



**ICAR Acting Secretary General
Report for Service-ICAR Board Meeting
Tuesday 23rd September 2014.**

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Table of Contents

1 PRIORITIES.....	1
2 TERMINOLOGY.....	1
3 ROLE OF BOARD OF SERVICE ICAR.....	1
3.1 ICAR BUSINESS PROCESSES.....	1
3.2 RANGE OF SERVICES.....	2
3.3 SERVICE ICAR BOARD MEMBERSHIP.....	3
4 FINANCE REPORT.....	4
5 MEETING SCHEDULE	4

September 16, 2014

1 Priorities

Our priorities are currently:

- Clarifying Role of Service ICAR.
- Service Provision
 - o Identification Device Testing
 - o Recording Device Testing
 - o Interbeef

2 Terminology

I have recently examined the terminology used to describe the governing body of Service-ICAR. It has variously been described as a Council and as a Board. The English translation of the original statutes (2009) uses the word Board. On this basis the ICAR Secretariat will use Board only and cease use of the word Council.

3 Role of Board of Service ICAR

3.1 ICAR Business Processes

The latest draft (1st August 2014) of the ICAR Business Processes shows the following decisions as being the responsibility of the Board of Service ICAR.

No.*	Name	Inputs	Outputs
F2	Establish Service ICAR Budget	Previous year(s) outcome and budget(s). Contribution expected by ICAR Board. Income and expenditure projections for new and existing services. Views of Groups overseeing specific services. Reasonable expectations of income produced by new activities.	Agreed and approved multiyear annual budget for Service ICAR. Agreed service fees.
F9	Monitor sICAR Finances	Report(s) on actions requested at end of previous quarter. Quarterly report of actuals relative to budgets on multiyear annual basis. Commentary from Secretariat.	List of agreed corrective actions to be taken by Secretariat. List of items requiring further information and or explanation from Secretariat.
S2	New service from Service-ICAR	Business plan for service prepared by relevant ICAR expert Group in consultation with ICAR Executive Team and presented for approval of Board of Service ICAR.	New service ready to be launched by Service ICAR.

Acting Secretary General Report to Service-ICAR Board

September 16, 2014

No.*	Name	Inputs	Outputs
S3	New service delivery	Service User/PROVIDER agreements. Service marketing and promotion. Application from potential service user.	New Service User/Provider.
S3a	ID Device Testing Service	Contract with Test Centre(s). Promotional Materials. Application for ID device test.	Registration of device passing test.
S3b	Recording Device Testing Service	Contract with Test Centre(s). Promotional Materials. Application for Recording Device test.	Approval of recording device that passes test.
S4	Service amendment	Report detailing proposed service detail change.	Service amendment.
S5	Set Service fees/COMMISSIONS	Previous fees and fee revisions by service providers. Board policy on fees. Service volume/activity. Views of Group supporting the Service. Budget(s).	Service Fees.
S6	Refine CoQ Service	Current CoQ service. Suggestions for enhancements. Evaluation of suggestions.	Updated CoQ Service
S7	Provide CoQ Service	CoQ requests. List of appointed Auditors. Allocation of Auditors to members. Auditors reports. Recommendation of ET-CoQ	Award of CoQ

3.2 Range of Services

At its most recent meeting the Board of ICAR endorsed a recommendation from the Acting Secretary General to include the following services in the portfolio of services under the umbrella of Service-ICAR:

- Parentage Testing Laboratory Certification

September 16, 2014

- Reference Laboratory Network
- Benchmark
- Patent Sentinel Action Service
- ID Device Testing as Registration Authority for ISO
- Recording Device Testing (including tagging)
- Interbeef
- Certificate of Quality

It is **recommended** that a short review of each of these services now be undertaken to establish:

- The status of the service
- Current levels of service uptake
- Cost of providing the service and income generated, and
- Service priorities

3.3 Service ICAR Board Membership

Given the focus on service provision and the close working relationship with the Identification and Recording Devices Sub-Committees it is proposed that the Chairperson of the Recording Devices Sub-Committee also be appointed the Board of Service ICAR.

Consideration should also be given to adding the Chairperson of the Milk Analysis Sub-Committee to the Board of Service ICAR. The thinking, which leads me to this conclusion, includes the following:

- There are a number of service issues around milk analysis that need to be addressed including the review of the decision to not support the AQAS proposal.
- The relationship between the Milk Analysis Sub-Committee and key ICAR Board members needs to be strengthened.
- The Milk Analysis Sub-Committee has a number of strategic relationships (IDE, RLN, DG-Sanco) that have a service element.
- Milk Analysis of core strategic importance to many of ICAR's members.

The current chairperson of the Milk Analysis Sub-Committee, Christian Baumgartner, has recently announced his resignation from the position.

Recommendations:

1. The Chairperson of the Recording Devices Sub-Committee, currently Martin Burke, be appointed to the Board of Service-ICAR.

Acting Secretary General Report to Service-ICAR Board

September 16, 2014

2. The new Chairperson of the Milk Analysis Sub-Committee, when confirmed, be appointed to the Board of Service-ICAR.

4 Finance Report

Attached as appendix 1 is the financial report for the period ended June 31st 2014.

It is recommended that the projections for year-end 31st December be updated based on the financial results for the period ending September 30th, 2014.

5 Meeting Schedule

Table 1 contains the currently scheduled ICAR and Service-ICAR meetings.

Table 1. Future Meetings.

Org.	Meeting	Date	Start-finish (CET)	Venue	Notes
Service ICAR	Board	Tuesday 23/09/2014	16:00 - 17:00	Telephone Conference	
ICAR	Board	Tuesday 30/09/2014	7.30-8.30	Telephone Conference	
ICAR	Board	Tuesday 28/10/2014	7.30-8.30	Telephone Conference	
Service ICAR	Board	AM Tuesday 18/11/2014	9:00-12:00	Rome	
ICAR	Board	PM Tuesday 18/11/2014	12:00-18:00	Rome	
ICAR	Board	AM Wednesday 19/11/2014	8.00-12.00	Rome	
Service ICAR	Board	Tuesday 20/01/2015	16:00 - 17:00	Telephone Conference	
ICAR	Board	Tuesday 27/01/2015	7.30-8.30	Telephone Conference	
ICAR	Board	Tuesday 24/02/2015	7.30-8.30	Telephone Conference	
Service ICAR	Board	Tuesday 24/03/2015	16:00 - 17:00	Telephone Conference	
ICAR	Board	Tuesday 31/03/2015	7.30-8.30	Telephone Conference	

Acting Secretary General Report to Service-ICAR Board

September 16, 2014

FAO & ICAR	ID Workshop	13/4 - 15/4, 2015	8.00-18.00	Pretoria	ICAR Board not meeting unless the need arises.
ICAR	Board	Tuesday 28/04/2015	7.30-8.30	Telephone Conference	
Service ICAR	Board	Tuesday 19/05/2015	16:00 - 17:00	Telephone Conference	
ICAR	Board	Tuesday 26/05/2015	7.30-8.30	Telephone Conference	
ICAR	Board	Monday 8/06/2015	8:00-12:00	Krakow	
ICAR	Board	Wednesday 10/06/2015	10:00-10:30	Krakow	Post AGM/EGM Meeting

6 Appendix 1 – Financial Report

See over.

Reference: Macintosh HD:Users:bww>Data:Wickham Ltd:Customers:ICAR:Service ICAR:Meetings:2014:September 2014 Meeting:ASG Report Service ICAR Board Meeting Sept 2014 v1.docx