

**Guidelines for the  
International Society for  
Applied Ethology  
(ISAE)**



September 2013  
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## **Foreword**

From its beginning in 1966 at a meeting of 26 veterinarians from Scotland and England, the Society for Veterinary Ethology (SVE), within a few years, grew by enrolling veterinarians, ethologists and other persons involved in animal behaviour, health and welfare from the UK and continental Europe. SVE continued to grow and became a society with membership from many countries and spanning many scientific disciplines and on its 25<sup>th</sup> anniversary, the Society's diversity was recognised when it was renamed the International Society for Applied Ethology. The increase in membership (to about 500 at the last count) and its distribution not only meant an increase in the influence and competence of the ISAE, but also led to a vast increase in the workload and organisational skills needed for the day-to-day running of the Society.

This document is an attempt to give details about the functions and procedures that are important for the work of ISAE, and these guidelines are based on the Constitution of the ISAE (Appendix I). The Guidelines evolve by capturing decisions made by the ISAE Council and through feedback from ISAE members, and they encapsulate the corporate memory and provide consistency from one administration to the next. The Guidelines exist to increase the transparency of the operating of the ISAE and to assist in the running of the many and different aspects of it. We have tried, in the wording of the Guidelines, to find an appropriate balance between long-winded prose and short rule-like lists whilst avoiding heavy, legal phrasing.

We acknowledge the efforts in the initial development of these Guidelines of Julie Morrow, Procedural Advisor to the ISAE (2000-2003), who died in 2003.

*Thirteenth Edition*  
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Bill Jackson, *Legal Assessor*  
Moira Harris, *Procedural Advisor*

## TABLE OF CONTENTS

<b>AIMS OF THE SOCIETY</b> .....	<b>5</b>
<b>OFFICE BEARERS</b> .....	<b>6</b>
DUTIES OF OFFICERS .....	6
DURATION OF SERVICE.....	6
<i>The President</i> .....	6
<i>The Junior Vice-President</i> .....	6
<i>The Senior Vice-President</i> .....	6
<i>The Secretary</i> .....	7
<i>The Assistant Secretary</i> .....	7
<i>The Membership Secretary</i> .....	8
<i>The Treasurer</i> .....	8
<i>The Communications Officer</i> .....	9
<i>The Senior Editor</i> .....	9
<i>The Junior Editor</i> .....	10
<i>The Education Officer</i> .....	10
<i>The Ethics Officer</i> .....	10
<i>The Procedural Advisor</i> .....	10
CO-OPTED (NON-VOTING) COUNCIL MEMBERS .....	11
1. <i>Legal Assessor(s)</i> .....	11
2. <i>Student Members</i> .....	11
<b>REGIONS AND REGIONAL SECRETARIES</b> .....	<b>12</b>
DUTIES OF REGIONAL SECRETARIES: .....	12
REGIONAL FUNDS .....	14
<b>COMMITTEES</b> .....	<b>15</b>
CONGRESS ORGANISING COMMITTEES.....	15
EDITORIAL COMMITTEE.....	15
ETHICS COMMITTEE .....	16
<b>MEETINGS</b> .....	<b>17</b>
ANNUAL GENERAL MEETING (AGM) .....	17
COUNCIL MEETINGS .....	17
<b>THE CONGRESS</b> .....	<b>18</b>
GENERAL OPERATIONAL ASPECTS .....	18
ABSTRACTS, PRESENTATIONS AND PROCEEDINGS.....	19
STUDENT POSTER COMPETITION .....	20
WOOD-GUSH MEMORIAL LECTURE .....	20
LOANS, SPONSORSHIP AND EXHIBITION FEES.....	21
BUDGET AND REGISTRATION FEES.....	21
CONGRESS ATTENDANCE FUND .....	22
<b>MEMBERSHIP</b> .....	<b>23</b>
APPLICATION PROCEDURE.....	23
TERMINATION AND REINSTATEMENT.....	24
<b>HONORARY FELLOWS</b> .....	<b>25</b>
<b>AWARDS</b> .....	<b>25</b>

<b>FINANCE AND AUDITS.....</b>	<b>27</b>
FINANCIAL YEAR.....	27
AUDITORS.....	27
<b>COMMUNICATION.....</b>	<b>28</b>
MAILING LIST.....	28
ISAE DISCUSSION FORUM.....	28
ISAE HELP–WITH-ENGLISH SCHEME.....	28
GUIDELINES.....	28
<b>ISAE EXPERTS.....</b>	<b>29</b>
<b>APPENDIX I: THE CONSTITUTION OF THE INTERNATIONAL SOCIETY FOR APPLIED ETHOLOGY .....</b>	<b>30</b>
<b>APPENDIX II: ETHICAL GUIDELINES.....</b>	<b>34</b>
<b>APPENDIX III: ABSTRACT SUBMISSION STANDARD .....</b>	<b>50</b>
<b>APPENDIX IV: GUIDE FOR REVIEWERS OF ABSTRACTS.....</b>	<b>51</b>
<b>APPENDIX V: CONGRESS ATTENDANCE FUND .....</b>	<b>53</b>
<b>APPENDIX VI: ISAE MISSION STATEMENT .....</b>	<b>55</b>

## **Aims of the Society**

As described in the Constitution (Appendix I), the aims of the Society are:

- a. to encourage and support basic and applied research into the behaviour of animals as related to the use of animals by humans. This includes domestic, laboratory, zoo, companion, pest and captive animals or managed wild animals;
- b. to provide an international forum in which scientists can communicate and discuss the results of the above research. This can be achieved by organising or encouraging scientific meetings and by encouraging scientific publications;
- c. to encourage, where appropriate, links between applied animal behaviour science and other disciplines. This can be realised by encouraging presentations, discussions and publications and by maintaining contacts with appropriate scientific societies;
- d. to encourage and support the teaching of animal behaviour in research and academic institutions, especially veterinary schools, departments of animal science and animal production, and departments concerned with laboratory or companion animals or captive wildlife;
- e. to provide a pool of expertise to national governments, international bodies, industry and to those animal welfare organizations which deal with problems involving animal behaviour. To encourage, where possible and appropriate, the assimilation of scientific knowledge so as to facilitate its use in relation to practical problems concerning the way animals are kept and cared for.

In October 2009 Council adopted an ISAE mission statement, which consists of a brief overview of ISAE's activities and stresses that ISAE can provide independent expertise on animal behaviour to third parties. The mission statement appears as Appendix VI and on the ISAE web-site.

## **Office Bearers**

### **Duties of Officers**

The elected officers shall perform the duties described in this section and such other duties as are prescribed for the office in these guidelines, by Council, and by the President. All elected officers shall each year prepare a (short) report to be presented at the Annual General Meeting (AGM). In addition, some reporting is required prior to the February (electronic) Council Meeting. All officers should ensure that their contact information is accurate wherever it appears (e.g. web-site, forms, newsletter) and promptly notify the Communications Officer of any changes.

### **Duration of Service**

In accordance with the Constitution, the Hon. President, the Hon. Junior Vice-President and the Hon. Senior Vice-President shall serve for a maximum of two years. The Hon. Senior Editor and the Hon. Junior Editor shall normally serve for a maximum of two years. Other office-bearing members shall normally serve for a maximum of four years.

### **The President**

- 1) Be the chief executive officer and official spokesperson of the ISAE.
- 2) Preside over the Council and business meetings and assume overall responsibility for the affairs of the ISAE, including maintaining contact with external groups such as the World Organisation for Animal Health (OIE).
- 3) Appoint the Chairpersons of standing committees of the ISAE and such temporary committees as may be desirable; appoint members of standing committees in consultation with the Council.
- 4) Sign and execute in the name of the ISAE all authorised deeds, mortgages, bonds, contracts or other instruments, except where the signing and execution thereof shall have been expressly delegated to some other officer or agent of the ISAE.

### **The Junior Vice-President**

- 1) Assume the duties of the President in the latter's absence or inability to serve.
- 2) Act as the coordinator for the Regional Secretaries, report on regional activities at Council meetings and, before Council meetings, ask Regional Secretaries to provide a breakdown of their region's income and expenses.
- 3) Whenever practical, organise an informal gathering of Regional Secretaries at the annual congress to facilitate the exchange of information and experience.
- 4) Assist the Treasurer with applications for regional funds.

### **The Senior Vice-President**

- 1) Serve as a consultant and advisor to the President, in order to provide continuity in the development and implementation of long-term policies of the ISAE.
- 2) Be responsible, in the absence of the Procedural Advisor, for ensuring that all meetings of Council and the general membership are conducted according to the Constitution and guidelines of the ISAE.
- 3) Coordinate the planning of future annual congresses of the ISAE.

- 4) Contact future congress organisers as soon as possible and preferably at least 2 years prior to the congress and bring to their attention the requirements for congresses, as described in these Guidelines.
- 5) Serve as the chair of the Congress Advisory Committee and, as such, ensure that written policies relating to congresses are developed and revised annually.
- 6) Consult with the Treasurer and advise, in writing, the Local Congress Organising Committee (LCOC) of the sum up to which the Society will underwrite the congress.
- 7) Receive and make decisions (with the Treasurer and two other Council Members) on applications for the Congress Attendance Fund.
- 8) Liaise between the LCOC and the Chair of the D.G.M. Wood-Gush Memorial Trust for selection of the speaker for the Wood-Gush Memorial Lecture.
- 9) Be responsible for maintaining a record of selected information from past congresses to assist with the running of future congresses, and ensure that the information is made available to congress organisers.

### **The Secretary**

- 1) Be responsible for all arrangements for Council and business meetings and record the minutes thereof.
- 2) Be the custodian of the records of the ISAE and securely store, electronically, Council and AGM minutes as necessary.
- 3) Keep on file all committee reports.
- 4) Send out the call to meetings.
- 5) Prepare the order of business (agenda) for all meetings.
- 6) Receive votes, collate and report back to Council on voting outcomes.
- 7) Be responsible for the posting of Officers' reports to the AGM, either by making them available before the AGM or submitting them to the Communications Officer for inclusion in the next Society newsletter.
- 8) Forward AGM Minutes to the Communications Officer to make them available to members.
- 9) Be responsible for the printing and posting of certificates to newly elected Honorary Fellows.
- 10) Determine when Council positions will become vacant, notify Council of these and promptly arrange for announcements and calls for nominations to positions to be made on the mailing list and in the Newsletter.

### **The Assistant Secretary**

- 1) Assume the duties of the Secretary in the latter's absence or inability to serve.
- 2) Coordinate the selection of potential candidates from the ISAE membership for committees/panels of experts for governmental (e.g. Council of Europe) and non-governmental bodies when such bodies specifically invite experts from the ISAE.
- 3) Facilitate communication between Council and ISAE experts and be responsible for documenting decisions/views/opinions.
- 4) Be responsible for regularly collecting reports from ISAE experts on governmental and non-governmental bodies, and provide the Secretary with a copy.

- 5) Be responsible for keeping Council informed on all matters relating to ISAE experts, so funding can be prioritised.
- 6) Be responsible for sending letters of thanks when an ISAE member steps-down as an expert for governmental and non-governmental bodies.
- 7) Co-ordinate the Creativity and New Investigator awards.
- 8) Assist, when needed, the Communications Officer with the preparation of the ISAE Newsletter.
- 9) Securely store, electronically, all past Council and AGM minutes, newsletters and congress proceedings and ensure that these items are passed to their successor within 3 months of their election.

### **The Membership Secretary**

- 1) Ensure that the names of potential new members of the ISAE, who have completed membership forms, are brought to the attention of the Council for approval as ISAE members. A list of applicants for membership and their proposers/seconders (and supporting statements, as appropriate) should be sent to Council several times per year (usually monthly) so that approved members can be admitted to the Society without undue delay. The result of the vote on admission should be reported back to Council soon after the vote has been conducted.
- 2) Ensure that the Regional Secretaries are provided with names and addresses of new members in their Region.
- 3) Together with the Communications Officer, maintain an accurate and regularly updated online membership database that can be accessed by members.
- 4) Consult with Council on annual applications for free membership and report the outcome to applicants.
- 5) Liaise with Elsevier to ensure that members who subscribe to *Applied Animal Behaviour Science* obtain their subscription.
- 6) With the Communications Officer, keep a record of donations to the Congress Attendance Fund and membership fees paid by one member on behalf of another member.

