

TERMS OF REFERENCE

1. Purpose

- 1.1 The BREEDPLAN & Sheep Genetics Technical Committee (**Committee**) is established by University of New England (UNE), NSW Department of Primary Industries (NSWDPI) and Meat & Livestock Australia (MLA) together known as the 'Owners' of the BREEDPLAN and OVIS Analytical Software responsible for the Australian genetic evaluation systems applied to cattle, goats and sheep under BREEDPLAN and Sheep Genetics.
- 1.2 The Committee acts in an advisory capacity in accordance with these terms of reference (**TORs**).
- 1.3 The members of the Executive Committee represent each of the Owners and the Licensee.
- 1.4 The primary role of the Executive Committee is to:
 - a) Consider recommendations regarding developments and modifications to the Analytical Software from the Technical and Advisory Committees, along with the feasibility of implementation and viability of those suggested developments and modifications
 - b) Make recommendations to the Owners regarding the prioritisation and resourcing of further developments and modifications to the Analytical Software; and
 - c) Oversee the coordination and implementation of that modification or development
- 1.5 The objectives of the Committee are to:.
 - a) review and prioritise items on the proposed AGBU work plan for L.GEN.1704;
 - b) identify and prioritise new opportunities arising from industry feedback and from similar research elsewhere (both in beef, sheep and in other species, locally and overseas) that are considered relevant to achieving the objectives of project L.GEN.1704, considering, amongst other criteria, likely industry return on investment;
 - c) respond to feedback and guidance from the Executive Committee in relation to projects and priorities;
 - d) provide technical guidance and review progress in each approved item against project KPIs, key priorities and performance measures set out in the L.GEN.1704 Work Plan agreed to by the Executive Committee;
 - e) provide technical guidance and review of the implementation of new methods and tools into the BREEDPLAN and Sheep Genetics evaluations.

2. Role and responsibilities of Committee

- 2.1 To provide advice and make recommendations to MLA on:

- a) Technically review feasibility of all requests from Owners, licensee/s and Industry for updating the Analytical software;
- b) Reporting to the MLA as administrator, the Technical Committee will consider suggested modifications from Industry and Breed Societies, channelled via the Executive Committee, then make recommendations to MLA (and the Executive Committee) on feasibility and extent of work required to implement;
- c) Review maintenance objectives, recommend implementation pathways, timing requirements and assess the technical feasibility and prioritisation of suggested modifications/upgrades to the BREEDPLAN and OVIS Analytical Software. Then provide recommendations of the preceding to MLA.;
- d) Review and make recommendations on cattle and sheep genetic information from National Livestock Genetics Consortium (NLGC) investment and other sources which could compliment or improve the BREEDPLAN and OVIS Analytical Software and industry objectives; and
- e) other issues relating to the BREEDPLAN and Sheep Genetics evaluations as the Executive Committee considers appropriate.

3. Membership

- 3.1 The Committee will comprise of an independent Chair appointed by the Executive Committee.
- 3.2 Representatives of the Committee will be selected on a skills basis and appointed by the Executive Committee, the Committee will consist of;
 - a) One representative from MLA
 - b) One representative from each of the genetic evaluation licensees
 - c) Five representatives from Animal Genetics and Breeding Unit (AGBU) under L.GEN.1704
 - d) Five technical expert representatives external to L.GEN.1704
 - e) Two breeder representatives (one sheep and one beef industry)
- 3.3 There is no set tenure for members.
- 3.4 The Committee, with agreement from the Executive Committee, may invite others as observers to provide information or advice on specific issues. This may include members of the BREEDPLAN and Sheep Genetics Advisory Committees or NLGC Taskforce.

4. Meetings

- 4.1 The Committee must meet at least three times each year and more frequently as required.
- 4.2 A quorum for Committee meetings will be a representative from MLA and licensees, at least 50% of the AGBU representatives and selected representatives, and either the chairperson or the deputy chairperson.
- 4.3 When formulating advice to MLA, the Committee will ensure that the views of all members will be sought and respected on the matters under review.

- 4.4 MLA is responsible for final approval of milestones and payments on MLA and MDC projects.
- 4.5 The Committee will endeavour to make decisions by consensus. If a consensus decision is not possible and a matter is voted on, a decision of the Committee will be effective if passed by a majority of those members present and voting on the matter.
- 4.6 The Committee may meet in person or by telephone or other means of audio or audio-visual communication, or any combination of these.
- 4.7 The Committee may make recommendations by majority of the members signing, or otherwise assenting in writing to, the terms of the recommendation.
- 4.8 A representative from MLA is entitled to attend and participate in Committee meetings.
- 4.9 The Chair and breeder representatives are entitled to sitting fees and reimbursement of expenses associated with membership of the Committee. The other members do not receive sitting fees and are responsible for their own expenses associated with membership of the Committee.

5. Conflict of Interest

- 5.1 The process for reporting and managing conflicts of interest will be a standing agenda item and emphasised at the start of each meeting.
- 5.2 At the commencement of each meeting, each member must declare (and provide sufficient details) if they have a conflict of interest or likely conflict of interest that may in any way impact the member's role in relation to any of the meeting agenda items.
- 5.3 If during a meeting, a conflict of interest, or likely conflict of interest is declared:
 - a) the chair must record details of the conflict in the minutes of the meeting and the conflict register for the Committee;
 - b) the declaring member must make full disclosure of all relevant information relating to the conflict;
 - c) the declaring member must take such steps as the Committee reasonably requires to resolve or otherwise deal with the conflict; and
 - d) the chair must record the steps taken/required to resolve or otherwise deal with the conflict.

6. Access to information and advice

- 6.1 The Committee may obtain information on request through staff of MLA as it considers necessary for the performance of its role and responsibilities.
- 6.2 The Committee may obtain such other information and advice as it considers necessary for the performance of its role and responsibilities, subject to obtaining the prior approval of MLA as to any costs to be incurred in obtaining that information or advice.

7. Reporting

- 7.1 The Committee will arrange for minutes of its meetings to be prepared and will provide the Executive Committee with copies within two weeks of each meeting.
- 7.2 Agenda and briefing papers will be despatched at least seven days prior to meetings. All substantive agenda items for each meeting must be accompanied by written papers.
- 7.3 Progress reports from AGBU staff will be provided in a format to be decided by the Committee members.
- 7.4 When providing any advice or recommendation in accordance with these TORs, the Committee will:
- a) provide information and material substantiating the advice or recommendation;
 - b) provide any other information requested by the party receiving the advice or recommendation; and
 - c) if the advice or recommendation did not result from a consensus decision, provide details of Committee voting on the matter.
- 7.5 The work of the Committee is advisory to MLA and all media enquiries received by Committee members should be conveyed to the General Manager responsible for the project for which the Committee is engaged and MLA's Media Manager or General Manager, Communication and Stakeholder Engagement in person or by telephone. Non-urgent media enquiries can be notified by email.

8. Secretariat

MLA will provide secretariat support to the Committee.

9. Reviews

- 9.1 MLA may review these TORs from time to time to keep them up to date and consistent with the Committee's role and advice that may be provided by the Committee.
- 9.2 The Committee will undertake an annual review through a facilitated self-assessment of their performance managed by MLA with outcomes of the assessment reported to all Committee Members.