



# Terms of Reference for the ICAR DNA Working Group

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## 1 Background

The following are the Terms of Reference for a new ICAR Group established in 2016. The Group is known as the DNA Working Group (DNA-WG).

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



Table 1. Changes to terms of reference over time.

Date of Change	Nature of Change
July 2016	First version adopted by ICAR Board at its meeting on 19 <sup>th</sup> July 2016, after discussions which commenced at ICAR Board on 18 <sup>th</sup> August 2015.  The DNA-WG replaced the Genetic Analysis and Parentage Working groups at this time.
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 Groups.  Include updated priorities from Feb. 2018 report to ICAR Board.
September 2018	Agreed by DNA-WG at meeting on 25 <sup>th</sup> September.
November 2018	Priorities updated following Nov. 6 <sup>th</sup> meeting of Board and Chairs.
December 2018	Amended 2 a. by adding words “Working Group” and deleted 5 a. which talked about business meetings and renumbered.
22 <sup>nd</sup> October 2019	Updated conflicts of interest sentence including a link to policy for ICAR Groups.
30 <sup>th</sup> October 2019	Priorities updated following Oct. 30 <sup>th</sup> meeting of Board and Chairs.

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

## 2 Context

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

- a. It is a permanent Working Group,
- b. Its chair is appointed by the Board of ICAR,
- c. Its members are appointed by the Chief Executive of ICAR,

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- d. It is responsible for policy relating to services to members.

The main purpose of the DNA-WG is to achieve a number of objectives related specifically to DNA technologies.

### 3 Objectives of the DNA-WG

The objectives of the DNA-WG are to:

- a. **Forum.** Provide a forum for members of ICAR to collaborate, exchange information and learn from each other on all aspects using the DNA of farm animals.
- b. **Guidelines.** Maintain, update, promote and extend universal guidelines for laboratory techniques, data analysis techniques and tools for using the DNA of farm animals world-wide.
- c. **Surveys.** Conduct and report the results of periodic international surveys on the use of DNA of farm animals.
- d. **Services.** Develop, provide and promote user-pay services for the accreditation of systems for using DNA of farm animals. The goal of these services is to ensure that uses of DNA of farm animals are accurate, comparable around the world and shared efficiently.
- e. **Innovation.** Facilitate and co-ordinate international collaboration in research and development on the uses of DNA of farm animals.

### 4 Governance

The DNA-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.

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 DNA Working Group to cover the following range of knowledge and expertise:

- a. Leadership - Chairperson
- b. Laboratory analysis of DNA - quality assurance
- c. Data processing - DNA validation, storage, retrieval, imputation
- d. DNA uses - including gene discovery, parentage discovery, parentage validation
- e. Innovation in opportunities for DNA use in farm animals.
- f. Administration - Secretarial support



The DNA Working Group is to be supported by ad-hoc expert groups which it may form from time-to-time with approval from the ICAR Board.

## 5 Secretariat

Role of DNA-WG Secretariat:

- g. **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.
- h. **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.
- i. **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 DNA-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 Groups

Relationships between DNA-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
Interbull Sub Committee (IB-SC)	Ensure ICAR standards, guidelines and services relating to DNA technologies are best practice for dairy cattle.	<ul style="list-style-type: none"><li>• By providing leadership for DNA technologies.</li><li>• Overlapping membership.</li><li>• Joint expert advisory group(s) as required.</li></ul>
Interbeef Working Group (Interbeef-WG)	Ensure ICAR standards, guidelines and services relating to DNA technologies are best practice for beef cattle.	<ul style="list-style-type: none"><li>• By providing leadership for DNA technologies.</li><li>• Overlapping membership.</li></ul>



Group	Purpose of Relationship	Method of maintaining relationship
		<ul style="list-style-type: none"><li>• Joint expert advisory group(s) as required.</li></ul>
Breed Associations Working Group (BA-WG)	Ensure ICAR standards, guidelines and services relating to DNA technologies are best practice for Breed Associations.	<ul style="list-style-type: none"><li>• By providing leadership for DNA technologies.</li><li>• Overlapping membership.</li><li>• Joint expert advisory group(s) as required.</li></ul>
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"><li>• Effective communication of plans and progress.</li><li>• Overlapping membership as needed.</li><li>• Joint expert advisory group(s) as required.</li></ul>

## 8 Priorities

Priorities are to be established by the DNA-WG taking account of its terms of reference and any requests from the ICAR Board.

Priorities are to:



1	Establish updated guidelines for labs to: 1. require ISO 17025 accreditation (or equivalent) by 2022 (rather than 2020) 2. Develop communication plan directly to labs 3. Update the Lab Accreditation application forms 4. Initiate discussions with ISAG re: respective roles.
2	Engage services, with ICAR support, of consultant to develop Cuckoo – Parentage Discovery software (target early 2020).
3	Expand uptake of ICAR DNA accreditation services.
3	Expand ICAR Guidelines Section 4 (DNA Technology) by: 1. Adding text on “Parentage Accuracy” to promote SNP-based methods over use of microsatellites and 2. include statement that blood typing is no longer an approved method for parentage verification 3. Adding a new section on “Processing Genotypes”

REFERENCE: /USERS/BWW/BITRIX24/R\_R/GROUPS/GROUPSOVERVIEW/TERMS OF REFERENCE/TOR DNA WG V19.01.DOCX

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