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Terms of Reference for Interbull Sub-Committee

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1 Background

- a. The International Bull Evaluation Service, with short form Interbull, was formed by EAAP European Federation of Animal Science; www.eaap.org) IDF (International Dairy Federation; www.fil-idf.org) and ICAR (International Committee for Animal Recording; www.icar.org) with support of FAO (Food and Agriculture Organisation of the United Nations; www.fao.org) in 1983. Since 1988 Interbull is a permanent Sub-Committee of ICAR. The Committee is usually referred to as the Interbull Steering Committee (Interbull SC).
- b. The Interbull Centre is the operational unit that provides services on behalf of Interbull, as well as other services on behalf of ICAR such as Interbeef and GenoEx. This arrangement is the subject of a separate contractual agreement between ICAR and the Swedish University of Agricultural Sciences (SLU), which hosts the Interbull Centre.



- c. All Interbull Centre activities are governed by the ICAR appointed Interbull SC.
- d. The purpose of this paper is to outline the updated Terms of Reference (ToR) for the Interbull SC after conclusion of a new Contract between ICAR and SLU.
- e. Version 1 of this ToR was agreed by the Interbull SC on 21st August 2018 with an update to include the ICAR conflicts of interest in November 2019.
- f. The following sections cover the key elements of the ToR for the Interbull SC.

2 Participation in Interbull Evaluations and Business Meetings.

- a. Participation in the Interbull activities is open to all ICAR full Members or associated organisations responsible for the national genetic evaluations of the cattle populations represented by the ICAR full member.
- b. Organisations participating in Interbull activities (ICAR members and/or associated organisations) are referred to herein as Interbull Service Users.
- c. Each Interbull Service User must formally appoint an official business contact. A record of these shall be kept by the Interbull Centre.
- d. The purpose of the Interbull Business Meeting is to report on the activities and finances of the Interbull Centre, present the Interbull Strategic Plan and Annual Operating Plan, and to provide Interbull Service Users with a forum for discussion of services, both current and future demands, and related research results.
- e. Each Interbull Service User's official business contact serves as a delegate to the Interbull annual business meetings. He/she may appoint a representative if not present him/herself.

3 Objectives of the Interbull Steering Committee

The overall objectives of the Interbull SC are to coordinate and assist Interbull Service Users in the international genetic evaluation of dairy cattle by:

- a. documenting genetic evaluation systems;
- b. facilitating international genetic evaluations;
- c. providing international genetic evaluation services to Interbull Service Users;
- d. facilitating information exchange among Interbull Service Users;
- e. providing advisory services to Interbull Service Users;
- f. coordinating international research to improve Interbull services;
- g. organising an Annual Meeting and technical workshops;
- h. publishing the proceedings of the meetings organised;
- i. establishing and facilitating technical working groups;
- j. providing executive guidance for the operations at the Interbull Centre, by setting strategy, priorities, work plans and budget for the Interbull Centre.

4 Governance



- a. ICAR delegates to the Interbull SC the management of its finances, operations, strategy and prioritisation in order for the Interbull SC to achieve its objectives. For the avoidance of doubt, this includes all financial and operational oversight.
- b. The Interbull SC has nine (9) members of whom six shall come from Europe/Africa, two from the Americas, one from Asia/Oceania.
- c. The six members from Europe represent the following European countries: 1) Germany, Austria, Switzerland and Luxemburg; 2) United Kingdom, Ireland, The Netherlands and Flanders; 3) Denmark, Sweden, Norway and Finland; 4) France and Wallonia; 5) Italy, Spain and Portugal; and 6) Central and Eastern Europe. South Africa and Israel shall be represented **by x and y** respectively.
- d. Delegates at Interbull Business Meetings propose nominations for the Interbull SC to the ICAR Board, as outlined in Table 1.
- e. Countries joining Interbull Services will be applied to the framework as described in 4c and cd from as required.
- f. The ICAR Board will appoint the Interbull SC members.
- g. A term of office of members of the Interbull SC is four years, and it can be extended for up to 3 consecutive terms. In any event, the maximum number of years that a person may serve on the SC is. 15 years.
 - At the entry into force of these Terms of References, any SC member who has already served more than 8 years will be eligible for one additional term.
- h. A Chairperson of the Interbull SC will be elected from and by its members for a 4-year term. The Chairperson can be elected for consecutive terms. The maximum number of terms is 2 (+2 years in exceptional circumstances).
- i. A Vice-Chair may also be elected from and by its members for a 4-year term. The Vice-Chair can be elected for consecutive terms. The maximum number of terms is 2 (+2 years in exceptional circumstances).
- j. The Interbull SC should hold at least one face-to-face meeting a year and conduct regular deliberations through electronic and/or audio communication.
- k. Meetings of the Interbull SC are held in private.
- l. The President of ICAR has the right to attend meetings of the Interbull SC as an observer.
- m. The Interbull Centre Director attends the Interbull SC meetings in a consultative and supportive capacity only.
- n. All ICAR Group members, such as Interbull SC, are required to comply with the most recent version of ICAR's Conflicts of Interest Policy as [here](#).

