

# CDCB's Genomic Laboratory Guidelines Task Force (GENLAB)

## 1. Background

The *Genomic Laboratory Guidelines* Task Force (GENLAB) has been designated by the CDCB Board of Directors to establish Quality Certification Requirements for Genomic Laboratories generating genomic data on behalf of genomic nominators. GENLAB members are genomic data scientists, genomic analysis specialists and/or quality assurance experts with a solid understanding of dairy genomic analyses.

## 2. Purpose

GENLAB exists to develop guidelines to be used in the CDCB quality certification program for laboratories generating genomic data on behalf of genomic nominators.

## 3. Term

### GENLAB

This Terms of Reference is effective from March 15, 2017 and will be ongoing until the completion of the Task Force mission or its termination by the CDCB Board of Directors. The goal should be to turn over a document to the CDCB Chief Executive Officer by September 1, 2017.

### Members

- Task force members are nominated by the Chair of the CDCB Board of Directors based on their professional expertise
- The CDCB Chair also designates which member acts as the GENLAB convener.

## 4. Membership

Member ( <i>CDCB staff suggestions in italics</i> , selectees In yellow are being asked to participate)	Affiliation
Ezequiel Nicolazzi (convener)	CDCB Staff
Michael Bishop	Illumina
Michael Cowan	Genetic Visions
Jiansheng Qiu	GeneSeek
Emily Piper	Zoetis
Wim van Haeringen	Haeringen Lab. B.V.

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George Wiggans	CDCB Staff
<b>Total:</b>	<b>7</b>

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## **5. Accountability**

The GENLAB is a non-executive body appointed by and reporting back to the CDCB Board of Directors.

## **6. Roles and responsibilities**

### **GENLAB:**

- To write the CDCB Genomic Laboratory Guidelines, including:
  - Quality policy
  - Certification requirements
  - Quality metrics
  - Data management
- A draft previously developed by the CDCB staff will be provided to the task force for whatever consideration they feel is appropriate.

### **Membership:**

- To put the interests of the CDCB above any personal or corporate interests or preferences when making technical recommendations.
- To participate in all scheduled GENLAB meetings and conference calls.
- To maintain confidentiality on all ongoing discussions of the GENLAB.

**Convener:**

- To schedule the GENLAB meetings and conference calls. To establish the agenda and organize the materials for the GENLAB meetings and conference calls. To chair meetings and conference calls.
- To prepare reports with GENLAB recommendations to the CDCB Board of Directors in a timely manner.

The CDCB staff will provide logistic support to the convener.

**7. Meetings**

GENLAB will meet if necessary and have regular conference calls in order to prepare the Quality Certification Requirements for Genomic Laboratories by September 1, 2017 for delivery to the CDCB Chief Executive Officer. Thereafter, members will continue to participate only if it is necessary to fulfill any unfinished assignments.