



RULES OF PROCEDURE FOR INTERBULL COMMITTEES



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The TERMS of REFERENCE for ICAR's permanent Sub-Committee INTERBULL are governed by ICAR. The TERMS of REFERENCE for ICAR's permanent Sub-Committee INTERBULL have been approved by the ICAR Board, and are detailed in a separate document. The latest, approved INTERBULL SC ToR can be viewed on the ICAR and Interbull websites:

<https://www.icar.org/wp-content/uploads/2018/08/Terms-of-Reference-of-Interbull-SC-v18.02.pdf>
<http://www.interbull.org/static/web/Terms-of-Reference-Interbull-SC-v18.02.pdf>

This current document addressed the Rules of Procedure for all INTERBULL Committees. These Rules of Procedure were approved by the INTERBULL Steering Committee on 26 August 2018.

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Article I. Summary of the ICAR/Interbull SC ToR

The full ICAR Interbull SC Terms of Reference are included. The following is a summary

(i) Background:

- a. The International Bull Evaluation Service, with short form INTERBULL, was formed by EAAP European Federation of Animal Science; www.eaap.org) IDF (International Dairy Federation; www.fil-idf.org) and ICAR (International Committee for Animal Recording; www.icar.org) with support of FAO (Food and Agriculture Organisation of the United Nations; www.fao.org) in 1983. Since 1988 INTERBULL is a permanent sub-committee of ICAR.
- b. The Interbull Centre is the operational unit that provides services on behalf of INTERBULL. This arrangement is the subject of a separate contractual agreement between ICAR and SLU, which hosts the Interbull Centre.
- c. The Interbull Centre is governed by the ICAR appointed INTERBULL Sub-Committee (INTERBULL SC)

(ii) Objectives

The overall objectives of the INTERBULL SC are to coordinate and assist Interbull Service Users in the international genetic evaluation of dairy cattle.

(iii) Governance

- a. ICAR delegates to the INTERBULL SC the management of its finances, operations, strategy and prioritisation in order for the INTERBULL SC to achieve its objectives. For the avoidance of doubt, this includes all financial and operational oversight.
- b. The INTERBULL SC has up to ten (10) members of whom six shall come from Europe, two from North America, one from Oceania and one from the other continents.
- c. The ICAR Board will appoint the INTERBULL SC members.
- d. A term of office of members of the INTERBULL SC is four years, and it can be extended for consecutive terms.
- e. A Chairperson of the INTERBULL SC will be elected from and by its members for a 4-year term. The Chairperson can be elected for consecutive terms.
- f. A Vice-Chair may also be elected from and by its members for a 4-year term. The Vice-Chair can be elected for consecutive terms.

(iv) INTERBULL logo

- a. ICAR is the exclusive owner of the brand called and pictured INTERBULL.
- b. The use of the distinctive INTERBULL logo is permitted in an exclusive way to the INTERBULL SC, Interbull Centre and parties authorised by the INTERBULL SC.

Article II. Participation

- (i) Participation in the Interbull activities is open to all ICAR full Members or associated organisations, responsible for the national genetic evaluations of the cattle populations represented by the ICAR full member.*
- a) Organisations participating in Interbull activities (ICAR members and/or associated organisations) are referred to herein as **Interbull Service Users**.*
- (ii) Each Interbull Service User must formally appoint an official business contact. A record of these shall be kept by the Interbull Centre.*

Article III. Funding of Interbull

- (i) General activities of Interbull are funded by service fees from Interbull Service Users which may also be complemented by other sources including grants, recognition as a designated reference lab, etc.*
- (ii) Specific annual service fees, as identified in the Code of Practice for the Interbull Centre, fund genetic evaluation services provided by the Interbull Centre.*

