



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

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1 Background

The following is a draft revised Terms of Reference (ToR) for the ICAR Dairy Cattle Milk Recording Working Group (DCMR-WG).

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



Table 1. Change summary.

Date of Change	Nature of Change
2012	DCMR-WG formed and terms of reference agreed (v1) by ICAR Board.
2016	ToR revised (v2) in light of accuracy philosophy developed by Accuracy Task Force. DCMR-WG widened activities to embrace new fields and approaches.
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	Edits from Pavel Bucek, Filippo Miglior and Xavier Bourrigan incorporated.

The following sections cover the key elements of the Terms of Reference for the DCMR-WG.

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:

Network. Guidelines. Certification.



- 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. In principle, members can only vote on those issues for which they or their employers do not have a conflict of interest..

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 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.

6 Communications with the ICAR Board

- a. Annual report of the DCMR-WG Chairperson to the Board.
- b. 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.
- 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 DCMR-WG 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	Ensure ICAR standards, guidelines and services relating to recording and	Overlapping membership.

Group	Purpose of Relationship	Method of maintaining relationship
Sub Committee (RSD-SC)	sampling are best practice for dairy cattle milk recording.	- 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.	- 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.	- 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 developed using a shared ICAR philosophy.	- Effective communication of plans and progress. - Overlapping membership as needed. - Joint expert advisory group(s) as required.

8 Priorities

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

Priorities are to:

Network. Guidelines. Certification.



- a. Complete the 24-hour calculations project (24-Hour Calculation Methods – Global Trends) and present the results in Prague. The survey will cover statistical and technical aspects and gather the opinions and needs of ICAR members. This is an on-going project from the period before the New Zealand conference and is due to be completed in Prague.
- a. Discuss the future policy for approving new methods and brainstorm ways of improving 24-hour calculations in general.
- b. Research 24-hour calculation methods (AM/PM, C and AMS sampling schemes) and identify potentially useful factors that can improve content in the ICAR Guidelines.
- c. Improve the 24-hour calculations section of the ICAR Guidelines with the goal of setting a high progress benchmark by ICAR 2020 in the Netherlands
- d. Incorporate results from the plausibility checks project and other DCMR-WG development projects, such as turtle diagrams and KPIs for EAG on the ICAR Certificate of Quality.
- e. Define specific topics from the general part of the Guidelines and engage in detailed discussion with regard to specific points toward improving the Guidelines.
- f. Quality milk recording management.
- g. Find ways to implement aspects of big data in milk recording and establish connections between milk yields and health traits.
- h. New technologies, services and new approaches to cattle milk recording management.
- i. Specific aspects of daily milk recording.
- j. Organise a technical session for ICAR 2019.
- k. Organise a practical workshop for ICAR 2019.
- l. Individual projects from WG members will focus on specific aspects of milk recording and/or new services - all to be presented in Prague. Details TBC.
- m. Roundtable on "The Milk Recording Industry: Challenges and Possibilities" for ICAR 2019 or organise a technical session on this topic. Implement one of these two ideas for Prague 2019. Decision TBC. Will be discussed in September 2019 and is expected to involve other WGs, subcommittees and/or external experts.
- n. Some members will be involved as chairmen during ICAR 2019 in Prague.
- o. Discuss individual lactation qualification.
- p. AMS calculation in Germany and practical experiences from other countries with a particular emphasis on calculations and other practical aspects relevant to 24-hour



calculations. Factor in practical experiences with calculations used in conventional milk recording (AM/PM, method Z, etc.).

- q. Franz-Josef Auer is the group's representative on the Sensor Device Task Force
- r. Provide expertise to ICAR members in order to resolve practical problems encountered during cattle milk recording

REFERENCE: /USERS/BWW/DATA/WICKHAM LTD/CUSTOMERS/ICAR/ICAR SC WG
TF/GROUPS/TOR/REVISIONS/2018/GROUPS/DCMR-WG/TOR DAIRY CATTLE MILK RECORDING WG V18.02.DOCX

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