



Register of Sheep Advisers (RoSA) Terms of Reference

History and governance. RoSA was established and run as a jointly owned company by NSA and BASIS from Monday 7th June 2021 until it was agreed in mid-2024 for NSA to take sole responsibility for the register. Permission was given by individuals on the register, and data passed from BASIS to NSA in September 2024. The company was officially dissolved on Tuesday 31st December 2024. RoSA was integrated into NSA as an ongoing project rather than a separate company. As such, the NSA Trustees have overall responsibility for RoSA and delegate powers to the RoSA Steering Group to develop strategies and support NSA staff in delivering the day-to-day functionality of the register.

Purpose and vision. RoSA provides UK sheep farmers with appropriate advice from recognised professionals who can support them to develop sustainable farming systems that meet the highest standards of animal welfare and environmental protection. The RoSA vision is to see qualified and well-informed advisers supporting engaged sheep farmers to become more profitable and sustainable. This is achieved through the support of a continuous professional development (CPD) programme for sheep advisers to ensure sheep farmers can access the best and most appropriate advice for their businesses so they are prepared for any upcoming opportunities and challenges.

Membership: qualifying criteria. To become an NSA-RoSA members, an individual must email the required information to NSA. Two individuals – an NSA staff member and a nominated member of the RoSA Steering Group (usually the Chair) – will assess applications and award a score of 1-4 for five relevant areas (maximum score of 20).

- Suitable qualifications: 1 = no qualification; 4 = two or more, including one post-graduate.
- Membership: 1 = no membership; 4 = SVS, FAR or RAMA membership.
- Engagement with sheep clients: 1 = no engagement; 4 = more than 20 clients.
- Engagement with knowledge exchange: 1 = no engagement; 4 = manage multiple discussion groups or more than 20 technical events per year.
- Interested in self-development and the industry: 1 = no response; 4 = clear understanding of own progress and how the industry challenges.

Applicants with a score of 12 or more will have their eligibility confirmed and be sent an invoice. Applicants who fail to score 12 or more can resubmit their application with more supporting evidence as many times as they wish. [RoSA used to have two grades of members – full and associate but, from 1st January 2025 there is only one grade.]

Membership: approved applicants. As per the [NSA Register of Members](#), an approved applicant can purchase an NSA-RoSA membership. They receive standard NSA membership benefits plus inclusion in a directory of members on the RoSA website, and inclusion in a CPD programme. All NSA-RoSA memberships starts on 1st February to ensure everyone has the same February-January CPD collection period. During that period, each NSA-RoSA member must 40 CPD points with a minimum of three points in each of the six RoSA categories: business sustainability; genetics; health and welfare; nutrition; personal development; and soil, grass and forage. If an NSA-RoSA member does not attain the annual CPD target, NSA has the right to change their membership grade to a standard NSA individual member. The process for non-payment of fees is the same for all NSA memberships.

Chief Executive: Phil Stocker
A company limited by Guarantee. Registered in England. Registration No. 37818.
Registered charity in England and Wales (249255) and in Scotland (SC042853)



your business your future

National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.



CPD points.

- **Industry events.** NSA awards points to industry events using the matrix below. Where an event falls outside the remit of this matrix, a decision will be made based on the remit provided by the event organiser and, if it is markedly different to previously-certified events, will be referred to the NSA Steering Group.
 - Event: full day (4hrs+): 8
 - Event: half day (3-4hrs): 5
 - Event: evening (<3hrs): 4
 - Farm walk: 4
 - NSA Field Day: 8
 - NSA Sheep Event (or similar business-to-business/industry event): 4
 - Research/academic event: 10
 - Seminar or workshop within an industry event: 2
 - Webinar or Podcast: 1 point

If an NSA-RoSA member attends an industry event that would have been awarded CPD points if it had applied for them, that member can email NSA with details of the event and be awarded point retrospectively.

- **Other CPD activities.** In addition to attending certified industry events, NSA-RoSA can email NSA to claim any of the following. Details of [what information to email](#) is on the RoSA website.
 - Being a member of a relevant membership organisation (e.g. FAR, BSAS, SVS etc): 2 points per organisation, up to a max. of 6 points per year.
 - Subscribing to relevant journals, magazines or newsletters (e.g. Vet Record, OTC, Farmers Weekly, Farmers Guardian etc): 2 points per subscription up to a max. of 6 points per year.
 - Webinars and podcasts are capped up to a max. of 6 points per year.
 - Attending internal employer training: points awarded by NSA based details of the training.
 - Attending NSA UK Policy & Technical Committee meeting, NSA English Committee meeting, or other similar industry committee meeting of at least four hours in duration: 2 points.
 - Preparation of a lecture/workshop on relevant subjects: 1 point per hour up to a max. of 6 points per year.