Article IV. Organisational structure

Section 4.01 General Description

- (i) Figure 1 illustrates how the Interbull permanent sub-committee is organised.*
- (ii) The Interbull sub-committee is governed by a Steering Committee, which receives its authority and responsibilities from the ICAR Board of Directors.*
- (iii) Interbull Service Users have the opportunity to present their questions and suggestions to the Steering Committee during the Business Meetings and via direct correspondence in writing.*
- (iv) The Scientific Advisory Committee provides counselling to the Steering Committee concerning long-term views and strategies relating to genetic and genomic evaluations.*
- (v) The Interbull Technical Committee provides counselling to the Steering Committee in technical matters related to international genetic and genomic evaluations of dairy cattle breeds and related services, such as validations, as assigned by the Steering Committee.*
- (vi) The Interbull Centre is the operational unit that provides services on behalf of the Interbull Steering Committee.*

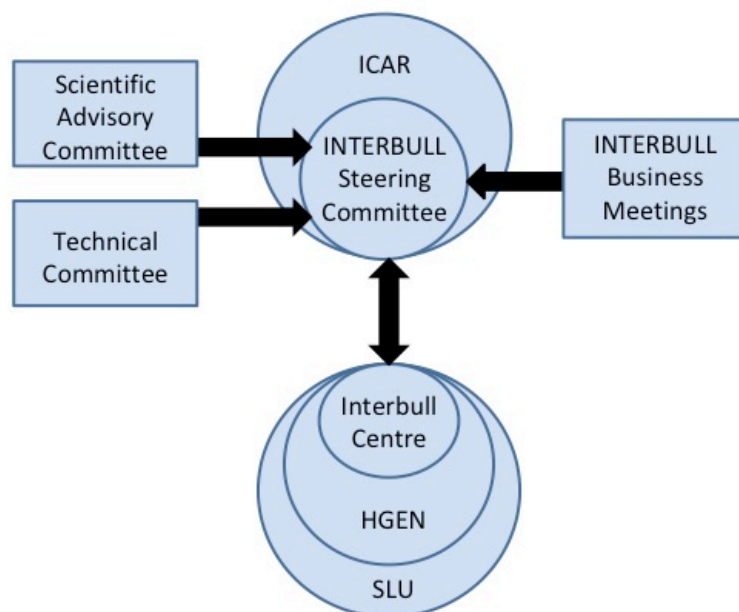


Figure 1. Organisational structure of the Interbull sub-committee of ICAR.

Section 4.02 Interbull Steering Committee

(a) Objective

- (i) *The objective of the Interbull Steering Committee (SC) is to set strategy, priorities, work plans and budget for the Interbull Centre.*

(b) Mandate

- (i) *Interbull Centre is governed by an ICAR appointed Steering Committee consisting of volunteer representatives of Interbull Service Users.*
- (ii) *The Interbull Steering Committee is in charge of governance, strategic planning, financing and oversight of Interbull activities aimed at the attainment of Interbull objectives.*
- (iii) *The Interbull Steering Committee shall also monitor the implementation of provisions of the sections of the ICAR Guidelines dealing with genetic evaluations of dairy cattle and prepare proposals to the ICAR Board for updating and changes of such.*
- (iv) *In particular, the Steering Committee shall:*
- monitor the work and performance of the Interbull Centre:
 - approve the Interbull Strategic Plan

- approve new, or major modifications of existing services offered by the Interbull Centre;
- approve the work plans, budgets, annual reports and financial statements for the submission to the ICAR Board;
- approve specific agreements (contracts) between the Interbull Centre and ICAR and/or Interbull Service Users and/or international organisations;
- select the Director of the Interbull Centre in agreement with human resources aspects of SLU;
- participate in the preparation of Interbull Business Meetings;
- participate in the preparation of Interbull Open Meetings;
- provide advice and direction in relation to developments and technology innovations in the field of genetic evaluations of cattle and other relevant fields which may affect genetic evaluations of cattle and the functioning/role of the Interbull Centre;
- approve plans for seminars for exchange of scientific information and practical experiences in the field of national and international genetic evaluation of bulls and also on implications for cow evaluation;
- approve plans for workshops to facilitate the development of appropriate procedures for the international genetic evaluation;
- approve the appointment of ad-hoc working groups with clear and specific mandates to address questions relevant to Interbull;
- upon the request of the ICAR Board, carry out the ICAR cooperative arrangements with other international organisations in fields related to genetic evaluations of cattle;
- approve reports on Interbull activities for the submission to the ICAR Board and the General Assembly;
- approve biannual work plans over Interbull activities for submission to the ICAR Board for approval.

