Terms of Reference- Certificate of Quality Expert Advisory Group

Version: 2.01

Date: 30th October 2019

Status: Approved by CE

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1   Background

The following are the Terms of Reference (ToR) for an ICAR Group. The Group is known as the Certificate of Quality Expert Advisory Group (CoQ-EAG).

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

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Table 1. Change summary.

Date of Change	Nature of Change
Early 2017	First version approved the CE of ICAR.
	The CoQ EAG is a formalization of the ICAR Auditors' Forum. It has been established to provide a suitable 'vehicle' to facilitate the evolution and development of all aspects of the ICAR CoQ service.
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 Relationship with Other ICAR Groups.
	Include updated priorities from Feb. 2018 report to ICAR Board.
22nd October 2019	Updated conflicts of interest sentence including a link to policy for ICAR Groups.
30th October 2019	Priorities updated following Oct. 30th meeting of Board and Chairs.

The following sections cover the key elements of the Terms of Reference for the COQ-EAG.

2   Context

The CoQ-EAG is one element of ICAR's Group structure as elaborated here on the ICAR website. As an Expert Advisory Group:

a. It is permanent,

b. Its chair and members are appointed by the Chief Executive of ICAR,

c. It is responsible for policy relating to the CoQ services to members.

The main purpose of the CoQ-EAG is to achieve a number of objectives related specifically to the CoQ service.

3   Objectives of the CoQ EAG

The objectives of the CoQ EAG are to provide advice and recommendations to the ICAR Chief executive on:

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d.   The content of the CoQ-program –

+ Evaluate and determine Fields of Activity (FoA) to be audited

+ Determine the content and relevance of the Questionnaires

+ Continually revise the questions and criteria in the Questionnaires

+ Determine key performance indicators (KPI) for each FoA

+ Determine methods of evaluation for each FoA

+ Create and apply rules for the CoQ-program

e.   The Management of the CoQ-program

+ Quality Management of the CoQ-program

+ Auditor recruitment, evaluation, and training

+ Assigning of auditors to events

+ Post-Audit/Review surveys and other relevant surveys

+ Ownership of the relevant SOP's and Section 16 of the Guidelines

+ Provide critical input into other sections of the Guidelines and the Guidelines in general

+ Liaise with Chairpersons of WG's and SC's as necessary

+ Liaise with Technical Advisor CoQ and the ICAR Secretariat as necessary.

4   Governance

The CoQ will comprise a Chairperson[1], members[2] and the Technical Advisor, all to be 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.

[1] Refer to PD CoQ EAG Chair v3.pdf.
[2] Refer to PD CoQ EAG Member v2.pdf for Position Description.

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All ICAR Group members are required to comply with the most recent version of ICAR's Conflicts of Interest Policy as here.

5   Secretariat

Secretariat to be provided by ICAR administration team with this role including:

- Meetings - agree dates and venues in consultation with Technical Advisor CoQ, provide notice of meetings to members, agree agenda with Technical Advisor CoQ, distribute agenda, take minutes, agree minutes with Technical Advisor CoQ, and distribute minutes.

- Group Composition – maintain list of members with up-to-date contact details, in consultation with Technical Advisor CoQ and ICAR Chief Executive ensure membership is comprised of interested and enthusiastic members.

- Website – maintain website and forum ensuing contents are up-to-date and relevant according to the TOR.

6   Communications with the ICAR Board

- Annual report of the CoQ EAG Chairperson to the Chief Executive who will report to the ICAR Board.

- The ICAR Staff support person as identified from time to time by the ICAR Chief Executive. All communications with the EAG are to be copied to this person.

- Participation by the Chairperson in meetings with the Chief Executive, at least once per year.

7   Relationship with Other ICAR Groups

Relationships between CoQ-EAG 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
All Others	Ensure all standards, and guidelines are evaluated as part of the CoQ service	- Provide leadership in the provision of the CoQ service. - Effective communication of plans and progress.

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8   Priorities

Priorities are to be established by the CoQ EAG taking account of its terms of reference and any requests from the ICAR Chief Executive.

That the priorities for CoQ EAG in the next year include the following:

1	Risk analysis of other FoA's
2	Suggestions to other parts of guidelines based on feedback from audits.
3	Revision of the CoQ Questionnaire with the inclusion of milk recording KPI's and development of online facility for completion.

REFERENCE: /USERS/BWW/DATA/WICKHAM LTD/CUSTOMERS/ICAR/ICAR SC WG
TF/GROUPS/TOR/REVISIONS/2018/GROUPS/COQ-EAG/TOR CERTIFICATE OF QUALITY EAG V18.01.DOCX

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