



Terms of Reference for Conformation Recording Working Group

Version: 18.03

Date: 22nd October 2019

Status: Approved by Board

Table of Contents

1	Background.....	1
2	Context.....	2
3	Objectives of the CR-WG	2
4	Governance.....	3
5	Secretariat	3
6	Communications with the ICAR Board	4
7	Relationships with Other ICAR Group	4
8	Priorities	5

1 Background

The following are the Terms of Reference for the ICAR Conformation Recording Working Group (CR-WG).

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



Table 1. Change summary.

Date of Change	Nature of Change
2008	First version of ToR approved.
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 Relationships with Other ICAR Group.
August 2018	Edits requested by CR-WG. In section 7 add Functional Traits WG. Include relationship with Sensor Devices Task Force in priority 1 and add priority 2.
September 2018	Approved by ICAR Board.
22 nd October 2019	Updated conflicts of interest sentence including a link to policy for ICAR Groups.

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

2 Context

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

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

The main purpose of the CR-WG is to achieve a number of objectives related specifically to conformation recording.

3 Objectives of the CR-WG

The objectives of the CR-WG are to:

- Provide a forum for members of ICAR and world / international federations of respective breeds to collaborate, exchange information and learn from each other on all aspects of conformation recording.



- b. Maintain, update, promote and extend universal guidelines and standards for conformation recording of cattle, sheep, goats, and other breeds and species of interest to ICAR worldwide.
- c. Conduct and report the results of periodic international surveys on conformation recording.
- d. Develop, provide and promote a system and standards for conformation recording related services which will form the basis of service(s) that Service-ICAR will provide to members of ICAR on a user-pays basis.
- e. Facilitate and co-ordinate international collaboration in research and development on conformation recording.

4 Governance

The CR-WG will be governed by a Committee which comprises of 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.

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

Membership of the CR-WG to 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. **Technical expertise in conformation recording:** trait definitions, scoring standards, inspector training, quality assurance for the range of breeds and species covered.
- c. **Supporters of ICAR Participation in conformation recording:** guidelines, standards, quality assurance for the range of breeds and species covered.

The CR-WG, may from time to time, create advisory committees to provide specialist and expert advice on topics of relevance to achieving the objectives of the Group.

5 Secretariat

Role of CR-WG Secretariat:



- a. **Business 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.
- b. **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.
- c. **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.
- d. **Website** – maintain website and forum ensuring contents are up-to-date and relevant according to the ToR.

6 Communications with the ICAR Board

- a. Annual report of the CR-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 Relationships with Other ICAR Group

Relationships between CR-WG and other ICAR Groups are as summarised in Error! Not a valid bookmark self-reference..

Table 2. Relationship with other ICAR Groups.

Group	Purpose of Relationship	Method of maintaining relationship
Interbull Sub Committee (IB-SC)	Ensure ICAR standards, guidelines for conformation recording are suitable for dairy cattle genetic evaluations.	<ul style="list-style-type: none"> • By providing leadership for conformation recording. • Overlapping membership. • Joint expert advisory group(s) as required.
Interbeef Working Group (Interbeef-WG)	Ensure ICAR standards, guidelines for conformation recording are suitable for beef cattle genetic evaluations.	<ul style="list-style-type: none"> • Overlapping membership. • Joint expert advisory group(s) as required.



Group	Purpose of Relationship	Method of maintaining relationship
Functional Traits Working Group (FT-WG)	Ensure ICAR standards, guidelines for conformation recording are consistent with those for Functional Traits.	<ul style="list-style-type: none">• Overlapping membership.• Joint expert advisory group(s) as required.
Breed Associations Working Group (BA-WG)	Ensure ICAR standards, for conformation recording are best practice for Breed Associations.	<ul style="list-style-type: none">• By providing leadership for conformation recording.• Overlapping membership.• Joint expert advisory group(s) as required.
Others	Ensure any other standards, guidelines and services involving a recording or sampling device are developed using a shared ICAR philosophy.	<ul style="list-style-type: none">• 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 CR-WG in the next year includes the following:

- Evaluate options for how to approach the new technologies in collaboration with Sensor Devices Task Force.
- Determine relationship between conformation traits and functional traits to establish the value of conformation recording. Focus is on phenotypic relationships for using conformation results in farm management.

REFERENCE: /USERS/BWW/BITRIX24/R_R/GROUPS/GROUPSOVERVIEW/TERMS OF REFERENCE/TOR CONFORMATION WG V19.01.DOCX