



THE GLOBAL STANDARD  
FOR LIVESTOCK DATA

# Terms of Reference-Certificate of Quality Expert Advisory Group

Version July, 2024

Network. Guidelines. Certification.

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## 1 Background

The following sections cover the key elements of the Terms of Reference for the Certificate of Quality Expert Advisory Group (CoQ-EAG).

These revised ToR have been approved by ICAR Board at its meeting on 29<sup>th</sup> November of 2022.

## 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:

The content of the CoQ-program

- i. Evaluate and determine Fields of Activity (FoA) to be audited
- ii. Determine the content and relevance of the Questionnaires
- iii. Continually revise the questions and criteria in the Questionnaires
- iv. Determine key performance indicators (KPI) for each FoA
- v. Determine methods of evaluation for each FoA
- vi. Create and apply rules for the CoQ-program

The Management of the CoQ-program

- i. Quality Management of the CoQ-program
- ii. Auditor recruitment, evaluation, and training
- iii. Assigning of auditors to events
- iv. Post-Audit/Review surveys and other relevant surveys
- v. Ownership of the relevant SOP's and Section 16 of the Guidelines
- vi. Provide critical input into other sections of the Guidelines and the Guidelines in general
- vii. Liaise with Chairpersons of WG's and SC's as necessary
- viii. Liaise with Technical Advisor CoQ and the ICAR Secretariat as necessary.

## 4 Governance

The CoQ will comprise a Chairperson, members 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.

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

## 5 Chair duties

- a. Group Composition – in consultation with ICAR Secretariat and ICAR Board ensure membership is comprised of interested and enthusiastic members representing active stakeholders.
- b. Business and Group Meetings – takes initiative for dates, agenda and minutes in consultation with Secretariat. Organise at least two meetings per year, 3 to 4 meetings per year are recommended.
- c. Coordinate relationships with other ICAR groups (see paragraph 8). Have awareness of activities going on in other groups.
- d. Group activities - in consultation with the group members, establish priorities with agreed duties of group members and agreed deliverables and timescale. Accomplishment of the tasks in time and activities leading to a satisfactory outcome.
- e. Communications with the ICAR Board. See paragraph 7.

## 6 Secretariat

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

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

## 7 Communications with the ICAR Board

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

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

## 8 Relationships with Other ICAR Groups

Relationships between CoQ-EAG ID-SC and other ICAR Groups are as summarized in Table 1.

Table 1. Relationship with other ICAR Groups and other institutions.

Table 2	Purpose of Relationship	Method of maintaining relationship
All Others	Ensure all standards, and guidelines are evaluated as part of the CoQ service	<ul style="list-style-type: none"> <li>• Provide leadership in the provision of the CoQ service.</li> <li>• Effective communication of plans and progress.</li> </ul>

## 9 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.

The priorities for CoQ-EAG in the next year can be found in Table 2.

Table 2. Priorities for CoQ-EAG in 2024.

Priority	Description
1	Continue learning to do audits in MyICAR.
2	Improving auditor skills, in preparation of audits, audit process and report writing.
3	Improving cooperation between auditors/ online help during audit.
4	How to do audits in developing countries?