### **The Treasurer**

- 1) Ensure that dues are collected for the ISAE and be in charge of all funds received by the ISAE.
- 2) Present a financial statement of the ISAE to Council and to the membership at the Annual General Meeting.
- 3) Prepare the annual budget and submit the budget to Council for review and approval.
- 4) Maintain ISAE accounts and ensure that they are audited each year.
- 5) Make purchases and employ assistance as authorised in the budget in order to expedite the business of the ISAE.
- 6) Transfer funds between accounts when necessary to maintain sufficient funds in the current account to meet expenditures and to minimise bank charges, and transfer funds as determined by Council.
- 7) In consultation with the Junior Vice-President allocate funds to Regional Secretaries. If the amount exceeds GBP 500 approval by Council must be sought.



- 8) Advise the Senior Vice-President of the sum available for underwriting the congress.
- 9) Assist with the decision making on applications to the Congress Attendance Fund.
- 10) Decide whether Congress Attendance Funds should be transferred to the Local Congress Organising Committee or directly to the applicant.
- 11) Make all documents concerning ISAE funds available for the Auditors.

### **The Communications Officer**

- 1) Edit (with the assistance of the Assistant Secretary, as necessary) and distribute the two annual ISAE Newsletters to ISAE members.
- 2) Distribute/post, as necessary and promptly, to the membership, any other information relating to the Society, such as Office-bearers' reports, the Guidelines, AGM Minutes and membership directory.
- 3) Maintain, or liaise with a professional provider to maintain the ISAE web-site.
- 4) Maintain the e-mail distribution list of the ISAE Council with the assistance of Derek Haley.
- 5) Assist the Membership Secretary in maintaining the membership database.
- 6) Maintain the ISAE message board internet web-site, changing the password to maintain security and restrict access to members in good standing, and notifying members of the new password and of new discussion topics on the message board.
- 7) Assist the Regional Secretaries with the maintenance and revision of regional web-sites.
- 8) Write the 1-page advertisement for the ISAE to be published in *Applied Animal Behaviour Science* twice per year, and send it to the Editorial Committee for approval.
- 9) Update and maintain the ISAE letterhead.
- 10) Securely store, electronically, newsletters as necessary.
- 11) With the Membership Secretary, keep a record of donations to the Congress Attendance Fund and membership fees paid by one member on behalf of another member.

### **The Senior Editor**

- 1) Serve on the Editorial Committee and the Congress Advisory Committee.
- 2) Ensure that an annual ISAE special topic-based issue of *Applied Animal Behaviour Science* is published and decide (with the Junior Editor) the topic of the special issue. These special issues are topic-based with proposals for topics submitted by members and selection made by the Senior and Junior Editors.
- 3) Call for proposals from the membership for topics for the special issues.
- 4) Select and invite contributors to the special issue, with assistance from the Junior Editor.
- 5) Invite the *Wood-Gush Memorial* and plenary speakers from the ISAE congress to submit their papers to *Applied Animal Behaviour Science*, as lead reviews and identified as ISAE contributions (the normal journal review process will apply).
- 6) Liaise with the Reviews Editor of *Applied Animal Behaviour Science* to ensure timely publication of these contributions (preferably within 12 months of the Congress).

- 7) As appropriate, make sure use is made of the annual 6-page allocation in *Applied Animal Behaviour Science* for non-peer reviewed articles relating to ISAE.
- 8) Liaise with Elsevier on matters relating to publications of the ISAE, including monitoring the mutual agreement with Elsevier, and assessing the need for review.
- 9) When it is not possible for Elsevier to be represented at the Council meetings, ensure that Elsevier submits to the ISAE Secretary before the congress Council Meeting a report, in the same way that Council Officers do, containing relevant statistics and other information relating to *Applied Animal Behaviour Science*.
- 10) Securely store all congress proceedings that are available electronically and as paper copies and ensure that these items are passed to their successor within 3 months of their election.

#### **The Junior Editor**

- 1) Assist the Senior Editor with the decision of the topic, selection of authors and the publication of an annual special issue of *Applied Animal Behaviour Science*.
- 2) As appropriate, help to ensure that appropriate use is made of the annual 6-page allocation in *Applied Animal Behaviour Science* for non-peer reviewed articles relating to ISAE.
- 3) Be coordinator of the Help-with-English scheme.

#### **The Education Officer**

- 1) Collate and coordinate information on teaching material and make this information available on the ISAE web-site to members of the ISAE.
- 2) Respond to queries addressed to the Society regarding matters related to education in applied animal behaviour.
- 3) Be responsible for communication with the Student Members, as well as for making sure these are elected yearly by the student membership.

#### **The Ethics Officer**

- 1) Serve as a consultant and advisor to Council during meetings, report on the issues raised in the Ethics Committee, discuss issues raised in Council with the Ethics Committee, and report back to Council.
- 2) With the Ethics Committee, review and update the Ethical Guidelines for the ISAE (Appendix II) as needed.

#### **The Procedural Advisor**

- 1) If possible, be present and serve as Procedural Advisor at all meetings of Council and the general membership, to ensure that these meetings are conducted according to the Constitution and guidelines of the ISAE.
- 2) Review the guidelines annually and recommend changes for consideration by the Council ensuring that these reviews are done within the rules of the Constitution.
- 3) Advise on amendments to the Constitution.

### **Co-opted (non-voting) Council members**

These are Council members appointed by the President or the Council to undertake tasks which are either temporary, or which complement the work of the Officers without warranting a full Council Officer position:

#### **1. Legal Assessor(s)**

- 1) A maximum of two Legal Assessors shall be appointed by the President.
- 2) The Legal Assessor(s) shall assist the Procedural Advisor with the review of the guidelines annually and recommend changes for consideration by the Council. They must ensure that these reviews are done within the rules of the Constitution.
- 3) The Legal Assessor shall advise on amendments to the Constitution.
- 4) Any one Legal Assessor shall normally serve for a maximum of 5 years with a preferred minimum of 3 years.
- 5) Unless the Legal Assessor is also an elected Council member, (s)he cannot vote at Council meetings.

#### **2. Student Members**

- 1) A maximum of two Student Members shall be elected by student members of the Society and appointed by the President. Student members are responsible for recruiting their replacements by organising yearly elections (with the assistance of the Education Officer).
- 2) Student Members shall represent the student membership in Council and organise and co-ordinate student-related activities. They can, e.g., assist with organisation of social, training and educational activities at conferences, and are responsible for creating and contributing to the student page of the ISAE website.
- 3) Student Members shall serve for a maximum of two years, using a Senior – Junior system. Unlike other Council members, the Students Members' year runs from one Winter Council meeting to the next.
- 4) Unless Student Members are also elected Council members, they cannot vote at Council meetings.

## **Regions and Regional Secretaries**

The regions to be represented are determined by Council but will not normally be smaller than one country or represent more than about 20% of the membership. There are currently 11 regions, with countries in which there are ISAE members given in parentheses:

***Australasia/Africa*** (Australia, Iran, Iraq, New Zealand, South Africa)

***Benelux:*** (Belgium, The Netherlands)

***Canada*** (Canada)

***East Asia*** (India, Japan, Malaysia)

***East Central Europe*** (Bulgaria, Czech Republic, Poland, Slovakia, Slovenia)

***Latin America*** (Brazil, Chile, Columbia, Mexico)

***Mediterranean*** (France, Italy, Portugal, Spain)

***Nordic*** (Denmark, Finland, Norway, Sweden)

***UK/Ireland*** (Northern Ireland, Republic of Ireland, England, Scotland, Wales)

***USA*** (USA)

***West Central Europe*** (Austria, Germany, Switzerland)

These regions can be modified as requested by the regions or Council.

Before appointing a Regional Secretary, the members from that region should be requested to submit suggestions for that position and, as much as is reasonably possible, members should be asked to vote or comment on the proposal. Regional Secretaries are appointed by, and serve at the discretion of Council and their appointments may be reviewed, extended or revoked at any time. New Regional Secretaries are generally appointed every 3-5 years. This position may be shared between two people, if desired.

Regional Secretaries will be eligible to attend meetings of Council but not to vote. Regional business is the responsibility of the Junior Vice-President who will report on regional business at the Council meetings.

### **Duties of Regional Secretaries:**

The main task of the Regional Secretary is to further the aims of the ISAE within that region by:

- 1) Communicating with members within the region and presenting their concerns and opinions to Council.
- 2) Informing the members about current business of ISAE. How information is distributed will vary, but possible suggestions include via email or by announcements at regional meetings.
- 3) Assisting the Communications Officer with the development of a regional web-site linked to the official ISAE site, giving regional information in the main language of the region. A regional web-site is a prerequisite for a region obtaining financial support from the Society.
- 4) Promoting membership of ISAE. This can involve attracting new members and helping them submit applications. Regional Secretaries should also contact new members in their region by telephone or email to welcome them to the Society,

provide them with the ISAE password and ensure they are able to contact the Regional Secretary as necessary. Regional Secretaries will be provided with the names and addresses of new members by the Membership Secretary when these names are approved by Council.

- 5) Promoting the organisation of appropriate regional meetings of ISAE where current research and matters of interest to the members may be presented and discussed. It is accepted that the wishes of the members in the different regions vary and this should be reflected in the frequency and type of regional meetings.
- 6) Building up and maintaining a record of regional business. This record will vary between regions, but should contain previous regional reports, a membership list for that region, details of how previous meetings were organised and what requests have been made for regional funding. The aim of the document will be to ease the transition from one Regional Secretary to another.
- 7) Establishing a separate account for regional funds at a local bank.
- 8) Providing a brief report on regional finances, which includes the past and current balance of the regional account and a break-down of incomes and expenses, to the Junior Vice-President and Treasurer in time for Council meetings.
- 9) Submitting a written report to the Junior Vice-President prior to each Council meeting. The report should summarise the region's activities, but can also include any other information that the region wishes to bring to the attention of Council.
- 10) Helping in routine Council administration as it refers to their region. This will mainly be in connection with membership issues, such as:
  - a) helping the Membership Secretary to determine the suitability of applicants for ISAE membership who do not have a proposer/seconded, by "interviewing" applicants and acting as proposer as necessary (see Membership – application procedure)
  - b) helping the Communications Officer and Membership Secretary find members' current e-mail addresses and contact details
  - c) helping the Assistant Secretary identify possible sources of funding for ISAE representatives
  - d) helping the Assistant Secretary identify potential candidates from the ISAE membership for committees/panels of experts for governmental and non-governmental bodies (e.g. Council of Europe)
  - e) helping the Secretary to identify potential candidates for vacant Council positions if no nominations are received.
- 11) Conducting other activities which are relevant to the specific regions and which are requested by the members in the region.
- 12) Supplying the ISAE Communications Officer with information, such as meeting announcements relevant to applied ethology and ISAE, and obituaries for deceased ISAE members from the region for publication in the ISAE Newsletter.
- 13) Fostering links and promoting co-operation between ISAE and other groups and individual scientists with interests common to ISAE.
- 14) Informing appropriate government, industry and animal interest groups about the aims and activities of ISAE.

## Regional Funds

- Regions are strongly encouraged to build up their own financial basis for the funding of regional activities (not just for holding meetings).
- Provided that the region has a web-site linked to the main ISAE web-site, regions can obtain funding from the ISAE account to cover expenditures associated with holding meetings.
- All requests for funding from regions should be in GBP and must provide an explanation of why funding from the Society is needed.
- Each region asking for funding shall establish a regional ISAE account (which may be a personal one as a temporary solution as long as it is not used for other personal bank transfers).
- The statements of this account must be available to the regional membership and to the Junior Vice-President and Treasurer, so that they may establish that a special need exists and that funds are being spent appropriately.
- Sums up to and including GBP 500 can be awarded by the Junior Vice-President and Treasurer.
- Council must approve applications for sums greater than GBP 500.
- The sum of GBP 500 can be accumulated over 2 years (but no longer) and by regions for joint meetings, but cannot be accumulated over years and regions simultaneously. This effectively means that the maximum sum available is GBP 1000 **or** GBP 500 x the number of regions participating in the joint activity.
- Council strongly advocates the use of these funds to support student attendance at regional meetings.
- If regional meetings are held, their costs should be kept as low as possible to encourage high participation, particularly by students.
- Council encourages regions to consider a reduced attendance fee for ISAE members
- Where possible, regional meetings should be held at a time of year and covering topics that minimise 'competition' with the annual Congress.
- After the event, a report on, and receipts demonstrating how funds have been used must be provided to the ISAE Treasurer by the region.
- Council recognises that certain regions may need more financial support than others to help with regional activities.