(c) Membership

- (i) The ICAR Board will appoint the INTERBULL SC members, as specified in the ICAR/INTERBULL Terms of Reference.*

(d) Steering Committee Chairman

- (i) The Interbull Centre Director shall conduct an election among the Steering Committee members to indicate a person to chair the permanent sub-committee.*
- (ii) The Chairman will be appointed for a period of four years. Terms of office of Chairman of the Steering Committee can be extended for consecutive terms.*
- (iii) Under the general guidance of the ICAR Board, the Steering Committee Chairman is vested with all powers to Chair meetings of the Interbull Steering Committee governing Interbull activities and to convene Interbull SC and Annual / Technical Meetings and Workshops.*
- (iv) Duties of the Chairman of the Interbull Steering Committee include:*
- reporting to the ICAR Board and to the ICAR General Assembly;
 - review and sign Interbull Centre reports, Steering Committee minutes and Business Meeting minutes;

- lead the recruitment of the Interbull Centre Director, in the case of vacancy;
- lead the performance review process of the Interbull Centre Director.

(e) Steering Committee Vice-Chairman

- (i) The Interbull Centre Director shall conduct an election among the Steering Committee members to indicate a person to be the Vice-Chairman of the permanent sub-committee.*
- (ii) The Vice-Chairman will be appointed for a period of four years. Terms of office of Vice-Chairman of the Steering Committee can be extended for consecutive terms.*
- (iii) The Vice-chairman will carry out the Chairman's duties in his or her absence, with the acknowledgement of the Steering Committee as being capable and appropriate to do so.*
- (iv) The Vice-Chairman may accept to take on specific responsibilities from the Chairman, as requested.*

(f) Interbull Operational Policies and Procedures

Interbull Standard Operations

- (i) Interbull Committee operational policies will be developed by the Interbull Centre Director and will be approved by the Steering Committee. Such policies will be reviewed by the Steering Committee annually or as defined within each policy.*

Issues Management and Escalation Process

- (i) Issues management and escalation process will be conducted as outlined in the Interbull Centre Issues Management Policy*
- (ii) Issues identified by the Interbull Centre Director as falling outside standard operational policies will be discussed with the Interbull Chairman and Vice Chairman.*
- (iii) Following discussions with the Interbull Vice Chairman and Interbull Centre Director the Interbull Chairman will at his/her discretion decide of any action required to be taken including the need to call a Steering Committee meeting to discuss the issue.*

(g) Meetings of the Steering Committee

- (i) The Steering Committee meets at least once per year, usually in connection with the Interbull Open and Business Meetings.*
- (ii) Additional meetings may be held if the need and opportunity arise, but all SC members are expected to make extensive use of the Interbull discussion forums, e-mail communication, and possibly audio-video-link conferences to create “virtual” meetings.*
- (iii) Meetings shall be quorum if:*

- a) a minimum of 5 (five) Steering Committee members is present at the meeting when the Steering Committee consists of 9 (nine) members;
- b) a minimum of 6 (six) Steering Committee members is present at the meeting when the Steering Committee consists of 10 (ten) members.
- (iv) *The Chairman of the Steering Committee may invite guests, representatives of Interbull Service Users and experts to participate in a Interbull Steering Committee meeting. Such participants may act only in a consultative capacity and may be requested to attend for specific agenda items.*
- (v) *Minutes shall be kept of all meetings of the Interbull Steering Committee, and they shall be distributed to the committee members without undue delay (usually within 4 weeks). The minutes should separately identify all decisions and actions. Decisions made by the Interbull Steering Committee shall be communicated to Interbull Service Users (via an Executive Summary).*