Ethics and disciplinary. When an individual applies to join RoSA, they agreed to abide by the [RoSA Code of Professional Ethics and Disciplinary Code](#). The code outlines the action that will be taken by the RoSA Steering Group in the event of a breach of ethics or someone submitted a complaint or concerns about the advice provided by an NSA-RoSA member. The code stipulates that anyone offering professional advice should have professional indemnity insurance.

Budget. There is no separate RoSA budget; predicted income and expenditure is within the annual NSA Head Office budget and known to NSA relevant staff members. Some expenditure is allocated each year for website maintenance and promotional activities.

RoSA Steering Group

Role, scope and remit. The role of the RoSA Steering Group is to develop strategies to maintain, manage and promote a national register of sheep advisers, and support NSA staff who deliver that work. The scope and remit is the operation of the register (effective membership administration and good management of the CPD programme), promotion of the register (encouraging sheep farmers to use it, attracting more advisers to it, and ensuring recognition by governments, industry bodies and others) and integration of RoSA into other NSA activities.

Structure

- The RoSA Steering Group comprises nine individuals, appointed by NSA. They will stand for three years each, with the intention of no one serving more than two three-year terms, with at least one year not in position before re-joining the committee.

- One person will be appointed to represent each of the six RoSA categories. They will be chosen by NSA for their expertise in the sheep sector and enthusiasm to support RoSA. Consideration will be given to appointing six individuals who reflect the devolved nature of UK agriculture. It will be considered preferable for these six individuals to be NSA-RoSA members.
- One person will be appointed to represent NSA-RoSA members. They will be chosen by NSA from candidates put forward by NSA-RoSA members when requested to by email and must be an NSA-RoSA member.
- One person will be appointed by the NSA Trustees to represent the NSA Board on the Steering Group and ensure good communication between the two. They will be a current or recently retired NSA Trustee.
- One person will be appointed to look after ethics and disciplinary and will take the lead on exploring any concerns or complaints referred to RoSA about advice provided by an NSA-RoSA member. They will be chosen by NSA for their experience in this area and enthusiasm to support RoSA. They will not be an NSA-RoSA member, in order to be independent when dealing with any concerns or complaints.
- If the need arises to have more than nine Steering Group members, additional individuals can be appointed to share one of the roles above or have in a more general role. They will be re-appointed at the first Steering Group meeting of each new year (i.e. a rolling one-year term).
- The NSA Project Manager, NSA Communications Manager and NSA Support & Activities Officer will also sit on the Steering Group, with other staff members joining specific meetings where appropriate but not making up the Steering Group. An NSA staff member will circulate agendas and write and share minutes.

Processes

- The nine appointed Steering Group members will choose one individual from within their number to stand as RoSA Steering Group Chair for up to three years, with reapproval at the first Steering Group meeting of each new year. The Chair will continue to hold the remit they joined the Steering Group with (i.e. they will be Chair and represent, for example, one of the RoSA categories).
- A Steering Group meeting requires a minimum of five Steering Group members to be quorate, including a minimum of one NSA staff member.
- In the unlikely event of a vote needing to be held to determine the outcome of a discussion, all Steering Group members (including NSA staff but excluding the Chair) will have a vote; in the event of a tied outcome, the Chair will hold the casting vote. If a decision is needed on something that effects the role or purpose of RoSA, this must be referred to the Trustees.
- The Steering Group will meet at least quarterly and Steering Group members are required to attend a minimum of two meetings per year unless there is good reason; if this is not the case a discussion will be held to replace that individual.

Costs

- No payment is made to Steering Group members for attending meetings. If a face-to-face meeting is deemed necessary, this must be planned in advance to keep costs low, and it be made clear whether individuals can or cannot claim travel expenses.
- If the Steering Group Chair is asked to represent NSA/RoSA at an event or activity outside of Steering Group meetings, and this is approved by NSA Head Office, reasonable expenses will be paid in line with the NSA Expenses Policy.
- Whichever Steering Group member (usually the Chair) who assesses membership applications can choose to agree a fee with NSA to cover the time taken for this task.