



Terms of Reference for the ICAR Animal Identification Sub- Committee

Version: 3.2

Date: 17th Oct, 2019

Status: Draft for ICAR Board
Consideration

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1 Background

The following are the Terms of Reference (ToR) for an ICAR Group. The Group is known as the Animal Identification Sub-Committee (ID-SC).

The changes to these ToR over time are summarized in Table 1.

Table 1. Change summary.

Date of Change	Nature of Change
May 2016	The ID-SC ToR were revised following a review conducted early in 2016.
May 2018	Reformatted to comply with ICAR branding guidelines. Amended to avoid conflicts of interest by clarifying voting rights of members. Refer to 4 Governance. Amended to include a section giving context. Refer to 2 Context. Amended to include a section dealing with relationships with other ICAR Groups. Refer to 8 Relationships with Other ICAR Groups. Include updated priorities from Feb. 2018 report to ICAR Board.
August 2018	Prepared for consideration by ICAR Board.
November 2018	Priorities updated following Nov. 6 th meeting of Board and Chairs.
March 2019	Changes resulting from ToR being considered by ID-SC.
May 2019	Edits from Secretariat – abbreviation confirmed as ID-SC and caption for table 2 to include other institutions.
October 2019	Addition of standard conflict of interest clause for SC and WG members.

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

2 Context

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

- It is a permanent,
- Its chair and members are appointed by the Board of ICAR,
- 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:
 - + 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 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.

Network. Guidelines. Certification.

- 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. In principle, members can only vote on those issues for which they or their employers do not have a conflict of interest as per Section 5 below.

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.

5 Conflict of Interest

Conflict of interest arises when a person has (or could have) divided loyalties. Members of the ICAR sub-committees, working groups and task forces (ICAR Groups) owe the organization their undivided loyalty. Therefore, they need to be conscious of the potential for conflict of interest, and they need to act with candour and care in those situations.

Avoiding conflict of interest does not mean that an ICAR Group will never be in a conflict of interest position. It means that when the person is (or could be) in a conflict of interest position,



the situation is recognized and properly handled. Conflicts of interest only become problematic if the person fails to recognize the conflict of interest or fails to deal with the situation properly. Avoiding conflict of interest, in the narrow sense, means putting the duty to ICAR ahead of any other interest or duty. This means that the person must assess their views and proposals in light of their benefit to ICAR. Every person should contribute their unique skills and perspective, and their honest views, to any ICAR Group discussion. However, when it comes to decision-making, the person's actions will be judged in terms of the benefit to ICAR as a whole.

There is also the need to avoid both actual and perceived conflicts of Interest. A conflict of interest may be actual and obvious. Most commonly, this will arise when the person has a material interest in a proposed activity under discussion to which ICAR may be involved. This material interest may arise directly because the person is directly involved with the activity, or it may arise more indirectly because the person has an employment or other similar relationship with the entity dealing with ICAR.

Sometimes, even though there may be no legal conflict of interest, there is still potential for the reasonable perception of a conflict of interest, when viewed from the perspective of an objective outside observer. In that case, even if the person in fact has no actual bias, there is a potential for the perception of a conflict of interest.

For all of these reasons, the general policy below set out the guidelines for awareness, disclosure and options for handling any actual or perceived conflict of interest specific to members of an ICAR Group.

All ICAR Group members must have the awareness of their situation and be vigilant to identify:

- a. Whether they have any material interest in the activity or discussion topic on the agenda of any meeting of the ICAR Group ("direct conflict of interest").
- b. Whether, even if there is no direct or obvious conflict of interest, there is some other factor which does, or could, prevent them from exercising objective judgment ("potential conflict of interest").
- c. Whether, even if there is no potential conflict of interest, there is some other factor which might give an objective outside observer a reasonable basis to perceive that the person might not exercise objective judgment ("reasonably perceived conflict of interest").

In the event that an ICAR Group member identifies any of the above situations, they must disclose it as soon as possible to the Chief Executive of ICAR. Where an ICAR Group member has a potential conflict of interest, or there is some basis for a perceived conflict of interest, the



person must at least disclose that interest to the ICAR Group Chairperson, in sufficient detail to allow the Chairperson, and potentially other ICAR Group members, to understand what the interest is and how far it goes.

Upon knowledge of any ICAR Group member's disclosure of direct, potential or perceived conflict of interest, the ICAR Group Chairperson may handle the situation in one or more of the following ways:

- a. The member may contribute to the topic discussion and exercise their right to vote, as usual.
- b. The member may contribute to the topic discussion but not vote on any decision.
- c. The member may not contribute to the topic discussion or vote on any decision.
- d. The member will be excused from the meeting during all discussion on the topic.

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 2.

Table 2. 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.	• 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.	• 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.	• 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.	• By providing leadership for identification devices. • Effective communication of plans and progress. • Overlapping membership as needed.



Group	Purpose of Relationship	Method of maintaining relationship
		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.

Priorities are to:

1	Enlarge and broaden SC membership to include 'active' CAs.
2	Establish ICAR field testing protocol and promote to CAs.
3	Work with ISO WG3 on UHF test protocol - possible RA role.
4	Work on further revisions to Section 10 of the ICAR Guidelines (conventional tags test protocol).
5	Establish regular interaction with CAs.
6	Priorities for 2020: Sensor devices; Competent Authorities; Ring test.

REFERENCE: /USERS/BWW/BITRIX24/R_R/GROUPS/GROUPSOVERVIEW/TERMS OF REFERENCE/TOR ANIMAL IDENTIFICATION
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