(h) Interbull Steering Committee Decision Making and Voting Process

- (i) *The Chairman of the Steering Committee or his/her nominee chairing a meeting shall summarise discussions and formulate conclusions for decision and propose it to the meeting for the unanimous approval.*
- (ii) *If the Chairman's summing up is not approved by consensus, he/she shall arrange a voting among the Steering Committee members attending the meeting.*
- (iii) *Each member of the Steering Committee shall have one vote, if a voting procedure is needed, and decisions may be taken by simple majority. The Chairman shall have a casting vote in the event of a tie.*
- (iv) *The same procedure shall be applied for the approval of proposals for updating the sections of the ICAR Guidelines dealing with genetic evaluations of dairy cattle and Interbull Operational Policies.*
- (v) *Updating of the sections of the ICAR Guidelines dealing with genetic evaluations of dairy cattle shall be carried out in accordance with the ICAR Rules on Procedure for Updating and Approval of the International Agreement on Recording Practices and ICAR Guidelines.*

(i) Resources

- (i) *The Interbull Centre operates the administration for the Interbull Steering Committee, and covers costs associated with its meetings. However, the Interbull Centre will not cover salary or travel and hotel costs, or other such out-of-pocket expenses for the Steering Committee members.*

(j) Agenda

- (i) *The provisional agenda for an ordinary meeting of the Steering Committee includes items decided upon by the Chairman of the Steering Committee; items decided upon by the ICAR Board; items requested by any member of the Steering Committee; items requested by any Interbull Service User; or items requested by the Interbull Centre Director.*

- (ii) *The first item of any ordinary meeting is the approval of the agenda.*
- (iii) *The Interbull Centre Director will prepare the proposed Steering Committee meeting agenda under the guidance of the Steering Committee Chairman. All Steering Committee meetings will be structured to provide:

 - a. *a clear summary of the issue;*
 - b. *summation of major issues impacting on the decision;*
 - c. *appropriate history leading to that decision; and*
 - d. *a recommendation from the Interbull Centre Director on the issue.**
- (iv) *Interbull Steering Committee members have a right to be informed on all relevant information, both supporting and countering a recommendation.*
- (v) *Interbull Steering Committee members are entitled to obtain independent professional advice and access other resources and information as they see fit.*
- (vi) *The invitation to the Steering Committee meetings will be sent by (or on behalf of) the Chairman of the Steering Committee not less than 14 days before the meeting. Any such invitation shall include a draft agenda, while supporting documents may be sent later (target is one week ahead of the meeting).*

(k) Steering Committee Performance

- (i) *The Interbull Steering Committee will review its performance in undertaking its functions annually. The SC Chairman shall decide upon an appropriate mechanism after consultation with the Steering Committee.*

Section 4.03 Interbull Technical Committee (ITC)

(a) Objective

- (i) *The objective of the Interbull Technical Committee (ITC) is to identify and review technical issues that may be essential for providing a high-quality service to Interbull Service Users. This objective is achieved via the consideration of new or improved methods that increase the efficiency and/or accuracy of the evaluation service, while safeguarding the transparency of the services and its acceptability by Interbull Service Users.*

(b) Mandate

- (i) *Make recommendations on technical questions proposed by the Interbull Steering Committee.*
- (ii) *Make spontaneous recommendations to the Interbull Steering Committee on methodological issues of such importance that they may affect the service as a whole.*

(c) Membership

- (i) *The ITC shall consist of a group of highly regarded scientists, actively involved with research and development in the area of international evaluations, and experienced in (inter)national genetic evaluation procedures for dairy cattle.*

- (ii) *The Interbull Steering Committee shall appoint ITC members for terms of 4 (four) years, which may be extended for consecutive terms, as long as they remain actively involved with international genetic evaluations and their participation is supported by an Interbull Service User.*
- (iii) *ITC members would preferably represent a broad geographical spread. However the Steering Committee considers personal qualities and competency as more important. Integrity and independence should characterise the members of the ITC, and it is important that they do not represent their organisations but their own capacity as experts in genetic evaluations.*
- (iv) *One member of the Interbull Steering Committee, with thorough technical experience in the area of national and international evaluations, will be appointed as the Chairman of the ITC, with a term of 4 years. In the case of her/his absence, the Chairman of the ITC may appoint a Deputy Chairman from among the members of the Interbull Steering Committee to act on her/his behalf.*
- (v) *A representative of the Interbull Centre will serve as the ITC Secretary and record minutes of all meetings.*
- (vi) *The Chairman of the ITC may invite guests, representatives of Interbull Service Users and experts to participate in an ITC meeting. Such participants may act only in a consultative capacity and may be requested to attend for specific agenda items.*

