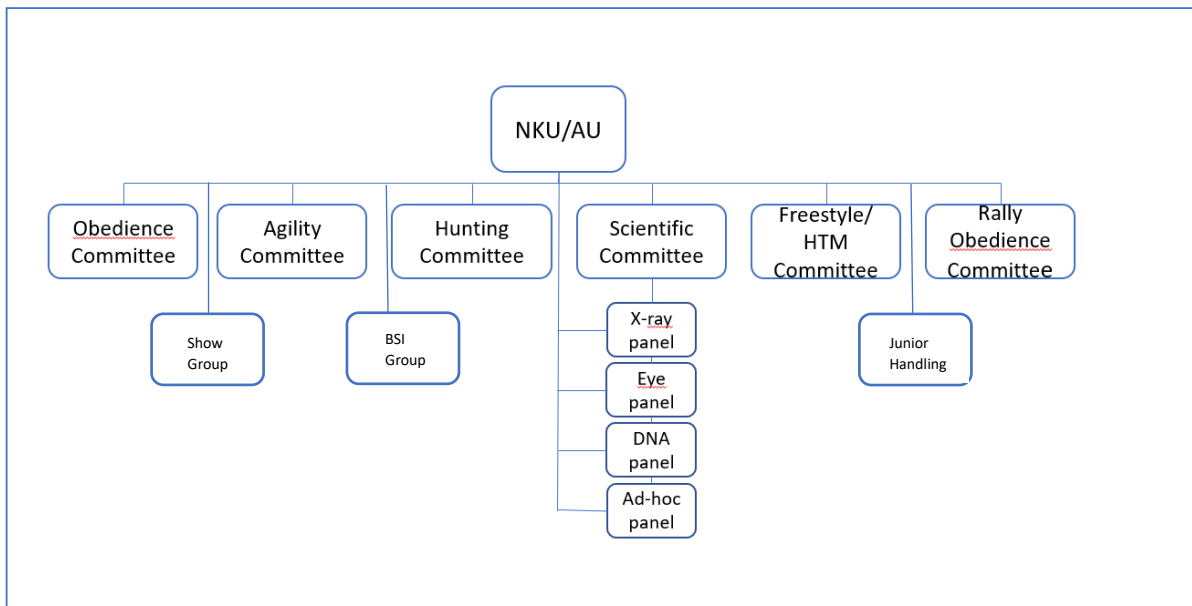




NKU - Mandate for NKU BSI Group



The model shows NKU's organisational structure

Regulatory framework

NKU's BSI Group reports to NKU/AU. The Committee shall not make decisions but can make recommendations to NKU/AU.

Ultimately, it will be up to each kennel club to decide about the recommendations given by the Committee.

Responsibilities

1. NKU's BSI Group is responsible for:
 - Collect and share their knowledge within the BSI area
 - Share ideas
 - Provide information on and possibly coordinate changes in the BSI rules

Members and leadership

Each country appoints a member to the committee. The Committee selects its leader.

Secretary

The Committee selects its secretary. In case of disagreement or if no one wishes the position of secretary, the task shall be assigned to the member representing the country holding the NKU Secretariat for the current period.

The secretarial assignment includes:

- **Meeting request**
- **Booking of meeting place and hotel**
- **Prepare and send out agenda and enclosures**
- **Make minutes from the meeting**
- **Handle cases from the meeting if they are assigned to the secretary**
- **Archive agenda and minutes**

Meetings

The Committee has one annual physical meeting. The meeting place goes on a turn-around between countries (except Iceland). The host country pays the costs of meeting room and accommodation during the meeting.

Meeting place and date are determined from meeting to meeting.

At least 6 weeks before the meeting, the Secretary shall send a notice of the meeting to the Committee members, and request input on issues on the agenda. A copy of the notice shall be sent to NKU's secretariat.

At least 3 weeks before the meeting the Secretary sends out the agenda with enclosures to the Committee members. A copy is to be sent to NKU's secretariat.

The Secretary prepares minutes of the meeting, which are reviewed by a member selected at the meeting, and – within two months of the meeting – is sent to all Committee members with a copy to the NKU Secretariat.

If the Committee at the meeting has recommendations to NKU/AU on topics that are wanted to be decided quickly, the minutes or the relevant topic can be sent by the Secretary to NKU/AU's members.

Such a case must be clearly marked with "*Recommendation regarding are submitted to NKU/AU for tacit acceptance*", with copy to the NKU's Secretariat. Deadline for objections or comments must be at least 4 weeks.

If objections or comments are not received by the deadline, the recommendation is approved.

If objections are received, the Secretary must send the objections to the NKU's secretariat, and the recommendations (included the objections and comments). In this case, no recommendation is accepted, and previously adopted regulations/practices etc will continue.

When NKU/AU has dealt with the minutes, the Committee receives feedback on whether or not acceptance has been granted.

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The mandate has been adopted by NKU/AU in meeting 2nd June 2021, item 9/21.
The mandate is valid from 1st June 2021.