

September 30, 2014



ICAR Acting Secretary General Report for ICAR Board Meeting Thursday 30th September 2014.

Author: Brian Wickham

Draft: 24 September 2014

Table of Contents

1 PRIORITIES	1
2 RECRUITMENT COMMITTEE REPORT	1
2.1 POSITION ANNOUNCEMENT AND POSITION DESCRIPTION	1
2.2 RECRUITMENT PROCESS	1
2.3 PREPARATION FOR INTERVIEWS	1
2.4 REMUNERATION AND EVALUATION COMMITTEE	2
2.5 FUTURE ICAR COMMITTEE	2
3 CLARA DIAZ RESIGNATION	2
4 FINANCIAL	2
4.1 FUNCTIONAL TRAITS WG REQUEST	2
5 RISKS AND INSURANCE	3
6 STAFFING	3
6.1 CONTRACTS	3

Acting Secretary General Report to ICAR Board

September 30, 2014

7	MILK ANALYSIS SUB-COMMITTEE	3
8	STATUTES AND BYELAWS	4
9	EAAP CATTLE COMMISSION – JOINT SESSION PROPOSAL	4
10	SERVICE-ICAR BOARD RECOMMENDATION	4
11	MEMBERSHIP	5
12	FUTURE MEETINGS.....	5
12.1	FAO/ICAR IDENTIFICATION WORKSHOP – 13 TH TO 15 TH APRIL IN SOUTH AFRICA	5
12.2	TECHNICAL MEETING - KRAKOW, MAY 2015.....	5
12.3	2017 AND 2018	5
13	FUTURE ICAR BOARD MEETINGS	5
13.1	MEETING SCHEDULE.....	5
13.2	OCTOBER MEETING	6
14	APPENDIX 1 – POSITION ANNOUNCEMENT, POSITION DESCRIPTION, PRESIDENT’S EMAIL	6
15	APPENDIX 2 – LETTER OF RESIGNATION FROM CLARA DIAZ	7
16	APPENDIX 3 – SUMMARY OF CONTRACTS FOR STAFF AND CONSULTANTS.....	7
17	APPENDIX 4 – EXPLANATION OF PROPOSED CHANGES TO STATUTES AND BYELAWS.....	7

September 30, 2014

1 Priorities

Our priorities are currently:

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

2 Recruitment Committee Report

The Recruitment Committee met by conference call on 10th September 2014. Decisions made are reported in the following sections.

2.1 Position Announcement and Position Description

Drafts of both documents incorporating feedback from the ICAR Board were adopted and it was agreed that the ICAR President would circulate them to the ICAR Board for any final comments and feedback.

Feedback received from Board members and others was incorporated in the final versions of both documents. Copies of these and the email from the President notifying that ICAR is recruiting are attached as appendix 1.

2.2 Recruitment Process

The steps in the process were agreed and included:

- a) Board approval of Position Announcement and Position Description.
- b) President's approval of email notifying that ICAR was recruiting a Chief Executive.
- c) Distribution of notification by email (approx 8,000 people) and posting on relevant websites. **Note:** we are seeking suggestions on appropriate websites from Board members.
- d) Preparation of a short list for consideration by ICAR Board on basis of an evaluation of candidates based on submitted material, interviews and references.
- e) The ICAR Board may wish to interview one or more candidates from the short list before making a final decision.

2.3 Preparation for Interviews

The Committee will meet again mid-October to prepare for interviews. Consideration will be given to questions, interviews and evaluation procedures.

September 30, 2014

2.4 Remuneration and Evaluation Committee

It is a recommendation of the Recruitment Committee that a permanent Remuneration and Evaluation Committee be established to make recommendations to the ICAR Board on:

- a) Chief Executives remuneration and related employment conditions.
- b) The Chief Executive's performance and future goals on, at least, an annual basis. This performance evaluation to involve a formal process with appropriate records and signed agreements.

