

July 29, 2014



ICAR Acting Secretary General Report for ICAR Board Meeting Tuesday 29th July 2014.

Author: **Brian Wickham**

Draft: **23 July 2014**

Table of Contents

1 PRIORITIES	1
2 FUTURE ICAR.....	1
2.1 INTERBULL CENTRE MANAGER AND ICAR CHIEF EXECUTIVE.....	1
2.2 BUSINESS PROCESS UPDATE	2
2.3 PART-TIME OR FULL-TIME CHIEF EXECUTIVE	2
3 GENOEX PSE PROPOSAL	2
4 STAFFING	2
4.1 JOB DESCRIPTIONS.....	2
4.2 CONTRACTS	2
4.3 ISSUES	2
5 RISKS AND INSURANCE	4
6 WORKING GROUP CHAIRPERSONS.....	4
6.1 DAIRY CATTLE MILK RECORDING WORKING GROUP	4
6.2 INTERBEEF WORKING GROUP	4
7 MEMBERSHIP	4

Acting Secretary General Report to ICAR Board

July 29, 2014

7.1	ASSOCIATE MEMBER	4
7.2	CHINA.....	5
8	OFFICE ACCOMMODATION – ROME.....	5
9	MOSCOW ID CONFERENCE – 26TH AND 27TH JUNE	5
10	ROSATI EMAIL.....	9
10.1	POLISH FEEDBACK.....	9
10.2	OTHER FEEDBACK	9
11	FUTURE MEETINGS.....	10
11.1	FAO/ICAR IDENTIFICATION WORKSHOP - SOUTH AFRICA, APRIL 2015.....	10
11.2	TECHNICAL MEETING - KRAKOW, MAY 2015.....	10
11.3	40 TH BIENNIAL SESSION - CHILE, OCTOBER 2016	10
11.4	2017	10
12	FUTURE ICAR BOARD MEETINGS.....	10
12.1	SOUTH AFRICA – APRIL 2015	10
12.2	SCHEDULE OF PLANNED MEETINGS.....	10
13	APPENDIX 1 – JOB DESCRIPTIONS	11

July 29, 2014

1 Priorities

Our priorities are currently:

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

2 Future ICAR

The minutes of the ICAR Board meeting held on 23rd June record:

That a Future ICAR Group be asked to:

- consider options for combining the appointment of the ICAR CE with the Manager of the Interbull Centre, and*
- the % of full time for the CE.*

The Future ICAR Group to undertake this work as quickly as possible and report back to the Board with recommendations.

The Future ICAR Group met by telephone conference on Tuesday 15th July. The following is a summary of the recommendations of the Group.

2.1 Interbull Centre Manager and ICAR Chief Executive

A series of discussions and email exchanges have taken place involving Hans Wilmink (ICAR President), Reinhard Reents (Chairperson of Interbull Steering Committee) and Brian Wickham (ICAR Acting Secretary General). These resulted in the following agreement:

1. The Interbull Steering Committee should proceed immediately with its process for recruiting and appointing a replacement Interbull Centre Director. In this process consideration should be given to an immediate appointment depending on the availability of suitable candidate(s).
2. The ICAR President or Secretary General would participate in the recruitment process for the Interbull Centre Director. In this process the Job Description would be shared with the President and Secretary General for comment, the Interbull Steering Committee will make its ranking of suitable candidates and then the Interbull chairman will inform and seek the support of the ICAR president before SLU made a contract with the new ITBC Director.
3. That a small Task Force be established, with representation from Interbull (2 or 3 persons) and ICAR (2 or 3 persons), to examine and consider synergies between the operations of the Interbull Centre, ICAR and Service-ICAR with a view to achieving greater efficiencies and effectiveness for all activities. The Task Force is to make recommendations to the ICAR Board and to the Interbull Steering Committee.

The Interbull Steering Committee has met and endorsed these three points. Recruitment of the Interbull Centre Manager is proceeding accordingly.

July 29, 2014

The Future ICAR Group agreed to recommend to the ICAR Board the following:

- To endorse the process thus far.
- To establish a Task Force with terms of reference “*to examine and consider synergies between the operations of the Interbull Centre, ICAR and Service ICAR with a view to achieving greater efficiencies and effectiveness for all activities.*” The Task Force is to make recommendations to the ICAR Board and to the Interbull Steering Committee.
- To consider the Terms of Reference, timing and priority of the ICAR Interbull Task Force.

2.2 Business Process Update

A report from the Acting Secretary General described how the Business Processes developed by the Future ICAR group were being updated in the course of establishing job descriptions for all ICAR Executive Team members. As part of this process a number of issues have been identified. The group requested that these issues be reported to the ICAR Board (see below under Staffing).

2.3 Part-time or Full-Time Chief Executive

The Future ICAR group recommends that the Chief Executive be a full time appointment, with the location being flexible, but that preference be given to a Rome based appointment.

3 GENOEX PSE Proposal

Please refer to the GENOEX PSE proposal from the Interbull Centre and the accompanying response to the DNA Analysis WG.

Recommendation: That the ICAR Board supports the GENOEX proposal and commits to contributing funding of €60,000 for the development and implementation of the Parentage SNP Exchange Service (PSE) over three years in three equal installments of €20,000 per year.

4 Staffing

4.1 Job Descriptions

During my recent visit to Rome I commenced a review of all positions and using a custom template have recently completed agreed draft job descriptions for Elena, Cesare, Jussi, Charl, Milan and my role as Group coordinator. These are based on the Business Processes developed in the course of the work of the Future ICAR group and are attached in appendix 1.

