

TERMS OF REFERENCE



Committee and Working Group Protocols

Purpose

Under its constitution and in order to pursue and achieve its aims, the EHRC has the power to establish committees, such as Working Groups and Task Forces.

Definitions

The activities of the EHRC-committees are directed to support the strategic directions of EHRC.

The mission of EHRC is to harmonise technical, administrative and organisational matters connected with the Holstein Friesian breed in Europe.

The distinction between these categories of groups is based on the time period of operation as follows:

- Working Groups are established for long term operation.
- Task Forces are appointed for short term operations.

Formation

EHRC committee may decide on the formation of new groups in response to a requirement identified by the General Assembly or by member organisations.

The protocols involved in the formation of a group are:

1. Identification of an Issue

- a. The EHRC General Assembly or Member organisations, in conjunction with EHRC committee should identify an issue that has not been previously addressed and cannot be adequately addressed by existing groups (within EHRC or within other bodies) and is of sufficient interest to justify EHRC taking further action.

2. Appointment of Convenor and/or Chairman

EHRC Committee appoints a Convenor and/or Chairman

3. Approval of Terms of Reference

The terms of reference are set out by the Chair of the Working Group, with the Secretary Generals' help, and then approved by the EHRC Committee.

4. Appointment of Members

- a. In response to nominations the EHRC Committee appoints members to the group.
- b. Members are not authorised to engage in any financial undertakings or responsibility on behalf of EHRC.

Operation

Operational activities include:

1. Meetings

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- a. Group members meet to develop, review and discuss plans for the achievement of their terms of reference.
- b. These meetings may be face-to-face or via electronic and other media.
- c. Groups may consult with different parties by survey, meeting or other forms of contact, involving EHRC member organisations or other organisations.

2. **Research and Investigation**

- a. Technical research and investigation which is usually required is normally conducted or supervised by the Chairman of the group.

3. **Reporting**

- a. Group chairman are required to report as directed by their Terms of Reference.
- b. Minimum requirements; annual progress and activity report to Committee.
- c. Reporting to EHRC members is generally via the EHRC office, after approval of the reports by the EHRC committee, and under condition of ratification by the General Assembly.

4. **Recommendations**

- a. Groups are required by their Terms of Reference to examine issues and make recommendations to the Committee of EHRC. These recommendations, well supported by quality research and investigation, can lead to changes in the international agreement of practises when approved by the General Assembly.

Finances

No EHRC-financial support is foreseen to Working Groups or Task Forces, unless explicitly specified and approved by the EHRC committee.

Disestablishment

The EHRC committee may deactivate groups on the following grounds:

1. **Completed work:** The objectives contained in the terms of reference have been achieved.
2. **Inactive:** The group has been inactive for an unreasonably long period of time and efforts to revive activity have been unsuccessful.
3. **Issue no longer relevant:** The objectives in the Terms of Reference are no longer relevant or have been completed.
4. **Recommendation by the Group:** After examination of the issues contained in their Terms of Reference, the group recommend to the EHRC committee that further work by the group is not likely to achieve the objectives set for the group.

Terms of Reference

1. **Structure:** The group is either a Working Group or a Task Force.
2. **Purpose:** A brief statement of the purpose for which the Group has been formed.

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3. **Objectives:** A statement of the specific outcomes which the Group is expected to deliver within a defined timeframe.
4. **Tasks:** A list of aims which the Group is expected to undertake and complete in the process of achieving the objectives.
5. **Reporting:** The specification and expectation of the formal reporting responsibilities for the Group.
6. **Membership.** Details of either the members or the process by which members will be appointed to the Group. Normally EHRC committee will appoint a chairman and approve nominations for working group members.
7. **Relationship with other groups:** Specification of the relationship that exists between this and other EHRC Groups or sister organisations.

Procedure to elect and to thank departing officials of EHRC.

1. Working Group Members

- a. Proposed by WG and elected by EHRC Committee
- b. Thanked in WG meeting

2. Working Group Chairman

- a. Proposed and elected by EHRC Committee
- b. Thanked in EHRC Committee meeting

3. EHRC Committee members

- a. Elected in General Assembly
- b. Thanked in General Assembly
- c. If leave mid term, thank in EHRC Committee, and invite to next General Assembly
- d. See EHRC Constitution section 4.3

4. WHFF Council members from EHRC

- a. Proposed and elected by EHRC Committee
- b. Ratified in WHFF General Assembly
- c. Thanked in WHFF General Assembly
- d. If leave mid term, thank in EHRC Committee, and invite to next EHRC General Assembly
- e. Only EHRC Committee members can become a member in the EHRC Council
- f. See EHRC Constitution section 4.3.5

5. Secretary General

- a. Elected in General Assembly
- b. Thanked in General Assembly
- c. If leaves mid term, thank in EHRC Committee, and invite to next General Assembly
- d. See EHRC Constitution Section 4.4

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All officials (SG, Committee members and Working Group Chairs) when leaving are given at least a letter of thanks. A gift may be considered at the discretion of the EHRC committee.

They should also be mentioned in the next Secretaries newsletter or on the EHRC web site.