



Terms of Reference for Recording & Sampling Devices Subcommittee

Version: 5.0

Date: 8th May 2018

Status: Approved

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1 Background

The purpose of this paper is to:

- a. Reformat the May 2015 version (Version 3.0) using the ICAR standard format (2018) for Terms of Reference (ToR) for the Recording & Sampling Devices Subcommittee (RSD-SC).
- b. Act on the request from the June 2016 meeting of the RSD-SC where It was agreed that the ToR should clarify the kind of devices that the RSD-SC addresses as part of its core processes with respect to usage of data generated by these devices.



- c. These revised ToR have been approved by ICAR Board at its meeting on Tuesday 24th of April 2018.

Change Summary

Date of Change	Version
8 April 2015	Version 1.0
9 April 2015	Version 2.0
14 May 2015	Version 3.0
15 March 2018	Version 4.0
03 April 2018	Version 5.0

2 Context

The RSD-SC is one element of ICAR's Group structure as elaborated [here](#) on the ICAR website. As a subcommittee:

- a. It is a permanent,
- b. Its members are appointed by the Board of ICAR, and
- c. It is responsible for policy relating to services to members.

The main purpose of the RSD-SC is to achieve a number of objectives related specifically to recording and sampling devices.

3 Objectives of the RSD-SC

The objectives of the RSD-SC are to:

- a. Provide a forum for ICAR members for collaboration, knowledge sharing, and organizational growth in all aspects of recording and sampling devices used on cattle, sheep, goats and buffalo.
- b. Maintain, update, promote and extend universal guidelines for the evaluation and certification of recording devices used to collect data on cattle, sheep, goats, and buffalo with the purpose of aiding decisions in genetic improvement, farm management, animal health, animal welfare, and product quality assurance.
- c. Maintain, update, promote and extend universal guidelines for the evaluation and certification of sampling devices used to collect milk, blood, hair, fibre, tissue or other animal product where the resulting analyses are used with the purpose of



aiding decisions in genetic improvement, farm management, animal health, animal welfare, and product quality assurance.

- d. Conduct and report the results of periodic international surveys on relevant aspects of animal recording and sampling devices.
- e. Develop, provide, engage, and promote a system that includes standards, guidelines, and protocols for recording and sampling device testing and evaluation which will form the basis of the service that Service ICAR will provide to device manufacturers on a user-remuneration basis.
- f. Facilitate and coordinate the international communication and collaboration in the research and development of recording and sampling devices.

4 Governance

The RSD-SC will comprise a Chairperson and members appointed by the ICAR Board. The term of membership and voting rights of members will be determined at the time of appointment and may be reviewed from time to time. In principle, members can only vote on those issues for which they or their employers do not have a conflict of interest.

The RSD-SC will comprise members who represent some or all, depending on the level of interest and participation in ICAR activities, of the following interests:

- a. Geographical regions including Europe, North America, South America, Central America, Asia, Africa, and Oceania.
- b. Technical expertise in animal recording and sampling devices with respect to device accuracy, reliability, reproducibility, functionality, evaluation and certification.
- c. Recording data and sampling of milk, blood, hair, fibre, or tissue in cattle, sheep, goat and buffalo.

The RSD-SC, may from time to time, create expert task forces or advisory/specialist teams to provide expert advice on topics of relevance to achieving the objectives of the RSD-SC.

5 Secretariat & Reporting

Role of the Secretariat with the RSD-SC:

- a. Business and Group Meetings
 - agree on meeting date(s) and venue(s) in consultation with Chairperson,
 - provide notice of meetings to members,



- agree and distribute the agenda with Chairperson,
 - record minutes, review minutes with Chairperson, and distribute minutes.
- b. Group Composition
- maintain list of RSD-SC members with up-to-date contact details,
 - consult with Chairperson and ICAR Board to ensure membership is comprised of interested and enthusiastic members representing active stakeholders.
- c. Website
- maintain website of RSD-SC certifications, guidelines, processes, and protocols,
 - provide a forum ensuring contents are current and relevant related to the ToR.

6 Communications with the ICAR Board

Communication with the ICAR Board will be:

- a. Annual report of the RSD-SC Chairperson to the ICAR Board.
- b. ICAR staff support person as identified from time to time by the ICAR Chief Executive, with all communications for the RSD-SC are to be copied to this person.
- c. Participation of the Chairperson in meetings with the ICAR Board, normally on an annual basis coinciding with the ICAR annual meeting.

7 Relationships with Other ICAR Groups

Relationships between RSD-SC and other ICAR Groups are as summarised in Table 1.



Table 1. Relationship with other ICAR Groups.

Group	Purpose of Relationship	Method of maintaining relationship
Milk Analysis Sub Committee (MA-SC)	Ensure quality samples for milk analysis and collaborate on guidelines for in-line and at-line milk analysis.	<ul style="list-style-type: none">• Overlapping membership.• Joint expert advisory group(s) as required.
Dairy Cattle Milk Recording Working Group (DCMR-WG)	Ensure recording and sampling devices used for dairy milk recording produce high quality information.	<ul style="list-style-type: none">• Overlapping membership.• Joint expert advisory group(s) as required.
Sheep, Goat and Camelid Working Group (SGC-WG)	Ensure recording and sampling devices used for sheep and goat milk recording produce high quality information.	<ul style="list-style-type: none">• Overlapping membership.• Joint expert advisory group(s) as required.
Animal Data Exchange (ADE-WG)	Ensure data flows according to best practice standards between electronic recording and sampling devices and central databases.	<ul style="list-style-type: none">• Overlapping membership.• Joint expert advisory group(s) as required.
Sensor Devices Task Force (SD-TF)	Ensure ICAR standards, guidelines and services are updated to cater for relevant new and emerging recording devices.	<ul style="list-style-type: none">• Provision of leadership.• Overlapping membership.• Joint expert advisory group(s) as required.
Others	Ensure any other standards, guidelines and services involving a recording or sampling device are developed using a shared ICAR philosophy.	<ul style="list-style-type: none">• Overlapping membership.• Joint expert advisory group(s) as required.

8 Priorities

Priorities are to be established by the RSD-SC and are reviewed on an annual basis, taking account of its terms of reference and any requests from the ICAR Board.

That the priorities for RSD-SC in the next year include the following:

Network. Guidelines. Certification.



- a. Launch of revised website that will be database driven, searchable, and have external links to routine procedures.
- b. Removal of *Periodic Checking of Meters* document and add each routine procedure, as reviewed to be current, to new website.
- c. Support the work of the ICAR Sensor Devices Task Force.
- d. Review and revision of the guidelines revisions for Section 11.
- e. Guidelines and standards for testing and certification for tissue sampling devices
- f. Cooperation and collaboration with other ICAR SC and WG on the review of device guidelines and certification for goats and sheep.
- g. Conduct research on the factors affecting the accuracy of recording and sampling devices.
- h. Evaluate and establish a repeatable and reproducible method for determination of carry-over in recording and sampling devices.

REFERENCE: /USERS/BWW/DATA/WICKHAM LTD/CUSTOMERS/ICAR/ICAR SC WG
TF/GROUPS/TOR/REVISIONS/2018/GROUPS/RECORDING AND SAMPLING DEVICES/TOR RECORDING AND SAMPLING DEVICES
SC V18.03 FINAL.DOCX