(d) Operational Issues

- (i) *ITC recommendations must be presented (usually by the ITC Chair) to the Steering Committee for approval prior to implementation.*
- (ii) *ITC recommendations should be accompanied by a summary of the information needed for the Steering Committee to make decisions, i.e. consequences, advantages, disadvantages, etc.*
- (iii) *ITC recommendations should be based on sound scientific principles, usually backed by research results, and not only on the views or experiences of the members of the ITC.*
- (iv) *The ITC should strive to make recommendations in consensus*
- (v) *The Chairman of the ITC or his/her nominee chairing a meeting shall summarise discussions and formulate conclusions for recommendations to the Steering Committee and propose it to the meeting for unanimous approval.*
- (vi) *If the Chairman's summing up is not approved by consensus, differences in opinion should be included in reports to the Steering Committee.*
- (vii) *The ITC has the option to refer specific issues to the Scientific Advisory Committee.*
- (viii) *The ITC is not expected to consider matters relating to the strategic direction of the service or to questions that are not technical in nature. The ITC Chairman may, at her/his sole discretion deem that a topic brought to the attention of the ITC is outside the ITC mandate.*

(e) Meetings

- (i) The ITC should meet at least once per year, usually in connection with the Interbull Open and Business Meetings. The Steering Committee and ITC Chairmen should ensure that adequate time is allocated for such meetings. The meeting should normally precede the meetings of the Interbull Steering Committee.*
- (ii) Additional meetings may be held if the need and opportunity arise, but all ITC members are expected to make extensive use of the Interbull discussion forums, e-mail communication, and possibly audio-video-link conferences to create “virtual” meetings.*

(f) Resources

- (i) The Interbull Centre operates the administration for the ITC, and covers costs associated with its meetings. However, the Interbull Centre will not cover salary or travel costs, or other such out-of-pocket expenses for the ITC members.*
- (ii) The Interbull Centre may also perform or arrange studies and prepare reports on issues relevant to the responsibilities of the ITC. This may be done in collaboration with groups as recommended by the ITC.*

(g) Reporting

- (i) Meetings of the ITC should have an agenda that should be distributed to the members of the ITC in advance of the ITC meeting for review. The final agenda should also be made available to the Steering Committee and to all Interbull members through the Interbull Business discussion forum prior to its meetings.*
- (ii) The Interbull Centre Service Manager will prepare the ITC meeting agenda under the guidance of the ITC Chairman. The agenda will be structured to provide:
 - a. a clear summary of the issue;*
 - b. summation of major issues impacting on the decision or recommendation;*
 - c. appropriate history leading to that decision or recommendation; and*
 - d. a decision or recommendation to the Steering Committee on the issue.**
- (iii) Minutes should be kept of all meetings of the ITC and they should be distributed to the Steering Committee. The minutes should separately identify all decisions as well as recommendations to the Steering Committee.*
- (iv) Decisions or recommendations taken through “virtual” meetings should likewise be summarised and communicated to the Steering Committee.*

Section 4.04 Interbull Scientific Advisory Committee (SAC)

(a) Objective

- (i) The objective of the SAC is to propose methodological developments that are needed to ensure the strategic direction, scientific soundness, and long-term progress of the Interbull services, and to act as a resource body to the Interbull Technical Committee and Interbull Steering Committee on scientific issues.*

(b) Mandate

- (i) Provide scientific advice on issues of strategic importance to the Interbull Steering Committee.*
- (ii) Perform scientific reviews of technical reports presented to, and by request of, the Interbull Technical Committee.*

(c) Membership

- (i) The SAC should consist of a group of 4 internationally, highly respected, and independent, scientists knowledgeable in cattle breeding.*
- (ii) The Interbull Steering Committee shall appoint SAC members for terms of 5 (five) years with the opportunity for extension.*
- (iii) One of the members should be appointed by the Steering Committee as the convener of the SAC.*

