

**STRUCTURE AND PROCEDURES OF THE
INTERNATIONAL NATURAL SAUSAGE CASING ASSOCIATION'S
INTERNATIONAL SCIENTIFIC WORKING GROUP
(May 2017)**

SCOPE

The ISWG is a committee formed by members of INSCA commissioned to conduct scientific research, that aids in positively shaping government and public opinion and import and export regulations, ultimately promoting free trade and continuity for the global natural casing industry.

STRUCTURE

Chairperson: the committee Chair is appointed by the INSCA Chairman with approval of the INSCA Board.

Membership: ISWG members are nominated by the ISWG Chair among INSCA members who, on a voluntary basis, are willing to put in the time, effort and work required for an effective operation of the committee. The ISWG Chair aims to create a group of members to the committee that together have the required technical, scientific and commercial skills and is representative of the INSCA membership, and shall comprise of maximum 7 members. The Chair will make an effort to recruit members who not only represent respective regions but are dedicated to scientific work and industry needs. The ISWG Chair will submit the membership nominations to the INSCA Board for approval in compliance with the INSCA bylaws.

Term: ISWG members and Chairperson are appointed for two years subject to renewal by agreement of both parties.

PROJECT MANAGEMENT

Scientific Advisor: INSCA's *Scientific Advisor* shall be responsible for developing and managing projects for the ISWG.

The ISWG may seek advice from reputable experts with experience in science relevant to the industry from various countries, in order to expand the ISWG's reach worldwide, make a long term scientific plan and broaden the sourcing of potential partners (universities, institutes, associations, etc.).

FUNDING

The ISWG is funded by INSCA while striving for maximum funding from subsidies and outside sources. Basic funding will be provided by an annual budget specifically allocated for ISWG projects and initiatives, administrative and staffing expenses, as part of the INSCA annual budget.

As appropriate, funding for any specific project may include:

- Funds through annual budgeting or special funding from INSCA;
- Shared funding with other Associations or groups, which would result in shared conclusions and intellectual property rights;
- Government or private grants.

Projects that have not been included in the annual budget approval must be approved separately by the INSCA Board if the budget allocation for the project exceeds USD 25,000.00.

PROJECTS

Any subject for study requiring scientific research, either as a proactive research idea deemed useful for the industry, or as a reaction to some governmental or public requirement, can be brought to the ISWG's attention or discussed by the members of the ISWG.

All decisions made by the ISWG will be by majority vote of all members present at the meetings. Members not voting will be considered as having voted in the affirmative. In case the presence at the meeting comprises an even number of members and the vote on a certain project comes to a tie, the INSCA Chairperson will vote and decide or may submit the decision to the Board of INSCA.

Study proposals must be written out showing the scope, goal and relevance, time scale, costs, and all related issues. The ISWG thus votes on acceptance of the project in principle with a minimum quorum of 5 members. Upon preliminary approval of a project, the ISWG procures the funding from the available ISWG budget and/or from external partner sources, allocates the necessary funds. Projects are approved by the board and contracts are signed by the Chairman of INSCA.

The project thus takes a sequential reference number to which all correspondence and disbursements and allocations of monies are related to. At the same time, the Scientific Advisor launches the project with the contracted research institute. It is the duty of the Scientific Advisor to follow the project during its life cycle, answering all queries by the research institute and reporting to the ISWG at meetings and by electronic correspondence at other times.

It is also recommended that all projects commissioned by the ISWG be published in reputable scientific publications as well as relevant websites and other electronic media, if and when deemed appropriate by the committee.

Research results, whether published or otherwise are the property of INSCA and cannot be disclosed or released to any person or entity not subject to a confidentiality agreement without approval of the INSCA board.

COLLABORATION

Checklist for the selection of an appropriate institute for future research projects of the ISWG

1. International well-reputed institute, preferably university, otherwise an institute with clear university affiliation;
2. Existing history of performing ISWG research projects on natural casing-related subjects or on meat / meat technology subjects;
3. Scientists involved having strong track record (based on available peer-reviewed papers or reports) on subjects related to ISWG project subject;
4. Papers from involved scientists should preferably be included in international standards as references (e.g. OIE Code, Codex Alimentarius, EFSA opinion);
5. Institute is willing and able to conduct contract research for an international private organization (IP ownership INSCA);
6. Institute is willing and able to closely cooperate with INSCA-ISWG liaison.



MEETINGS

Meetings will be conducted in person at least twice a year, during INSCA's annual and semi-annual conventions. Additional meetings can be requested as needed and may be conducted virtually through the use of audio or video conferencing. A meeting agenda is to be distributed to the delegates at least seven days prior to the meeting. The meetings are chaired by the ISWG chairperson, and minutes are submitted by the Scientific Advisor within a maximum of 30 days following the meeting.

A logbook of the resolutions and decisions of the ISWG as well as a log-book of projects is kept for future reference.

The ISWG undertakes to report in a formal manner the accomplishments of the ISWG at least twice a year to the INSCA Board, at least once a year to all members at the Annual INSCA meeting and preferably in the two post-meeting quarterly newsletters.

These operating rules and procedures are to be interpreted to be consistent with the INSCA By-Laws governing Committees.

Prepared by INSCA HQ
Board approved: 12/5/17 by default.