4.2 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.

4.3 Issues

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.

Acting Secretary General Report to ICAR Board

July 29, 2014

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	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.

July 29, 2014

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.

5 Risks and Insurance

Currently ICAR does not have any insurance apart from the property coverage provided through the office rental agreement. I have prepared a summary of the risks for which insurance might be appropriate and am seeking to identify an insurance specialist who can help with determining ICAR's insurance needs.

6 Working Group Chairpersons

6.1 Dairy Cattle Milk Recording Working Group

Hans Wilmink, now that he is ICAR President has requested that a new Chairperson be appointed to this Working Group. The Group after considering a number of options have recommended Pavel Bucek of the Czech Republic for this position. Pavel has the level of knowledge, skills and enthusiasm required for this important role in ICAR. Accordingly his appointment is recommended.

6.2 Interbeef Working Group

With my appointment as Acting Secretary General it is appropriate that a new person be appointed as Chairperson of the Interbeef Working Group. I have consulted the Working Group and after consideration recommend the appointment of Andrew Cromie of Ireland. Andrew has the level of knowledge, skills and enthusiasm required for this important role in ICAR. Accordingly his appointment is recommended.

7 Membership

7.1 Associate Member

The application for Associate membership from Deltamune (South Africa) will be accepted on the grounds of a recommendation from the Secretariat and support from SA Stud Book.

July 29, 2014

7.2 China

I have modified my itinerary for my travel to China to include one day in Beijing, in addition to attending the 2014 ISAG meeting in Xi'an. This enables a follow up on the contacts made by Andrea Rosati and Martin Burke during their visit to China on behalf of ICAR earlier in 2014. I am also working closely with Charl Hunlun who has well established links with China.

8 Office Accommodation – Rome

A proposal for consideration by the Board is currently being developed for consideration at the August Board meeting.

9 Moscow ID Conference – 26th and 27th June

The following report was prepared by Hans Wilmink.

I have been at the ICAR conference: “Key Principles of Creation of National Systems of Identification and Traceability of Farm Livestock” which was held in Moscow on June 26 and 27, 2014.

ICAR was represented by Ole Kleis Hansen, Pieter Hogewerf and myself.

My general impression was;

1. The conference was held in the Golden Ring Hotel. A large lecture room for about 150 people and professional facilities.
2. There was a small exhibition space (in the lobby) where Allflex, Datamars, Caisley, had their products presented.
3. Number of participants was around 115;
4. There were a number of papers (by ICAR, Sergio Pavon, others) stressing the advantages of a nationwide id system for animals.
5. Andrej Danilenko (milk union) said that we do not know the number of cattle in Russia. There are bad statistics. What are the breeding animals? We should make a framework program for animal registration. Should be in the 2015 budget for the government. Increase state support and increase the profitability of animal production.
6. In Belarus the national system is implemented.
7. Kazakhstan has a mandatory system.
8. Russia is underway. Should it be mandatory, or voluntary like in Australia? Must be initiative by government.
9. Way and problems for introduction of the id system in Belarussian were presented.
10. Latvia. National id system. Implementation started in 2000.
11. Moldavia. National id system. M-cloud. Use of GIS. Animals from EU: keep number. From Ukraine: need labels to remove.
12. Bulgaria. Have national id system. Also to manage the genetic conservation.

July 29, 2014

13. ISBC: Russia is large country. Temperature varies between -50 to + 50 degrees Celsius. Quality of product. Range in numbers. Must be state control.
14. The main line was that national id systems offer many opportunities. Disease control, breeding, management, statistics, etc. The implementation is a long way. In phases, step by step. Cooperation between state authorities and organizations/ farmers. Lots of choices to be made and legislation which has to be set up. Need follow up.
15. There were two organizations interested in becoming ICAR (associate) member. Need to find out which one.
16. I have asked Pieter to do the closing remarks for ICAR, as Ole and I had to leave earlier. Pieter has stressed that this large international id conference was a big success, with many participant from many countries; that a good id system is the basis for good animal production and disease control and that implementation is a long way where we can learn from all who did this task already and where ICAR can support. Thanks a lot to the Russian organizers.
17. Program is in next table.

July 29, 2014

Key Principles of Creation of National Systems of Identification and Traceability of Farm Livestock

