



Terms of Reference for Milk Analysis Sub-Committee of ICAR

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1 Terms of Reference (DRAFT v1)

1.1 Background

The purpose of this paper is to provide a second draft of the updated terms of reference for the ICAR Milk Analysis Sub-Committee (MA-SC) following a review which took place in late 2014. All changes to the first draft have been marked using the MS-Word track changes facility.

This proposal follows on from the telephone conference call discussion that took place on 18th September 2014 and the decision of the ICAR Board on Tuesday 30th September to support the review.

This draft includes changes based on suggestions, comments and feedback from:

- Meeting of MA-SC members with Brian Wickham on 30th October, 2014.
- Joerg Seifert, Technical Director of IDF.

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

1.2 Objectives of the MA-SC

The ICAR MA-SC develops universal guidelines for milk analysis related to animal recording¹ 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

¹ Animal recording refers to the collection of data on animals for a range of purposes including breeding, management, quality assurance, health and welfare.

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.

1.3 Governance

The ICAR MA-SC is appointed by the ICAR Board.

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.

1.4 Secretariat & Reporting

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.

1.5 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.

1.6 Priorities

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

That the priorities for MA-SC in the next two years include the following:

- a. Reviewing the AQAS² proposal and developing a revised proposal that is achievable within the resource limitations of ICAR. The ICAR Board will clarify the parameters within which the proposal must fit.
- b. Establishing a system and service for ensuring predictions of milk composition and animal characteristics based on full InfraRed (IR) spectral data are as accurate as possible and as widely available as possible. Work to be done in close collaboration with the concerned IDF Project Groups.
- c. Review the range of services provided as part of the performance test, and reference laboratory network with a view to improving the worldwide equivalence of milk analysis results provided by ICAR members to farmers.
- d. Work with IDF and ISO in order to identify gaps and additional needs with regard to international standard methods for milk sampling, milk analysis and quality assurance and supporting guidance.

Reference: Macintosh HD:Users:bww>Data:Wickham Ltd:Customers:ICAR:ICAR SC WG TF:Groups:SubCommittees:Milk Analysis SC:2014:Milk Analysis SC TOR 2014 Review v4.docx

² As presented to the ICAR Board in November 2013.