

**TERMS OF REFERENCE
AND
RULES OF PROCEDURE
OF
THE INTERBULL SUB-COMMITTEE**

Title

1. There is a permanent sub-committee of ICAR known as the International Bull Evaluation Service, with short form Interbull. Interbull was formed by EAAP, IDF and ICAR with support of FAO in 1983. In 1988 Interbull became a permanent sub-committee of ICAR.

Objectives

2. The overall objectives of Interbull are to coordinate and assist participating Member Organisations in the international genetic evaluation of cattle by:
 - a) Facilitating communication;
 - b) Documenting genetic evaluation systems;
 - c) Facilitating international genetic evaluation;
 - d) Providing international genetic evaluation services to members;
 - e) Providing advisory services to members;
 - f) Coordinating international research;
 - g) Publication;
 - h) Formation of technical working groups;
 - i) Operating the Interbull Centre.

Membership

3. Membership of Interbull is open to all ICAR international and national Member Organisations interested in international genetic evaluation of cattle.
4. The ICAR Board may grant Interbull membership to international organisations involved in genetic evaluations of cattle.

Funding of Interbull

5. General activities of Interbull are funded by specific membership fees from participating Member Organisations and by grants.
6. Specific annual service fees, as identified in the Code of Practice for the Interbull Centre, funds genetic evaluation services provided by the Interbull Centre.

Organisational structure

Steering Committee

7. Interbull is managed by a Steering Committee.
8. The Steering Committee is in charge of planning, managing and supervising Interbull activities aimed at the attainment of Interbull objectives.

9. It shall monitor the implementation of provisions of the Section 10.1 of the ICAR Guidelines and prepare proposals to the ICAR Board for updating and changes of such.
10. In particular, it shall:
 - a) monitor the work of the Interbull Centre: approve new, or major modifications of existing, services offered by the Interbull Centre; approve the work plans, budgets, annual reports and financial statements for the submission to the ICAR Board; authorize specific agreements (contracts) between the Interbull Centre and ICAR and/or Interbull member organizations and/or international organizations; resolve any problem between the Interbull Centre and a member of Interbull, or any other collaborating partner, which is not resolved directly by the parties involved;
 - b) approve the nomination of the director of the Interbull Centre;
 - c) participate in preparation of Interbull Business Meetings;
 - d) participate in preparation of Interbull Open Meetings;
 - e) monitor developments and technology innovations in the field of genetic evaluations of cattle;
 - f) initiate seminars for exchange of scientific information and practical experiences in the field of national and international genetic evaluation of bulls and also on implications for cow evaluation;
 - g) initiate workshops to facilitate the development of appropriate procedures for the international genetic evaluation;
 - h) initiate and support publishing of sire evaluation procedures and proceedings of seminars and workshops;
 - i) arrange for provision of independent advice to Member Organisations;
 - j) upon the request of the ICAR Board, carry out the ICAR cooperative arrangements with other international organisations in fields related to genetic evaluations of cattle;
 - k) approve reports on Interbull activities for the submission to the ICAR Board and the General Assembly;
 - l) prepare biannual work plans over Interbull activities for submission to the ICAR Board for approval.
11. The ICAR Board appoints members of the Steering Committee.
12. The Steering Committee has up to nine (9) members of whom six shall come from Europe, two North America, and one Oceania.
13. Delegates at Interbull Business Meetings make proposals of representatives for nomination as Steering Committee members to the ICAR Board.
14. A term of office of members of the Steering Committee is four years, but is not limited to only one term.
15. The work of the Steering Committee is to be conducted for the most part by correspondence.

Chair

16. The ICAR Board appoints the Chair of the Steering Committee among its members for a period of four years. Terms of office of Chair of the Steering Committee can be extended for another four years period.
17. Under the general guidance of the ICAR Board, the Chair is vested with all powers to manage and arrange Interbull activities and to convene Interbull Meetings.

18. The Chair of Interbull reports to the ICAR Board and to the General Assembly.
19. The Chair of Interbull is a member of the ICAR Board.

Secretary

20. The ICAR Board nominates the Secretary of Interbull.
21. The Secretary should be a highly regarded scientist knowledgeable in the area of international genetic evaluations, and characterised by integrity and independence.
22. The Secretary supports the Chair of the Steering Committee and the Interbull Centre Director in all activities of Interbull.
23. The Secretary is an ex-officio member of the Steering Committee and adjunct member of the ICAR Board.

Secretariat

24. The ICAR Secretariat provides secretarial support to the Steering Committee and all activities of Interbull linked to general ICAR activities.
25. The Swedish University of Agricultural Sciences (SLU) in Uppsala, Sweden, provides, under contract, secretarial services to Interbull Secretary and to the Interbull Centre Director and staff for all Interbull activities.