Moscow, Russia

	2014, June 26th
8:30-9:25	Registration of conference participants. «Yaroslavl» conference hall, «Golden Ring» hotel, 5, Smolenskaya Street, Moscow, Russia
9:30-10:00	Introduction to the conference Salutations by qualified representatives of the Government of the Russian Federation, Eurasian Economic Commission, the Ministry of Agriculture of Russia
10:00-10:20	ICAR activities for Animal ID standardization – Hans Wilmink , <i>president ICAR</i>
10:20-10:40	EU most updated regulations about Animal ID – Sergio Pavon , <i>Official of the European Commission (Directorate General for Health and Consumer Protection) responsible for animal identification and traceability</i>
10:40-11:00	The importance of unity (unification) of Animal ID systems in EEC countries – Vasily Kazakevich , <i>Director of the Euroasian Economic Commission agro-industrial policy department</i>
11:00-11:20	Coffee-break
11:20-11:40	The importance of supporting animal ID in developing countries – Mehraban Abdul Baqi , <i>Livestock Development Officer, FAO Sub-Regional Office for Central Asia</i>
11:40-12:00	Creation of agricultural animals ID national system and its influence on the improvement of statistics quality and transparency of state support distribution – Andrey Danilenko , <i>chairman of the «Milk Union»</i>
12:00-12:20	Development of ID techniques for genetic evaluation – Hans Wilmink , <i>president ICAR</i>
12:20-12:40	Development of ID techniques for herd management – Pieter Hogewerf , <i>Technical director of the Innovative Modern Agriculture – Wageningen</i>
12:45-14:30	lunch break
	Eurasian Economic Commission Seminar on Animal ID
14:30-14:40	Introduction to the seminar about the EEC cooperation for developing animal ID system – Vasily Kazakevich , <i>Director of the Euroasian Economic Commission agro-industrial policy department</i>
14:40-15:00	Animal ID and traceability of animal production system in Belarus – Gennady Volnisty , <i>Technical director of the scientific and engineering enterprise "Intersectoral Scientific and Practical Center of ID Systems and Electronic Business Operations"</i>
15:00-15:20	Animal ID system in Kazakhstan – Kazakhstan expert
15:20-15:40	Prospects of national animal ID system creation in Russia – Dmitry Markov
15:40-15:55	The importance of Animal ID harmonization within EEC countries – Dmitry Smirnov , <i>the deputy chief of the interaction department on agro-industrial policy of EEC</i>
15:55-16:10	Current state and prospects of animal ID system creation in the territory of the Customs union and the Common economic space – Pavel Krokhin
16:10-16:30	Coffee Break

Acting Secretary General Report to ICAR Board

July 29, 2014

	Seminar «Animal ID in the countries of Eastern Europe and Central Asia»
16:30-16:50	Vitaly Stankut , director of "The Information Systems Center in Animal Breeding"
16:50-17:10	Khandan Rajabli , Head of Department of Animal identification and registration of State Veterinary Service in Azerbaidzhan
17:10-17:30	Animal ID system in Latvia - Ivans Vorslovs , Director of the agricultural data Center of Latvia
17:30-17:50	The identification and registration organization of productive characteristic of breeding animals in the Republic of Bulgaria - Vasil Nikolov , the Director General of the State agention of selection and reproduction in animal breeding
17:50-18:00	Animal ID and traceability system in the Republic of Moldova - Andrey Timush , Director of the State enterprise "Agricultural Information Centre" of the Ministry of Agriculture and Food industry of Moldova
	2014, June 27th
	Seminar continuation
9:30-9:50	The importance of Animal ID for veterinary purposes – Nikolay Vlasov , Deputy Head of the Federal Service for Veterinary and Phytosanitary control
9:55-10:15	The importance of Animal ID for food traceability - Sergio Pavon , Official of the European Commission(Directorate General for Health and Consumer Protection) responsible for animal identification and traceability
10:15-10:40	The importance of the international Animal ID network– Ole Kleis Hansen , Senior adviser of the knowledge centre for agriculture in Denmark
10:40-10:55	Importance of cooperation between all the participants of the branch at creation and maintenance of national system of data recording. Finnish experience - Olga Smirnova , Export Manager of Finish company Faba
10:55-11:05	Specifics of introduction of animal ID electronic technologies at the agricultural sector companies of Russia - Alexey Antonov , Area manager of animals electronic identification of ISBC group of companies
11:05-11:20	Coffee beak
11:20-11:25	Practical application of cloudy and open source technologies for decrease of cumulative cost of possession by the software in agro-industrial complex - Denis Belov , head of the laboratory of information technologies of the Public scientific institution "Stavropol Research Institute of Animal Breeding and Forage Production of the Russian Academy of Agricultural Sciences"
11:25-12:20	Common discussion Speech of Eastern Europe, Caucasian or central Asia countries experts
12:20-12:30	Closing Remark – Hans Wilmink and Dmitry Markov
12:40-13:00	Briefing for representatives of mass media
13:00-15:00	Golden Sponsor's title action (concerning the Golden Sponsor's request, possible formats are business lunch, or coach tour)

July 29, 2014

10 Rosati Email

10.1 Polish Feedback

I received an email from the Polish members of ICAR expressing concerns following the email which was distributed by Andrea Rosati to an undisclosed list of people.

The essence of the concerns was that:

- The Future ICAR strategy is the main reason that Andrea resigned.
- Smaller recording organisations will have less of a voice in ICAR under Future ICAR.
- EU is deregulating and opening recording activities to competition.
- Organisations in neighbouring countries to Poland are seeking to offer recording and herd book services in Poland.
- It seems that the EU push for more competition and the ICAR strategy for Future ICAR is not a coincidence but rather something designed to serve the interests of the large more international organisations involved in animal recording and animal breeding.

In my response I made the following points:

- I am well aware of the EU drive for ever more competition and believe that, for some activities in the field of animal recording and genetic evaluations, collaboration is often a better approach than competition.
- My personal view, based on experience in New Zealand and Ireland, is that competition in animal recording usually results in less progress in improving the profitability of cattle farmers (dairy and beef).
- I have been involved with the Future ICAR group within ICAR for the last seven months (Andrea was not part of it) and do not have any concerns about the direction ICAR is being taken.
- In fact, I think ICAR is now being better organised to address the concerns than it has been in the past.
- One of the key sessions in Cork was focused on this question. My suggestion is that you consider putting this question back on the table during a session at the meeting in Krakow next year.

10.2 Other Feedback

The following is from the UK (Henry Richardson):

Thank you for the communication update. This is ideal!

I also would like to add my support to your taking on this role, temporary or otherwise.

