



Terms of Reference for Interbull ICAR Operations Task Force

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1 Terms of Reference

1.1 Background

The purpose of this paper is to outline the terms of reference for the **Interbull and ICAR Operations Task Force** following the decisions by the Interbull Steering Committee on _____ and the ICAR Board on 29th July to establish a Task Force. It was agreed “*That a small Task Force be established, with representation from Interbull (2 or 3 persons) and ICAR (2 or 3 persons), to examine and consider synergies between the operations of the Interbull Centre, ICAR and Service-ICAR with a view to achieving greater efficiencies and effectiveness for all activities. The Task Force is to make recommendations to the ICAR Board and to the Interbull Steering Committee.*”

This report is for consideration by the ICAR Board at its 28th August meeting by telephone conference call and by the Interbull Steering Committee on _____.

The following sections cover the key elements of the Terms of Reference for the **Interbull and ICAR Operations Task Force**.

1.2 Objectives of the Interbull and ICAR Operations Task Force

The objectives of the **Interbull and ICAR Operations Task Force** are to:

- Elaborate the business processes of Interbull, ICAR and Service ICAR.
- Identify common and overlapping business processes.
- Evaluate options for achieving greater efficiency and effectiveness in common and overlapping business processes.
- Provide a report with recommendations to the Interbull Steering Committee and the ICAR Board.

1.3 Governance

The **Interbull and ICAR Operations Task Force** will be self-governed.

The **Interbull and ICAR Operations Task Force** will comprise members appointment by the Interbull Steering Committee and ICAR Board who cover the following interests:

- Interbull:** administration, funding, technical activities and services. Including relevant staff of the Interbull Centre, SLU.
- ICAR:** administration, funding, technical activities and services. Including relevant member of the ICAR Executive Team.

The Chairperson of the **Interbull and ICAR Operations Task Force** will be _____.

1.4 Secretariat & Reporting

- a. The **Interbull and ICAR Operations Task Force** will have secretarial support provided by a member of the ICAR Executive Team.

1.5 Communications with the ICAR Board and Interbull Steering Committee

- a. Interim reports as decided by the **Interbull and ICAR Operations Task Force**.
- b. Final report on completion of work.

1.6 Priorities

That the priorities for **Interbull and ICAR Operations Task Force** are:

- a. To consider the overlap in the service role provided by Interbull and Service ICAR.
- b. To consider the potential benefits of a consolidated IT system for ICAR and Interbull based on the model developed by Interbull.
- c. To consider the potential for achieving greater operational resilience to loss of key staff at the Interbull Centre and in the ICAR office.
- d.

Reference: Macintosh HD:Users:bww\Data:Wickham Ltd:Customers:ICAR:ICAR SC WG TF:Groups:Task Forces:Interbull and ICAR Operations:IB and ICAR Ops TF TOR draft2.docx