



THE GLOBAL STANDARD  
FOR LIVESTOCK DATA

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

Version November, 2022

Network. Guidelines. Certification.

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## 1 Background

The following sections cover the key elements of the Terms of Reference (ToR) for the Milk Analysis Sub-Committee (MA-SC).

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

## 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 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 several objectives related specifically to milk analysis.

## 3 Objectives of the MA-SC

The ICAR MA-SC follows all relevant developments in the field of milk analysis, 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 executed by ICAR certified instruments located in the laboratories or on farm. ICAR provides to members proficiency testing schemes 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, use of data derived from analytical processes 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.

The MA-SC is encouraged to have at least once a year a formal meeting with ICAR associate members to provide a forum for feedback, collaboration, knowledge sharing and technology and market updates.

## 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 9). 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 8.

## 6 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 ensuring contents are up-to-date and relevant according to the ToR.

## 7 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.

## 8 Relationships with Other ICAR Groups

Relationships between MA-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
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>

Group	Purpose of Relationship	Method of maintaining relationship
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>

## 9 Priorities

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

The priorities for MA-SC in the next year can be found in Table 2.

Table 2. Priorities for MA-SC in 2023.

Priority	Description
1	To improve the external communication of MA-SC activities using the landing page.
2	Revision of ICAR guideline 12 – protocol for evaluation of milk analyzers
3	Revision of ICAR guideline 13 – on farm milk analyses.
4	Organization of work in ExtraMIR and coordination with IDF SC SA, including mentoring the young scientist from BWYPEX
5	Organization of ICAR Milk Analyses session 2023 in Toledo/Spain
6	To find candidates for MA-SC chair position.