May I also add my personal thanks and appreciation to that of the ICAR Board for Elena and Cesare. They have both kept up to date with the work on Animal Identification and eartag testing during the difficult period of the recent office move. It is great to know the latter is now settled.

July 29, 2014

11 Future Meetings

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

Badi Besbi is leading this initiative. The date has been moved April 13th to 15th to accommodate another FAO supported meeting in the region. The venue is currently being finalised. Official support has been received from the South African Govt, and excellent local support is being provided by Japie, Charl and Cuthbert.

11.2 Technical Meeting - Krakow, May 2015

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

11.3 40th Biennial Session - Chile, October 2016

We meet (by conference call) with the organisers on Tuesday 22nd July. A small modification has been proposed to the draft hosting agreement to facilitate the transfer of information and material to future conference organisers.

11.4 2017

A call is being prepared for hosting of the 2017 meeting.

12 Future ICAR Board Meetings

12.1 South Africa – April 2015

A decision needs to be taken on the suggestion that the ICAR Board holds a meeting in South Africa at the time of the FAO/ICAR Identification Workshop in the week of April 13th to 17th, 2015. Key points for consideration include:

- The monthly conference call is enabling key decisions to be made and for the ICAR Board to be kept fully informed.
- The cost of holding a face-to-face Board meeting, regardless of its location, is substantial in terms of both travel and time for Board members and ICAR Executives.
- Some Board members will be involved in the meeting in South Africa as speakers and organisers.
- The FAO/ICAR Identification Workshop is an important collaborative effort between ICAR and FAO with strong local support from ICAR members. ICAR representation needs to be strong and it provides an opportunity for Board members to become familiar with the activities of our members in South Africa.

12.2 Schedule of Planned Meetings

I will not be able to participate in the August ICAR Board meeting scheduled for Tuesday 26th August – I will be flying back from WCGALP in Canada. If the Board is agreeable I propose that the meeting be moved to either Wednesday 27th or Thursday 28th August at the same time, 7:30 – 8:30 CET.

Table 1 provides an updated schedule of currently planned meetings of the Boards of ICAR and Service ICAR.

Acting Secretary General Report to ICAR Board

July 29, 2014

Table 1. Future Meetings.

Org'n	Meeting	Date	Start-finish	Venue	Notes
ICAR	Board	29/07/2014	7.30-8.30	Webex	
ICAR	Board	26/08/2014 - move to 27th or 28th August	7.30-8.30	Webex	
ICAR	Board	18/11/2014	8.00-18.00	Rome	Not sure if this will be an Executive Board
ICAR	Board	19/11/2014	8.00-12.00	Rome	
ICAR	Board	13/4 - 17/4, 2015	8.00-18.00	Pretoria	To be confirmed. Not sure if it will be EB
S.I.	Council	tbd	tbd	tbd	Has to be held before 31/3/2015 for the approval of accounts
S.I.	GA	tbd	tbd	tbd	Take place not more than 30 days after the Council

13 Appendix 1 – Job Descriptions

Reference: Macintosh HD:Users:bww:Data:Wickham Ltd:Customers:ICAR:ICAR SC WG TF:ICAR Board:ICAR Board Meetings:June 24th 2014:ASG Report ICAR Board Meeting 24 June 2014 v1.docx

INTERNATIONAL COMMITTEE ON ANIMAL RECORDING (ICAR) JOB DESCRIPTION

Note: This is a draft for discussion purposes only.

POSITION TITLE: ADMINISTRATION EXECUTIVE

Position Holder: Elena Couto

Date: 14th July 2014

Business Unit: ICAR & Service ICAR

Location: Rome

Reports to: Chief Executive

POSITION SUMMARY:

Provides administration and co-ordinates legal and accounting support relevant to compliance with Italian law.

DIMENSIONS:

Number of people reporting directly to you: N/A

Total number of employees supervised: N/A

Payroll: N/A

Sales revenue: N/A

Unit operating budget: N/A

Other direct costs under your control: In keeping with the internal regulations of ICAR: two petty cash boxes of up to €200, credit card in own name for ICAR with credit limit of €8,000, and two debit cards in name of ICAR and Service ICAR with max for each of €1,500/month and €500/day.

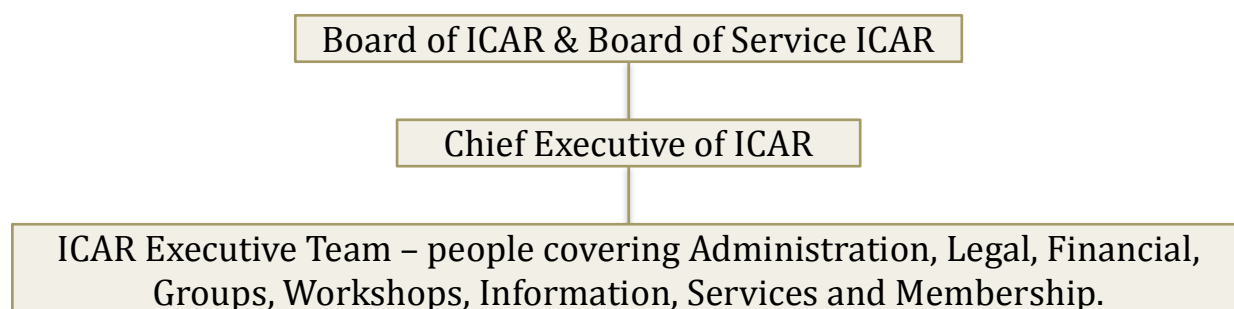
Other information:

This is an important team role within the organisation and requires an in depth knowledge of administration processes and procedures.

