

August 28, 2014



ICAR Acting Secretary General Report for ICAR Board Meeting Thursday 28th August 2014.

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1 Priorities

Our priorities are currently:

- Progressing Future ICAR.
- Clarifying Employment Contracts for the ICAR Executive Team.
- Keeping members and stakeholders informed.
- Supporting Organisers of Future Conferences.
- Identifying Issues of Strategic Importance.

2 Future ICAR

The Future ICAR Group met on August 8th by telephone conference and considered the two matters referred to it by the last ICAR Board meeting.

2.1 Terms of Reference (ToR) for Interbull & ICAR Task Force

A draft prepared by the ASG was discussed and agreed subject to amendments to include SLU and ICAR Executive participation. The Group also agreed that the Task Force should only begin work when the new Interbull Service Manager and ICAR Chief Executive have taken up their respective positions.

The amended draft of the ToR are attached as appendix 1.

It is recommended that the ICAR Board now approve these ToR for the Interbull & ICAR Task Force and refer them to the Interbull Steering Committee for their consideration and feedback, and finalisation.

2.2 Recruitment of ICAR Chief Executive (CE)

The job description for the CE was reviewed and amended to include the most recent version of the ICAR Business Processes and provision for the CE to have a technical role in ICAR and Service ICAR operations. The amended job description is attached as appendix 2.

The group recommends the following recruitment process:

- Process to be overseen by CE Search Committee comprising members of Future ICAR Group.
- Administration of candidate search and evaluation be handled by existing ICAR resources with help from professional recruiters, if needed, for candidate evaluation.
- CE Search Committee to identify a list of candidates (1 or more) that best match the requirements of the job description for consideration and final decision by the ICAR Board.
- That the search to commence as soon as possible.

Recommendation: That is ICAR Board approves the recruitment process for the Chief Executive.

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3 GENOEX PSE Proposal

3.1 Funding

The recommendation of the ICAR Board to the Council of Service ICAR was considered at its meeting on 8th August 2014. The ASG provided the Service ICAR Council with the following report:

At its meeting on 29th July the ICAR Board considered a proposal from the Interbull Steering Committee to contribute funding towards the development of the infrastructure required for a Parentage SNP Exchange (PSE) service. The ICAR Board resolved “that the ICAR Board will strongly recommend the S.I. Council to endorse the proposal and find the best way to account for its funding”.

I have given this matter considerable thought and have formed the following opinion:

- 1) *ICAR owns two organisations that provide fee-paid services: Service ICAR and Interbull. There was, up to when Interbeef Services started to be developed, a clear distinction between the types of service each provides:*
 - a) *Interbull provides genetic evaluation services on behalf of ICAR through its Service Provider, SLU. SLU maintain financial account for Interbull which is reported to the Interbull Business meetings at which service users have a major say in policy setting. The Interbull Steering Committee, a sub-committee of ICAR, is responsible for technical, operational and administration decisions, including the setting of Interbull service fees.*
 - b) *Service ICAR provides fee-paid services for all other ICAR service in conjunction with a number of Service Providers (the test centers) and the relevant ICAR Group. The Council (Board) of Service ICAR in conjunction with the relevant ICAR Group (sub-committee or working group) is responsible for technical, operational and administration decisions including the setting of service fees.*
- 2) *ICAR provides a number of “free” services including:*
 - a) *Parentage Testing Laboratory Certification*
 - b) *Reference Laboratory Network*
 - c) *Benchmark*
 - d) *Patent Sentinel Action Service.*

In my view there is no such thing as a “free” service. They all cost and the real question is whether they are included in the membership fee or must be paid by a separate fee, in which case they are not free. My feeling is that not enough thought has been given to this question for some of these services. This point became very clear to me when doing the ICAR team job descriptions and was one of the issues contained in my ASG report for the last ICAR Board meeting. We did not have time to discuss it during the meeting and it must not be neglected.