Table 1: Interbull SC membership and nomination process. All SC Members are appointed by the ICAR Board. **To be confirmed: South Africa and Israel**

Interbull SC Membership

Two representatives for North and South America
One representative for Oceania and Asia

Nominated by Interbull Delegates from:

North and South America
Oceania and Asia

Network. Guidelines. Certification.



One representative for Germany,
Austria, Switzerland and Luxembourg
One representative for United
Kingdom, Ireland, The Netherlands
and Flanders

One representative for Denmark,
Sweden, Norway and Finland

One representative for France and Wallonia

One representative for Italy, Spain
and Portugal

One representative for Central and
Eastern Europe

Germany, Austria,
Switzerland and Luxembourg
United Kingdom, Ireland,
The Netherlands and
Flanders

Denmark, Sweden, Norway and
Finland

France and Wallonia

Italy, Spain and Portugal

Central and Eastern Europe

* It should be noted that the SC Chair and Vice-Chair are elected and appointed by the SC members.

5 Interbull logo

- a. The Interbull logo, reproduced here, is a visual representation aimed at projecting the image of the Interbull SC: International Bull Evaluation Services.
- b. The Interbull logo has become a recognisable, distinctive and strong brand through persistent use since its first introduction over 3 decades ago.
- c. When Interbull became a permanent Sub-Committee of ICAR in 1988, ICAR became the exclusive owner of the brand called and pictured Interbull.
- d. ICAR shall use the logo to promote Interbull international image.
- e. The use of this distinctive logo is permitted in an exclusive way to the Interbull SC, Interbull Centre and parties authorised by the Interbull SC.





6 Secretariat & Reporting

- a. The Interbull Centre provides the operations and administration for the Interbull SC. This arrangement is the subject of a separate contractual agreement between ICAR and SLU, which hosts the Interbull Centre.
- b. The Interbull Centre covers costs associated with Interbull SC meetings. However, the Interbull Centre will not cover salary or travel and hotel costs, or other such out-of-pocket expenses for the Interbull SC members and members of other Interbull committees, working groups and task forces.
- c. Decisions made by the Interbull SC shall be communicated to Interbull Service Users and ICAR Board (via an Executive Summary, and other communication channels as appropriate).
- d. The Interbull Centre will produce an Annual Operating Plan which lays out the expected priorities, work plan and budget for consideration by the SC. The Interbull Centre will work with Interbull committees, working groups and task forces to ensure alignment of the AOP with community expectations. The draft AOP should be available for the SC by 30 November of the year before, with final approval by the end of the calendar year. The AOP will be made available to Service Users in January of the relevant year.
- e. The Interbull Centre Annual Report will be produced by the Interbull Centre by 31 March of each year to cover the previous calendar year; the Annual Report includes the Interbull Centre Activity Report and the Interbull Centre Financial Report. The Financial Report includes financial results for year compared to budget, and a budget for the next year. The Annual Report will be presented to the Interbull Service Users at the Interbull Business Meeting.

7 Communications with the ICAR Board

- a. The SC Chair and the Director will deliver an update to the Board of ICAR each year following the preparation of the Annual Report. This update will cover the key components of the Annual Report for the year before and the Annual Operating Plan for the current year.
- b. The Annual Operating Plan and the Annual Report, including activities and financials, will be distributed to the ICAR Board annually.
- c. Participation of the Interbull SC Chairperson and Interbull Centre Director in meetings with the Board, normally on an annual basis coinciding with the ICAR Annual Meetings.
- d. As it is not operationally certain that the Interbull SC Chairperson (or indeed any other Interbull SC member) is a member of the ICAR Board or that the ICAR President is present at all Interbull SC meetings, an Interbull-ICAR Operations and



Communications Committee, consisting of the Interbull SC Chairperson, Interbull Centre Director, ICAR President and ICAR CE shall guarantee solid communication between Interbull and ICAR.

- e. Interbull-ICAR Operations and Communications Committee shall have at least three meetings (predominantly by virtual meetings or conference calls) per year. These meetings shall predominantly address organisational/strategic/policy Interbull-ICAR issues.
- f. The relevant parts of the ICAR board and Interbull SC shall be shared among members of this committee.
- g. In addition, the Interbull Centre Director and ICAR CE shall have regular meetings (predominantly by virtual meetings or conference calls). These meetings shall address operational Interbull-ICAR issues.

8 Priorities

- a. Priorities are to be established by the Interbull SC taking account of its terms of reference and any requests from the ICAR Board and Interbull Service Users.
- b. Priorities will be included in the Annual Operating Plan.