## Committees

Any standing committee shall have (but is not limited to) 3-5 members. All members of standing committees shall be members of the ISAE. The committees should be balanced across regions and areas of specialisation to the extent possible. Ad hoc committees for specific tasks can be established by the President after approval by Council.

### Congress organising committees

- 1) Congress organisation will normally be undertaken by The Congress Advisory Committee (CAC) and the Local Congress Organising Committee (LCOC).
- 2) The CAC consists of the Senior Vice-President (chair), one representative from each of the previous two congresses, one from the current congress and one from the next, and the ISAE Senior Editor.
- 3) In the event that a congress is organised jointly by a number of institutions in a country, or the organising responsibilities are divided between several committees e.g. a local organising committee and a local scientific committee, then there may be more than one local organiser on the CAC.
- 4) The main task of the CAC is to provide knowledge and continuity between congresses, as the LCOC normally operates for about one year only. The LCOC decides on technical/operational issues as well as scientific issues related to their particular congress, such as abstract acceptance.

Membership of the Congress Advisory Committee is: Senior Vice-President (Chair); ISAE Senior Editor; chair/representative of LCOC from the most recent congress; chair/representative of LCOC from current Congress; chair/representative of LCOC from the next Congress; and chair/representative of LCOC from the subsequent Congress.

### Editorial Committee

- 1) The Senior and Junior Editors in consultation with the President shall appoint an Editorial Committee which shall comprise the Senior and Junior Editors, one member of the Congress Advisory Committee (preferably the chairperson) and others, as necessary to help expedite matters.
- 2) The Editorial Committee shall assist the Senior or Junior Editor in writing the 6-page annual submission to *Applied Animal Behaviour Science* (see also Agreement between Elsevier and ISAE available on the ISAE web-site in the members-only section).
- 3) The Editorial Committee shall assist the Senior and Junior Editors in completing the special issue of *Applied Animal Behaviour Science*.
- 4) The Editorial Committee approves the one-page advertisement for the ISAE written by the Communications Officer to be published in *Applied Animal Behaviour Science* twice per year.

Membership of the Editorial Committee is: Senior Editor (Chair); Junior Editor, Chair of the Congress Advisory Committee, chair/representative of LCOC of the most recent congress; and chair/representative of LCOC of the current congress.

## **Ethics Committee**

The Ethics Committee shall:

- 1) Develop, publish, and regularly review Ethical Guidelines for the ISAE (Appendix II).
- 2) Respond to questions by members of the ISAE.
- 3) Respond to questions from the Local Congress Organising Committee and the Congress Advisory Committee regarding reviews of congress abstracts. Ethical reports/comments on abstracts should be made available to the author(s) of the abstract in question.
- 4) As necessary, report annually to ISAE Council and ISAE members on events and developments during the past year. The report must respect the anonymity of authors and treat issues with suitable sensitivity.
- 5) Bring to the attention of ISAE members relevant literature and information related to the ethics of animal use.
- 6) For reasons of continuity and acquired skills and knowledge, nominate a committee member for Chair, although other nominations may also be taken from the wider Society membership.
- 7) Normally serve for a 6-year term, but for practicality, continuity and to retain skills and knowledge, a member's term may be shortened or extended at the discretion of the Ethics Committee, with approval of Council if necessary.

- Membership of the Committee comprises the Chairperson (Ethics Officer) and normally six other members.
- Although the Chair is an office-bearing member and, thus, elected by the Society membership, it is desirable for continuity and experience that nominations be sought from within the Ethics Committee. The Chair shall not normally be eligible for re-election for 4 years. The ex-Chair may be allowed to remain on the committee 'ex-officio' to assist the new Chair.
- Membership shall normally be determined by Council, although, if necessary, election by ISAE membership may also be used. Membership should aim to provide representation of different geographical (and cultural) locations, different fields of work and expertise with a broad range of species. Two Committee members shall normally stand-down and be replaced by two new members every two years, although this will vary if it is a year in which a new Chairperson is required and a Committee member is elected to the position of Chairperson.

## **Awards Committees**

- 1) Separate Committees will be assembled annually by the Assistant Secretary to evaluate applications for the Creativity and New Investigator awards.
- 2) Each Committee will consist of the Assistant Secretary (chair), three ISAE Council members and two ISAE members who do not hold Council positions.



## Meetings

### Annual General Meeting (AGM)

1. An Annual General Meeting shall be held during the congress. It shall be the duty of the Secretary to prepare the agenda for the AGM.
2. A majority vote is more than half the votes cast, excluding blanks or abstentions.

### *Order of Business*

1. Apologies for absence
2. Minutes of previous meeting (corrections, approval)
3. Matters arising from the minutes of previous meeting, which are not otherwise on the agenda.
4. Business items
  - a. Reports of the Officers
  - b. Election of Officers (since it takes time to count votes, Election of Officers may be the first business item)
  - c. Standing Committee Reports
  - d. Election of auditors
  - e. Special committees reports
  - f. Other items (sent to the Secretary from Council or ISAE members)
5. Any other business
6. Date of next meeting

With regard to 4(a) above, all Officers present at the AGM will be introduced to the membership, but a decision will be made by Council at the preceding meeting as to which Officers will make presentations at the AGM.

If time permits, reports from Officers should be posted after the preceding Council meeting and before the AGM. If this is not possible, then Officer reports are to be made available in the next Society newsletter, at the latest.

### **Council meetings**

The Council shall meet at least once a year immediately prior to the AGM, as stated in the Constitution. In addition to this, Council usually meets electronically once a year (generally in January/February), although additional meetings can be held as necessary. Electronic meetings are described in the Constitution (Appendix I). Although voting by Council members is not always necessary to establish a decision at meetings, it may be used more during electronic meetings to better establish consensus. Votes should be sent to and recorded by the Secretary.

In the event that a Council officer is unable to attend meeting immediately prior to the AGM and has a report to present and matters to discuss, the agenda will be arranged in order that the Council officer can participate in the meeting by video-conferencing or tele-conferencing.

## The Congress

### General operational aspects

1. The Congress Advisory Committee (CAC) and Local Congress Organising Committee (LCOC) should advise on amendments to this section of the guidelines where appropriate.
2. The LCOC should follow the guidelines and any deviation from them requires approval from the CAC.
3. Council recognises that, with the increasing size of the Society, it may not be possible to organise and run a congress without the assistance of a professional conference organiser and other paid assistance. Council suggests that one solution to this is to include into the congress registration fee a sum that covers the cost of professional organisers and/or salaries for LCOC members who have traditionally donated their time “in-kind”.
4. English is the official ISAE congress language.
5. The proposed venues for future congresses must be approved by Council.
6. Council has agreed that special topics or themes for the annual congress are not necessary, but the LCOC may decide to have special topics or themes, as these provide a focus, and allow the review and raising of the profile of certain topics. If the LCOC decides on special topics they should check (well in advance) with the CAC that these topics have not been covered in a recent congress.
7. Congresses usually have no more than two parallel sessions, but the LCOC may choose to schedule more than two after discussion with and agreement by the CAC.
8. Whilst it is not appropriate to establish rigid rules, Council urges the LCOC to give precedence to plenary papers, and have more poster presentations rather than many short oral presentations; careful consideration needs to be given to the length and number of presentations to minimise the number of parallel sessions required.
9. The agreed publisher (currently Wageningen Academic Publishers) is to be used to manage the abstracts and, normally, produce a PDF of the congress proceedings. The LCOC may choose to print the PDF themselves, or WAP can do this.
10. It is a matter for the LCOC whether they wish to invite particular speakers (other than the Wood-Gush Memorial Lecturer) and whether they should be paid a fee, or expenses, or be remunerated in some way.
11. The LCOC should also aim to schedule ample time for discussions (relating to particular presentations and informal discussions).
12. An appropriate venue and time periods must be allocated for the display of posters. The LCOC should strive to produce a poster forum that allows presenters to verbally expand upon their poster and permit questions and discussions with interested parties.
13. Oral and poster presentations are for the presentation of material from scientific research.
14. The holding of workshops on specific issues is encouraged, particularly as these provide a venue at which very recent data can be presented for discussion. This type of forum also allows for presentation of material relating to applied

ethology, but which is not of a scientific research nature, such as teaching and ethics.

15. Within one month from the end of the congress, the LCOC should forward to the CAC the following information: an electronic list of abstract reviewers used; the number of congress attendees, divided into ISAE members and non-members, and student members and non-members; the numbers of oral and poster presentations; and any other information that may be useful to organisers of subsequent congresses. The Senior Vice-President is responsible for entering selected information about the past congress into the Congress Book.
16. The provision of childcare services during congresses is supported by Council in principle, but it is recognised that there are issues with such things as costs, practicality, registration and liability. Thus, the decision on the provision of this service resides with the LCOC.

### **Abstracts, presentations and proceedings**

- 1) Abstracts are managed and proceedings published by the agreed publisher (currently Wageningen Academic Publishers). The LCOC may choose to use WAP for abstract handling only, with or without desk editing, and to produce a PDF of the abstract proceedings, and to print the proceedings.
- 2) Abstracts must be submitted as described in the Abstract Submission Standard (Appendix III). Abstracts on topics that do not fit within the scope of the Society or that do not comply with the standards will not be accepted.
- 3) Authors of abstracts should not be made known to referees (i.e. abstracts should be sent to referees without the author(s) name(s) on the document).
- 4) Each abstract will be reviewed by at least two referees and according to the Guide for Reviewers, which, also, asks reviewers to consider any ethical issues associated with the work (Appendix IV).
- 5) Decisions on how to handle ethically dubious abstracts are left to the LCOC, which may take advice from the Ethics Committee.
- 6) In order that abstract acceptance is not jeopardised as a result of time delays, it is essential that the Ethics Committee be contacted at the earliest opportunity to allow full discussion of the issues to take place and for the Ethics Committee to obtain further information from the authors if necessary.
- 7) The *Wood-Gush Memorial* and plenary speakers should be invited (by the Senior Editor) to submit their papers as lead reviews to be published in *Applied Animal Behaviour Science*, with the normal journal review process operating.
- 8) The LCOC should select abstracts that are indicative of high quality science.
- 9) The LCOC has the final decision as to the form of presentation for an abstract (e.g. poster, short oral, plenary etc.). If the abstract quality is acceptable but, because of programming restrictions, it is not possible for authors to give an oral presentation then authors should have the opportunity to present their work as a poster.
- 10) Whilst abstract quality is a key consideration, it may be difficult to produce a logical and coherent program based on this criterion only. Consequently, it may be necessary to, also, select abstracts on the basis of subject in order to program subject-related sessions.
- 11) Each presenting author may present only one oral paper or poster (not both a paper and a poster); the LCOC will accept only one abstract for presentation if

an author submits multiple abstracts as the presenting author. The intentions of this 'rule' are to encourage the author to select the best of their pieces of work and to permit as many different people as possible to make a presentation.

- 12) Presenters must be registered for the congress before abstracts will finally be accepted.
- 13) At any time, the LCOC may request the assistance of the CAC in difficult situations related to abstract acceptance or revision.
- 14) Abstracts should be provided to congress participants in the form of printed proceedings.
- 15) Congress proceedings should be posted online via the ISAE web-site, in the open-access area, as soon as possible after the congress, and normally within 3 months. Prior to this, hard copies may be sold with an announcement made about their availability via ISAE-list and the ISAE web-site.

### **Student poster competition**

- 1) A student poster competition is to be held and the LCOC is responsible for organising the running and judging of it.
- 2) Three prizes are awarded for this competition, which are 3-, 2- and 1-year's membership of ISAE and certificates (from the Society's funds) for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places respectively. The LCOC may wish to provide an additional small gift for each prize-winner to be met from congress funds.