Interbull Centre

26. There is already established, under contract, the Interbull Centre at the Swedish University of Agricultural Sciences in Uppsala, Sweden.
27. The Interbull Centre provides services in the field of international genetic evaluation of cattle, and in communication and research in related subjects.
28. The activities of the Interbull Centre with participating Members are regulated in a separate Code of Practice established by the Steering Committee.
29. It shall also:
 - a) convene, prepare and organise Interbull Business Meetings;
 - b) convene, prepare and organise Interbull Open Meetings;
 - c) arrange seminars for exchange of scientific information and practical experiences in the field of national and international genetic evaluation of bulls and also on implications for cow evaluation;
 - d) arrange workshops to facilitate the development of appropriate procedures for the international genetic evaluation;
30. The Interbull Centre activities and staff are under the management of the Interbull Centre Director, who is an SLU employee.

Interbull Meetings

31. The recurring Interbull Meetings are Steering Committee Meetings, Open Meetings, and Business Meetings.
32. Interbull Meetings are held, as much as possible, at the same time and place on occasion of the ICAR Biennial Sessions and in conjunction with related meetings in other years.
33. The Chair of the Steering Committee normally chairs Interbull meetings, but he/she may appoint any other person to chair a meeting. A person nominated to

chair a meeting has the same powers and duties as the Chair of the Steering Committee.

34. In addition to exercising such powers as are conferred upon him/her elsewhere by the ICAR Statutes and By-laws, the Chair of the Steering Committee in his/her capacity of the Chair of any Interbull meeting shall declare the opening and closing of the meeting; direct the discussion; ensure the observance of these Rules; accord the right to speak; and announce decisions.
35. He/she also rules on points of order and has complete control over the proceedings of the meetings.
36. He/she may propose: the limitation of the time to be allowed to speakers; the suspension or adjournment of the meeting; and closure of the debate.

Meetings of the Steering Committee

37. The Steering Committee meets at least once per year, usually in connection with the Interbull Open and Business Meetings.
38. The Chair of the Steering Committee, in agreement with the President of ICAR, may convene an extraordinary meeting of the Steering Committee.
39. Meetings of the Steering Committee are held in private. No stranger is admitted to the sessions.
40. President of ICAR has the right to attend meetings of the Steering Committee of Interbull.
41. The Chair of the Steering Committee may invite guests, representatives of Member Organisations and experts to participate in a Steering Committee meeting. Such participants can act only in a consultative capacity and may be requested to attend for limited agenda items.
42. Minutes shall be kept of all meetings of the Steering Committee, and they shall be distributed to the Steering Committee and the ICAR board. The minutes should separately identify all decisions and actions. Decisions made by the Steering Committee shall be communicated to Member Organisations.

Interbull Open Meeting

43. The purpose of the Interbull Open Meeting is to discuss research results and developments in the field of genetic evaluations.
44. Any person with interest in the international genetic evaluation of cattle may attend Interbull Open Meetings, provided applicable participation fees are paid.

Interbull Business Meeting

45. The purpose of the Interbull Business Meeting is to report on the activities of the Interbull Centre, present decisions of the Steering Committee including budget, and to provide Member Organisations with a forum for discussion of service, present and desired.
46. Conclusions and recommendations of the Interbull Business Meeting and the status report, including past and planned activities and a budget, are brought to the Steering Committee for decision.
47. Minutes shall be kept of the Interbull Business Meetings, and they shall be presented to Member Organisations, the Steering Committee and the ICAR board.

48. Participation at the Interbull Business Meetings is open to any person with interest in international genetic evaluation of cattle, but decisions made by the Steering Committee should be based only on views expressed by delegates of Member Organisations paying the specific Interbull membership fee.

Language

49. The English language will be used as the working language at all Interbull meetings. All reports and documents will be produced in English only, if not otherwise decided by the Steering Committee or the ICAR Board.

Agenda

50. The provisional agenda for an ordinary meeting of the Steering Committee includes items decided upon by the Chair of the Steering Committee; items decided upon by the ICAR Board; items requested by any member of the Steering Committee; items requested by any Member Organisation.
51. The first item of any ordinary meeting is the approval of the agenda.
52. The invitation to the Steering Committee Meetings includes the draft agenda and supporting documents, as appropriate. The invitation to the meeting will be sent by (or on behalf of) the Chair of the Steering Committee not less than 14 days before the meeting, but supporting documents may be sent later.
53. Agenda of Interbull Open and Interbull Business Meetings are determined by the Steering Committee and will be sent to the members not less than 1 month before the meeting.

Decision making process

54. As a general rule, operational decisions or proposals have to be approved unanimously by the Steering Committee.
55. The Chair of the Steering Committee or his/her nominee chairing a meeting shall summarise discussions and formulate conclusions for decision and propose it to the meeting for the unanimous approval.
56. If the Chair's summing up is not approved by consensus, he/she shall arrange a voting within the Steering Committee.
57. Each member of the Steering Committee shall have one vote, if a voting procedure is needed, and decisions may be taken by simple majority. The Chair shall have a casting vote in the event of a tie.
58. The same procedure is applied for the approval of proposals for the updating of the ICAR Guidelines.
59. Proposals related to the membership of Interbull are submitted to the ICAR board for decision.
60. Updating of the relevant Section of the ICAR Guidelines is carried out in accordance with the ICAR Rules on Procedure for Updating and Approval of the International Agreement on Recording Practices and ICAR Guidelines as approved by the General Assembly on 30 May 2002.