(d) Meetings

- (i) The SAC is not required to hold (annual) face-to-face meeting. The SAC would normally only meet “virtually” using the Interbull discussion forums, e-mail communication, and possibly audio-video-link conferences.*
- (ii) SAC members may be asked in special cases to participate in meetings of the Interbull Steering Committee and/or the Interbull Technical Committee.*

(e) Resources

- (i) Interbull may contribute to cover costs associated with participation of SAC members in meetings together with the Steering Committee and the Interbull Technical Committee, but the Interbull Centre shall not cover salary costs for the SAC members.*

(f) Reporting

- (i) The SAC is expected to provide the Steering Committee with a report on their views on the methodological developments needed one month in advance of the annual Interbull Business meeting.*
- (ii) Reports on reviews of technical reports should be provided to the Interbull Technical Committee.*

Section 4.05 Interbull Centre

(a) Interbull Centre

- (i) There is already established, under contract, the Interbull Centre at the Swedish University of Agricultural Sciences in Uppsala, Sweden.*
- (ii) Interbull Centre staff members are employees of the Swedish University of Agricultural Sciences in Uppsala, Sweden.*
- (iii) The Interbull Centre provides services in the field of international genetic evaluation of cattle, and in communication and research in related subjects.*
- (iv) The activities of the Interbull Centre with Interbull Service Users are regulated in a separate Code of Practice established by the Interbull Steering Committee.*
- (v) The Interbull Centre, under the direction of the Interbull Centre Director, shall also:*
 - convene, prepare and organise Interbull Business Meetings (once per year);
 - convene, prepare and organise Interbull Open Meetings (once per year);
 - arrange seminars for exchange of scientific information and practical experiences in the field of national and international genetic evaluation of bulls and also on implications for cow evaluation;
 - arrange (technical) workshops to facilitate the development of appropriate procedures for the international genetic evaluation;
 - serve as editorial body and publish the Interbull Bulletin;
 - maintain an international repository of the data necessary for international genetic evaluations and information exchanges among Interbull Service Users.

(b) Interbull Centre Director

- (i) The Interbull Centre Director is an employee of SLU.*
- (ii) The Interbull Centre Director supports the Chairman of the Steering Committee in all activities of Interbull.*
- (iii) The Interbull Centre activities and staff are under the management of the Interbull Centre Director.*
- (iv) The Interbull Centre Director receives its authority and responsibilities from the Steering Committee, in what refers to the Interbull plans and activities.*
- (v) The Interbull Centre Director has the autonomy to organise the Interbull Centre activities, given that the Steering Committee approved work plans, activities and budgets are respected.*
- (vi) The profile of the Interbull Centre Director is of a positive leader with good managerial skills and a background and/or interest in the field of genetic evaluations.*
- (vii) The Interbull Centre Director shall*
 - manage the business activities of the Interbull Centre including staff;

- develop plans and proposals for new, or major modifications to existing services offered by the Interbull Centre for consideration of the Interbull Steering Committee;
- develop work plans, budgets, annual reports and financial statements for the submission to the Steering Committee;
- negotiate specific agreements (contracts) between the Interbull Centre and ICAR and/or Interbull Service Users and/or international organisations;
- resolve any problems between the Interbull Centre and an Interbull Service User, or any other collaborating partner, which is not resolved directly by the parties involved;
- monitor developments and technology innovations in the field of genetic evaluations of cattle;
- monitor developments and technology innovations in fields which may affect genetic evaluations of cattle and the functioning/role of the Interbull Centre;
- Facilitate communication among Interbull Service Users and collect nominations of new Steering Committee members on behalf of the ICAR board;
- Lead the process of indication of all Steering Committee candidacies to the ICAR board;
- Prepare the Interbull Centre's reports, budgets and financial statements for presentation to the Steering Committee and the Business Meeting;
- Assist the Steering Committee Chairman in conducting the Interbull Business Meetings.
- Act diligently to ensure that the Interbull Centre receives the necessary institutional support from the Swedish University of Agricultural Sciences.
- Lead the process of quality assurance in accordance with the Interbull Centre's ISO certification.

