

By-laws updating guidelines, [version 1 February 2017](#).

PROCEDURE FOR UPDATING AND APPROVAL OF THE ICAR GUIDELINES

Rule 1 – Definition

- 1.1. ICAR [Guidelines](#) shall be approved by the ICAR [Members](#) under the procedure defined in [this by-law](#).
- 1.2. [ICAR Guidelines](#) define criteria to be applied consistently in the provision of recording and evaluation services in animal production and in the manufacture and supply of animal identification, recording and analytical devices.
- 1.3. ICAR guidelines recommend procedures and methods of recording and evaluation in animal production and in animal identification and registration of their parentage.
- 1.4. The present [by-law](#) defines the content, the right of initiative, the procedure for approval and publication of ICAR [Guidelines](#), which are established for the purpose of recording and evaluation in animal production, in identifying animals, the registration of their parentage, recording their performance, evaluating their genetics, and publication of such.

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 may propose the 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.
- 3.4 An ICAR Auditor or a group of ICAR Auditors may initiate proposals for new Guidelines [or](#) for amendments of the existing ones.

Rule 4 – Submission of proposals

- 4.1 Proposals of Member organisations may be submitted to the ICAR Secretariat.
- 4.2 Proposals of individual experts [including](#) those of manufacturers [\(e.g. manufacturers of identification and recording devices\)](#) 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 by-laws](#) and forward it to the Board.

Rule 5 - Approval

- 5.1 New Guidelines or changes in the existing Guidelines shall be approved by the [ICAR](#) Members.
- 5.2 Acceptance by a majority of 51 per cent of votes cast Members shall be required for the approval of the written agreement.

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5.3 The President shall declare the approval of the agreement not later than 30 days after the approval by the majority of Members.

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5.4 Guidelines approved by the [ICAR Members](#) shall be published in English.

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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.

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6.2 Hard copies of Guidelines [may](#) be published in the form which allows changes of the single pages and the relevant parts of Guidelines.

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6.3 Copyright shall remain with ICAR.

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6.4 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](#).

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Rule 7 – Monitoring

7.1 The implementation of ICAR Guidelines shall be monitored by the ICAR Board, Sub-Committees, Working Groups and ICAR Auditors.

7.2 The monitoring of the implementation of ICAR guidelines shall be an integral part of Terms of Reference of the Sub-Committees and Working Groups.

7.3 The Secretariat shall collect and forward to the Board findings of ICAR Auditors related to the implementation of ICAR Guidelines.