Comments on any changes likely within 12 months:

A new Chief Executive will be appointed to ICAR and Service ICAR within the next twelve months.

ORGANISATIONAL RELATIONSHIPS



MAJOR CHALLENGES

Making a smooth transition through the restructuring of the organisation.
The restructuring currently on going may result in some additional duties of an occasional nature.

MAIN RESULTS

The position holder has overall responsibility for achieving and managing the delivery of the following main results:

MAIN RESULT SUMMARY

Main Result	Objective
Administration	Ensure that all administrative matters are completed on time and in an efficient manner.
Accounting Liaison	Ensure that bills are paid, invoices sent and payments received on time. Liaise with the accountant (Ital Consultants) as required.
Legal Liaison	Ensure that all legal requirements relating to compliance with the Italian law relating to Associations (for ICAR) and Companies (for Service ICAR) are met by liaising with advisors (Ital Consultants) as required.
Communication	Be an ambassador for the organisation.
Teamwork	Mutually assist other Executive Team members as required.
Increasing skills	Take part in training courses that keep abreast of latest administration, communication and relevant tools as appropriate.

The following table lists the currently identified business processes that the position holder is primarily responsible for. These may be amended from time to time in consultation with the position holder, in which case the latest version shall apply.

The achievement of the Objectives above, and the contribution you make to the Outputs below, as well as the nature of the working relationships will be considered in assessing your performance at annual review.

BUSINESS PROCESS DETAILS

As contained in ICAR Business Processes version dated 11th July 2014.

No.	Name	Description	Outputs
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No.	Name	Description	Outputs
A7	General Assembly	Prepare agenda, notify members, prepare reports, distribute agenda & reports, prepare minutes and distribute minutes of General Assembly of members on an annual basis.	Papers distributed to members in advance of General Assembly. Minutes of General Assembly.
B4	Record of Board Meetings	Create an accurate and permanent record of the decisions made by the Board in the form of minutes.	Minutes for approval by Board at next meeting.
F1	Establish ICAR Budget	Establish and approve multiyear annual budget for ICAR.	Agreed and approved multiyear annual budget for ICAR. Agreed membership fees.
F2	Establish Service ICAR Budget	Establish and approve multiyear annual budget for Service ICAR.	Agreed and approved multiyear annual budget for Service ICAR. Agreed service fees.
F3	Monitor ICAR Finances	Analyse ICAR income and expenditure relative to budget and report results.	List of agreed corrective actions to be taken by Secretariat. List of items requiring further information and or explanation from Secretariat.
F4	Pay Bills	Receive invoices and pay moneys owing for goods and services supplied to ICAR and Service ICAR.	Suppliers paid and notified.
F5	Reimburse expenses.	Reimburse agreed expenses incurred by staff (including contractors), Board members and others, in undertaking work for ICAR or Service-ICAR.	Expenses reimbursed.
F6	Member fee collection	Invoice and collect ICAR membership fees.	Request of membership fee payment issued. Payments received. Overdue membership fees list.
F7	Service user fee collection	Invoice and collect service fees for services provided by Service-ICAR.	Invoices issued. Payments received. Overdue membership fees list.

No.	Name	Description	Outputs
F9	Monitor sICAR Finances	Analyse Service ICAR income and expenditure relative to budget and report results.	List of agreed corrective actions to be taken by Secretariat. List of items requiring further information and or explanation from Secretariat.
M1	New member	Signing-up a new ICAR member.	Member of ICAR.

DECISION MAKING PROCESSES

The following table lists the key decisions relating to ICAR Business Processes for which the position holder is responsible. These are also subject to change in consultation and agreement with the position holder's manager.

Nil.

WORKING RELATIONSHIPS

Main Contacts	Nature or purpose of contact
Chief Executive	For leadership, guidance, support and decision-making. To obtain approval for payments to be made according to payment authorization limits contained in the internal regulations. To provide support for the full range of administration matters.
Information Executive	To receive technical assistance in general and in particular, with dissemination of materials to members, service users and service providers.
Other Members of Executive Team	To give assistance with financial, legal and other administration matters. To receive assistance and advice on technical matters relevant to invoicing, and payments for both ICAR and Service ICAR.
President of ICAR President of Service ICAR	To provide, or facilitate the provision, of any information requested by the President.
Board members (ICAR and Service ICAR)	To ensure approved expenses are reimbursed.
Accounting Consultant	To ensure all income and expenditure is correctly allocated to the accounts of ICAR and Service ICAR. To ensure all relevant tax payments are made in accordance with Italian law by ICAR and Service ICAR.
Legal Advisor(s)	To ensure correct procedures according to Italian law for ICAR and Service ICAR are followed. To obtain advice on any matter relevant to compliance with Italian law for ICAR or Service ICAR.

KNOWLEDGE, EXPERIENCE AND COMPETENCIES REQUIRED

FORMAL QUALIFICATIONS

Essential	Desirable
A high level of general education through formal education and job experience.	University Degree plus relevant experience.

COMPETENCIES REQUIRED

Essential	Desirable
Excellent written and spoken English	
Excellent computer skills relevant to Administration functions	
Experience in a similar role	
Accounting knowledge	
Proficiency in other major languages	
Pleasant personality, energetic and job focused	
Ability to work well as part of a team	
Demonstrated ability through job sample testing specific to this position	

OTHER INFORMATION

Must be prepared and able to travel to all parts of the world.