Section 4.06 Interbull-ICAR Operations and Communication Committee

(i) As it is not operationally certain that the Interbull Chairman (or indeed any other Interbull SC member) is a member of the ICAR Board and that the ICAR president is present at all Interbull SC meetings, an Interbull-ICAR Operations and Communications Committee, consisting of the Interbull Chairman, Interbull Centre Director, ICAR President and ICAR CEO shall guarantee solid communication between Interbull and ICAR.

- Interbull-ICAR Operations and Communications Committee shall have regular meetings (predominantly by conference calls) of the Interbull Chairman, Interbull Centre Director with the ICAR President and ICAR CEO. These meetings shall predominantly address organisational/strategic/policy Interbull-ICAR issues.
- In addition, the Interbull Centre Director and ICAR CEO shall have regular meetings (predominantly by conference calls). These meetings shall address operational Interbull-ICAR issues.
- Minutes of Steering Committee Meetings and the relevant parts of the ICAR board shall be shared among members of this committee.
- Interbull Executive Summary will be written following Interbull SC meetings and will include decision of the Steering Committee. These will also be shared with the ICAR President and CEO for information of the ICAR board (as well as with the Interbull Service Users).

- The Interbull Centre Annual Report will be produced by the Interbull Centre prior to each Interbull Annual meeting; the Annual Report includes the Interbull Centre Activity Report, and the Interbull Centre Financial Report. (The Financial Report includes financial results for previous years, forecast for the current year, and a budget for the next year).
- The Annual Report will be presented at the Interbull Business Meeting, and distributed to Interbull Service Users, the ICAR President and ICAR CEO prior to the meeting.

Article V. Interbull Meetings

- (i) The recurring Interbull Meetings are Steering Committee Meetings, Technical Committee Meetings, Open Meetings, and Business Meetings. The latter two are usually only organised during Interbull Annual Meetings.*

Section 5.02 Interbull Annual Meetings

- (i) Interbull Annual Meetings are held, as much as possible, at the same time and place on occasion of the ICAR Biennial Sessions and in conjunction with related meetings in other years.*
- (ii) The Chairman of the Steering Committee shall chair the Interbull Annual Meetings, assisted by the Interbull Centre Director.*
- (iii) In addition to exercising such powers as are conferred upon him/her elsewhere by the ICAR Statutes and By-laws, the Chairman of the Steering Committee in his/her capacity as chair of any Interbull Annual Meeting shall declare the opening and closing of the meeting; direct the discussion; ensure the observance of these Rules; accord the right to speak; and announce decisions.*
- (iv) The Chairman of the Steering Committee also rules on points of order and has complete control over the proceedings of the meetings.*
- (v) The Chairman of the Steering Committee may also propose the limitation of the time to be allowed to speakers; the suspension or adjournment of the meeting; and closure of the debate.*

Section 5.03 Interbull Open Meeting

- (i) The purpose of the Interbull Open Meeting is to present research results and developments in the field of genetic evaluations from Interbull Service Users, and other research organisations*
- (ii) Any person with an interest in the international genetic evaluation of cattle may attend Interbull Open Meetings, provided applicable participation fees are paid.*
- (iii) Authors of scientific reports are expected to submit a manuscript, according to the publication policy of the Interbull Bulletin, to be published in the proceedings of the meeting.*
- (iv) Authors agree that the manuscript will be made publicly available through:*
- a) Interbull Bulletin*

- b) *Interbull website*
- (v) *Authors are requested to make their presentations publicly available through the Interbull website.*
- (vi) *The program of the Interbull Open Meeting is defined by the Interbull Centre Director and staff under the supervision of the Interbull Steering Committee, and selection of titles will be done according to the scientific relevance and the areas of interest announced in the call for titles.*

