



Terms of Reference for Recording & Sampling Devices Sub-Committee (RSD-SC)

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1 Terms of Reference.

1.1 Background

The purpose of this paper is to:

- a) provide updated terms of reference (ToR) for the ICAR Recording Devices Sub-Committee (RSD-SC),
- b) following a decision to extend them to cover the full range of tissue sampling device, and
- c) to reformat them using the ICAR standard format for ToR.

This proposal follows on from the discussion which took place late in 2014 and early 2015.

This report is for consideration by the ICAR Board at its meeting on 28th April 2015.

The following sections cover the key elements of the recommended new ToR for the RSD-SC.

1.2 Objectives of the RSD-SC

The objectives of the RSD-SC are to:

- a. Provide a forum for members of ICAR to collaborate, exchange information and learn from each other on all aspects of recording and sampling devices used on cattle, sheep, goats and buffalo.
- b. Maintain, update, promote and extend universal guidelines for evaluating and certifying **recording devices** including: on-farm milk recording devices, and devices for recording live animal measures.
- c. Maintain, update, promote and extend universal guidelines for evaluating and certifying **sampling devices** including: devices for collecting milk, blood, ear tissue, muscle, hair, fiber, saliva, nasal scraping, and any other animal tissue or animal product relevant to animal recording.
- d. Conduct and report the results of periodic international surveys on aspects of animal recording and sampling devices.
- e. Develop, provide and promote a system and standards for recording and sampling devices testing and evaluation which will form the basis of the service that sICAR will provide to device manufacturers on a user-pays basis.

- f. Facilitate and co-ordinate international communication and collaboration in research and development on recording and sampling devices.

1.3 Governance

The RSD-SC will be governed by a Committee 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. **Technical expertise** in animal recording and sampling devices: accuracy, reliability, functionality, evaluation and certification.
- c. **Recording and sampling of:** cattle, sheep, goat and buffalo.

The 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 RSD-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 RSD-SC Group Chairperson to the Board.
- b. The ICAR Staff support person as identified from time to time by the ICAR Secretary General. 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.

1.6 Priorities

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

That the priorities for RSD-SC in the next year include the following:

- a. Guidelines, standards, testing and certification for tissue sampling devices
- b. Guidelines, standards, testing and certification for animal weight recording devices.
- c. Identification and testing of popular AMS milking systems with decoupled AMS samplers
- d. Implementation of expiry periods for approval of recording devices along with testing/retesting requirements as needed
- e. Update and expansion of the listing of approved recording devices on the ICAR website to include additional use parameters.

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TF:Groups:SubCommittees:Recording devices SC:2015:TOR:ICAR RD-SC TOR v3.docx