REF: Macintosh HD:Users:bww>Data:Wickham Ltd:Customers:ICAR:Acting Chief Executive:Staff:Job Descriptions:JD Administration Executive V6.docx

INTERNATIONAL COMMITTEE ON ANIMAL RECORDING (ICAR) JOB DESCRIPTION

Note: This is a draft for discussion purposes only.

POSITION TITLE: CERTIFICATE OF QUALITY EXECUTIVE

Position Holder: Charl Hunlun

Date: 16th July 2014

Business Unit: ICAR and Service ICAR

Location: South Africa

Reports to: Chief Executive

POSITION SUMMARY:

To develop and operate the ICAR Certificate of Quality Service.

DIMENSIONS:

Number of people reporting directly to you: N/A

Total number of employees supervised: N/A

Payroll: N/A

Sales revenue: N/A

Unit operating budget: N/A

Other direct costs under your control: Nil

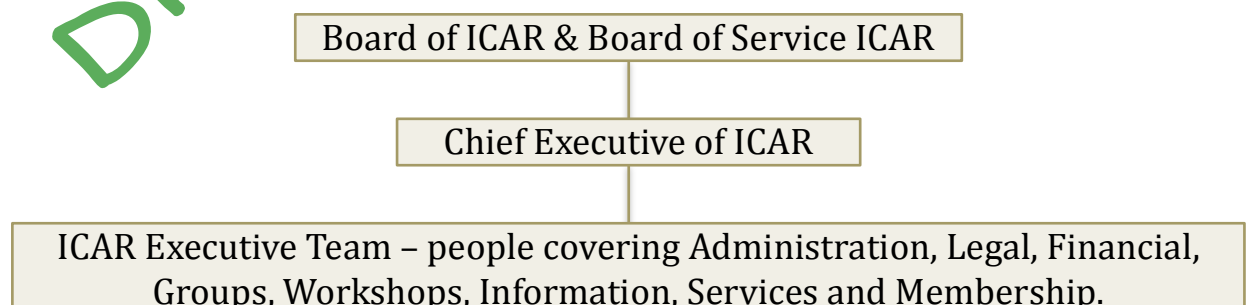
Other information:

This is an important team role within ICAR and requires an in depth knowledge of ICAR Guidelines and the Certificate of Quality Service.

Comments on any changes likely within 12 months:

A new Chief Executive will be appointed to ICAR and Service ICAR within the next twelve months.

ORGANISATIONAL RELATIONSHIPS



MAJOR CHALLENGES

Making a smooth transition through the restructuring of the organisation.
The restructuring currently on going may result in some additional duties of an occasional nature.

MAIN RESULTS

The position holder has overall responsibility for achieving and managing the delivery of the following main results:

MAIN RESULT SUMMARY

Main Result	Objective
Certificate of Quality	A high level of uptake of the ICAR Certificate of Quality Service.
Communication	Be an ambassador for the organisation.
Teamwork	Mutually assist other Executive Team members as required from time-to-time.

The following table lists the currently identified business processes that the position holder is primarily responsible for. These may be amended from time to time in consultation with the position holder, in which case the latest version shall apply.

The achievement of the Objectives above, and the contribution you make to the Outputs below, as well as the nature of the working relationships will be considered in assessing your performance at annual review.

BUSINESS PROCESS DETAILS

As contained in ICAR Business Processes version dated 16th July 2014.

No.	Name	Description	Outputs
S6	Refine CoQ Service	Evaluate enhancements to Certificate of Quality Service to ICAR members.	Updated CoQ Service
S7	Provide CoQ Service	Promote and Provide CoQ service to ICAR members. Recruit and appoint inspectors. Allocate inspectors to conduct audits.	Award of CoQ

DECISION MAKING PROCESSES

The following table lists the key decisions relating to ICAR Business Processes for which the position holder is responsible. These are also subject to change in consultation and agreement with the position holder's manager.

Nil.

WORKING RELATIONSHIPS

Main Contacts	Nature or purpose of contact
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Chief Executive	• For leadership, guidance, support and decision-making. • To provide technical support on all matters relating to the Certificate of Quality.
Information Executive (Cesare)	• To receive technical assistance in general and in particular, with dissemination of materials to members, service users and service providers. • To enable Certificate of Quality results and updates to be published on ICAR website.
Administration Executive	To provide information required for invoicing service users and paying auditors.
Other Members of Executive Team	To give assistance as required from time-to-time.

KNOWLEDGE, EXPERIENCE AND COMPETENCIES REQUIRED

FORMAL QUALIFICATIONS

Essential	Desirable
A graduate level of education and wide experience in quality.	

COMPETENCIES REQUIRED

Essential	Desirable
Excellent written and spoken English	
Excellent computer skills relevant to Communication functions	
Experience in a similar role	
Quality auditing	
Proficiency in other major languages	
Pleasant personality, energetic and job focused	
Ability to work well as part of a team	

OTHER INFORMATION

Must be prepared and able to travel to all parts of the world.

REF: Macintosh HD:Users:bww\Data:Wickham Ltd:Customers:ICAR:Acting Chief Executive:Staff:Job Descriptions:JD Certificate of Quality Executive v1.docx

INTERNATIONAL COMMITTEE ON ANIMAL RECORDING (ICAR) JOB DESCRIPTION

Note: This is a draft for discussion purposes only.

POSITION TITLE: GROUPS EXECUTIVE

Position Holder: Brian Wickham

Date: 18th July 2014

Business Unit: ICAR & Service ICAR

Location: Ireland / New Zealand

Reports to: Chief Executive

POSITION SUMMARY:

Coordinates ICAR's groups by ensuring they have appropriate terms of reference, report regularly and support the mission of ICAR and Service ICAR.

