



Terms of Reference for the ICAR DNA Working Group

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1 Terms of Reference for DNA Working Group (DNA-WG)

The following is a draft Terms of Reference for new ICAR Group to be established in 2016. The Group will be known as the DNA Working Group (DNA-WG).

1.1 Background

The purpose of this paper is to outline the terms of reference for the ICAR DNA-WG. The DNA-WG will replace both the Genetic Analysis and Parentage Recording Working Groups.

The proposal to establish this new WG follows on from:

- discussion which took place at the ICAR Board on August 18th 2015,
- discussion with the Genetic Analysis and Parentage Recording WGs,
- 26th May 2016 meeting of the ICAR Interbull Task Force^{1 2},
- 27th May meeting of the ICAR Board, and
- 28th June teleconference meeting of the Interbull Steering Committee.

This draft has been prepared for consideration by:

- ICAR Board at its 19th July 2016 meeting.

The following sections cover the key elements of the recommended Terms of Reference for the DNA-WG.

1.2 Objectives of the DNA-WG

The objectives of the DNA-WG are to:

- a. **Forum.** Provide a forum for members of ICAR to collaborate, exchange information and learn from each other on all aspects using the DNA of farm animals.

¹ Discussion Paper – ICAR Genomics Technology Strategy and Structure. Draft 20th May 2016. Author: Brian Wickham.

² PPT Slides - Genomics Technology ICAR Strategy and Structure. 26th May 2016.

- b. **Guidelines.** Maintain, update, promote and extend universal guidelines for laboratory techniques, data analysis techniques and tools for using the DNA of farm animals world wide.
- c. **Surveys.** Conduct and report the results of periodic international surveys on the use of DNA of farm animals.
- d. **Services.** Develop, provide and promote user-pay services for the accreditation of systems for using DNA of farm animals. The goal of these services is to ensure that uses of DNA of farm animals are accurate, comparable around the world and shared efficiently.
- e. **Innovation.** Facilitate and co-ordinate international collaboration in research and development on the uses of DNA of farm animals.

1.3 Governance

The DNA-WG will comprise membership as follows:

Membership of the DNA Working Group to cover the following range of knowledge and expertise:

- a. Leadership – Chair
- b. Laboratory analysis of DNA– quality assurance
- c. Data processing – DNA validation, storage, retrieval, imputation
- d. DNA uses – including gene discovery, parentage discovery, parentage validation
- e. Innovation in opportunities for DNA use in farm animals.
- f. Administration – Secretarial support

The DNA Working Group is to be supported by ad-hoc expert groups which it may form from time-to-time with approval from the ICAR Board.

1.4 Secretariat & Reporting

Role of DNA-WG Secretariat:

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

- d. **Website** – maintain website and forum ensuring contents are up-to-date and relevant according to the ToR.

1.5 Communications with the ICAR Board

- a. Annual report of the DNA-WG Chairperson to the Board.
- b. The ICAR Staff support person as identified from time to time by the ICAR Secretary General. All communications for the Group are to be copied to this person.
- c. Participation of the Chairperson in meetings with the Board, normally on an annual basis coinciding with the ICAR Annual Meetings.

1.6 Priorities

Priorities are to be established by the Committee taking account of its terms of reference and any requests from the ICAR Board.

Immediate Priorities to include:

- a. Oversee the launch of new and refreshed accreditation services for genetic analysis as well as and parentage verification, discovery and microsatellite imputation.
- b. Assess the impact of whole genome sequencing on ICAR and its members and make recommendations.
- c. Assess the impact of gene editing on ICAR and its members and make recommendations.
- d. ...