### **Wood-Gush Memorial Lecture**

- 1) *The D.G.M. Wood-Gush Memorial Trust* maintains the fund from which the annual speaker for the Wood-Gush Memorial Lecture is funded. This currently amounts to GBP 400 per year. The current chairperson is Aubrey Manning, but Alistair Lawrence (Alistair.Lawrence@sruc.ac.uk) acts as the point of contact.
- 2) The decision as to who will be the *Wood-Gush Memorial* speaker is made by the *D.G.M. Wood-Gush Memorial Trust* and not the LCOC. The LCOC proposes at least two (preferred and reserve) potential speakers to ISAE Council via the CAC, and the names of those accepted by Council are then sent to the *D.G.M. Wood-Gush Memorial Trust* for their consideration and decision.
- 3) The LCOC is encouraged to favour persons of eminence in their field who would not normally contribute to an ISAE congress, but who can both inspire and provoke the members of the ISAE on subjects relating to applied ethology.
- 4) The LCOC identifies potential speakers, but should not contact them at this point. The LCOC submits the names of the speakers to the CAC for consideration, possibly during Council meeting discussions. When a speaker and a reserve/reserves have been identified, the Chair of the CAC (Senior Vice-President) consults with Council on acceptance of the proposed speakers. The CAC Chair contacts the Chair of the *D.G.M. Wood-Gush Memorial Trust* with the names of the proposed speakers.
- 5) On approval from the Trust the CAC contacts the LCOC, which then contacts the speaker for the first time. If the identified speaker is unable to accept, then the reserve speaker is contacted. When the speaker agrees, budget details for attendance should be agreed.
- 6) The CAC is responsible for ensuring that the approved lecturer receives a copy of the Society's Ethical Guidelines.

- 7) The CAC advises Council of the approved lecturer.
- 8) The LCOC contacts the chair of the Trust to request the funds. In the case of a shortfall (i.e. the budget is greater than GBP 400) the LCOC may apply to the ISAE Treasurer, with full budget details, to meet the extra costs.

### **Loans, sponsorship and exhibition fees**

- 1) Council welcomes the acquisition of sponsor money as long as it does not influence the rules of selection of papers or speakers, and lectures are not named after companies, and the general spirit of the congress is not affected.
- 2) Exhibition fees will be at the discretion of the LCOC to cater for local conditions and membership of the Society does not imply a discount for commercial activities at the congress.
- 3) A record of fees charged is to be recorded in the Congress Book by the Chair of the CAC (Senior Vice-President).
- 4) The LCOC are encouraged to try to obtain funding/sponsorship to support “local” applicants wishing to attend congresses, especially those from ‘developing regions’ close to where the congress is being held.
- 5) The LCOC can obtain a cash advance from the ISAE account to cover early congress expenditures, which is to be refunded at the conclusion of the congress.
- 6) The cash advance is limited to a maximum of GBP 3000 and can be obtained up to 2 years in advance of the congress.
- 7) The request for funds is to be made by the LCOC to the Treasurer, who consults with the Senior Vice-President and make a decision and the Treasurer then transfers the funds.

### **Budget and registration fees**

- 1) The LCOC is strongly encouraged to reduce the costs of the congress as far as possible, including the costs of social events, such as the congress dinner, in order that student members can participate. This may be achieved by selecting modest venues and perhaps subsidising the congress dinner for students.
- 2) To encourage membership, it is recommended that registration fees for both Annual Congresses and regional meetings are lower for ISAE members than for non-members. Local organisers are asked to check that delegates who register as ISAE members are paid-up Society members and if not, to require them to pay the higher non-member registration fee.
- 3) Students, unemployed and retired ISAE members should be offered a reduced registration fee, but the amount of the reduction is decided by the LCOC.
- 4) Members of the LCOC should be entitled to free registration, although the ability to provide them may depend upon levels of sponsorship and the desire to keep registration fees low.
- 5) Local organisers should arrange with accommodation providers that delegates booking congress accommodation pay only a deposit (rather than the full cost) at the time of booking. If this is not possible, organisers should clearly state on the Congress website that full payment will be taken at the time of booking.
- 6) The LCOC should strive to make the budget of the congress balance, i.e. no profits and no losses.
- 7) If the annual congress makes a profit the money should go preferentially to the Congress Attendance Fund (see below). At Council’s discretion, small losses (up

to GBP 3000) may be covered by the Society. ISAE may, in exceptional circumstances (e.g. the cancellation of the congress), cover any loss a congress may have up to a maximum of GBP 10,000 or half of the ISAE's reserves, as determined annually in the Treasurer's report to the AGM, whichever is less.

- 8) Each year, after the previous congress has taken place and after the AGM, the Senior Vice-President shall, after consultation with the Treasurer, advise, in writing, the LCOC of the amount to which the ISAE is underwriting the congress. This timing of the decision ensures that two congresses are not underwritten simultaneously.
- 9) ISAE does not usually underwrite congresses organised jointly between various organisations and in such cases, the organisations are expected to meet any losses, and any profits will go to them and not to ISAE.
- 10) In the event of late cancellation of a congress e.g. as a consequence of a disease outbreak or acts of terrorism, ISAE retains the right (by 'force majeure') to retain congress registration fees to cover outstanding expenses, if absolutely necessary.

### **Congress Attendance Fund**

- 1) The ISAE has established a Congress Attendance Fund to support the attendance of ISAE members at the annual congress. The amount of the fund will be determined yearly, depending on the Society's financial situation, but will be no less than GBP 2000. It will be allocated to needy ISAE members to contribute to the congress registration fee or congress accommodation (but usually not travel). The application process is given in Appendix V.
- 2) Members are encouraged to make donations to support the Congress Attendance Fund; this can be done while paying or renewing membership subscriptions online.
- 3) Applications to the Congress Attendance Fund will be handled and decisions made by the Senior Vice-President, the Treasurer, and two other Council members.
- 4) No person shall receive support from the Congress Attendance Fund more than once in any 5-year period.

Membership of the committee for the Congress Attendance Fund is: Senior Vice-President (Chair); Treasurer; and two other members of Council.

## Membership

- 1) Memberships (individual and corporate) are described in the Constitution (Appendix I). Full rate individual membership currently costs GBP 25 (GBP 35 from 1 June 2014) and the reduced rate (full-time students, unemployed and retired people) is GBP 15 per year. The corporate membership fee is currently GBP 100 per year.
- 2) To clarify the position on individual membership, Council determined that membership shall be open to undergraduate as well as graduate students, and to technicians. Both undergraduate and graduate students are eligible for the reduced membership fee, but technicians shall pay the full fee.
- 3) Payment may only be made annually. This is to allow quick adjustments of the fees if they are deemed too low or too high.
- 4) A member who wishes to sponsor another member by paying for his/her subscription can do so by paying or renewing the membership subscription online.
- 5) Verification for eligibility for reduced rate membership must be sent by letter or email to the Membership Secretary, who decides whether reduced rate membership can be obtained. The Membership secretary may ask Council and especially Regional Secretaries for assistance in cases of doubt.
- 6) Verification of student status should be provided by the student's supervisor or university via letter or email, and confirmed annually by the student. A student is defined as someone enrolled full-time at a tertiary education institution and is eligible for reduced rate membership until the degree has been awarded or he/she is obtaining a salary from employment (thus a person holding a post doc position is NOT eligible for reduced rate membership).
- 7) Reduced rate membership may be awarded to ISAE members other than students, unemployed and retired people if special circumstances prevail. This will be decided by Council for each case.
- 8) Those wishing to continue or obtain "Free" membership must apply to the Membership Secretary annually and Council will consider each case. The application must state the reasons why free membership is needed and include a demonstration that the applicant is currently active in applied ethology research and/or teaching (e.g. provide a publication lists, names of courses taught, etc). Failure to apply will result in the termination of membership.

### Application procedure

ISAE requires that applicants agree to abide by a "Code of Conduct" to become a member of the Society. The Code of Conduct stipulates:

- 1) ISAE is an independent body and acts to provide impartial scientific information.
- 2) The name and/or membership of the ISAE must not be used to promote personal and/or organisational views and philosophies, unless directly requested/permitted to do so by Council.
- 3) The name and/or membership of the ISAE must not be used for financial and/or commercial gain, unless directly requested/permitted to do so by Council.
- 4) Members must not act in any way likely to jeopardise the integrity of the Society or bring it into disrepute.

Failure to comply with the Code of Conduct may result in termination of membership of the ISAE and the forfeiture of any membership fees previously paid.

In the Constitution it is stated that ‘A proposer and a seconder, of whom at least one must be a paid-up member of the Society and one of whom must have personal knowledge of the candidate, must endorse all applications’. Thus, if members are approached to be a proposer or seconder for an applicant, they must either know the applicant personally and feel confident that the applicant will be an appropriate member of ISAE or, if a proposer has already been provided, then they should contact the proposer to discuss the suitability of the applicant to be a member of ISAE.

All applicants should submit to the Membership Secretary a brief statement containing information of academic and other qualifications and interests in applied ethology, and an explanation of why they wish to join ISAE. In the event that an applicant is unable to find a proposer and seconder (as may be the case when a person from a country not represented in ISAE wishes to join), then the applicant should also submit a CV. The Membership Secretary may request assistance from the Regional Secretaries and ask them to contact the applicant and ‘interview’ them to determine their suitability for ISAE membership. If the Regional Secretary decides that the applicant is suitable, then the Regional Secretary should act as the proposer.

If it is more convenient than signing the application form, the proposer and seconder can send an email to the Membership Secretary supporting the application. Persons must send payment with their membership application form. Payments will not be processed or will be returned in the event that applicants are not accepted into the ISAE.

Applicants applying and approved between Dec 1<sup>st</sup> and June 1<sup>st</sup> shall be considered to have paid their membership dues for the remainder of the financial year and, thus, receive up to 18 month’s membership for their initial payment of GBP 25 (GBP 35 from 1 June 2014) or GBP 15.

### **Termination and reinstatement**

- 1) ISAE reserves the right to terminate membership for non-payment of fees.
- 2) Those ISAE members who have not paid their membership fee by June 1 will have their membership terminated automatically and immediately.
- 3) However, all these ex-members (i.e. those that have missed one payment) can be reinstated and without any formal application procedure until May 31 of the following year by paying the arrears.
- 4) If ex-members fail to make two or more consecutive membership fee payments and wish to renew their membership, they must undergo the same application procedures and fulfill the same conditions as new applicants for membership. Payment of arrears is not a requirement for this procedure.
- 5) In exceptional circumstances (e.g. if off work due to parental leave or long-term sickness), members may be permitted to miss a single year’s membership fee and thereafter to be reinstated. Payment of arrears would not be required.
- 6) ISAE also reserves the right to terminate membership for breaches of the Code of Conduct.



## Honorary Fellows

- 1) Persons of eminence in the field of the aims of the ISAE are eligible for election by Council as Honorary Fellows (quoted from the Constitution).
- 2) At the time of nomination, the potential candidate shall be alive and preferably still active in those fields specified as within the aims of the ISAE.
- 3) Proposals for Honorary Fellows shall be submitted to the ISAE Secretary in writing with at least one paragraph indicating the reasons for eligibility as well as a short description of the candidate in question.
- 4) Election to an Honorary Fellowship shall be by a majority vote in Council.
- 5) A maximum of two Honorary Fellows can be elected each year.
- 6) Newly elected Honorary Fellows may be invited to give a talk at an ISAE congress.
- 7) Newly elected Honorary Fellows should be acknowledged and introduced in the first ISAE Newsletter following the AGM.
- 8) Newly elected Honorary Fellows shall receive a certificate from the Society to acknowledge their contribution to applied ethology.
- 9) A complete list of Honorary Fellows will be available on the ISAE web-site.

## Awards

In 2013 the Society created two new Awards, Creativity and New Investigator, each of which is described below. Annual nominations will be called prior to the annual conference. However, awards will only be granted when the respective committees deem that there are eligible candidates. The award ceremony will be held at the annual conference. Only one award in each category may be given each year. Nominations will be collected by the Assistant Secretary who will assemble a committee for each award.

### The Creativity Award

Creativity is defined here as the ability to generate or recognise ideas, alternatives, or possibilities that may be useful in solving problems or communicating with others.

The award is given to a candidate, who displaying exceptional creativity - has contributed research/a theory/a concept/a method that has had a significant impact of the field of applied ethology.

*“Creativity is seeing what everyone else has seen, and thinking what no one else has thought.”*

Albert Szent-Györgyi (1893-1986)

### *Eligibility*

The candidate must be an individual and a paid-up ISAE member. There are no limits to age (upper or lower) or publication record. Self-nomination is possible; nomination from someone else (preferred) requires approval from the candidate. Several nominations may be entered for the same candidate, and unsuccessful candidates may apply again.

Information to be sent for nomination:

- Name, position and affiliation of candidate to be nominated
- Name, position and affiliation of the nominator (if different from above)
- A description (max. 500 words) detailing why the candidate deserves the award
- A selected relevant publication list (minimum 1, maximum 5 peer-reviewed articles) by the candidate for the nomination
- A statement to indicate that the candidate has been informed and does not object to their nomination

### The New Investigator Award

The award is given to a candidate who has demonstrated scientific excellence and/or an exceptional aptitude for carrying out research in applied ethology early in their career.

