



Terms of Reference for Artificial Insemination & Related Technologies Working Group

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1 Background

The following are the Terms of Reference for an ICAR Group. The Group is known as the Artificial Insemination and Related Technologies Working Group (AI&RT-WG).

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



Table 1. Change summary.

Date of Change	Nature of Change
16 th May 2000	First version adopted by ICAR Board.
29 th November 2016	Second version adopted by ICAR Board.
25 th July 2016	Third version adopted by ICAR Board.
May 2018	Reformatted to comply with ICAR branding guidelines. 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 Relationship with other Groups. Include updated priorities from Feb. 2018 report to ICAR Board.
July 2018	Minor corrections following consultation with AI&RT-WG on 5 th July.

The following sections cover the key elements of the Terms of Reference for the AI&RT WG.

2 Context

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

- a. It is 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 AI&RT-WG is to achieve a number of objectives related specifically to recording of artificial breeding and assessing reproductive success.

3 Objectives

The objectives of the AI&RT-WG are to:



- a. Maintain, update, promote and extend universal guidelines for recording data associated with artificial breeding (for both male and female gametes, primarily in cattle) and its use to assess reproductive success
- b. Conduct and report the results of periodic international surveys related the recording of artificial breeding data and its use to assess reproductive success.
- c. Identify and specify services that can be provided by Service ICAR to facilitate the recording of artificial breeding data and its use to assess reproductive success.
- d. Stimulate and facilitate international collaboration in research and development on all aspects of recording artificial breeding data and its use to assess reproductive success.

4 Governance

The AI&RT-WG will comprise a Chairperson appointed by the ICAR Board and members appointed by the ICAR Chief Executive. 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 Committee will comprise members who cover some or all, depending on the level of interest and participation in ICAR activities, of the following interests:

- a. Geographical regions: Europe (West and East), North America, South & Central America, Asia, Africa & Oceania.
- b. AI&RT Technical experts in:
 - + Semen collection, processing, storage, distribution, and insemination for cattle and other species of interest.
 - + Embryo and oocyte collection, processing, storage, distribution, and implantation for cattle and other species of interest.
- c. Use of artificial breeding data for assessing reproductive success.
- d. Supporters of ICAR Participation in: recording and using artificial breeding data for male and female gametes.
- e. The Committee may create advisory committees to provide specialist and expert advice on topics of relevance to achieving the objectives of the Group.

5 Secretariat

Role of AI&RT 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.
- c. **Website** – maintain website and forum ensuing contents are up-to-date and relevant according to the TOR.

6 Communications with the ICAR Board

- a. Annual report of the AI&RT-WG Chairperson to the Board.
- b. The ICAR Staff 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 Relationship with other Groups

Relationships between AI&RT-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 any other standards, guidelines and services involving recording of artificial breeding and assessing reproductive success are 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.

That the priorities for AI&RT-WG in the next year include the following:



- a. Constitution of the WG (chair etc).
- b. Setting up a database with information on straw identification.
- c. Update of the Guidelines Section 6.
- d. New topics the WG is addressing (e.g. RFID for straws for embryos, reporting fertility [-> clarify what is Interbull doing in this context]).

REFERENCE: /USERS/BWW/DATA/WICKHAM LTD/CUSTOMERS/ICAR/ICAR SC WG
TF/GROUPS/TOR/REVISIONS/2018/GROUPS/AI&RT-WG/TOR ARTIFICIAL INSEMINATION AND RELATED TECHNOLOGY WG
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