

CDCB's Pursuing Data Quality (PDQ) Team

Background

The *Pursuing Data Quality* (PDQ) Team provides independent expert advice to the CDCB staff and Board of Directors on data quality related issues. It serves as the expert Team reviewing data standards, data handling procedures and data exchange protocols within the CDCB system.

PDQ members are data scientists, data analysts, database administrators and/or dairy records specialists with a solid understanding of DHIA, PDCA, NAAB and CDCB operations.

Purpose

PDQ exists to provide independent, objective, impartial advice and strategic guidance on the area of dairy data quality to the CDCB staff and Board of Directors. Its charge is to make recommendations that will facilitate improvement in quality and uniformity of data collected by DHIA, PDCA, NAAB and genomic nominators which promote high accuracy concerning genetic and management information available to CDCB. It is not a responsibility of PDQ to provide advice on which traits should be collected (that role is one for the Research Advisory Group). Instead the task for PDQ is to assure that those traits currently or planning to being evaluated are collected in a manner that assures they have the accuracy needed at a reasonable cost of attaining it.

3. Term

PDQ

This Terms of Reference is effective from January 1, 2017 and will be ongoing until terminated by the CDCB Board of Directors.

Members

- Representatives from different categories of stakeholders are nominated by their respective sectors and forwarded for approval for two-year terms by the CDCB Board of Directors. Terms can be staggered for minimizing the impact of turnover.
- Given the specific knowledge and experience required, no limit on number of consecutive terms is imposed.
- PDQ members should select one of their peers to serve as chair for a two-year term.
- Having a member of the CDCB Board of Directors on the Team is preferable.

3. Membership

Category ^a (<i>CDCB staff suggestions in italics</i>)	Number of Representatives	Appointed by
Dairy Records Providers, (Steven Sievert and a <i>pending CDCB board member</i>)	2	NDHIA
Dairy Records Processing Centers, Angie Coburn and Burke Day	2	DRPCs
Purebred Dairy Cattle Association, Sam Comstock and Erick Metzger	2	PDCA
National Association of Animal Breeders, Jenny DeMunck	1	NAAB
CDCB Certified Genomic Laboratories, (A <i>selectee pending</i>)	1	CDCB Chair
Animal Improvement Programs, Jana Hutchison	1	USDA-AGIL
Council on Dairy Cattle Breeding, Duane Norman	1	CDCB-CEO
Total:	10	

^aOther industry partners that may provide valuable contributions to the PDQ discussions include milking equipment suppliers, heifer raiser organization, hoof trimmers association, veterinarian association, and universities.

4. Accountability

The PDQ is a non-executive body nominated by their respective organizations, and reporting back to the CDCB staff and Board of Directors.

5. Roles and responsibilities

PDQ:

- To review standards within the CDCB data system with the purposes of increasing efficiency and maximizing accuracy.
- To identify efficiency constrains and opportunities for improvement in the CDCB data system and propose ways of addressing them realistically.
- To evaluate proposed changes to the CDCB data system, including:
 - Data file formats
 - Data exchange protocols
 - Alternative data sources for the traits collected
- To monitor data quality metrics and when warranted suggest adjustments to the operational routine.
- To encourage and support development of new data pipelines within the CDCB system, regarding:
 - Relevance
 - Collection/generation methods
 - Logistics
 - Feasibility
 - Data ownership

Membership:

- To put the interests of the CDCB above any personal or corporate interests or preferences when making technical recommendations.
- To participate in all scheduled PDQ meetings and conference calls.
- To maintain confidentiality on any sensitive discussions of the PDQ.

Chair:

- To facilitate the schedule of PDQ meetings and conference calls.
- To establish the agenda and organize the materials for the PDQ meetings and conference calls.
- To chair meetings and conference calls.
- To assign individual Team members to subgroups to develop draft recommendations for the Team when advantageous.
- To provide reports with PDQ recommendations to the CDCB Board of Directors in a timely manner.
- To prepare or present a summary of PDQ's activities for the CDCB Industry meetings.
- The CDCB staff will provide logistic support to the Chair.

6. Meetings

PDQ will meet if necessary and have regular conference calls in order to fulfill its purpose and perform its roles and responsibilities.