### *Eligibility*

The candidate must be an individual and a paid-up ISAE member. The candidate must have published at least one article in a peer-reviewed journal. Self-nomination is possible; nomination from somebody else (preferred) requires approval from the candidate. Several nominations may be entered for the same candidate, and unsuccessful candidates may apply again.

Information to be sent for nomination:

- Name, position and affiliation of candidate to be nominated
- Name, position and affiliation of the nominator (if different from above)
- A description (max. 500 words) detailing why the candidate deserves the award
- A selected relevant publication list (minimum 1, maximum 5 peer-reviewed articles) by the candidate for the nomination. Other support for nomination, such as academic rewards received, is welcomed
- A statement to indicate that the candidate has been informed and does not object to their nomination

## **Finance and Audits**

### **Financial Year**

The ISAE financial year shall be from June 1 to May 31 inclusive.

### **Auditors**

One or more honorary auditors will be elected annually who will audit the ISAE accounts prior to presentation at the Annual General Meeting. Wherever possible, Honorary Auditors with professional financial qualifications should be sought for election. If this is not possible, then members thought to be honest and conscientious, with no close relationship with the Treasurer, and who do not possess any special qualification may be elected. Auditors should have the opportunity to see all papers relating to financial matters, such as proved accounts, bills, cheque stubs, account statements and the like so as to check that there has been no misappropriation or misuse of funds.

## **Communication**

### **Mailing list**

The Communications Officer and Membership Secretary manage the ISAE mailing list. All members of the ISAE (with an email address) are subscribed to the mailing list upon obtaining membership of the ISAE. However, members who express a wish to be removed from the mailing list will be. The mailing list is the method of choice to distribute information between Council and ISAE members. It is intended as a forum for ISAE business and not for general discussion.

### **ISAE discussion forum**

A web-based message board for members was made available at the end of April 2004 (<http://www.voy.com/167578/>). The forum site was prepared by the Communications Officer at that time using a free on-line service. The aim is to provide a members-only forum for discussing applied ethology and ISAE business matters. The message board system does not involve e-mail in any way (thereby avoiding increasing the volume of e-mails). Currently, the forum allows visitors to the web-site to select specific topics in which they are interested whilst ignoring other threads of discussion. The Communications Officer maintains the site, changing the password when necessary, and at least annually at a time after members in arrears have been removed from the membership database, and notifies members of the new password and of new discussion topics. Members should contact the Communications Officer if they have any questions about the forum.

### **ISAE Help-with-English scheme**

ISAE has a service to help members with the preparation of manuscripts for publication in Applied Animal Behaviour Science (and other English-language journals) and which relies on the assistance of ISAE members. The coordinator of the scheme is the Junior Editor, who should be contacted for further details on how to offer or obtain help.

### **Guidelines**

The ISAE guidelines are intended to be flexible, innovative and helpful. They can be changed as often as Council want and as circumstances dictate. An annual revision (in September) will take place, carried out by the Procedural Advisor, based on decisions taken at the Council meetings. The guidelines cannot, however, conflict with what is in the Constitution.

## **ISAE Experts**

### **ISAE experts in other organisations and societies**

- 1) From time to time ISAE is approached to provide expertise for other organisations and societies. Given that these people are experts affiliated with ISAE, it is essential that Council determines who should be the ISAE expert on a specific topic.
- 2) If an ISAE member is approached by another organisation to be an expert in the name of ISAE, the member must contact the Assistant Secretary who will advise Council, who will assess the suitability of the candidate.
- 3) The ISAE should be represented in subject areas only when suitable experts can be found within the membership.
- 4) If ISAE is approached to provide an expert, a general call for nominations is sent to the membership (via the mailing list).
- 5) Candidates should have been ISAE members for at least three years, should hold a PhD in applied ethology or a related field, have expertise in the relevant areas and excellent communication skills.
- 6) To support their application, nominees should provide a brief CV.
- 7) The selection of candidates must be approved by Council.
- 8) ISAE experts should consult with Council, particularly the President, to provide information on the issues under discussion and seek input as appropriate.
- 9) For continuity, a senior/junior system of ISAE experts, with an overlap period of at least one year, is the preferred option.
- 10) ISAE experts should report on their activities to Council as requested and at least twice a year for Council meetings.
- 11) ISAE experts shall normally serve for a maximum of six years, but the need to retain expertise is recognised.

Council of Europe ISAE experts receive support of a maximum payment of Euros 200/day. Claims for expenses must be accompanied by receipts of expenditure.

Currently, ISAE has Experts for:

1. the Council of Europe
2. the ASAB Certification scheme for Animal Behaviourists
3. the Board of Trustees of the Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC).

# **Appendix I: THE CONSTITUTION OF THE INTERNATIONAL SOCIETY FOR APPLIED ETHOLOGY**

## **1. The Name of the Society.**

The name of the Society shall be: "The International Society for Applied Ethology" (ISAE).

## **2. The Aims of the Society.**

**These are: -**

- a. to encourage and support basic and applied research into the behaviour of animals as related to the use of animals by humans. This includes domestic, laboratory, zoo, companion, pest and captive animals or managed wild animals;
- b. to provide an international forum in which scientists can communicate and discuss the results of the above research. This can be achieved by organising or encouraging scientific meetings and by encouraging scientific publications;
- c. to encourage, where appropriate, links between applied animal behaviour science and other disciplines. This can be realised by encouraging presentations, discussions and publications and by maintaining contacts with appropriate scientific societies;
- d. to encourage and support the teaching of animal behaviour in research and academic institutions, especially veterinary schools, departments of animal science and animal production, and departments concerned with laboratory or companion animals or captive wildlife;
- e. to provide a pool of expertise to national governments, international bodies, industry and to those animal welfare organizations which deal with problems involving animal behaviour. To encourage, where possible and appropriate, the assimilation of scientific knowledge so as to facilitate its use in relation to practical problems concerning the way animals are kept and cared for.

## **3. Administration**

a. The affairs of the society shall be vested in a Council consisting of the Honorary President, the Honorary (Hon.) Senior Vice-President, the Hon. Junior Vice-President, the Hon. Secretary, the Hon. Assistant Secretary, the Hon. Membership Secretary, the Hon. Treasurer, the Hon. Communications Officer, the Hon. Senior Editor, the Hon. Junior Editor, the Hon. Education Officer, the Hon. Ethics Officer and the Hon. Procedural Advisor. Council shall have powers to co-opt other officers as deemed necessary, who shall then be non-voting members. All officers and members of Council shall be members in good standing of ISAE.

b. Each year the Society will hold an Annual General Meeting (AGM) at which all members of ISAE in good standing are entitled to have due notice, to be present, and to vote. At the AGM the Hon. President, the Hon. Junior Vice-President, the Hon. Senior Vice-President and the other office-bearing members of Council shall be elected. The Hon. President, the Hon. Junior Vice-President and the Hon. Senior Vice-President shall serve for a maximum of two years. The Hon. Senior Editor and the Hon. Junior Editor shall normally serve for a maximum of two years. Other office-bearing members shall normally serve for a maximum of four years.

c. Any elected Council member who, for any reason, takes over the unexpired term of an elected council member shall only serve the unexpired period of that term, but will be eligible for immediate election following the expiration of the unexpired term which was taken over.

d. The Council shall meet at least once a year immediately prior to the AGM. A quorum shall consist of not less than 5 members of Council, one of whom should be one of the three Presidents.

e. The Council shall appoint Regional Secretaries. The Council shall take suitable steps towards satisfying itself that the Regional Secretaries are persons who will be likely to express the views of ISAE members in their region. Regional Secretaries will be eligible to attend meetings of ISAE Council but shall not have a vote on Council. Regional Secretaries should maintain good contacts between the members in their regions and other members of the Society.

f. One or more honorary auditors will be elected annually to audit the ISAE accounts prior to presentation of such accounts at the AGM.

g. A vacancy in any office other than that of Hon. President shall be filled by a person appointed by the Hon. President. If for any reason the office of Hon. President becomes vacant, the Hon. Junior Vice-President shall serve for the remainder of the Presidential term and shall be eligible for election as Hon. President for a period immediately following the expiration of the remainder of that term.

#### **4. Membership**

a. All persons holding scientific or other qualifications deemed satisfactory to ISAE Council are eligible for membership of the Society.

b. The names of candidates should normally be submitted on the special form provided for the purpose, by post, fax or as a scanned file attached to an electronic mail message. A proposer and a seconder, of whom at least one must be a paid-up member of the Society and one of whom must have personal knowledge of the candidate, must endorse all applications. The candidates must declare that they agree to abide by the ISAE Constitution and Code of Conduct. Election shall be by approval of the Council.

c. Newly elected members shall not be entitled to any of the privileges of the ISAE until they have paid the due subscription. If such payment has not been made before 1 June next following their election, such election shall be deemed null and void.

d. When the subscription of any member of ISAE remains unpaid after 1<sup>st</sup> June, membership of the Society shall cease and the member's name shall be deleted from the Register of Members of ISAE.

## **5. Corporate Membership**

Corporate membership entitles an approved organisation to receive information normally distributed to members and to send two representatives to ISAE meetings under the same terms as ordinary members. Such Corporate Member Representatives shall have no power to vote and may not hold any position on Council. Corporate membership does not entitle organisations to reduced-rate subscriptions to *Applied Animal Behaviour Science*.

## **6. Honorary Fellows**

a. Persons of eminence in the field of the aims of the Society shall be eligible for election as Honorary Fellows by Council.

b. Proposals for an Honorary Fellowship shall be submitted in writing to the Hon. Secretary stating the reasons why the candidate is considered eligible for election together with a short description of the candidate.

c. Honorary Fellows shall not be required to pay an annual subscription.

## **7. Subscriptions**

The minimum annual subscription shall be such sum as is decided from time to time by the Council and ratified at the next AGM following the Council decision. Such sum shall be payable on election and thereafter annually and in advance on 1 June each year. Subscriptions are non-refundable and non-transferable.

## **8. Meetings**

An International Congress should be held at least once a year. The Council shall also encourage the organisation of regional and other meetings. The Council shall decide on rules for the conduct of all meetings. At Council's discretion, small losses (up to GBP 3000) may be covered by the Society. ISAE may, in exceptional circumstances (e.g. the cancellation of the congress), cover any loss a congress may have up to a maximum of GBP 10,000 or half of the ISAE's reserves, as determined annually in the Treasurer's report to the AGM, whichever is less.



## **9. Electronic ‘Meetings’**

Electronic discussions (meetings) between members of Council are permitted. Such ‘meetings’ rank equally with ‘meetings’ at which the persons are physically present. Such ‘meetings’ may be held using email, web-based message boards, video- or tele-conferencing or other electronic formats. The Hon. Secretary must ensure that all persons entitled to take part are informed in good time of the agenda. A Council member is deemed to be taking part once the Hon. Secretary has received a reply from the member of his or her participation in the meeting. The quorum shall be as in paragraph 3 d. above.

If the Hon. President decides that a vote be taken, members must register their vote by email direct to the Hon. Secretary in such a way that their vote is not revealed to other members of ISAE Council. Once the Hon. Secretary forms the opinion that all those entitled to vote have voted, and has allowed for differences in time-zones, the result of the vote may be revealed.

Standing committees and any special committees of ISAE can similarly hold electronic ‘meetings’ provided such are held under similar terms as the electronic meetings of Council.

## **10. Amendments to the Constitution**

The Hon. Secretary must receive any Notice(s) of Motion to amend the Constitution not less than 3 weeks before the date of the Annual General Meeting (AGM). Details of the Motion to be proposed shall be made available in writing to members attending the AGM.

## **11. Dissolution**

In the event that ISAE for whatever reason becomes unable to continue its activities, notice of intent to dissolve shall be sent to all members. Once such notice has been received the dissolution may be ratified by a majority decision of those entitled to vote. Any funds held by ISAE at that time may be transferred to an organisation having similar aims to ISAE under the *CY-PRÈS* equitable rule. That is the funds may be used as near as may be practical or reasonable in accordance with the aims of ISAE as outlined in paragraph 2 above.

This version was adopted at the AGM, held on 3<sup>rd</sup> August 2011, in Indianapolis, USA.