The Board needs to decide on the establishment of such a committee in advance of a final decision to appoint a Chief Executive.

2.5 Future ICAR Committee

It is a recommendation of the Recruitment Committee that the Future ICAR Committee be disbanded now that it has completed its work.

3 Clara Diaz Resignation

Clara Diaz submitted her resignation from the Board of ICAR on the 28th August (copy attached as appendix 2).

The ICAR Statutes state:

11.3 In the event of vacancy, the Board shall co-opt a member or members on an interim basis. The powers of so co-opted member shall cease at the following General Assembly.

11.4 The Board may further co-opt as a non-voting ex-officio member, for a fixed period of not more than one year, an individual with a specific skill-set whom the Board deem required.

4 Financial

4.1 Functional Traits WG Request

I have received the following request from the Functional Traits WG seeking financial support toward the cost of a publication. The request from Christa Egger-Danner is:

"Based on my invited talk last year at the EAAP on "*New phenotypes*" the journal ANIMAL asked for an invited review on this topic. I asked my colleagues from the ICAR WGFT and we decided to do a joint paper on "*Overview of new traits and phenotyping strategies in dairy cattle with a focus on functional traits*". It was accepted by ANIMAL and now there is the question, whether we would like it to publish it "OPEN ACCESS". There is agreement under the members of our WG that open access would be much better. But the cost for the Open Access option is £1695.00 / \$US2700.00. Now there is the idea, whether we could split somehow the amount and the idea come up, whether ICAR could also support it."

Correspondence is ongoing and it is looking like it may be possible to come up with a sharing arrangement in which ICAR would contribute 25% or 33% of the \$US2,700 cost. I

September 30, 2014

am inclined to agree on this basis but wanted to have any feedback from the ICAR Board before making a final decision.

5 Risks and Insurance

I am now in contact with a Rome based agents for two international insurance companies AON¹ and CHUBB² seeking quotations for appropriate cover for ICAR and Service-ICAR. So far, I have not received a specific response. My plan is to meet with agents of both companies in mid-October in Rome.

6 Staffing

6.1 Contracts

I have completed my analysis of contracts with the three staff and three consultants employed by ICAR and Service-ICAR. Appendix 3 contains a summary of the results.

7 Milk Analysis Sub-Committee

Following the recent resignation of the Chairperson, Christian Buamgartner, I have held two key discussions. Firstly, with Christian and secondly a conference call with the members of this sub-committee. The key points emerging from these discussions are:

- a) This Sub-Committee is working in an area of vital strategic interest to ICAR's members. That is, the analysis of milk to determine components of vital importance in the cattle, sheep and goat recording sectors.
- b) Before a new Chairperson is appointed the Terms of Reference for this Sub-Committee should be reviewed to:
 - take account of synergies with ISO, IDF and national authorities,
 - ensure adequate coverage of developments in milk recording, especially in the use of spectral data for predicting traits of particular interest in animal recording,
 - ensure laboratories providing milk analysis services for animal recording have access to, and make full use of, a quality assurance system that ensures world wide comparability of results.

¹ 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.

² CHUBB. The Chubb Corporation was formed in 1967 and was listed on the New York Stock Exchange in 1984. With approximately 10,100 employees throughout North America, Europe, South America, and the Pacific Rim, Chubb serves property and casualty customers from some 120 offices in 27 countries around the globe. Chubb works with 8,500 independent agents and brokers worldwide.

September 30, 2014

Accordingly, it is recommended that the Board endorses the preparation of revised terms of reference in conjunction with the Milk Analysis Sub-Committee.

It is also worth noting that the Sub-Committee are interested in the work of the Accuracy Task Force but have not yet nominated a person to participate in the work of the Accuracy Task Force.

8 Statutes and Byelaws

A review of the Statutes and Byelaws has been conducted by Milan Zalic in consultation with the Secretariate. A copy of his draft report is attached as appendix 4 for consideration by the Board. A decision is not recommended for this meeting. However, Board members are requested to provide initial feedback and indicate if they are generally happy with the direction of these proposals.

