

TERMS OF REFERENCE
INTERNATIONAL EMBRYO TECHNOLOGY SOCIETY (IETS)
FORMS AND CERTIFICATES SUBCOMMITTEE OF THE HEALTH AND SAFETY
ADVISORY COMMITTEE (HASAC)

1. Preamble

The Forms and Certification Committee is a subcommittee of the Health and Safety Advisory Committee (formerly Import/Export Committee). A long-standing committee of the International Embryo Technology Society (IETS), this subcommittee was reorganized in 1984 with the advent of freezing embryos. The record and identification system created to accommodate storage and movement of fresh and frozen embryos was approved in 1986 and was included in the first IETS Manual published in 1987. Since that time, this IETS labelling/identification record system has been accepted by the International Committee on Animal Recording (ICAR) as the world standard and is the standard throughout a great portion of the world.

2. Mission Statement

To create and maintain/update record and identification systems for embryos and all precursor products and procedures that permits accurate tracking, movement and identification of genetic material creating an embryo, for which the record and identification systems can be accepted as international standards.

3. Scope

The work of the subcommittee includes:

- a. Developing and updating record systems with corresponding forms that fill the need of the breeder/owners, practitioners/embryo transfer team, laboratory/inventor, regulatory officials and breed registry organizations, with these systems enabling the tracking all genetics contributing to the creation of the embryo.
- b. Developing and updating embryo identification and labelling procedures which become standardized throughout the world.
- c. Maintaining and updating the explanation of procedures in the IETS Manual
- d. Communicating with practitioners, firms and laboratories having IETS identification numbers by direct mail or email to keep them informed and to maintain their cooperation
- e. Staying abreast of regulatory requirements relating to disease and international movement.
- f. Maintain contact with ICAR in order to monitor the International Standards being considered for animal recording.

4. Structure

The subcommittee is led by a chairman and consists of a diverse group of approximately five to ten members of the IETS covering both public and private sectors. Co-opted non-members with appropriate interests and expertise may also serve. Members will represent as many different countries as possible and ideally they will represent each of the continents on which animal agriculture is practiced.

5. Appointment and Process

The Chairperson of the subcommittee is appointed by the Chairperson of the parent committee, with the approval of the Board of Governors. The Chair of HASAC then appoints a core committee of 5 to 10 persons. Such appointees will come from those with experience in the record development process but also knowledgeable about the technology for which the record and identification systems are being created. In addition, a wider range of people with expertise will be solicited for ideas and suggestions.

Subcommittee members are expected to volunteer their expertise. The chairman is normally selected from within the subcommittee, approved by the HASAC Chair, and the nomination confirmed by the Board of Governors of the IETS. At the discretion of the Parent Committee and the Board of Governors the chairman may serve for an indeterminate period.

6. Supporting Structure

The subcommittee is an instrument of the parent committee to which it reports and from which matters to be discussed are normally received and answered.

7. Frequency and Location of Meetings

The subcommittee will

- a. meet at least once annually, during the annual convention of the IETS at the locality decided by the Board of Governors.
- b. respond to issues and enquiries regarding forms and certificates during the year. When communicating with members of the subcommittee, it is preferred communication be via the secure HASAC Discussion Forum (<https://apps.fass.org/IETS/hasac-comm-forum/discussion.asp>)

8. Support

Some secretariat and administrative support, especially those regarding the reformatting and/or upgrades of forms and certificates, are provided by FASS. However, most administrative services are provided at the institution of the chairperson of the subcommittee at no cost to the IETS.