

COMMITTEE

TERMS OF REFERENCE PROTOCOLS

1. Purpose

Under its constitution and in order to pursue and achieve its aims, the World Holstein Friesian Federation has the power to establish Committees, such as Working Groups and Task Forces.

2. Definitions

The activities of the WHFF Committees are directed to support the strategic direction of WHFF.

The mission of WHFF is to harmonise technical, administrative, and organisational matters connected with the Holstein Friesian breed worldwide.

WHFF Committees will be defined as follows. The definition is based on the time period required for the work involved for the Committee.

- Working Groups are established for long term projects
- Task Forces are appointed for short term projects with a specific focus

3. Formation

WHFF Council will decide on the formation of new Committees in response to requirements identified by the General Assembly or by member organisations.

The protocols involved in the formation of a Committee are:

a. Identification of an Issue

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

b. Appointment of Convenor and/or Chairperson

The WHFF Council will appoint a Convenor and/or Chairperson.

c. Approval of Terms of Reference

The WHFF Council will define the Terms of Reference for each Committee

d. Appointment of Members

Members are appointed to each Committee by the WHFF Council either by approach or nomination.

- i. Members of the Committee are to address the topic or issue set by the WHFF Council.
 - ii. Through the Chairperson the members of the Committee must provide regular updates to the WHFF Council on the work they are undertaking. If the Chairperson is unavailable, reporting will be through the Council member on the Committee.
 - iii. Committees or their members are not authorised to engage in any financial undertakings or responsibility on behalf of WHFF, without prior approval from the WHFF Council.
- e. Operation
 - Operational activities of the groups shall be as follows:
 - i. Meetings
 - 1. Group members meet to develop, review and discuss plans for the achievement of their terms of reference.
 - 2. These meetings may be face-to-face or by virtual media platform.
 - 3. Groups may consult with different parties by survey, meeting, or other forms of contact, involving WHFF member organisations or other organisations.
 - ii. Technical Research and Investigation
 - 1. Technical research and investigation if required is normally conducted or supervised by the Chairperson of the group.
 - iii. Reporting
 - 1. Group Chairperson's are required to report as directed by their Terms of Reference. If the Chairperson is unavailable, reporting should be through the Council member on the Committee.
 - 2. Minimum requirements; annual progress and activity reporting to the WHFF Council.
 - 3. Reporting to WHFF members is generally via the WHFF Secretariat, after approval of the reports by the WHFF Council, and under condition of ratification by the General Assembly.
 - iv. Recommendations
 - Groups are required by their Terms of Reference to examine issues/topics and make recommendations to the WHFF Council. These recommendations, well supported by quality research and investigation, can lead to changes in the international agreement of practices when approved by the General Assembly.

4. Finances

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

5. Disestablishment

The WHFF Council may disestablish Committees on the following grounds:

- a. Completed work:
 - The objectives contained in the terms of reference have been achieved.
- b. Inactive:

The Committee has been inactive for an unreasonably long period of time and efforts to revive Committee activity have been unsuccessful.

c. Issue/Topic no longer relevant:

The objectives in the Terms of Reference are no longer relevant or have been completed.

d. Recommendation by the Committee:

After examination of the issue/topic contained in their Terms of Reference, the Committee recommends to the WHFF Council that further work by the group is not likely to achieve the objectives set for the group.

6. Terms of Reference

Terms of Reference are defined by WHFF Council and address the following topics:

a. Structure:

The Committee is either a Working Group or a Task Force.

b. Purpose:

A brief statement of the purpose for which the Committee has been formed.

c. Objectives:

A statement of the specific outcomes which the Committee is expected to deliver within a defined timeframe.

d. Tasks:

A list of aims which the Committee is expected to undertake and complete in the process of achieving the objectives.

e. Reporting:

The specification and expectation of the formal reporting responsibilities for the Committee.

f. Membership:

Details of either the members or the process by which members will be appointed to the Committee. Normally WHFF Council will appoint a Chairperson and approve nominations for Committee members.

g. Relationship with other Committees:

Specification of the relationship that exists between this and other WHFF Groups or sister organisations.

7. Procedure to elect and to thank departing Committee members of WHFF.

a. Committee Members

a. Proposed by Working Group or Task Force and elected by WHFF Council

b. Thanked in the Working Group or Task Force meeting

b. Committee Chairperson

- a. Proposed and elected by WHFF Council
- b. Thanked in WHFF Council meeting
- c. Alls Committee members and Chairperson's) when leaving are given at least a letter of thanks. A gift may be considered at the discretion of the WHFF Council.
- d. All departing Committee members officials should also be farewelled and thanked in the next WHFF newsletter and on the WHFF website.