



THE GLOBAL STANDARD  
FOR LIVESTOCK DATA

# Terms of Reference for Conformation Recording Working Group

Version July, 2024

Network. Guidelines. Certification.

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# Table of Contents

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<b>1</b>	<b>Background.....</b>	<b>3</b>
<b>2</b>	<b>Context.....</b>	<b>3</b>
<b>3</b>	<b>Objectives of the CR-WG .....</b>	<b>3</b>
<b>4</b>	<b>Governance.....</b>	<b>3</b>
<b>5</b>	<b>Chair duties.....</b>	<b>4</b>
<b>6</b>	<b>Secretariat .....</b>	<b>4</b>
<b>7</b>	<b>Communications with the ICAR Board.....</b>	<b>5</b>
<b>8</b>	<b>Relationships with Other ICAR Groups .....</b>	<b>5</b>
<b>9</b>	<b>Priorities .....</b>	<b>6</b>

## Tables

---

Table 1. Relationship with other ICAR Groups and other institutions.....	5
Table 2. Priorities for CR-WG in 2024.....	6

## 1 Background

The following sections cover the key elements of the Terms of Reference for the ICAR Conformation Recording Working Group (CR-WG).

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

## 2 Context

The CR-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,
- b. Its chair is appointed by the Board of ICAR,
- c. Its members are appointed by the Chief Executive of ICAR.
- d. 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:

- a. 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 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 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

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.

## 7 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.

## 8 Relationships with Other ICAR Groups

Relationships between CR-WG and other ICAR Groups are as summarised in Table 1.

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

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"> <li>• By providing leadership for conformation recording.</li> <li>• Overlapping membership.</li> <li>• Joint expert advisory group(s) as required.</li> </ul>
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"> <li>• Overlapping membership.</li> <li>• Joint expert advisory group(s) as required.</li> </ul>
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"> <li>• Overlapping membership.</li> <li>• Joint expert advisory group(s) as required.</li> </ul>
Breed Associations Working Group (BA-WG)	Ensure ICAR standards, for conformation recording are best practice for Breed Associations.	<ul style="list-style-type: none"> <li>• By providing leadership for conformation recording.</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>

## 9 Priorities

Priorities are to be established by the Committee taking account of its terms of reference and any requests from the ICAR Board. The priorities for CR-WG in the next year can be found in **Fout! Verwijzingsbron niet gevonden..**

Table 2. Priorities for CR-WG in 2024.

Priority	Description
1	Discuss the goat traits : update guidelines with a special group of goat specialists.
2	Work on possible guidelines for sheep: dairy and beef breeds try to form a subgroup working on this.
3	Contact manufacturer of Automatic Milking Systems, together with ICAR to see how data could be exchanged.
4	Follow development of 3D images and derivation of conformation traits.