Section 5.04 Interbull Business Meeting

- (i) *The purpose of the Interbull Business Meeting is to report on the activities of the Interbull Centre, present the Interbull Strategic Plan and budget, and to provide Interbull Service Users with a forum for discussion of services, both current and future demands.*
- (ii) *Each Interbull Service User's official business contact serves as delegate to the Interbull annual business meetings. He/she may appoint a representative if not present him/herself.*
- (iii) *Conclusions and recommendations of the Interbull Business Meeting and the status report, including past and planned activities including a budget, are brought to the Steering Committee for decision.*
- (iv) *Under the responsibility of the Interbull Centre Director, minutes shall be kept of all Interbull Business Meetings, and they shall be presented to Interbull Service Users, the Steering Committee, Scientific Advisory Committee, Interbull Technical Committee and the ICAR Board.*
- (v) *Participation at the Interbull Business Meetings is open to any person with interest in international genetic evaluation of cattle, but decisions made by the Steering Committee should be based only on views expressed by named delegates of Interbull Service Users paying the specific Interbull service fees.*

Section 5.05 Interbull Extraordinary Meetings

- (i) *The Interbull Steering Committee might promote extraordinary meetings in order to stimulate discussion and speed up technical developments deemed as priority for the international genetic evaluations or explicitly demanded by Interbull Service Users.*
- (ii) *There are three modalities of extraordinary meetings:*
 - a) *Technical Workshops: devoted to specific themes considered priority for the development of new methodologies and for the evaluation of service expansion proposals, usually restricted to the Interbull committees, representatives of Interbull Service Users and invited experts. The focus of the workshops is on result-oriented panels, group discussions and presentations, which should yield clear recommendations for the Steering Committee decisions.*
 - b) *Seminars: this format is centred on technical and scientific presentations by invited speakers on cutting-edge methods and developments, and it may be*

organised as isolated events or in collaboration with other related organisations (e.g. ICAR, EAAP, ADSA, WCGALP).

- c) Industry Meetings: the focus of these events is to establish a two-way communication channel with the breeding industries and the breed organisations, both presenting the work done by Interbull and receiving the feedback from the users about usefulness of the services and desired developments.
- (iii) *The venues and dates for the extraordinary meetings are decided by the Steering Committee. Preference will be given for proposals in which an Interbull Service User is involved in the local organisation of the event.*
- (iv) *The Interbull Centre will provide administrative support to the local organisers of the Interbull extraordinary meetings.*
- (v) *The Interbull Steering Committee and the Interbull Technical Committee shall try to schedule their own meetings during the extraordinary events.*

Article VI. Secretariat

- (i) *The ICAR Secretariat provides secretarial support to the Interbull Steering Committee and all activities of the Interbull Centre linked to general ICAR activities.*
- (ii) *The Swedish University of Agricultural Sciences (SLU) in Uppsala, Sweden, provides, under contract, secretarial services to the Interbull Centre Director and staff for all Interbull Centre activities.*

Article VII. Interbull Bulletin

- (i) *The Interbull Bulletin is a nonpeer-reviewed journal dedicated to publish the proceedings from Interbull Open Meetings, workshops and seminars.*
- (ii) *The objective of the Interbull Bulletin is to contain the most recent information on methods of genetically evaluating cattle as well as the national and international implementation of these evaluations.*
- (iii) *Special documents related to the Interbull Centre (e.g. Guidelines) may also be published within the Interbull Bulletin.*

Article VIII. Language

The English language will be used as the working language at all Interbull meetings. All reports and documents will be produced in English only, if not otherwise decided by the Steering Committee or the ICAR Board.

Appendix 1. Definitions, abbreviations and acronyms

- Annual Meeting: The Interbull Annual Meeting normally consists of (at least) two Interbull Technical Committee meetings, one Open Meeting, two Business Meetings and two Steering Committee meetings.
- ADSA: American Dairy Science Association
- EAAP: European Federation of Animal Production
- FAO: Food and Agriculture Organisation of the United Nations (www.fao.org)
- ICAR: International Committee for Animal Recording (www.icar.org)
- IDF: International Dairy Federation (www.fil-idf.org)
- Interbull: International Bull Evaluation Service (www.interbull.org); a permanent sub-committee of ICAR.
- Interbull Centre: the operational unit of Interbull.
- Interbull Service Users: Organisations participating in the international genetic evaluations through the Interbull Centre (ICAR members and/or associated organisations) are referred to as Interbull Service Users
- SLU: Swedish University of Agricultural Sciences, which hosts the Interbull Centre inside the Department of Animal Breeding and Genetics.