DIMENSIONS:

Number of people reporting directly to you: N/A

Total number of employees supervised: N/A

Payroll: N/A

Sales revenue: N/A

Unit operating budget: N/A

Other direct costs under your control: N/A

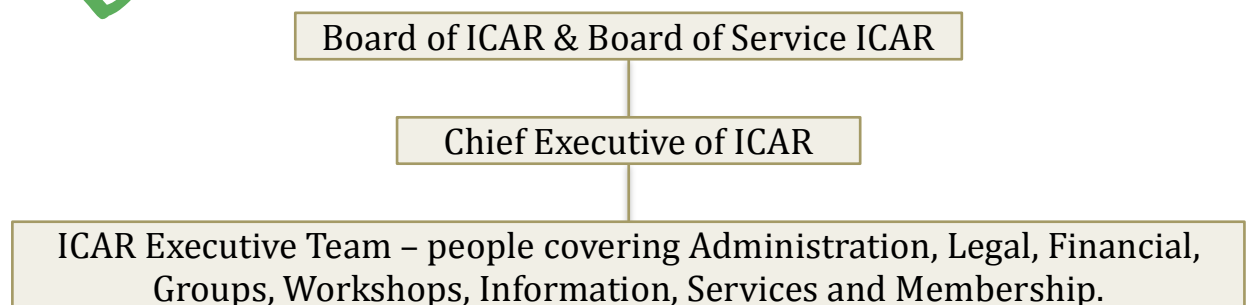
Other information:

This is an important team role within the organisation and requires an in depth knowledge of the technical aspects of animal recording as well as the administration processes and procedures of ICAR and Service ICAR.

Comments on any changes likely within 12 months:

A new Chief Executive will be appointed to ICAR and Service ICAR within the next twelve months.

ORGANISATIONAL RELATIONSHIPS



MAJOR CHALLENGES

Making a smooth transition through the restructuring of the organisation.
The restructuring currently on going may result in some additional duties of an occasional nature.

MAIN RESULTS

The position holder has overall responsibility for achieving and managing the delivery of the following main results:

MAIN RESULT SUMMARY

Main Result	Objective
Group Terms of Reference	Ensure that all Groups have appropriate and agreed terms of reference.
Group Chairpersons	Ensure that each Group has a suitably skilled, knowledgeable, enthusiastic and productive chairperson.
Group Membership	Work with the Chairperson of each Group to ensure the Group comprises members who between them have the knowledge, skills, regional and subject coverage required for the Group to deliver on its terms of reference.
Reporting	Ensure all Groups report on an annual basis to the ICAR Board and General Assembly.
Communication	Be an ambassador for the organisation.
Teamwork	Mutually assist other Executive Team members as required.

The following table lists the currently identified business processes that the position holder is primarily responsible for. These may be amended from time to time in consultation with the position holder, in which case the latest version shall apply.

The achievement of the Objectives above, and the contribution you make to the Outputs below, as well as the nature of the working relationships will be considered in assessing your performance at annual review.

BUSINESS PROCESS DETAILS

As contained in ICAR Business Processes version dated 18th July 2014.

No.	Name	Description	Outputs
GR1	Create New Group	Create (or amend an existing) Group with Terms of Reference, Chairperson and members.	Agreed Terms of Reference. Group Chairperson. Group Members.

No.	Name	Description	Outputs
GR3	Improve guideline process	Review process for maintaining and publishing guidelines and standards.	Updated process for developing and maintaining ICAR guidelines and standards.
GR4	Monitor Groups	Monitor activities and progress of ICAR Groups relative to Terms of Reference and initiate corrective actions where and when needed.	Agreements on actions to be taken to ensure Groups deliver against their terms of reference.

DECISION MAKING PROCESSES

The following table lists the key decisions relating to ICAR Business Processes for which the position holder is responsible. These are also subject to change in consultation and agreement with the position holder's manager.

Nil.

WORKING RELATIONSHIPS

Main Contacts	Nature or purpose of contact
Chief Executive	For leadership, guidance, support and decision-making. To provide advice and recommendations on Groups.
Information Executive	To receive technical assistance in general and in particular, with dissemination of materials to Groups and Group members.
Other Members of Executive Team	To provide and receive assistance as part of an effective Executive team.
President of ICAR President of Service ICAR	To provide, or facilitate the provision, of any information requested by the President.

KNOWLEDGE, EXPERIENCE AND COMPETENCIES REQUIRED

FORMAL QUALIFICATIONS

Essential	Desirable
PhD in discipline relevant to animal recording. Extensive experience in a wide range of animal recording activities.	

COMPETENCIES REQUIRED

Essential	Desirable
Excellent written and spoken English	Proficiency in other major languages
Excellent computer skills relevant to Administration functions	
Pleasant personality, energetic and job focused	
Ability to work well as part of a team	

OTHER INFORMATION

Must be prepared and able to travel to all parts of the world.

REF: Macintosh HD:Users:bww>Data:Wickham Ltd:Customers:ICAR:Acting Chief Executive:Staff:Job Descriptions:JD Groups Executive V1.docx

DRAFT 18 July 2014

INTERNATIONAL COMMITTEE ON ANIMAL RECORDING

(ICAR) JOB DESCRIPTION

Note: This is a draft for discussion purposes only.