- 3) *With the introduction of the Interbeef Services this (point 1 above) changed as the decision was taken the Secretary General (and I presumed the Board) was to provide beef genetic evaluation services through Service ICAR with SLU as the Service Provider. This means the*

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*range of services covered by Interbull was more narrowly defined as genetic evaluations for **dairy** traits and breeds. A service agreement¹ was developed for Interbeef in which this service relationship between Service ICAR, the Interbull Centre at SLU and the Interbeef Working Group was defined.*

- 4) *GENOEX PSE, and to a lesser extent stages 2 and 3 of GENOEX, are services that go beyond genetic evaluations for dairy cattle as they are very relevant to four other, than Interbull SC, WGs of ICAR - Genetic Analysis, Parentage Recording, Interbeef, and Breed Associations.*
- 5) *The issue of which part of ICAR is to provide the GENOEX PSE and subsequent services now comes into sharp focus.*
 - a) *Interbull, the Steering Committee and SLU (the service provider), have done all the work so far and through the Interbull service provider (SLU) has the capacity to implement and deliver the PSE service. There are considerable synergies resulting from having the GENOEX PSE services linked closely with Interbull including those associated with expert knowledge in genetics, IT expertise and related databases including the IDEAS database.*
 - b) *Service ICAR might be a better place to locate the GENOEX PSE service as it covers interests much wider than those covered by the Interbull SC. However, Service ICAR lacks the capability to technically implement the service.*
 - c) *The key consideration is the extent to which Service ICAR or SLU can provide an efficient customer focused service, which will be valued by all customers.*
- 6) *For me the way forward is clear:*
 - a) *We (Interbull SC on behalf of ICAR) are establishing a Task Force for the implementation of the GENOEX PSE service that includes representation of all the ICAR interests in the PSE service. There are a lot of details to be considered which I understand will result in the PSE service terms and conditions. We need to ensure the Task Force has the expertise, experience and knowledge needed to agree terms and conditions that meet the needs of all parties. This work needs to proceed as a matter of urgency and I have no doubt it should be lead from Interbull.*
 - b) *We (ICAR jointly with the Interbull SC) are establishing a Task Force to identify the synergies between ICAR and Interbull. This has a longer-term focus and its purpose is in part to find solutions to the apparent conflict and overlap that exists between Interbull and ICAR, including Service ICAR, operation as identified in 1, 2, 3, and 4 above. We need to agree terms of reference quite soon, ensure the members of the Task Force include people who share the vision of Future ICAR, understand what it takes to provide excellent services, and have a good knowledge of the challenges faced by the members of ICAR.*
 - c) *ICAR (not Service ICAR) should agree a grant, from its reserves, of €60,000 to Interbull for the development of the PSE Service over the next three years with each payment being subject to satisfactory progress on points 6) a) and 6) b) above.*

¹ INTERNATIONAL COLLABORATION AGREEMENT (INTERBEEF)

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After discussion the Service ICAR Council agreed, by majority vote, that the funding should not be provided by Service ICAR and the matter should be referred back to the ICAR Board.

On Thursday 21st August I met with Jay Mattison and discussed his concerns about the funding of the GENOEX PSE proposal and related decisions. We agreed that there are four matters that need to be clarified:

- The extent to which the Statutes of Service ICAR provide for surpluses to be paid to ICAR in the form of dividends. Do the Statutes allow for Service ICAR surpluses to be transferred to the ICAR account and what are the tax implications of such transfer(s)?
- The ICAR strategy for making decisions on investing the financial surpluses generated by Service ICAR. Is this the role of the ICAR Board or of the Service ICAR Board?
- The net tax implications of funding the GENOEX PSE development from the ICAR or Service ICAR accounts.
- The cash flow implications of the GENOEX PSE development funding from the ICAR, or Service ICAR, cash reserves.

Recommendation:

- a. That Interbull be advised that ICAR is committed to funding the requested €60,000 spread over three years subject to satisfactory progress by the GENOEX PSE Business Rules Task Force and by the Interbull & ICAR Task Force.
- b. That the questions raised in relation to the financial relationship between ICAR and Service ICAR be investigated and the findings be reported back to the ICAR Board.
- c. When the above questions are resolved to the satisfaction of the ICAR Board, that the source of the funds to support the GENOEX PSE proposal be finally decided.

3.2 GENOEX PSE Business Rules Task Force

Interbull has established ToR for the Task Force to establish business rules for the GENOEX PSE service. A copy of these are attached as appendix 3.

