

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

1. Preamble

The impetus for development of the Manual of the International Embryo Technology Society (IETS) was a need by the IETS and the World Animal Health Organisation (OIE) for a current, written source of information on the safe and sanitary handling of embryos. Important aims of the manual are

- a. to describe procedures necessary to ensure that transfer of embryos does not result in transmission of pathogenic agents,
- b. to ensure correct identification of embryos,
- c. to encourage ethical and technical excellence on the part of those performing collection, production, storage, movement and transfer of embryos and
- d. to provide guidance relative to animal welfare issues.

The activities of the Manual Subcommittee are closely tied to activities of the Research Subcommittee. Members of the other HASAC Subcommittees make essential contributions as well.

2. Mission Statement

To monitor the need to revise current editions of the IETS Manual and when necessary, to establish content, solicit authors, arrange peer review and publish new editions in the three official languages of the OIE (English, French, Spanish).

3. Scope

The Manual is a procedural guide that provides information for the use of embryo transfer technology emphasizing safe and sanitary procedures. The first four editions of this reference have largely focused on procedures related to either in vivo and in vitro production and transfer of embryos in traditional livestock species and is cited by the OIE as the current written source of information on sanitary handling of embryos. The scope of the Manual is likely to evolve as newer technologies and accompanying concerns arise.

4. Structure

See Parent Committee terms of reference.

5. Appointment and Process

The chairperson of the Manual Subcommittee is suggested by the chairperson of the parent committee (HASAC) and confirmed by the Board. After confirmation, the chairperson is responsible for revision and editing at least one edition of the Manual. Other members are selected as needed prior to and during the revision of the Manual.

6. Supporting Structure

See Parent Committee terms of reference.

7. Frequency and Location of Meetings

The Manual Subcommittee meets as needed at the time and location of the meetings of the Parent Committee. However, most activities are handled primarily via the HASAC Discussion Forum and secondarily via correspondence, electronic mail, and telephone.

8. Support

FASS provides significant administrative services. Some administrative services are arranged at the workplace or home of the Subcommittee chair and editors.