



Terms of Reference for GENOEX PSE Service Implementation Task Force

Author: Brian Wickham

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1 Terms of Reference – PSE-ITF

The following is a draft Terms of Reference for the GENOEX PSE¹ Service Implementation Task Force (PSE-ITF).

1.1 Background

The purpose of this paper is to outline the terms of reference for the PSE-ITF following:

- a. The completion of the GENOEX-PSE Service Proposal² by the Task Force³.
- b. The adoption of the GENOEX-PSE Service Proposal by the ICAR Board at its meeting on June 8th 2015. At this meeting it was agreed that the proposal should form the basis of a Task Force and associated Expert Group⁴ with the task of implementing the service.
- c. Consideration of the GENOEX-PSE Service Proposal during the Interbull meetings held in July 2015 in Florida, USA. At these meetings both the Interbull Business Meeting and the Interbull Steering Committee endorsed the proposal.
- d. A meeting in Uppsala on 1st October 2015 involving Toine Roozen (recently appointed Interbull Centre Director), Reinhard Reents (Chair of Interbull Steering Committee), Hossein Jorjani (Interbull Centre Services Manager), Martin Burke (Chief Executive of ICAR) and Brian Wickham (Coordinator of ICAR Groups) it was agreed that the Task Force and associated Expert Group with the task of implementing the service should be formed forthwith.

This draft ToR is for consideration by the ICAR Board at its meeting on October 20th.

The following sections cover the key elements of the proposed Terms of Reference for the PSE-ITF and the associated Expert Group.

¹ **Genotype Exchange Parentage SNP Exchange.**

² Proposal for a Genotype Exchange Parentage SNP Exchange (GENOEX-PSE) Service (Version 6 dated June 1, 2015).

³ THE TASK FORCE FOR THE DEVELOPMENT OF BUSINESS RULES FOR THE PARENTAGE SNP EXCHANGE SERVICE (PSE) WITHIN THE INTERNATIONAL GENOTYPE EXCHANGE PLATFORM (GENOEX).

⁴ As recommended in the GENOEX-PSE Service Proposal.

1.2 Objectives of the PSE-ITF

The objectives of the PSE-ITF are to:

- a. Provide the Interbull Centre with policy and expert guidance during the implementation of the GENOEX PSE Service.
- b. Ensure the advice of the Expert Group is sought and considered during the implementation of the GENOEX PSE Service.
- c. Ensure the GENOEX PSE Service as implemented meets or exceeds the expectations of Service Users.

1.3 Governance

The PSE-ITF composition will be:

1. Sophie Mattalia, Interbull Steering Committee member.
2. Suzanne Harding, Chair of the ICAR Parentage Recording Working Group.
3. Wim van Haeringen, Chair of the ICAR Genetic Analysis Working Group.
4. Matthew Shaffer, Chair of the ICAR Breed Associations Working Group.
5. Andrew Cromie, Chair of the ICAR Interbeef Working Group.

Convener: Toine Roozen, Director of the Interbull Centre.

Secretary: Brian Van Doormaal, Interbull Steering Committee member.

The PSE-ITF will be supported by an Expert Group comprised of representatives with appropriate skills as follows:

1. A member nominated by the ICAR Board to act as Chairperson
2. ICAR Parentage Recording Working Group
3. ICAR Genetic Analysis Working Group
4. ICAR Breed Associations Working Group
5. Interbull
6. Interbeef
7. Interbull Centre (to also act as Secretary)

1.4 Roles and Responsibilities

The Task Force is an advisory group to the ICAR Board, the Interbull Steering Committee and the ICAR Working Groups represented in this Task Force (see 1.3):

The Convener of the Task Force will be responsible for:

- Providing the means of communication for the Task Force
- Organizing the meetings calendar
- Proposing agendas.
- Moderating the discussions.

Role of Secretary for PSE-ITF and Expert Group:

- a. **TF Meetings** - agree dates and venues in consultation with Convener/Chairperson, provide notice of meetings to members, agree agenda

with Convener, distribute agenda, take minutes, agree minutes with Convener, and distribute minutes.

- b. **Group Composition** – maintain list of Group members with up-to-date contact details, in consultation with Convener/Chairperson and ICAR Chief Executive to ensure membership is comprised of interested and enthusiastic members representing active stakeholders.
- c. **Group Meetings** – agree dates and venues in consultation with Convener/Chairperson, provide notice of meetings to members, agree agenda with Convener/Chairperson, distribute agenda, take minutes, agree minutes with Convener/Chairperson, and distribute minutes.

All Task Force and Expert Group members will be responsible for:

- Attending all scheduled meetings
- Reviewing all shared documents and expressing their opinions and suggestions
- Performing specific tasks solicited by the Convener/Chairperson, given the member receiving the task agrees.

1.5 Communications with the ICAR Board and ICAR Groups

- a. Periodic reports from the Convener of the PSE-ITF to ICAR Board, Interbull Steering Committee, Interbeef WG, Genetic Analysis WG, Parentage Recording WG and Breed Associations WG.
- b. The ICAR Staff as identified from time to time by the ICAR Chief Executive. All communications for the Group are to be copied to this person.
- c. Participation of the Convener of the PSE-ITF in meetings with the ICAR Board as may be required.

1.6 Priorities

Detailed priorities are to be established by the PSE-ITF taking account of its terms of reference and any requests from the ICAR Board.

The immediate priorities are:

- a. To finalise the GENOEX PSE Service agreement.
- b. To finalise the technical aspects of the GENOEX PSE Service in consultation with the Expert Group.
- c. To implement the GENOEX PSE Service.