## **Appendix II: Ethical Guidelines**

### **Guidelines for Ethical Treatment of Animals in Applied Animal Behaviour and Welfare Research.**

Prepared by ISAE Ethics Committee (2002)

#### **1. BACKGROUND**

The International Society for Applied Ethology (ISAE) is a professional organisation of members with primary research interests in applied studies of animal behaviour and related disciplines. Because the work of its members requires the use of animals, the Society has had a continuing interest in promoting the welfare and ethical treatment of animals being used in research. This is particularly relevant as many ISAE members are involved directly in studying animal welfare and ethics, or are involved in relevant committee work or legislative procedure. Therefore, it is believed ISAE should have a set of written guidelines to provide its members with a basis for structured self-evaluation of the ethical nature of their work, and to serve as inspiration when planning research involving the use of animals. It is the intent of the ISAE Council that these guidelines will serve to encourage appropriate research standards and may be used to assist referees in assessing the ethical nature of abstracts submitted to ISAE congresses.

ISAE members originate from many nations with very different cultures and belief systems. In addition, they conduct a wide variety of studies using disparate species in very different contexts. These guidelines have been written with these great diversities in mind and, as a consequence, are broad rather than specific. They have been written to increase awareness, encourage individual thought and stimulate discussion of the ethical issues surrounding applied animal behaviour research. The focus is therefore on the ethical principles and how to handle these, rather than a list of do's and don'ts applicable to all scenarios.

#### **2. INTRODUCTION**

The use of animals in research and education has attracted ethical concern for many years, most notably in toxicology and bio-medical studies. More recently, ethical concerns have been raised over less invasive studies such as animal behaviour research (Mench, 2000). This raises a strong need for justification of the use of animals in behavioural research, and some guarantee that the research is conducted in an ethically acceptable manner (Driscoll and Bateson, 1988). Concerns about the use of animals in research are being voiced by both the scientific and lay communities, evident for instance by journals imposing ethical reviews of manuscripts, requirements for funding proposals to have statements that ethical guidelines will be adhered to, and the increasing public requirement for 'transparency' of research. To address these concerns before conducting behavioural research, the investigator should first assess whether the purpose of the experiment justifies the use of animals. If the purpose is found to be justified, the investigator should next consider what criteria must be met for the experiment to be acceptable. This includes an assessment of the likely pain, distress and suffering that might be caused to the animals, and an evaluation of what level of

suffering can be considered acceptable in that particular context. The investigator should be able to explain and justify his/her conclusions in order to demonstrate awareness of the ethical issues and facilitate dialogue between interested parties. Finally, a critical assessment of the experimental design will promote better quality research.

### **3. LEGISLATION**

It is recognised that many countries already have legislation regarding the use of animals in research. These guidelines are not intended to replace or subvert this legislation. Many ISAE members are directly involved in research related to animal welfare and legislation, therefore this society is in an enviable position to be worldleaders in the implementation of codes of good conduct relating to ethical research involving animals. It is hoped these guidelines will therefore serve to promote and progress animal welfare and ethics, rather than just following 'rules' of legislation which may be minimum standards. To ensure the highest welfare and ethical standards, investigators should remain apprised of current relevant literature and conduct their research according to the spirit and letter of their local legislation as well as the spirit of the ISAE Guidelines.

### **4. ETHICAL STAND-POINT & DECISION MODELS**

By definition, ISAE members conduct research on animals or have a vested interest in behavioural research. These guidelines are therefore written with an acceptance that animals can be 'used' for the betterment of human or non-human animal species. There are different ethical stand-points whereby the use of animals in research can be evaluated, and several models outlining the decision process relating to the ethical use of animals in research (e.g. Bateson 1986; Porter 1992; De Cock Buning and Theune, 1994). From a utilitarian stand-point, performing research involving the use of animals may be justified if certain criteria are met, such as -

*Using animals for scientific purposes is only acceptable when the harm (physical or psychological) done to animals is outweighed by the benefits of the research*

To determine whether the benefits of research outweigh the costs, a cost:benefit analysis can be performed. The 'costs' are assessed in terms of the harm likely to be experienced by the animals used in the research, and the 'benefits' in terms of the gains to humans, other animal species or the environment. However, the principle also implies that the ethically acceptable option is the one that provides most benefits and involves the least costs. Therefore, when planning a study, the aim should not be to simply reduce costs to a level lower than the benefits, rather, the costs should be decreased to as low as possible (see 'Reducing the Costs') and the benefits maximised as far as possible (see 'Increasing the Benefits'). We emphasise here that this cost:benefit analysis should include any distress or harm caused by housing (or other experimenter influence) prior to and subsequent to the experimental phase of the research.

Applying decision models to ones own research can be an enlightening exercise as it can help analyse the cost:benefit of research, perhaps with a fresh, external perspective.

It is worth considering discussing the scientific significance and ethical issues of proposed research with colleagues in different disciplines, or lay-persons; if these people cannot be convinced a study is worth undertaking, the investigator should look carefully at the reasons they believe it should. Finally, any animal investigator should never forget to ask the absolute question - "**Can I justify the use of animals in this research?**"

## **5. REDUCING THE COSTS**

A widely accepted method for reducing the costs associated with animal research is implementation of the Three Rs, i.e. Replacement, Reduction and Refinement (Russell and Burch, 1959).

### **5.1 Replacement**

Replacement means either that more sentient species should be replaced by less sentient ones (but see the section on Refinement below for caveats about assessing sentience), or that animals should not be used at all if the same research or related training/education can be achieved in other ways. This may be difficult to achieve in animal behaviour studies, although model animals, video-recordings, etc. can be used in some circumstances. It has been suggested (Christiansen and Sandoe, 2000) that 'replacement' in some cases can be achieved by using animals on farms, commercial establishments, during transport or in the field, rather than animals obtained specifically for the research. That a practice is standard in one context, for example, the use of certain types of housing, restraint, or management on commercial farms, does not necessarily mean that it is ethically justifiable to replicate in the laboratory if this research can be conducted in situ.

### **5.2 Reduction**

Reduction means keeping the number of animals to the minimum necessary to achieve the aims of the research, however, the investigator should not reduce the number to so few that the results become statistically invalid. There is a tendency in research to use fewer animals if the species is exotic or expensive to maintain, but if fewer animals can be used for economic reasons without compromising scientific validity, smaller numbers can also be used on ethical grounds. The number of animals used can be minimised by several means.

#### *5.2.1 Previous work:*

If similar work has been conducted previously, this can sometimes be used to estimate the number of animals needed to produce a definite result, or the data may sometimes be included in meta-analyses. The applicability and validity of previously published research must be considered if it is to be used in this way.

#### *5.2.2. Statistical methods:*

The number of animals used can be reduced by good experimental design, appropriate observations and statistical procedures that enable several factors to be analysed with the smallest number of animals (Hunt, 1980; Still, 1982; McConway, 1992; Chiarotti and Puopolo, 2000). This will be dependent to some extent on the behaviour being studied; if a highly variable behaviour is

being recorded, this will require a larger number of animals to reduce the variance to an acceptable level. Tests for statistical power can be employed to predict the smallest number of animals that need to be used in a study in cases where variance is known or can be predicted.

(<http://www.rri.sari.ac.uk/~gwh/ssize.html>)

### 5.2.3 *Epidemiological approach:*

Sometimes it will be possible to study the spontaneous occurrence of behaviours as they occur on farms, zoos, in the wild, etc. This means no extra animals will be required for the purposes of research. Such studies can help identify which parameters are most likely involved in a particular behaviour, and can therefore help reduce the number of animals used in any further experimental study.

## 5.3 **Refinement**

The object of refinement is to reduce to an absolute minimum, the pain, distress or suffering imposed on **every** individual animal used. The word 'animal' (see Appendix A) is generally taken to mean higher-order animals usually thought capable of feeling pain or experiencing suffering in other ways. It should be noted that Appendix A does not differentiate between the listed species in their potential for suffering. Therefore, it is unacceptable to substitute one species for another on the list, e.g. frogs for rats, unless there is good knowledge that the former has a lower capacity for suffering and this will not invalidate the aims of the research.

### 5.3.1 *Choice of species:*

In choosing the species for a study there are several '-isms' to avoid. Sizeism should be avoided; there is little evidence that smaller animals (at least within the vertebrates) are any less capable of suffering. Speciesism (between non-human animals) should also be avoided; this can occur due to the animals' physical appearance or ecological niche of its wild counterparts. Thus, some animals might be incorrectly regarded as less capable of experiencing suffering because we find their appearance or behaviour unattractive, or because in the wild they are a pest species or live in an environment we consider undesirable, e.g. toads, rats, squid. In addition, human anthropocentricity means it is often very difficult for us to empathise with the sensory perceptions of different species (e.g. the visual perturbations caused by placing animals with ultraviolet sensitivity into environments without ultraviolet light), or the suffering of another species (e.g. the frustration of a hen about to lay an egg but unable to find a suitable nest-site).

The species chosen for a research programme should be the most appropriate for the information that the investigator wishes to gain. The choice will usually require knowledge of the problem to be investigated, the species' natural history and the animals' previous experience. Applied behaviour studies often aim to understand the responses of a particular species in a particular environment. If an inappropriate species is used, the research might therefore be invalid requiring it to be repeated using a more appropriate species, and thus making the initial study **less** ethically acceptable.

### 5.3.2 *Pain, suffering and distress:*

For any research programme that might involve pain, suffering or distress, the investigator should assess thoroughly whether the information gained can be justified and if non-animal alternatives (e.g. models, video-playback) might be used. Pain, suffering or distress should be minimised both in duration and magnitude to the greatest possible extent, but without jeopardising the aims of the experiment. Some species are less responsive to painful or stressful stimuli, however, this should not necessarily be taken as indicating that these species are more tolerant or do not experience pain and suffering. Animals might have evolved responses to avoid showing evidence of pain or injury, presumably to avoid being targeted by predators.

In research involving surgery, pre- and postoperative care must be implemented to reduce adverse effects both before and after the operation. Any procedure likely to cause pain should only be performed after adequate anaesthesia and with appropriate analgesia, unless either of these endangers the experimental aims. The use of neuromuscular blocking agents alone is generally unacceptable.

It should be considered that all higher-order animals (see Appendix A) have the capacity to experience pain and are capable of experiencing suffering of one kind or another. This will depend on many factors such as the species, age, sex, reproductive condition, social status, individual experience, perceptions, motivations and natural behaviour of the animal. The possibility that invertebrates such as spiders might experience pain or an analogous sensation (reviewed by Sherwin, 2001) should also be considered.

### 5.3.3. *Housing:*

Standard housing of animals in farms, zoos and laboratories is often minimalist and designed primarily for the convenience of humans. This can often result in the animals exhibiting behavioural or physiological responses indicative of reduced welfare, although it is difficult to assess how great this impact is. Several publications have ranked the severity of procedures conducted on animals in research (e.g. Morton and Griffiths, 1985; Bateson, 1991) and some include a category listing procedures/studies which it is believed cause little or no suffering. However, housing animals under minimalist standard conditions is itself likely to cause a degree of suffering - even before any experimental procedures have been conducted. It might be argued therefore, that any study which requires housing animals under standard conditions causes suffering, even if the experimental procedure itself appears to cause none. This means that in all circumstances, investigators should be able to ethically justify why an animal is being housed and/or why it is housed under particular circumstances, even if the research does not involve a procedure that causes overt pain or distress. To provide suitable housing and husbandry, investigators should consider both the quantity and quality of space they provide for their animals, and remain appraised of current relevant literature. Again, we emphasise that welfare implications of housing and husbandry

conditions prior and subsequent to the experimental phase should be considered in the ethical justification of a study.

5.3.4 *Identification of animals:*

It is often necessary to individually identify animals. There are many methods of achieving this. Wherever possible, non-invasive methods should be used, although these tend to be more short-term and might require repeated re-application thus potentially causing further distress to animals. Invasive methods that cause minimal pain and distress (e.g. ear-tags, wing-tags) are acceptable if they are in accordance with the aims of the study. The size of the identification device or marking method relative to the body-size of the animal should be considered, and the effects this might have on behaviour or possible suffering during and subsequent to attachment/implantation. Mutilatory forms of identification (e.g. toe-amputation), or those which injure substantial amounts of tissue should be assumed to cause substantial acute and perhaps chronic pain, and would therefore generally be considered unacceptable.

5.3.5 *Other “standard practices” used in husbandry:*

A variety of practices that are likely to cause pain, distress or suffering are conducted routinely upon animals on farms, in laboratories, or other commercial establishments, e.g. beak-trimming, castration, chronic food deprivation, social isolation, etc. The fact that these practices are performed routinely elsewhere, does not mean they should be placed above ethical scrutiny if they are performed on animals in a research study. Indeed, many of these practices can be considered unnecessary for animals in research, so long as their omission does not contravene the validity of the study or its aims.

