



2014 Service ICAR Board meeting (Phone Conference, September 23rd from 16:00 to 17:00 CET)

Draft minutes

1. Call to Order & Approval of Agenda

Present: H. Wilmink, J. Mattison, K. Ilves, L. Journaux, M. Winters, B. Wickham, J. Maki-Hokkonen, and E. Couto.

Apologies: C. Hunlun

Motion: It was duly moved, seconded and carried that the agenda is approved as presented.

2. Approval of the minutes (meeting held August 8th, 2014)

Motion: It was duly moved, seconded and carried that the minutes of the meeting of 8th August are approved as presented.

3. Matters Arising

a. Genoex PSE

B. Wickham reported back the position of ICAR Board. There is a need to find best way to fund this project from ICAR and Service-ICAR (S.I.). The proposal is to await clarification by Ms. Milano at the November ICAR and S.I. Board meetings. The presentation prepared with Ms. Milano will be circulated in advance to the Board. B. Wickham and H. Wilmink will be 2 days in Rome mid-October and a meeting with Ms. Milano is scheduled.

L. Journaux gave a technical comment about ISAG which is interested in having close connection with GENOEX PSE project. They will send a formal request to be part of the GENOEX PSE Business Rules Task Force. Their request will be forwarded to the ICAR Board.

4. Acting SG Report

a. Priorities

Terminology. It is accepted to use SERVICE-ICAR Board.

b. Service ICAR Business Processes – Decision Making Role (carried forward from last meeting)

- Establish S.I. budget is an activity of S.I. Board.
- Monitoring finances of S.I.
- New service: decision of having new service to be launched is taken by S.I. Board based on relevant documents.
- New service delivery: S.I. will decide how to deliver (profile, provider, users, etc.). Also decisions about who is entitled to receive the service. M. Winters indicated that some time



the Board of S.I. doesn't know exactly the topic, so it is good to have a clear process established.

- ID (identification) and RD (recording device) testing. K. Ilves indicated there is a need to separate RA (Registration Authority) tests from device tests in ID? J. Maki-Hokkonen clarifies that the contract with ISO is with ICAR not with S.I. The service and testing is with S.I. The meeting asks the Secretariat (J. Maki-Hokkonen) to prepare a short memo for the Board to clarify this. For RD only S.I. Board.
- Amendment to services. Decision S.I. Board.
- Service fees. S.I. Board will approve the fees for services provided by S.I.
- CoQ service. S.I. Board decision. Award up to now decided by ICAR Board, more logical to have it in S.I. It is important to maintain the approval within ICAR. B. Wickham informs that C. Hunlun is doing an important review of the whole process and the outcome will be available during the meeting in June 2015 at the Krakow meetings.

Following the discussion about the links between ICAR and S.I. to decide about new services, B. Wickham will adapt the table to reflect and clarify these points.

H. Wilmink summarised as major points:

- 1) efficiency in the decision process between ICAR and S.I. Board;
- 2) S.I. has to follow the views of ICAR Board as establish in the Strategic Plan.

c. Services covered by Service-ICAR

Some of the services are provided also by ICAR. The proposal is to review of all of them and decide which service may continue or has to be stopped, then put under S.I. and decide the cost. Clarification on the details of each service was also requested.

The Board endorsed the proposed review.

d. Membership in S.I. Board

The proposal is to involve the chairpersons of RD and Milk Analysis SC in the future (the chair of ID SC is already Board member). It is considered important for the governance of S.I. ICAR Board will have to decide the appointment of those new members. J. Mattison indicates that the ICAR Board may decide and they have to be representative of the membership.

S.I. General Assembly is appointing the new members, and ICAR is the owner of S.I. L. Journaux comments the possibility to have invited specific persons instead of being members of the Board.

B. Wickham asks if S.I. Board accepts as a principle to have the chairs of SCs appointed, then the question will be forwarded to ICAR Board. J. Mattison, M. Winters and L. Journaux accept the principle but the details will be worked out at ICAR Board level. K. Ilves agrees in principle but would prefer to have these persons only invited to the meetings.

The Board agreed to recommend to the ICAR Board the appointment of ID, RD, and MA Sub-Committee chairpersons to the Board of S.I. subject to satisfactory details relating to terms.



e. Legal Advice – arising from ID (and other) Services

Hold the question. B. Wickham will report later as this matter is currently under investigation by the Secretariat. Two issues: service agreements and disputed or complaint and challenges.

f. Finances: Report for period ending June 30th, 2014

Will be discussed in October with quarter ending 30th September. L. Journaux asks clarification about the CoQ unbalance for the period. The activity is under revision by C. Hunlun and fees will need to be adapted.

It was agreed that the finances would be reviewed at the November meeting based on 3rd quarter results and a realistic year end forecast.

5. AOB

Next meeting will be on 18th November from 9:00 to 12:00 in Rome; then on 20th January 2015 there will be a conference call. B. Wickham will propose exact timing and L. Journaux asks the possibility to have the conference call early morning or later afternoon/evening because he will be travelling during this day. **Note:** time proposed is 20:00 to 21:00 CET which is, NZ Time: 8:00 - 9:00 AM Wed 21st Jan., and Madison USA time: 13:00 to 14:00.

The time available for the meeting in Rome is 3 hours, there will be time to clarify most of the items pending. H. Wilmink would like to have also a discussion with staff about professionalism of the services provided, identification of risks and steps to be taken to reduce them or protect against them.

Close meeting at 17h15.