

*SIL Across Flock Report Manager***Specification of Responsibilities & Duties***August 2006***1.0 Background**

- 1.1 SIL is contracting out responsibility for running across flock genetic evaluation and reporting. For each breeder group conducting regular across flock genetic evaluations, an Across Flock Report Manager (AFRM) will be appointed.
- 1.2 The AFRM will be affiliated to a SIL bureau and providing a support service to ALL SIL bureaus with clients in the breed group.
- 1.3 The AFRM will be chosen by the breeder group and, subject to meeting specified criteria (detailed in the document titled "**SIL AFRM – Appointment Criteria**"), appointed by SIL to take responsibility for conducting the genetic evaluations and producing reports.
- 1.4 The bureau will be responsible for meeting performance criteria applied to the AFRM that have been laid down by SIL in this document, and in subsequent versions of it.
- 1.5 The AFRM is expected to be conversant with:
 - 1.5.1 The SIL system, including SIL report writing software
 - 1.5.2 Standard SIL operation procedures
 - 1.5.3 Relevant animal breeding concepts
 - 1.5.4 SIL standards for best practice in the conducting of across-flock evaluations
- 1.6 The AFRM is expected to deliver services to industry in a professional manner. Proven performance in the following areas is critical:
 - 1.6.1 Clear communication of information
 - 1.6.2 Reasonable work turnaround times
 - 1.6.3 Prompt problem solving
 - 1.6.4 Acceptably low rates of errors in data handling
 - 1.6.5 A commitment to quality assurance principles

2.0 Responsibilities

2.1 Generally

- 2.1.1 To provide a professional service, in a timely manner, to breeder group members, making best use of SIL tools
- 2.1.2 To encourage best practice by breeder group members in the collection of data for pedigree and performance data for relevant traits

2.2 Specifically

2.2.1 To the **breeder group**

- 2.2.1.1 To act on behalf of breeder group in negotiating with SIL the schedule for conducting across flock genetic evaluations
- 2.2.1.2 To set up an Across Flock Service Specification for the breeder group to meet their requirements from the across-flock evaluation and reporting
- 2.2.1.3 To keep breeder group members informed of the Across Flock Evaluation and Reporting timetable
- 2.2.1.4 To work with breeders and their service provider bureau to enhance Across Flock evaluations by identifying shortcomings in flock data
- 2.2.1.5 To record key information characterizing the service provided to the breeder group e.g. changes or developments to specification of the genetic evaluation, the flocks included, report formats or the criteria for inclusion in reports

2.2.2 To all **SIL bureaus** with clients in the breeder group

- 2.2.2.1 Keep bureaus informed, by email, of the schedules of events and the availability of results from Across Flock evaluations
- 2.2.2.2 Make requests for information in a timely manner

2.2.3 To **SIL**

- 2.2.3.1 To obtain and store, permission slips from all flocks in the breeder group wishing to participate in Across Flock genetic evaluations. Copies of these slips must be forwarded to SIL before access to flock data on the SIL system is granted.
- 2.2.3.2 Liaise with SIL to set up timetable for across-flock evaluations
- 2.2.3.3 Keep SIL informed of the schedules of events and, by email, availability of results from Across Flock evaluations. This includes lodging with SIL the specification of the Across Flock Service agreed to for the breeder group when it is created, and an amended specification when it is modified

- 2.2.3.4 To archive, electronically, relevant material for possible use in QA by the AFRM, bureau or SIL. In particular, logging of technical specifications for all genetic evaluation (GE) runs
- 2.2.3.5 Where appropriate, to encourage breeder group to adopt new ideas e.g. new practices or report formats

