



**ICAR Acting Secretary General
Report for Service-ICAR Board Meeting
Tuesday 18th November 2014.**

**Author: Brian Wickham
Draft: 11 November 2014**

Table of Contents

1	MATTERS FROM MINUTES.....	1
1.1	LEGAL ADVICE.....	1
2	PRIORITIES	1
3	ROLE OF BOARD OF SERVICE ICAR.....	1
3.1	ICAR BUSINESS PROCESSES.....	1
3.2	SERVICE ICAR BOARD MEMBERSHIP.....	2
4	RANGE OF SERVICES.....	3
5	FINANCE	3
5.1	GENOEX PSE FUNDING.....	3
5.2	FINANCE REPORT – 3 RD QUARTER 2014.....	3
5.3	BUDGET FOR 2015	3
6	MEETING SCHEDULE	4
7	APPENDIX 1 – SERVICES REVIEW	4
8	APPENDIX 2 – 3RD QUARTER FINANCIAL REPORT.....	4

November 18, 2014

1 Matters from Minutes

1.1 Legal Advice

Further to the minutes of the September meeting of the Service-ICAR Board, a relationship has been established with the legal firm Agathemis ((<http://www.agathemis-studiolegaleassociato.it>)) and they have been appointed to:

- a) Review our website (www.icar.org) and identify steps we should take to minimise risks, and
- b) Review our current agreements with Service Users and Service Providers to ensure they contain adequate disclaimers and protection against risks.

2 Priorities

Our priorities are currently:

- Clarifying Role of Service ICAR
- Service Review
- Financial Projections for 2014
- Budget for 2015

3 Role of Board of Service ICAR

3.1 ICAR Business Processes

The ICAR business processes have been reviewed to clarify the following key points:

- All significant (greater than €1,000 not in approved annual budget and greater than €5,000 in approved annual budget) capital (non-operating item) expenditure must be approved by the ICAR Board.
- Where the capital expenditure is from the accounts of Service-ICAR they must be approved by the Service-ICAR board before being incurred.
- The ICAR Board must approve the annual priorities and annual budgets for ICAR and Service-ICAR.
- The Board of Service-ICAR must approve the annual priorities and annual budgets for Service-ICAR.
- The relevant business process for which the Board of Service-ICAR is making the decisions that have been amended is F2. Two new processes (F10 and F11) have been added to deal with significant non-operating expenditure. The Board of Service-ICAR is responsible for the decisions relating to F11. The amended (F2) and new (F11) processes are (with changes highlighted):

Acting Secretary General Report to Service-ICAR Board

November 18, 2014

No.	Name	Description	Inputs	Outputs
F2	Establish Service-ICAR Budget	Establish and approve multiyear annual budget for Service ICAR.	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. ICAR's strategic priorities. Approval by ICAR Board.	Agreed and approved multiyear annual budget for Service-ICAR. Agreed service fees.
F11	Significant non-operational Service-ICAR expenditure.	All significant (greater than €1,000 not in approved annual Service-ICAR budget and greater than €5,000 in approved annual Service-ICAR budget) capital (non-operating items) expenditure must be approved by the Service-ICAR Board.	Budget of Service-ICAR. Case for expenditure. Approval of ICAR Board.	Authorisation to commit funding for significant non-operating expenditure from accounts of Service-ICAR.

3.2 Service ICAR Board Membership

The changes proposed above to ICAR business processes, in effect, give the ICAR Board responsibility and control of strategy and capital expenditure for ICAR and Service-ICAR. This removes the risk of Subcommittee Chairpersons having a vested interest in such decisions if they are members of the Service-ICAR Board. With this problem solved it is proposed that the original recommendation now be re-considered by the ICAR Board.

Recommendation:

1. The Chairperson of the Recording Devices Sub-Committee, currently Martin Burke, be appointed to the Board of Service-ICAR.
2. The new Chairperson of the Milk Analysis Sub-Committee, when confirmed, be appointed to the Board of Service-ICAR.

November 18, 2014

4 Range of Services

The short review of ICAR Service has been completed and the findings are presented in Appendix 1 as three tables.

The recommendations arising from this review are contained in table 3 in Appendix 1 and it is recommended that the Service-ICAR Board approve these.

5 Finance

5.1 GENOEX PSE Funding

An investigation into the most appropriate source of funding for the commitment (€20,000 per year for three years commencing in 2014) to contribute to the development of the GENOEX-PSE service by Interbull has been completed in consultation with Patrizia Milano the account for ICAR and Service-ICAR.

The key findings are:

- Payment from ICAR will incur a VAT charge of 25% (the applicable VAT rate for Sweden for a VAT registered organisation invoicing a non VAT registered organisation in the EU) which is not recoverable by ICAR. On this basis the cash outlay over three years would €75,000.
- Payment from Service-ICAR of €20,000 per year of an invoiced amount from SLU is taken from the operating expenses and does not incur VAT since Service-ICAR is VAT registered. On this basis the cash outlay is no more than €60,000 over three years and potentially less as the tax liability of Service-ICAR may be reduced.

On this basis the GENOEX-PSE payment will be made from the Service-ICAR account as an operating expense in the year for which it is invoiced by SLU.

Recommendation: That the Service-ICAR Board approves, in principle, these payments toward the cost of developing the GENOEX PSE service.

5.2 Finance Report – 3rd Quarter 2014

Attached as appendix 2 is the financial report for the period ended September 30th 2014. This report includes the year-end forecast based on available information.

5.3 Budget for 2015

The budget for 2015 needs to be approved, according to the revised Business Processes (F2), by the ICAR Board. However, with the strategic priority discussions planned by the ICAR Board immediately following the Service-ICAR Board meeting, it is proposed that the 2015 budget be reviewed, and if necessary amended, to incorporate changes resulting. It is proposed that the revised budget for 2015 be presented to the January 2015 meeting of Service-ICAR Board and then to the January 2015 meeting of ICAR Board (one week later) for approval.

Acting Secretary General Report to Service-ICAR Board

November 18, 2014

6 Meeting Schedule

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

Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
Service ICAR	Board	Tuesday 20/01/2015	20:00 - 21:00	Telephone Conference	NZ Time 8:00 - 9:00 AM Wed 21st Jan Madison USA: 13:00 to 14:00
ICAR	Board	Tuesday 27/01/2015	20:00 - 21:00	Telephone Conference	NZ Time 8:00 - 9:00 AM Wed 28th Jan Madison USA: 13:00 to 14:00
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	
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

7 Appendix 1 – Services Review

8 Appendix 2 – 3rd Quarter Financial Report

Reference: Macintosh HD:Users:bww\Data:Wickham Ltd:Customers:ICAR:Service ICAR:Meetings:2014:November 2014 Meeting in Rome:ASG Report Service ICAR Board Meeting November 2014 v3.docx