Recommendation: That the ICAR Board endorses the Terms of Reference for the Task Force to Establish Business Rules for the GENOEX PSE Service.

4 Financial

4.1 Six months to 31st June 2014

Please refer to the financial report covering the first six months of 2014.

Recommendation: That the Board approves the financial report for the six month period ending 31st June 2014.

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4.2 Interbeef Genomics Workshop

Funding of €1,500 towards meeting room costs of the Interbeef Genomics workshop being held in Ireland on 25th and 26th November has been agreed. Some 100 participants are expected and the hosts, ICBF, have been successful in obtaining sufficient other sponsorship to remove the need for a registration fee for participants.

5 Office Accommodation

Currently we are renting one office with space for two desks. The rent of €1,000 / month also covers reception service, security, cleaning, telephone, and limited internet access. Internet access is being upgraded, to meet the needs of ICAR and Service ICAR, at an extra cost of some €100 per month. Extra space, for example a Board room, can be rented on a short term basis as and when required.

A second office, also able to accommodate two desks, is needed for a number of reasons including: provision of working space for Jussi and Milan, to facilitate meetings and telephone calls and to accommodate short term visits to the offices by other members of the Executive Team, the ICAR Board and the Service ICAR Council.

Elena asked Executive Office for a second office starting early September and obtained price quotations of €2,000 / month (for two offices) if we make a contract until the end of December 2014 and €1,800 / month if the contract is for 1 year - until 31 August 2015.

We have confirmed the need for the second office, and we need inform Executive Office on the period of the contract before the end of August.

Recommendation: The period of contract for the two offices based in Rome be for twelve months.

6 Legal Seat for ICAR

We are incurring considerable cost, more than €5,000, associated with the transfer of the legal seat for the trade marks owned by ICAR. This cost will be incurred each time ICAR changes its legal seat.

We have explored a number of options for reducing the risk of incurring this cost again in the future and propose that we use the “postal” services of the company Executive Office that is currently providing our office accommodation. For Executive Office it is part of their business; they are open from 9:00 to 20:00 from Monday to Friday all the year (except 1 week in August and 1 week for Xmas). In addition, in Executive Office we have our own box, there is not space for a lot of documents, but they suggest to have a stick drive with copies of the most important ones. Also, in the event that we go to another location for office accommodation, Executive Office can continue to receive and forward documents. They also offer to scan and email copies in the event that a rapid transfer is required. The cost of this service is €1,200 per year.

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Recommendation: That the Board approves entering into an agreement with Executive Office to provide a long term service establishing a stable seat with a suitable service provider for ICAR and Service ICAR.

7 Risks and Insurance

I am in contact with a Rome based agent for an international insurance company (AON²) and am seeking quotations for appropriate cover for ICAR and Service ICAR.

8 Staffing

8.1 Contracts

The next step in this process of reviewing the current work of ICAR will be a review of the contracts under which the current team are employed. I expect to have this work completed for the September ICAR Board meeting.

8.2 Issues (carried forward from July meeting)

In the course of this work a number of issues have been identified and these are described in the following table along with my recommendations for action to be taken.

No.	Name	Notes	Action
1	Actilet Contract	Issue with contract with Actilet and MA group not being able to access data collected by Reference Lab. Network	Review with MA SC.

² AON plc is a British multinational corporation headquartered in London, England, that provides risk management, insurance and reinsurance brokerage, human resource solutions and outsourcing services. Aon has approximately 500 offices worldwide, serving 120 countries with 65,000 employees.

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No.	Name	Notes	Action
2	Conference Hosting Agreement	Review and consider adding: - share financial information with future organisers - clarify program organisation and decisions - share sponsor information with future organisers - share planning schedules with future organisers - share software with future organisers - provide material for permanent record of conference	Review and update the conference hosting agreement.
3	Services	List of ICAR services: - Parentage Testing Laboratory Certification - 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	Move all services to Service ICAR. Activate Board of Service ICAR. Appoint Chairs of Relevant Groups to Board of Service ICAR. Consider Consultant(s) for development of new services.
4	Legal	ICAR and Service ICAR - look to have legal advisor who can help with drafting Services Terms & Conditions, and Service Provider Agreements - need separate legal advisor for legal challenges	Review legal support for ICAR.
5	Employment	Cesare is currently working full time and being paid half time.	Consider after review of contracts has been completed.

