



Terms of Reference for Breed Associations Working Group

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1 Background

The following are the Terms of Reference (ToR) for an ICAR Group. The Group is known as the Breed Associations Working Group (BA-WG).

The changes to these ToR over time are summarized in Table 1:



Table 1. Change summary.

Date of Change	Nature of Change
June 2014	First version adopted by ICAR Board.
10 th February 2017	Second version adopted by ICAR Board
May 2018	Amended to avoid conflicts of interest by clarifying voting rights of members. Refer to 4 Governance. Amended to include a section giving context. Refer to 2 Context Amended to include a section dealing with relationships with other ICAR Groups. Refer to 7 Relationships with other Groups. Include updated priorities from Feb. 2018 report to ICAR Board.
July 2018	Draft approved by BA-WG.

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

2 Context

The BA-WG is one element of ICAR's Group structure as elaborated [here](#) on the ICAR website. As a working group:

- a. It is a permanent,
- b. Its chair is appointed by the Board of ICAR,
- c. Its members are appointed by the Chief Executive of ICAR,
- d. It is responsible for policy relating to services to members.

The main purpose of the BA-WG is to achieve a number of objectives related specifically to Breed Association interests in animal recording.

3 Objectives

The objectives of the BA-WG are to:

- a. Scope: Common Breed Association activities for Cattle, Sheep, Goats, small Camelid, and Buffalo. It is accepted that work is likely to proceed more rapidly for cattle than the other species.
- b. Act as the interface between Breed Associations worldwide and ICAR, and encourage cooperative work in areas of common interest.



- c. Ensure the combined capabilities of Breed Associations & ICAR are used to deliver mutual benefits in the areas of common interest.
- d. Encourage cross membership of working groups in common areas.
- e. Report to the ICAR Board at regular intervals, at least yearly.

4 Governance

The BA-WG will comprise a Chairperson appointed by the ICAR Board and members appointed by the Chairperson consultation with the ICAR Secretariat and relevant breed association world bodies. The term of membership and voting rights of members will be determined at the time of appointment and may be reviewed from time to time. In principle, members can only vote on those issues for which they or their employers do not have a conflict of interest.

The BA-WG will comprise members who cover some or all, depending on the level of interest and participation in Breed Association and ICAR activities, of the following interests:

- a. Geographical regions: Europe (West and East), North America, Latin America, Asia, Africa & Oceania.
- b. Breed Association Technical Expertise: pedigree recording, animal identification, conformation recording, performance recording, genetic evaluation and international collaboration.
- c. Supporters of ICAR Participation in Breed Association activities: guidelines and standards, identification, conformation and parentage.

The Working Group, may from time to time, form expert advisory groups to provide advice on topics of relevance to achieving the objectives of the Working Group.

5 Secretariat

Role of BA-WG Secretariat:

- a. 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.
- b. 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.



6 Communications with the ICAR Board

- a. Provide a report to the ICAR Board containing justified and supported recommendations.
- b. The ICAR Secretariat support person 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 Chairperson in meetings with the Board, normally on an annual basis coinciding with the ICAR Annual Meetings.

7 Relationships with other Groups

Relationships between BA-WG and other ICAR Groups are as summarised in Table 2.

Table 2. Relationship with other ICAR Groups.

Group	Purpose of Relationship	Method of maintaining relationship
Others	Ensure standards, guidelines and services with implications for Breed Associations are identified and developed using a shared ICAR philosophy.	• Effective communication of plans and progress. • Overlapping membership as needed. • Joint expert advisory group(s) as required.

8 Priorities

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

Priorities for the next year include:

- a. Questions for herd book Audit