes initiative for dates, agenda and minutes in consultation with Secretariat. Organise at least two meetings per year, 3 to 4 meetings per year are recommended.
- c. Coordinate relationships with other ICAR groups (see paragraph 9). Have awareness of activities going on in other groups.
- d. Group activities - in consultation with the group members, establish priorities with agreed duties of group members and agreed deliverables and timescale. Accomplishment of the tasks in time and activities leading to a satisfactory outcome.
- e. Communications with the ICAR Board. See paragraph 8.

6 Secretariat

The ID-SC 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 ID-SC Secretariat Person(s):

- a. ID-SC Composition - maintain list of ID-SC members with up-to-date contact details. In consultation with Chairperson, ICAR Chief Executive and ICAR Board ensure ID-SC membership is comprised of interested and enthusiastic members representing active stakeholders.
- b. ID-SC 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 ID-SC 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 ID-SC are implemented and report back to the ID-SC on progress with implementation.

7 Communications with the ICAR Board

- a. Annual report of the ID-SC 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 ID-SC Chairperson in meetings with the Board, normally on an annual basis coinciding with the ICAR Annual Meetings.

8 Relationships with Other ICAR Groups

Relationships between ID-SC and other ICAR Groups are as summarized in Table 1.

Table 1. Relationship with other ICAR Groups and other institutions.

Group	Purpose of Relationship	Method of maintaining relationship
Recording and Sampling Devices Sub-Committee (RSD-SC)	Ensure ICAR standards, guidelines and services relating to identification are appropriately integrated with those for the recording and sampling devices used.	<ul style="list-style-type: none"> • By providing leadership for identification devices. • Overlapping membership. • Joint expert advisory group(s) as required.
Sensor Devices Task Force (SD-TF)	Ensure ICAR standards, guidelines and services relating to identification are appropriately integrated with those for the sensor devices.	<ul style="list-style-type: none"> • Overlapping membership. • Joint expert advisory group(s) as required.
ISO	Provide services to ISO. Ensure ICAR Guidelines and ISO Standards for animal identification are consistent and innovative.	<ul style="list-style-type: none"> • Overlapping membership with relevant ISO Groups. • Collaboration at level of the secretariat.
Others	Ensure any other standards, guidelines and services involving identification are developed using a shared ICAR philosophy.	<ul style="list-style-type: none"> • By providing leadership for identification devices. • Effective communication of plans and progress. • Overlapping membership as needed. • Joint expert advisory group(s) as required.

9 Priorities

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

The priorities for ID-SC in the next year can be found in **Errore. L'origine riferimento non è stata trovata.**

Table 2. Priorities for ID-SC in 2023.

Priority	Description
1	Consider further amendments to Guidelines Section 10 and incorporate any required changes for consultation and endorsement.
2	Conduct further consultation with the Animal ID Sub-Committee members on the field sampling service and proposed integration into recertification.
3	Develop a draft agenda for a webinar session with manufacturers on future focus areas for ICAR to consider – to also be used as an input into developing the SC workplan.

Priority	Description
4	Scope an agenda/plan for a technical session as a part of the ICAR annual conference (either a physical session in Toledo or virtual).