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No.	Name	Notes	Action
6	Backup	Cesare and Elena currently are the only people able to perform a wide range of specific functions in ICAR. This creates a substantial risk for ICAR and Service ICAR.	Refer to ICAR Interbull Task Force.
7	Archive	The minutes of the Confidential Meetings held by the Board are not part of the ICAR archive and this creates the risk of them being lost in the future.	Make an arrangement of legal or financial advisors in Rome to hold copies of confidential material.

9 Membership

9.1 China

Further to my recent visit to Beijing an application for membership from the China Dairy Association is currently under discussion.

10 Rosati Email

Please refer to the letter received from the Polish member (appendix 4).

11 Future Meetings

11.1 FAO/ICAR Identification Workshop - South Africa, April 2015

The date has been moved April 13th to 15th to accommodate another FAO supported meeting in the region. The venue has been finalised and booked.

11.2 Technical Meeting - Krakow, May 2015

We are in contact with the organisers and have a meeting (conference call) scheduled for later on August 28th to review arrangements and the draft program.

11.3 2017 and 2018

A call for proposals to host in 2017 and 2018 has been distributed to members.

For the information of the Board:

- ISAG (International Society of Animal Genetics) has changed its biannual meeting schedule from even to odd years so as to avoid a clash with WCGALP every second meeting. Accordingly, the first meeting in an odd year will be in 2017 and will be hosted in Ireland.

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- WCGALP (World Congress of Genetics Applied to Livestock Production) will next meet in 2018 with the host country being New Zealand. The tentative date of this meeting is February 12th to 17th, 2018.

12 Future ICAR Board Meetings

12.1 Meeting Schedule

The following table is the updated schedule of meetings for the ICAR Board and the Council of Service ICAR.

Table 1. Future Meetings.

Org'n	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	
ICAR	Board	All day 18/11/2014	8.00-18.00	Rome	No meeting unless the need arises.
ICAR	Board	All day 19/11/2014	8.00-12.00	Rome	No meeting unless the need arises.
Service ICAR	Board	Tuesday 18/11/2014	16:00 - 17:00	Telephone Conference	In Rome if ICAR Board decides to have face-to-face meeting.
ICAR	Board	Tuesday 25/11/2014	7.30-8.30	Telephone Conference	
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	
FAO & ICAR	ID Workshop	13/4 - 15/4, 2015	8.00-18.00	Pretoria	ICAR Board not meeting unless the need arises.

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ICAR	Board	Tuesday 28/04/2015	7.30-8.30	Telephone Conference	
Service ICAR	Board	Tuesday 18/05/2015	16:00 - 17:00	Telephone Conference	
ICAR	Board	Tuesday 26/05/2014	7.30-8.30	Telephone Conference	

12.2 Location of November Meeting

We have received a suggestion from Dan Abernathy that the ICAR Board might like to meet in Myanmar in November in association with “THE 3rd INTERNATIONAL LIVESTOCK, DAIRY, MEAT PROCESSING, AND AQUACULTURE EXPOSITION” on November 10-11, 2014 at 2nd Sule Shangri La, Yangon, Myanmar. More detailed information is available in appendix 6.

My recommendation is that we decline this suggestion.

12.3 Face-to-Face in Rome

Since the last meeting of the Board, Kaivo Ilves has suggested that Team Building is an important function of Face-To-Face meetings and that the Board would benefit from having such a meeting in Rome in November.

Brian Wickham

Acting Secretary General

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Reference: Macintosh HD:Users:bww\Data:Wickham Ltd:Customers:ICAR:ICAR SC WG TF:ICAR Board:ICAR Board Meetings:August 28th 2014:ASG Report ICAR Board Meeting 28 August 2014 v1.docx

13 Appendix 1 – ToR Interbull & ICAR Task Force

14 Appendix 2 – CE Job Description

15 Appendix 3 – ToR of GENOEX PSE Business Rules Task Force

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16 Appendix 4 – Letter from Polish Member

17 Appendix 5 – Myanmar Meeting Details

DRAFT 21st August 2014