5.3.6 *Presence of experimenters and handling:*

The presence of humans can have a considerable effect on the behaviour of animals. This presence may or may not cause distress to the animals, but in either case, if this interferes with the aims of the study it reduces the validity of the research and therefore lowers the ethical acceptability. Investigators should consider the use of remote monitoring (e.g. video), or habituating the animals to the presence of humans. It should also be remembered that 'blind' studies in which the observer has no knowledge of which treatment the animal has been subjected to, reduces the likely influence of the observer and increases the validity of the research. The way in which animals are handled can have a substantial effect on their behaviour and welfare in both the short and long term. Poor handling can cause acute responses and learned aversion to handling in the future; potentially, this can invalidate the research. Investigators should familiarise themselves with the appropriate handling methods for the animals to be used.

5.3.7 *Duration of the study:*

In applied behaviour studies, the end-point of a study is often relatively easy to decide. For example, a study on the behavioural responses of laying hens to a novel housing system in the U.K. might extend for 62 weeks because this is the average duration that hens are housed on farms (in the UK). Data beyond 62

weeks will probably be irrelevant and therefore less ethically acceptable. On the other hand, if the work were conducted in a country where hens were routinely housed for a longer period, it would be less ethically acceptable to terminate the study before this period.

#### 5.3.8 *Final disposal and euthanasia:*

At the end of a study, investigators should consider alternatives to immediate euthanasia of the animals. There are sometimes good reasons for using animals in other studies (e.g. the animals are used to being handled, familiar with the environment or procedure), but care must be taken to ensure the animals are not used repeatedly in stressful or painful experiments. Livestock might be placed onto farms, but the investigator should consider the likely responses of the animals to the change of social and physical environment, and the legal, ownership and hygiene consequences. Similarly, some species might be placed into private homes or sanctuaries.

Field-caught animals may be placed in zoos or reserves to reduce the need for further capture of wild animals, but again, the investigator should consider the likely responses of the animals to the change of social and physical environment, and the legal, ownership and hygiene consequences. Alternatively, field-caught animals may be returned to the place of capture if their ability to survive has not been impaired and release does not constitute a health or ecological hazard to existing populations.

The manner in which animals are euthanased is a significant component of the ethical acceptability of a research programme. In applied ethology studies, the method of the animals' death will often not be under the control of the investigator, e.g. animals on farms will usually remain on the farm and will be slaughtered commercially. If the investigator has control over the method of euthanasia, factors to be considered are the likely duration of pain and distress caused by the method, and any handling the method requires. There is evidence that some methods of killing are less appropriate than others, despite their common use and approval by many legislative agencies. Investigators should read Appendix B in this regard. It should be remembered that methods of killing might be approved by legislation because of practicality and economic issues, rather than animal welfare. Death of the animal should be confirmed before the body is discarded.

#### 5.3.9 *Procedures:*

**End-Point of a Procedure:** Deciding on the end-point of a procedure, especially when this involves obvious pain, distress or suffering, is critical for the welfare of the animal and thus the ethical justification. Investigators should consider choosing flexible end-points, e.g. in studies of aggressive or agonistic encounters, behavioural indicators of an animal accepting defeat are likely to cause less distress than encounters which have a fixed duration of interaction arbitrarily decided upon. Death is considered to be an unacceptable end-point.



**Aversive Stimuli:** Animals are sometimes deliberately exposed to aversive stimuli (e.g. electric shock, fear-inducing stimuli, predator-prey interactions, intra-specific competition, infanticide). If this is essential, it should be minimised in both severity and duration in accordance with achieving the aims of the experiment. The animals' perceptual and behavioural characteristics, age, experience, etc. should be considered in planning the study. Investigators should monitor such studies frequently, or preferably, constantly. At a pre-determined point, intervention should occur; the animal should be removed from the study and given appropriate treatment or euthanasia. Barriers or escape routes should be provided for the animal to avoid the aversive stimulus where this is in accordance with achieving the aims of the experiment. Investigators should be aware of indicators of extreme fear, e.g. learned helplessness, and that some species may sometimes become totally unresponsive although aware and cognisant of their surroundings (tonic immobility). Field studies should be considered as an alternative method of investigation.

**Deprivation:** Animals are sometimes deprived of various resources for a variety of reasons. These resources can be of various types, e.g. social contact, straw, perches, food, water, comfort behaviours, suitable light. If deprivation is essential, this should be minimised in both severity and duration in accordance with achieving the aims of the experiment. Food is sometimes withdrawn to motivate animals to perform a particular task, however, the use of highly attractive foods or other rewards is often a more acceptable alternative (there is also evidence that food deprivation can interfere with some learning tasks (e.g. Nicol and Pope 1993; Sherwin et al., 2001)). In general, to avoid chronic hunger, it is preferable to deprive an animal of food for a pre-determined period of time before testing, rather than attempting to achieve and maintain an arbitrarily specified target bodyweight.

**Adverse Conditions:** Studies aimed at inducing adverse conditions in animals are sometimes conducted to gain knowledge of applied problems, e.g. parasite loads, pesticides or homeostatic challenges. These procedures may cause suffering and again should be minimised in both severity and duration in accordance with achieving the aims of the experiment. Investigators should plan frequent or constant monitoring of such studies, and appropriate intervention at a pre-determined end-point with appropriate care or euthanasia of the animals. Investigators should also consider experimental designs that allow removal of the adverse condition rather than its addition (e.g. the use of a novel insecticide on a population of sheep for which it is known that ectoparasite burdens are already high), or naturally occurring instances of the adverse conditions.

**Isolation and Crowding:** Many applied behaviour studies investigate the effects of isolation or crowded conditions that are used routinely on farms and in laboratories. It should be realised that although such housing might be considered standard in some contexts, these systems may be extremely stressful to animals (see '*Housing*' above). The degree of stress experienced

will be markedly influenced by the species, age, sex, reproductive condition, social status, individual experience and natural behaviour of the animal. These factors should all be considered to minimise the stress likely to be experienced by the animal.

## **6. INCREASING THE BENEFITS**

As stated previously, the benefits of any proposed research should be made as great as possible. These can be maximised in several ways.

### **6.1 Achieving the aims**

The aims of the research should be achievable. This can be ensured by closely examining the aims and determining if the appropriate animals, equipment, housing and trained personnel are all of an adequate standard and available for the duration of the study.

### **6.2 Significance of the aims**

The aims can be of various forms, for instance, health or welfare of humans or non-human animals, economic gains for livestock, conservation, pest control or fundamental knowledge. In applied behaviour studies it is often possible to quantify and state the likely benefits resulting from research, and therefore the significance of the aims. For example, a study on feather-pecking might be able to state the average incidence of hens pecked, the average number of injuries, mortality rates and the cost of increased food consumption as the animals attempt to maintain their body temperature. Such information helps indicate the severity and extent of the problem being addressed, and therefore the likely significance of the findings. It may be more difficult to state the likely benefits resulting from fundamental research. However, although it may be hard to predict what the potential gain of the knowledge could be, fundamental research may provide essential information and possibly even support progress in the applied field.

### **6.3 Researching previous work**

Investigators should thoroughly familiarise themselves with previously published relevant literature. This avoids unnecessarily duplicating research (assuming previous work was done correctly), although duplication may be required in pilot studies of a novel method. It will also be possible to gauge the variability of responses and ensure the experimental design is optimised to achieve the aims of the study by using the least number of animals.

### **6.4 Reporting of the Study**

A fundamental component of the ethical justification of animal behaviour research is the communication of results. The investigator has an ethical obligation to attempt to publish the results as completely, widely and as accurately as possible. Doing this decreases the probability of more animals being used in unnecessary duplicate studies to generate similar, redundant data. Widespread (global) communication of results is a 'benefit' factor in many models of the ethical assessment of animals and thus communication of results increases the benefits of the work. To demonstrate that an ethical assessment has been made, the ethical justification for choice of research and experimental design can be included. This will promote understanding and

communication concerning the ethical issues and dilemmas in research involving animals (Christiansen and Sandoe, 2000).

## 7. FIELD EXPERIMENTS

Investigators conducting field experiments of applied animal behaviour should consider the ethical issues discussed above, and in addition, the impact of their work on other populations of animals and ecosystems. Methods of marking, the taking of physiological samples, capture, continuous observation, etc, might all influence an animal's ability to survive both at the time of observation and in the future. The welfare of other animals dependent on the subject (e.g. offspring) should also be considered. Cuthill (1991) and Kirkwood and Sainsbury (1996) discuss ethical issues of conducting field experiments.

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## **APPENDIX A**

### *HIGHER-ORDER ANIMALS*

Higher-order animals include all vertebrates and, of the invertebrates, some members of the phylum Mollusca (e.g. octopus, squid) and some members of the phylum Arthropoda (crab, lobster, crayfish). Higher-order animals are also considered to include mammalian foetuses during the last half of pregnancy, un-hatched young of the species stated above during the last half of their development in the egg, and marsupial pouch young. This is because it is thought likely that animals in these stages of development might be able to experience pain and suffering.

*(This classification of higher-order animals is adapted from New Zealand law which regulates the scientific use of animals, Animal Welfare Act 1999).*

## **APPENDIX B**

### *COMMENTS ON SOME COMMONLY USED METHODS OF KILLING*

ISAE members often conduct research with farm or laboratory species. When commercially reared, these species are often killed in great numbers and methods are used which take into account factors such as cost, speed of throughput, and practicality; the welfare of the animals may be given a lower priority than would be otherwise. When these species are killed after behavioural studies, the numbers involved are usually considerably lower than after rearing on farms or in commercial laboratories, and the animals are often very accustomed to being handled by humans. This makes alternative methods of euthanasia more practical and economically justifiable - or alternatively, more time to correctly administer the method of killing. A review of the literature reveals that some legally accepted methods of killing used commercially might have associated with them welfare concerns that appear to be widely unknown or perhaps ignored (see below), making these less ethically appropriate for use on animals used in small-scale research studies. We should remember, the term 'euthanasia' generally refers to 'an easy and painless death' or 'the killing of an animal with a minimum of physical and mental suffering, depending on the species' (Close et al., 1996), suggesting legally accepted methods might not always be described as 'euthanasia'. Investigators are strongly encouraged to read Close et al., (1996) and the AVMA Panel on Euthanasia (2001).

**Decapitation and cervical dislocation:**

There is evidence that decapitation and cervical dislocation may **not** render an animal immediately unconscious. In rats, normal brain electrical activity indicative of consciousness can persist for 30s after decapitation, and visual responses can be evoked from hens for 30s after decapitation (Gregory and Wotton, 1986) (see also Anon (2000) and Holson (1992)). Reptilian brain metabolism can function at low respiration and heart rates, and Warwick (1986) cites evidence that the heads of snakes will respond to approach for up to 59 mins after decapitation. Cervical dislocation must achieve severance of the spinal cord from the brain (to prevent neural transmission) and all of the major blood vessels in the neck (to prevent blood supply to the brain). Nevertheless, cervical dislocation raises concerns about animal welfare; visual evoked responses can be obtained from hens for up to 4 minutes after dislocation, depending on the method (stretching the neck causes loss of the response more quickly than crushing, allegedly due to concussion of the brain) (Gregory and Wotton, 1990). It is therefore preferable that if an animal is to be killed by decapitation or cervical dislocation, it should be rendered unconscious prior to this.

**Gaseous anaesthetic overdose:**

Exposure to carbon dioxide is a method of killing that is widely recommended for small farm and laboratory animals and birds, however, there are aspects of its physical characteristics and the physiological responses induced by this gas that raise welfare concerns. CO<sub>2</sub> is an acidic gas that is known to cause irritation to mucus membranes, it has a pungent odour and can cause a profound sense of breathlessness before inducing unconsciousness in humans. Inhalation of this gas can cause animals to exhibit an excitation phase - this might be caused by the animal possibly experiencing a sensation analogous to suffocation (respiratory systems are stimulated by increasing CO<sub>2</sub> concentrations in the blood) - although there is debate whether the animals might already have become unconscious at this point (Jongman et al., 2000). Pigs will voluntarily experience 72 hrs water deprivation or 24 hrs food deprivation rather than experience a second exposure to CO<sub>2</sub> (Raj and Gregory, 1995; see also Jongman et al., 2000). The degree of aversion to CO<sub>2</sub> varies with concentration (Raj and Gregory, 1995; see also Hewett et al., 1993; Hackbarth et al., 2000) and aversion has also been reported in several other species, e.g. aquatic mammals and birds (Raj, 1996; Cooper et al., 1998), thus CO<sub>2</sub> aversion is both species- and concentration dependent.

