



Terms of Reference for Animal Data Exchange Working Group

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1 Background

The following are the Terms of Reference (ToR) for an ICAR Group. The Group is known as the Animal Data Exchange Working Group (ADE-WG).

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



Table 1. Change summary.

Date of Change	Nature of Change
May 2013	First version.
October 2016	Revised version two adopted by ICAR Board. <i>The ICAR Board agreed that Data Exchange is an area of great interest for ICAR members and that the WG should continue its work. The Board asked that the ADE WG set some achievable goals / practical steps in 2017.</i>
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 Groups. Include updated priorities from Feb. 2018 report to ICAR Board.
August 2018	Prepared for Board approval.

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

2 Context

The ADE-WG is one element of ICAR's Group structure as elaborated [here](#) on the ICAR website. As a working group:

- It is a permanent,
- Its chair is appointed by the Board of ICAR,
- Its members are appointed by the Chief Executive of ICAR,
- It is responsible for policy relating to services to members.

The main purpose of the ADE-WG is to achieve a number of objectives related specifically to the exchange of data between recording devices and databases.

3 Objectives of the ADE WG

The objectives of the ADE WG are to:

Network. Guidelines. Certification.



- a. Provide a forum for members of ICAR to collaborate, exchange information and learn from each other on all aspects of exchanging data between animal recording devices and recording databases.
- b. Maintain, update, promote and extend universal guidelines and standards for the exchange of data between animal recording devices and recording databases worldwide.
- c. Conduct and report the results of periodic international surveys on practices for exchanging data between recording devices and databases.
- d. Develop, and promote systems and standards for: data exchange, data certification and data validation, which will form the basis of a service that ICAR will provide to members of ICAR on a user-pays basis.
- e. Facilitate and co-ordinate international collaboration in all aspects of animal data exchange, with relevant groups including; ISO, UN-CEFACT, and Smart Dairy Farming.

4 Governance

The ADE-WG will comprise Chairperson(s) 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.

The ADE-WG 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 experts in Data Exchange.
- c. Supporters of ICAR Participation in animal recording data exchange: including recording equipment manufacturers, and database service providers.

The ADE-WG, 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.

5 Secretariat

Secretariat to be provided by Service ICAR with this role including:

- a. Business Meetings - agree dates and venues in consultation with Chairperson(s), provide notice of meetings to members, agree agenda with Chairperson(s), distribute agenda, take minutes, agree minutes with Chairperson(s), and distribute minutes.



- b. Group Composition – maintain list of Group members with up-to-date contact details, in consultation with Chairperson(s) and ICAR Chief Executive ensure membership is comprised of interested and enthusiastic members representing active stakeholders.
- c. Group Meetings – agree dates and venues in consultation with Chairperson(s), provide notice of meetings to members, agree agenda with Chairperson(s), distribute agenda, take minutes, agree minutes with Chairperson(s), and distribute minutes.
- d. Website – maintain website and forum ensuring contents are up-to-date and relevant according to these ToR.

6 Communications with the ICAR Board

- a. Annual report from the Group Chairperson(s) to the Board.
- b. The ICAR Staff support person as identified from time to time by the ICAR CE. All communications for the Group are to be copied to this person.
- c. Participation of the Chairperson(s) in meetings with the Board, normally on an annual basis coinciding with the ICAR Annual Meetings.

7 Relationships with Other Groups

Relationships between ADE-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
Others	Ensure any other standards, guidelines and services involving the exchange of data 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 Committee taking account of its terms of reference and any requests from the ICAR CE or Board.

That the priorities for ADE WG in the next year include the following:

Network. Guidelines. Certification.



- a. Gather feedback from the groups identified by the outreach sub-group and address their concerns.
- b. Define a process and implement the tools to support a flexible collaboration on expanding the data dictionary and include items that have been requested but currently not covered.
- c. Address the REST/SOAP technical aspects using input from technical experts.

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