



# Terms of Reference for the ICAR Milk Analysis Sub-Committee

**Version:** 2.01

**Date:** 30<sup>th</sup> October 2019

**Status:** Approved

## Table of Contents

1	Background.....	1
2	Context.....	2
3	Objectives of the MA-SC.....	3
4	Governance.....	3
5	Secretariat.....	4
6	Communications with the ICAR Board.....	4
7	Relationships with Other ICAR Groups.....	4
8	Priorities.....	5

## 1 Background

The following are the Terms of Reference (ToR) for an ICAR Group. The Group is known as the Milk Analysis Sub-Committee (MA-SC).

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



Table 1. Change summary.

Date of Change	Nature of Change
18 <sup>th</sup> November 2014	The MA-SC ToR were revised following a review conducted in late 2014 and adopted by ICAR Board at its meeting on 18 <sup>th</sup> November 2014.
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	Consider feedback from MA-SC. Include suggested edits.
November 2018	Update priorities following Nov. 6 <sup>th</sup> meeting of Board and Chairs.
22 <sup>nd</sup> October 2019	Updated conflicts of interest sentence including a link to policy for ICAR Groups.
30 <sup>th</sup> October 2019	Priorities updated following Oct. 30 <sup>th</sup> meeting of Board and Chairs.

The following sections cover the key elements of the Terms of Reference for the MA-SC.

## 2 Context

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

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

The main purpose of the MA-SC is to achieve a number of objectives related specifically to milk analysis.



### 3 Objectives of the MA-SC

The ICAR MA-SC develops universal guidelines for milk analysis related to animal recording and ensures the availability of operational systems and standards to achieve worldwide equivalence of analytical results.

The objectives of the MA-SC are to:

- a. **Provide a forum** for members of ICAR to collaborate, exchange information and learn from each other on all aspects of milk analysis as part of animal recording.
- b. Maintain, update, promote and extend universal **guidelines** for milk analysis for animal recording worldwide.
- c. Conduct and report the results of periodic **international surveys** on milk analysis for animal recording.
- d. Develop, provide and promote standards, guidelines and a system for ensuring the worldwide equivalence of milk analysis results for animal recording, which forms the basis of lab services that Service-ICAR provides to members of ICAR on a user-pays basis.
- e. Facilitate and participate in international collaboration in research and development on milk analysis for animal recording.
- f. Establish and maintain effective collaboration with ISO and IDF in the field of milk analysis to support continuous improvement of the milk analysis related services that ICAR members provide to farmers.

### 4 Governance

The ICAR MA-SC is 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.

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

The Committee will comprise members who cover some or all, depending on the level of interest and participation in ICAR activities, of the following interests:

- a. **Geographical regions:** Europe (West and East), North America, South & Central America, Asia, Africa & Oceania.
- b. **Expertise in:** milk sample collection, milk sample handling, laboratory operation, milk analysis for animal recording purposes and quality assurance on a local and international basis to ensure the worldwide equivalence of milk analysis for animal recording.



- c. **Supporters of ICAR Participation in:** development and provision of services to ICAR members that facilitates more useful milk analysis for the benefit of dairy farming.

The Sub-Committee, may from time to time, create advisory committees to provide specialist and expert advice on topics of relevance to achieving the objectives of the Group.

## 5 Secretariat

Role of MA-SC 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 ensuing contents are up-to-date and relevant according to the ToR.

## 6 Communications with the ICAR Board

- a. Annual report of the MA-SC Chairperson to the Board.
- b. The ICAR Staff support person as identified by the ICAR Chief Executive is expected to be informed on all MA-SC communications and be in a position to report on on-going developments to the ICAR Board, when requested, in support of the ICAR Chief Executive.
- 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 MA-SC 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 milk analysis are appropriately integrated with those for the recording and sampling devices used.	<ul style="list-style-type: none"><li>• By providing leadership for milk analysis.</li><li>• Overlapping membership.</li><li>• Joint expert advisory group(s) as required.</li></ul>
Dairy Cattle Milk Recording Working Group (DCMR-WG)	Ensure ICAR standards, guidelines and services relating to milk analysis milk recording services for dairy cattle.	<ul style="list-style-type: none"><li>• By providing leadership for milk analysis.</li><li>• Overlapping membership.</li><li>• Joint expert advisory group(s) as required.</li></ul>
Sheep, Goat and Camelid Working Group (SGC-WG)	Ensure ICAR standards, guidelines and services relating to milk analysis are best practice milking sheep, goats and camelids.	<ul style="list-style-type: none"><li>• By providing leadership for milk analysis.</li><li>• Overlapping membership.</li><li>• Joint expert advisory group(s) as required.</li></ul>
Others	Ensure any other standards, guidelines and services involving milk analysis are developed using a shared ICAR philosophy.	<ul style="list-style-type: none"><li>• By providing leadership for milk analysis.</li><li>• Effective communication of plans and progress.</li><li>• Overlapping membership as needed.</li><li>• Joint expert advisory group(s) as required.</li></ul>

## 8 Priorities

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

Priorities are to:



1	To improve the external communication of MA SC activities using the landing page
2	Define the criteria of a ICAR reference laboratory
3	To maintain the alignment of ICAR protocol Milk instruments analyses with the ISO 8196-3 IDF 128-3 revision. The ICAR protocol will be implemented with the instruments robustness evaluation obtain from the laboratories with a high number of results output
4	Finalize revision of ICAR guideline 13 for on farm milk analyses
5	Organization of ICAR Milk Analyses session 2020 in Netherlands
6	To find candidates for MA SC chair position

REFERENCE: /USERS/BWW/BITRIX24/R\_R/GROUPS/GROUPSOVERVIEW/TERMS OF REFERENCE/TOR MILK ANALYSIS SC V19.01.DOCX

Approved 30th