3.0 Duties

- 3.1 Provide a **timetable of events**, for **one year in advance**, detailing Across Flock evaluation and reporting activity
 - 3.1.1 This is to be sent electronically to members of the breeding group, all SIL bureaus with breeder clients in this group and to SIL. Upon request, individual breeders can ask for hard copy to be sent by post
 - 3.1.2 Clearly identify Critical Analyses in this timetable from which across-flock reports will be produced together with associated deadlines for data submission to bureaus. It is expected that these deadlines should be at least five working days before a Critical Analysis (evaluation) is to be conducted
 - 3.1.3 Inform all bureaus and breeders of any changes to scheduled activity OR the specification of the Across Flock evaluation that has been agreed to with the breeder group
- 3.2 Archive or log:
 - 3.2.1 Specifications for the Across Flock genetic evaluation and the Report formats, and of any changes made to these
 - 3.2.2 All communications made to the breeder group about the service being provided. SIL may request copy of these for QA purposes
 - 3.2.3 Key parameters of genetic evaluation runs to aid resolution of queries. This information to be provided to SIL, on request, for QA purposes
- 3.3 Conduct basic data audits for all flocks participating in the Across Flock evaluation on an annual basis
 - 3.3.1 For flocks with other bureaus, this will require a request to be made to that bureau. This should be made in a timely manner
 - 3.3.2 Interpretation of results is to be reported to participating breeders as individuals, copied to their bureau. Copies of this correspondence should be archived
 - 3.3.3 In addition, results of the data audit are to be reported in generalized summary form, to the breeding group and to SIL. Some interpretation is expected with respect to between flock variations, and to the meeting of minimum standards for data described in SIL standard methods for relevant Goal Trait Groups
- 3.4 Conducting evaluations (analyses) and production of reports

- 3.4.1 Meet deadlines set in timetable
- 3.4.2 Inform all bureaus with clients in the breeder group when evaluations have been conducted. This must occur **BEFORE** any within flock reports are produced from this evaluation by the bureau the AFRM is affiliated to
- 3.4.3 Critical Analysis evaluations should be identified as such in all communications
- 3.5 Send to relevant bureaus and to SIL, on request, electronic copy of all across-flock reports produced for the breeder group. Where a report is replaced, after a rerun of the evaluation or after reformatting, the updated version should be forwarded to the same people

4.0 Quality assurance

- 4.1 The AFRM is required to:
 - 4.1.1 Document details of what they agree to provide for the breeder group and to lodge a copy of this with SIL within 30 days of the agreement
 - 4.1.2 Document any amendments to the agreement and lodge these with SIL within 30 days
 - 4.1.3 Produce an annual report by 30 June that:
 - 4.1.3.1 Summarises Across Flock activity for the breeder group
 - 4.1.3.2 Details changes to specification of the associated service
 - 4.1.3.3 Lists issues SIL should be aware of
- 4.2 SIL can request electronic copy of any group reports for QA purposes. The AFRM will supply these, together with any documentation relating to the service for the breeder group, within 10 working days of a request from SIL

5.0 SIL responsibilities

- 5.1 SIL undertakes to keep the AFRM informed of changes to SIL operation and to developments in the SIL system of relevance to the service they provide to the breeder group
- 5.2 Relevant technical material will be made available to the AFRM as soon as it is released
- 5.3 SIL will review annual reports during July/August and provide feedback
- 5.4 SIL will provide feedback to the AFRM when issues relating to the servicing of a particular breeder group are identified

6.0 Confidentiality and data ownership

- 6.1 All Across Flock reports are confidential to the breeder group. The group may decide to make reports public
- 6.2 The AFRM, their bureau, any other SIL bureaus, or SIL cannot release group reports without prior approval of the breed group

Appendix 1

Definitions

- **SIL:** Sheep Improvement Limited is a subsidiary of Meat & Wool New Zealand.
- **Across Flock Report Manager (AFRM):** Bureau or individual person authorized by members of breeder group or linked breeding scheme to conduct across-flock analyses, and produce across-flock reports on their behalf.
- **Breeder Group/ Linked breeding scheme:** Any group of breeders who have agreed to combine data for the purpose of across-flock genetic evaluations and who have individually signed consent forms allowing their data on the SIL database to be used for this purpose. Often these will comprise breeders that are clients of two or more SIL bureaus.
- **Scheme Representative:** Nominated person from the breeder group who is the recognised spokesperson for the group. They must be an active SIL breeder.
- **Critical analysis:** Across-flock evaluation to provide group reports for animals from multiple flocks. All contributing flocks should have data up to date and quality audited. Setting, and meeting, deadlines for this requirement will be the collective responsibility of the breeding group.
- **Optional analysis:** Where agreed to for a breeding group. Across-flock evaluation conducted for the provision of within flock reports only. Data entry from flocks is optional.
- **Group report:** Report containing animal data for multiple flocks and available to all members of the breeder group. These reports are created by the AFRM.
- **Within flock reports:** Report containing animal data for only one flock (or owner) and solely available for the flock owner. These reports are created by the bureau that has the flock as a client.
- **Linkage:** The degree to which flocks have common genetic links that allow valid comparisons to be made across flock for genetic merit.