**Hypoxia or anoxia:**

Various gases have been used to deplete oxygen and so cause hypoxia or anoxia. Evidence suggests that hypoxia or anoxia is a humane way of inducing unconsciousness and death, but problems may arise when the gas used as a substitute has aversive properties or the species of animals to be euthanased has physiological compensatory mechanisms (resilience or tolerance to hypoxia).

Argon is odourless, tasteless and appears to cause no aversion in pigs. A mixture of 30% CO<sub>2</sub> in argon causes loss of brain function in chickens, turkeys and pigs (Raj, Wotton and Gregory, 1992; Raj & Gregory, 1994; Raj et al., 1997).

Nitrogen has also been used to induce anoxia. Because this has a density very similar to air it must be used in a closed container. A mixture of mostly nitrogen (>80 % by

volume) and a small proportion of argon has been recently implemented for killing broilers under commercial conditions (Raj, A. B. M. pers. comm.).

Carbon monoxide causes rapid death through hypoxia and there is little apparent distress caused during the induction of unconsciousness in terrestrial species. CO must be supplied using a commercial source of 100% because other sources usually contain additional substances that might interfere with the effectiveness of CO hypoxia. CO is toxic to humans and therefore the concentration both inside and outside the chamber must be monitored.

Hypoxia (induced by CO, nitrogen or argon) can cause vocalisations and convulsions after loss of consciousness that may be aesthetically unpleasant. Due to physiological and metabolic differences, hypoxia may not be the best killing method for rodents, reptiles, aquatic animals and birds.

### **General:**

Close et al., (1996) and the AVMA Panel on Euthanasia (2001) list a wide variety of methods considered to be unacceptable as methods of killing vertebrates. These included hypothermia (e.g. ice-slurries for fish and other heterotherms), hyperthermia, drowning or removal from water, neck crushing, nitrous oxide, cyclopropane, ether, chloroform, sedatives (due to the large volume required), certain orally administered agents and narcotic analgesics.

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## **APPENDIX C**

### **FURTHER READING & INFORMATION**

#### **Ethics/Codes of practice/Guidelines**

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<http://anzccart.rsnz.govt.nz/>

<http://www.frame-uk.demon.co.uk/guidelines.htm>

<http://www.biotech.iastate.edu/bioethics.html>

<http://www.maf.govt.nz/AnimalWelfare/>

<http://www.ethics.ubc.ca/reszources/animal/>

[http://www.homeoffice.gov.uk/new\\_indexs/index\\_anima.htm](http://www.homeoffice.gov.uk/new_indexs/index_anima.htm)

[http://www.affa.gov.au/docs/operating\\_environment/armcanz/pubsinfo/mcpwa/animal\\_welfare.html](http://www.affa.gov.au/docs/operating_environment/armcanz/pubsinfo/mcpwa/animal_welfare.html)

<http://www.health.gov.au/nhmrc/research/awc/code.htm>

<http://www.adelaide.edu.au/ANZCCART/>

### **Animal Numbers**

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<http://www.rri.sari.ac.uk/~gwh/ssize.html>

### **Pain, Suffering and Distress**

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<http://www.ufaw.org.uk/>

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<http://www.nal.usda.gov/awic/>

### **Appendix III: Abstract Submission Standard**

The LCOC must ensure that the following information is available to prospective authors (however, much of this may be covered by abstract handling with Wageningen Academic Publishers):

- Abstracts must present information that falls within the scope of the ISAE.
- Abstracts presenting both theoretical and empirical work related to applied ethology will be considered for presentation at the ISAE Congress.
- Abstracts must not exceed 300 words in length, excluding title, names and affiliation, with the exception of abstracts for potential plenary papers, which should be 2 to 3 pages in length. However, a shorter abstract for plenary papers may be published in the proceedings to avoid the possibility that it may be regarded by some publishers, as ‘published previously’.
- The first name of authors, not just initials, should be given.
- Abstracts must contain a clear statement of the purpose of the work, the methods used, the results, and conclusions. Results should be presented in sufficient detail to support the conclusions drawn. Except for theoretical contributions and review papers (such as plenary papers), submitted abstracts must contain data, indicate the method(s) of analysis, and provide information about test statistics.
- Reviewers will be advised to reject empirical abstracts that do not contain data, since it is very difficult to evaluate the suitability of these abstracts for presentation.
- Although authors may submit multiple abstracts, each presenting author may present only one spoken paper, or one poster (not both a paper and a poster). Therefore, the Local Congress Organising Committee will accept only one if an author submits multiple abstracts as the presenting author.
- The required formatting and layout of the abstract (the use of a template should be considered) including how references should be given; ordinarily references are not cited in abstracts, however, if given, they should be placed in the text of the abstract in the following format: (Jones & Swanson, *Appl. Anim. Ethol.* 14:23, 1980).
- A statement by which authors must confirm that the work described in the abstract conforms with the ISAE Ethical Guidelines (see Appendix II).
- A checklist of potential ethical issues associated with the work reported in the submitted abstract (see Appendix IV for details).
- A place where authors can provide additional information about their work in case it involves ethical issues (see Appendix IV for details of the information that authors should provide).
- A place where authors can indicate whether they wish their presentation to be considered for the student presentation competition.
- A place where authors can nominate their preferred form of presentation of their work (e.g. plenary paper, short oral paper, or poster).

## Appendix IV: Guide for Reviewers of Abstracts

Reviewers are requested to:

- a) Be brief and succinct in their feedback
- b) Make suggestions that improve English and comprehension
- c) Check the following:
  - Abstracts are approximately 300 words in length (the Local Congress Organising Committee will check exact numbers).
  - They contain the aim of the work, methods, results and conclusions.
  - That data are given (unless the paper is a review or totally theoretical) together with method of data analysis and information on test statistics.
  - That the conclusions are consistent with the results.
  - **Any potential ethical issues.** The ISAE Ethics Committee has constructed a brief checklist of some relevant welfare or ethical issues. If any of these have occurred as part of the experimental design of the study being reviewed then the justification should be apparent. If it is not, the reviewer may wish to consult with the Ethics Committee or recommend that the Ethics Committee reviews the paper. Further information is available in the ISAE Ethics Guidelines <http://www.applied-ethology.org/ethicalguidelines.htm>. Reviewers should indicate on a scale of 0 to 4 (0 = no ethical concern whatsoever and 4 = major ethical concerns) their overall ethical concern about the study reported. Abstracts scoring 3 or 4 will automatically be forwarded to the Ethics Committee, whilst a decision on those scoring 1 or 2 would be at the discretion of the Local Congress Organising Committee. Referees should indicate overall if they feel the abstract should be seen by the Ethics Committee, even if the abstract has a low ethical score. To assist with making a decision, reviewers should consider the following:

As part of the experimental design, did the study impose any of the following procedures or conditions?

- Housing or husbandry inappropriate for the psychological and physiological needs of the species being studied
- Staged aggression, competition, or social defeat
- Protracted food or water deprivation, or diet manipulations likely to have an adverse effect on the animals
- Mutilations (this can include some methods of permanent marking, e.g. toe or tail clipping)
- Killing of animals as part of the experiment (including giving live animals as food)
- Surplus animals raised/acquired for the experiment
- Inappropriate social conditions, e.g. protracted isolation of gregarious or social sentient animals, unduly early weaning, or group-housing of normally solitary animals
- Prolonged restraint
- Trapping

- Collecting biological samples directly from the animal, such as tissue, blood, urine, faeces, semen, and saliva
- Induced infection, disease or parasitism
- Inappropriate release of wild-caught animals
- Adverse implications for conservation or the ecosystem

Reviewers are requested to recommend:

- 1) whether the abstract should be accepted, rejected or whether further information is required (e.g. from the author or the Ethics Committee) before a decision can be made. If the decision is made to reject the abstract, reasons should be given.
- 2) the form of presentation most suited for the abstract (e.g. plenary paper, short oral or poster presentation).

To facilitate the review process, the checklist above should be presented for authors at abstract submission. Further, the following text, including options to provide additional information, should be provided:

If your study involved any of the procedures mentioned above, please provide an ethical justification for this study. In particular, please consider:

- 1) The justification for studying this topic/subject area
- 2) The choice of research protocol

Also, if not already stated in the abstract, please give details of the research protocol, e.g.:

- 3) The frequency and duration of potentially harmful procedures
- 4) The intensity and duration of any adverse effects experienced by the animals
- 5) The monitoring and procedures in place for alleviation of any suffering.

## Appendix V: Congress Attendance Fund

Although ISAE tries to keep the cost of attending its annual congresses as low as possible, they are without doubt too expensive for some members to attend on a regular basis. This is not exclusively a student problem, since grants to students are sometimes available and there is a reduced student registration. Neither is it exclusive to researchers in certain regions, since the cost of attending is a combination of travel, registration and hotel costs and so varies depending on where the conference is being held. The Society has therefore developed a fund that is open to all ISAE members, although priority will be given to the two categories of members described above, any member can apply.

### Aim

To support ISAE members to attend annual congresses. The minimum allocation will be the sum equivalent to the cost of the registration or accommodation (but usually not travel). The total sum of money to be allocated to this fund will be determined yearly, depending on the Society's financial situation, but will be no less than GBP 2000

### To be eligible

- 1) The person must be a member of ISAE before submitting their application.
- 2) The person must have submitted an abstract and money will only be allocated if their presentation is accepted.

### Application procedure

- 1) The application should contain the following information:
  - a. Name of applicant
  - b. Postal address and email address (or fax number)
  - c. Which year they became a member of ISAE
  - d. Occupation or position of applicant e.g. student, active researcher, unemployed researcher etc.
  - e. A justification for why they should be given an award. There is no fixed format for how the justification should be presented since the reasons for the application will vary
- 2) The application itself should not be more than one A4 page. It should be accompanied by a list of publications and/or presentations by the applicant (including local and regional meetings) and a copy of the abstract submitted to the congress.
- 3) The applicant should submit the application to the organisers of the congress on the same deadline as the submission of abstracts.
- 4) The applications will be evaluated by the Senior Vice-President, the Treasurer and two other Council members.
- 5) Successful applicants will be notified at the same time as they are notified of whether or not their abstract has been accepted.
- 6) The money will either be sent to the applicant or to the conference organisers on the applicant's behalf. This decision will be made by the Treasurer. This is to

avoid unnecessary currency exchanges. If requested, ISAE will help the successful applicant identify the cheapest possible travel to the meeting, or write a letter that can be used when applying elsewhere for travel funds.

Factors that will be taken into consideration in the decision process

- 1) Low or no possibilities to attend the congress without financial support
- 2) Little or no possibilities to obtain sufficient financial support from elsewhere (applicants should state where else they have applied or could apply for financial support; note that attempts to obtain funding from other sources will be viewed positively when assessing applications)
- 3) Quality of the submitted abstract
- 4) Track record of attending scientific meetings and giving presentations, although the committee will take into consideration how long the person has been active in research and their possibilities to attend relevant meetings.

## Appendix VI: ISAE Mission Statement

# Mission statement of the International Society for Applied Ethology

# ISAE



**The international, professional society devoted to the  
scientific study of applied animal behaviour**  
with more than 500 members worldwide

ISAE provides a forum for the presentation and discussion of advances in applied animal behaviour science and education, and inspires further innovations through an annual international scientific congress and regional meetings. Applied Animal Behaviour Science is the official journal of ISAE

The study of applied animal behaviour contributes to a greater understanding of the interactions between humans and other animals and helps to create a better balance between animal welfare and the requirements that humans have of other animals

ISAE members work on a wide variety of animal species and topics: e.g. the management and welfare of livestock; the interactions between humans and companion animals; the impacts of housing on the behaviour and welfare of zoo and laboratory animals

ISAE provides a pool of independent experts for governments,  
international bodies, industry and NGOs

(Currently: World Organisation for Animal Health [OIE], Council of Europe, the Assessment and Accreditation of Laboratory Animal Care International and the Association for the Study of Animal Behaviour Certification Scheme)

More information: ISAE Web-site (<http://www.applied-ethology.org/>)

ISAE Constitution: <http://www.applied-ethology.org/constitution.html>

Contact the ISAE President: Dr. Jeremy Marchant-Forde ([jeremymarchant-forde@ars.usda.gov](mailto:jeremymarchant-forde@ars.usda.gov))