9 EAAP Cattle Commission – Joint Session Proposal

Following a positive response from ICAR to a request from the EAAP Cattle Commission, we have received a proposal from Maria Klopčič (President of EAAP Cattle Commission) to organise a joint session. A session with the title “*New sources of phenotypes in cattle production*”, or something similar, is to be held on Thursday, September 3rd 2015 in Warsaw during the next EAAP Conference.

We need to identify a person from the ICAR network who can work with the EAAP appointed person. The main task will be to put together a program which will be both informative and based on excellent science for the research and education based audience of EAAP.

10 Service-ICAR Board Recommendation

At its meeting today (23rd September, 2014) the Board of Service-ICAR agreed to recommend to the ICAR Board that the Chairpersons of the Identification, Recording Devices and Milk Analysis Sub-Committees should be appointed to the Board of Service-ICAR.

The procedure, if the ICAR Board agrees with the recommendation, proposed is the following:

- a) The ICAR Board agrees to appoint Martin Burke, the current Chairperson of the Recording Devices Sub-Committee to the Board of Service-ICAR, for as long as he remains the Chairperson of the Recording Devices Sub-Committee.
- b) An EGM of Service-ICAR, at which the President of ICAR is appointed to represent ICAR, will be called for the purpose of appointing Martin Burke to the Board of Service-ICAR.
- c) When a new person is appointed as the Chairperson of the Milk Analysis Sub-Committee the above steps (a and b) will be repeated for that person.

Acting Secretary General Report to ICAR Board

September 30, 2014

- d) In the event of any Sub-Committee Chairperson ceasing to be the Chair an EGM of Service-ICAR will be called to remove them from the Board of Service-ICAR and replace them with the new Chairperson.

11 Membership

An application for full ICAR membership has been received from the Department of Animal Science, Agricultural Faculty, University of Novi Sad, Serbia.

It is recommended that the Board grant full membership.

12 Future Meetings

12.1 FAO/ICAR Identification Workshop – 13th to 15th April in South Africa

Planning is proceeding.

12.2 Technical Meeting - Krakow, May 2015

A first meeting with the organisers has been held and a schedule of further meetings has been established.

12.3 2017 and 2018

A call for proposals to host in 2017 and 2018 has been distributed to members and no proposals have been received yet.

13 Future ICAR Board Meetings

13.1 Meeting Schedule

The following table is the updated schedule of meetings for the ICAR Board and the Council of Service ICAR. Please note the amended times for January 2015 meetings. I have not changed the February meetings – hopefully the new CE will be in place by then.

Table 1. Future Meetings.

Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
ICAR	Board	Tuesday 28/10/2014	7.30-8.30	Telephone Conference	Propose to cancel.
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	20:00 - 21:00	Telephone Conference	NZ Time 8:00 - 9:00 AM Wed 21st Jan Madison USA: 13:00 to 14:00

Acting Secretary General Report to ICAR Board

September 30, 2014

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

13.2 October Meeting

It is recommended that the conference call meeting scheduled for Tuesday 28th of October been cancelled due to its closeness to the face-to-face meeting in Rome in November.

Brian Wickham

Acting Secretary General

Draft Date 24th September 2014.

Reference: Macintosh HD:Users:bww\Data:Wickham Ltd:Customers:ICAR:ICAR SC WG TF:ICAR Board:ICAR Board
Meetings:September 30th 2014:ASG Report ICAR Board Meeting 30 September 2014 v2.docx

14 Appendix 1 – Position Announcement, Position Description, President's Email

Acting Secretary General Report to ICAR Board

September 30, 2014

15 Appendix 2 – Letter of Resignation from Clara Diaz

16 Appendix 3 – Summary of Contracts for Staff and Consultants

17 Appendix 4 – Explanation of Proposed Changes to Statutes and Byelaws

DRAFT 24th September 2014