



THE GLOBAL STANDARD
FOR LIVESTOCK DATA

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

Version November, 2022

Network. Guidelines. Certification.

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1 Background

The following sections cover the key elements of the Terms of Reference for the ICAR Dairy Cattle Milk Recording Working Group (DCMR-WG).

These revised ToR have been approved by ICAR Board at its meeting on 29th November of 2022.

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 Chair duties

- a. Group Composition – in consultation with ICAR Secretariat and ICAR Board ensure membership is comprised of interested and enthusiastic members representing active stakeholders.
- b. Business and Group Meetings – takes initiative for dates, agenda and minutes in consultation with Secretariat. Organise at least two meetings per year, 3 to 4 meetings per year are recommended.
- c. Coordinate relationships with other ICAR groups (see paragraph 8). Have awareness of activities going on in other groups.
- d. Group activities - in consultation with the group members, establish priorities with agreed duties of group members and agreed deliverables and timescale. Accomplishment of the tasks in time and activities leading to a satisfactory outcome.
- e. Communications with the ICAR Board. See paragraph 7.

6 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.

7 Communications with the ICAR Board

- Annual report of the DCMR-WG Chairperson to the Board.
- 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.
- Participation of the Chairperson in meetings with the Board, normally on an annual basis coinciding with the ICAR Annual Meetings.

8 Relationships with Other ICAR Groups

Relationships between DCMR-WG and other ICAR Groups are as summarised in *Table 1*.

Table 1. Relationship with other ICAR Groups and other institutions.

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	<ul style="list-style-type: none"> Effective communication of plans and progress. Overlapping membership as

Group	Purpose of Relationship	Method of maintaining relationship
	developed using a shared ICAR philosophy.	needed. <ul style="list-style-type: none"> • Joint expert advisory group(s) as required.

9 Priorities

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

The priorities for DCMR-WG in the next year can be found in Table 2.

Table 2. Priorities for DCMR-WG in 2023.

Priority	Description
1	Finalising of AMS guidelines.
2	Build up a glossary of terms and definitions.
3	Integration of a new calculation method for AMS-data (Austria).
4	Make a concept for the integration of Inline analyses in DHI-data.
5	Build up a set of test data to check the implementation of ICAR approved correction methods for daily yield and lactation yield.
6	Find a new chair for the working group.