

Process Recommendation

BOA-REC0006 / Executive Board / August 27, 2016

First of all: Our chiefs and heads of the member organizations are part of ICAR and they are in the position to agree or to disagree with the recommendations of the ICAR Commissions. They can decide by themselves at the ICAR Assembly of Delegates or they can delegate a decision to the ICAR Executive Board or to an ICAR Commission.

<i>Step</i>	<i>Phase</i>	<i>Description</i>	<i>Approving Committee</i>	<i>Vote</i>
1	Initiation	<p>First phase is to create a recommendation.</p> <p>We need a document (like a project contract) with following topics which should be approved by the responsible committee:</p> <ul style="list-style-type: none"> • Goal • Purpose • Leading Commission • Involved Commissions • Involved external experts • Legal aspects which will be considered • Time frame • Method • Conflicting interests <p>This process has to be documented at least, and this information has to be communicated to all ICAR members.</p> <p>For processing the project contract a template has to be available.</p>	<p>Leading Commission</p> <p>or</p> <p>Executive Board</p> <p>and afterwards</p> <p>Assembly of Delegates</p>	50/50 simple majority

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2	Processing	<p>The processing/development of a recommendation must be done by the leading Commission. The leading Commission has to include the other involved Commissions and external experts at all time during the process. The leading Commission has to inform the delegates of the ICAR Members at the Assembly of Delegates about the actual status of the recommendation.</p> <p>The processing itself must follow scientific principles.</p> <p>Existing rules, ICAR recommendations and legal aspects must be identified and considered.</p> <p>After the recommendation has been drafted (recommendation proposal) by the leading Commission, it gets added to the first document. This document (recommendation proposal and the project contract) starts an ICAR internal commenting procedure. The other Commissions have to be entitled in the commenting procedure. All these measures have to be scheduled.</p> <p>After this step, the final draft recommendation has to be completed by the leading Commission.</p> <p>We use templates for the draft which is going in the internal commenting procedure.</p> <p>The Executive Board has to check that the recommendation has been developed in accordance to the ICAR rules, and as far as can be ascertained, does not conflict with ICAR statutes, with national laws of ICAR members or other ICAR recommendations or official regulations.</p>	<p>Leading Commission,</p> <p>involved Commissions & Assembly of Delegates,</p> <p>other experts</p>	

<i>Step</i>	<i>Phase</i>	<i>Description</i>	<i>Approving Committee</i>	<i>Vote</i>
3	Decision	<p>The draft of the final recommendation has to be presented to the Assembly of Delegates for ratification by the members of ICAR. The members of ICAR have to get time to make their decision (maximum up to the next following ICAR Congress, but not less than three months).</p> <p>If the draft is not be approved by the ICAR members, the processing has to go back to the leading Commission. Otherwise it will be valid.</p>	After Ratification: Assembly of Delegates	50/50 simple majority
4	Publication	<p>The recommendation must be published on the official website of ICAR. The recommendation can also be published in reviewed journals. If necessary the publication on the website of ICAR has to be done after the publishing on a reviewed journal.</p>	Commission & Executive Board	No vote necessary
5	Review Process	<p>Review of the recommendation after 5 years:</p> <p>a) the recommendation is valid as written.</p> <p>b) the recommendation has to be discussed once more.</p> <p>c) the recommendation is no more valid, it has to be cancelled.</p> <p>If the recommendation must be revised, it's processed like a new recommendation.</p>	Commission & Executive Board	

Supplement:

The Recommendation “REC V 0001 – The layout for ICAR recommendations” of the ICAR Executive Board has to be considered.