



Terms of Reference for the ICAR Dairy Cattle Milk Recording Working Group

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1 Background

The following is a draft revised Terms of Reference (ToR) for the ICAR Dairy Cattle Milk Recording Working Group (DCMR-WG).

The changes to these ToR over time are summarized in Table 1:



Table 1. Change summary.

Date of Change	Nature of Change
2012	DCMR-WG formed and terms of reference agreed (v1) by ICAR Board.
2016	ToR revised (v2) in light of accuracy philosophy developed by Accuracy Task Force. DCMR-WG widened activities to embrace new fields and approaches.
May 2018	Reformatted to comply with ICAR branding guidelines. Amended to avoid conflicts of interest by clarifying voting rights of members. Refer to 4 Governance. Amended to include a section giving context. Refer to 2 Context. Amended to include a section dealing with relationships with other ICAR Groups. Refer to 7 Relationships with Other ICAR Groups. Include updated priorities from Feb. 2018 report to ICAR Board.
June 2018	Edits from Pavel Bucek, Filippo Miglior and Xavier Bourrigan incorporated.
November 2018	Priorities updated following 6 th November meeting of Board and Chairs.
22 nd October 2019	Updated conflicts of interest sentence including a link to policy for ICAR Groups.
30 th October 2019	Priorities updated following Oct. 30 th meeting of Board and Chairs.

The following sections cover the key elements of the Terms of Reference for the DCMR-WG.

2 Context

The DCMR-WG is one element of ICAR's Group structure as elaborated [here](#) on the ICAR website. As a working group:

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



The main purpose of the DCMR-WG is to achieve a number of objectives related specifically to milk recording of dairy cattle.

3 Objectives of the DCMR-WG

The objectives of the DCMR-WG are to:

- a. **Develop the ICAR Guidelines** (section 2.1 in particular), and ensure they are relevant to dairy cattle milk recording. Areas of particular focus where new scientific or economic knowledge will bring about a measurable benefit to the members and farmers include:
 - + 24-hour and accumulated milk yield calculations, and
 - + quality management for dairy cattle milk recording organisations
- b. **Monitor relevant global developments and survey** the recording methods used by ICAR members. Using sound scientific and economic principles applied to the data and information gathered:
 - + Make recommendations, to improve ICAR Guidelines, and
 - + Provide analysis to ICAR member on the methods practiced with the goal of improving the value provided by dairy cattle milk recording.
- c. **Communicate findings** to ICAR members by organising forums at which trends and developments are reported and discussed.

4 Governance

The DCMR-WG will comprise a Chairperson appointed by the ICAR Board and members appointed by the ICAR Chief Executive. 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.

All ICAR Group members are required to comply with the most recent version of ICAR's Conflicts of Interest Policy as [here](#).

Membership of the DCMR-WG to cover some or all, depending on the level of interest and participation in ICAR activities, of the following interests and expertise:

- a. Geographical regions: Europe (West and East), North America, South & Central America, Asia, Africa & Oceania.
- b. Combine technical expertise: with relevant scientific backgrounds and those with specialist knowledge of the practical aspects of dairy cattle milk recording including; field



operation, quality assurance, use of milk recording data in farm management, and use of milk recording data in animal breeding.

The DCMR-WG, may create expert advisory groups to provide specialist and expert advice on topics of relevance to achieving the objectives of the Group.

The DCMR-WG is to be supported by ad-hoc expert groups which it may form from time-to-time with approval from the ICAR Board.

The DCMR-WG has an ad-hoc group involving a select group of members who attend extra meetings. The ad-hoc group complements the activities of the whole working group.

5 Secretariat

Role of DCMR-WG Secretariat:

- a. **Business Meetings** - agree dates and venues in consultation with Chairperson, provide notice of meetings to members, agree agenda with Chairperson, distribute agenda, take minutes, agree minutes with Chairperson, and distribute minutes.
- b. **Group Composition** - maintain list of Group members with up-to-date contact details, in consultation with Chairperson and ICAR Board ensure membership is comprised of interested and enthusiastic members representing active stakeholders.
- c. **Group Meetings** - agree dates and venues in consultation with Chairperson, provide notice of meetings to members, agree agenda with Chairperson, distribute agenda, take minutes, agree minutes with Chairperson, and distribute minutes.
- d. **Website** - maintain website and forum ensuring contents are up-to-date and relevant according to the ToR.

6 Communications with the ICAR Board

- a. Annual report of the DCMR-WG Chairperson to the Board.
- b. The ICAR Staff support person as identified from time to time by the ICAR Chief Executive. All communications for the Group are to be copied to this person.
- c. Participation of the Chairperson in meetings with the Board, normally on an annual basis coinciding with the ICAR Annual Meetings.

7 Relationships with Other ICAR Groups

Relationships between DCMR-WG and other ICAR Groups are as summarised in Table 2.



Table 2. Relationship with other ICAR Groups.

Group	Purpose of Relationship	Method of maintaining relationship
Recording and Sampling Devices Sub Committee (RSD-SC)	Ensure ICAR standards, guidelines and services relating to recording and sampling are best practice for dairy cattle milk recording.	<ul style="list-style-type: none">• Overlapping membership.• Joint expert advisory group(s) as required.• Exchange of information and consultation where necessary between chairpersons of the DCMR-WG and the Recording and Sampling Device Sub-Committee
Breed Associations Working Group (BA-WG)	Ensure ICAR standards, guidelines and services for dairy cattle milk recording are best practice for Breed Associations.	<ul style="list-style-type: none">• By providing leadership for dairy cattle milk recording.• Overlapping membership.• Joint expert advisory group(s) as required.
Certificate of Quality Expert Advisory Group (CoQ-EAG)	Ensure expertise in milk recording. Implement audit methodologies through consultative reviews of cattle milk recording practices.	<ul style="list-style-type: none">• Overlapping membership. Most DCMR-WG members are active auditors• Members serve as auditors or members of subgroups on the EAG.• Exchange of information and consultation between chairpersons of both working groups.
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">• Effective communication of plans and progress.• Overlapping membership as needed.• Joint expert advisory group(s) as required.



8 Priorities

Priorities are to be established by the DCMR-WG taking account of its terms of reference and any requests from the ICAR Board.

Priorities are to:

	24-hour calculations survey, research and update the guidelines: . Compose new material for the 24-hour calculations section – make substantial progress by ICAR 2020 and complete by ICAR 2021.
1	. Research project comparing different 24-hour methods – coefficients from the Netherlands vs. France. . Devise an innovative approach to calculating 24-hour production. . Weigh up the merits of a possible international project on 24-hour calculations.
2	Technical session and workshop for ICAR 2020 has been greenlit – begin preparations.
3	Make minor adjustments to the general part of the Guidelines – new technologies, specialised projects.
4	Support CoQ for DCMR functions. Develop turtle diagrams and KPIs for ICAR MR audits.
5	Accuracy project on milk recording methods and protocols
6	Big data and machine learning in the milk recording industry.
7	Project on the milk recording industry in Austria – discuss results relevant to the group.

REFERENCE: /USERS/BWW/BITRIX24/R_R/GROUPS/GROUPSOVERVIEW/TERMS OF REFERENCE/TOR DAIRY CATTLE MILK RECORDING WG V18.03.DOCX