POSITION TITLE: INFORMATION EXECUTIVE

Position Holder: Cesare Mosconi

Date: 18th July 2014

Business Unit: ICAR & Service ICAR

Location: Rome

Reports to: Chief Executive

POSITION SUMMARY:

To develop, support and operate the information system required by ICAR and Service ICAR to run effectively and efficiently.

DIMENSIONS:

Number of people reporting directly to you: N/A

Total number of employees supervised: N/A

Payroll: N/A

Sales revenue: N/A

Unit operating budget: N/A

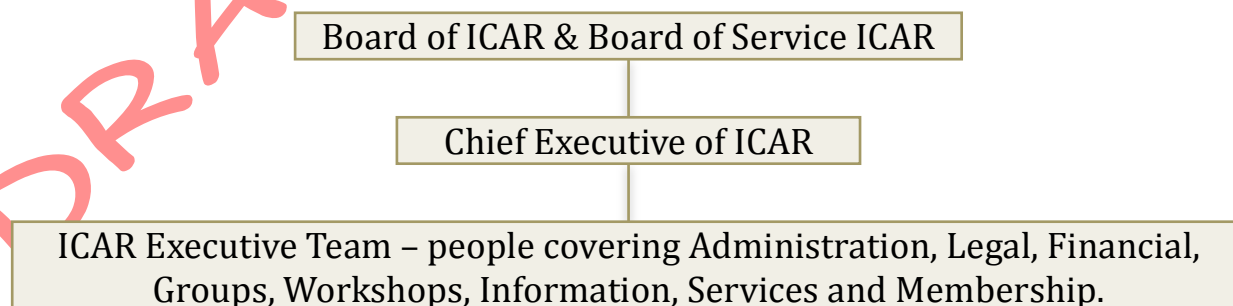
Other direct costs under your control: N/A

Other information: N/A

Comments on any changes likely within 12 months:

ICAR & Service ICAR will have a new Chief Executive within 12 months.

ORGANISATIONAL RELATIONSHIPS



MAJOR CHALLENGES

Making a smooth transition through the restructuring of the organisation.

The restructuring currently in progress may result in some additional duties of an occasional nature.

MAIN RESULTS

The position holder has overall responsibility for achieving and managing the delivery of the following main results:

MAIN RESULTS SUMMARY

Main Result	Objective
Groups	- Assist the activities of the ICAR Groups by providing the tools and information system needed to support their activities including those for communication exchange, data collection, enquiries, general organisation, ICAR accreditation, report preparation and guideline updating. - Maintain list and codes of approved and tested devices for Identification and Recording on ICAR Website.
IT management & back-ups	- Ensure a smooth operation of all IT related communication systems and databases and the failsafe backup of them. - Ensure that there is an adequately trained and informed backup person available in the event that you are not available to ensure 365-day operation of the information system. - Regular maintenance of the ICAR server and the domains managed by ICAR and Service-ICAR. - Proper maintenance and creation of the email accounts and profile to access the server from remote to share files among the Groups. - Proper maintenance to insure the operation of the email accounts via web.
Information system development	Work with the CE to: - identify future information system needs, evaluate available tools, identify resources required for development and maintenance - make the case for investment - select developers and - work with appointed developers to implement information system enhancements.
Guidelines	Develop, support and maintain the ICAR Guidelines in accordance with the business processes for Guideline maintenance enabling all members to have easy and ready access to all relevant guideline material.
Contact database	Develop, support and operate the Contact database for ICAR and Service ICAR enabling the Board, Executive Team and Groups to communicate directly and efficiently with all relevant stakeholders.
ICAR knowledge dissemination	- Disseminate knowledge throughout ICAR and Service ICAR via the Internet, website, printed material and other publications using the latest technology. - Ensure all records are available for future reference.
Facilitating workshops & conferences	Facilitate the organisation of workshops and conferences by providing information system and organisational support.

Main Result	Objective
Team Work	Assist the activities of the Administration Executive and other members of the Executive Team by ensuring the ICAR information system provides the tools they need and it meets their operational needs.
Communication	Be an ambassador for ICAR and Service ICAR.
Keeping own IT knowledge current.	Identifying courses to attend and equipment that would ensure that ICAR & Service ICAR are abreast of the latest time and money saving systems.

The following table lists the currently identified business processes that the position holder is primarily responsible for. These may be amended from time to time in consultation with the position holder, in which case the latest version shall apply.

The achievement of the Objectives above, and the contribution you make to the Outputs below, as well as the nature of the working relationships will be considered in assessing your performance at annual review.

BUSINESS PROCESS DETAILS

As contained in ICAR Business Processes version dated 12th July 2014.

No.	Name	Description	Outputs
A6	Record Annual ICAR Meeting	Create and retain a record of the annual ICAR meetings (Technical Workshop and Biennial Meetings in alternating years).	All papers and presentations available via ICAR website. Technical Bulletins (Interbull and for any special ICAR Group workshop). Production of Proceedings and/or any informative material (videos, PPT, Summaries, etc).
GR2	New guideline or standard	Develop, Support the review and publish new or amended guidelines and standards.	ICAR guidelines and standards available from ICAR website.
P1	Publish Technical Bulletin	Compile and publish technical bulletins containing important technical information arising from meetings, workshops or activities of ICAR Groups.	Bulletin available from ICAR website. Printed copies available where agreed and funded. Circulation through e-mail alerts.

No.	Name	Description	Outputs
W4	Create Permanent Record of Workshop	Create a publically accessible permanent record of the papers, presentations, discussions and agreements reached in each Special Workshop.	Material on ICAR Website.

DECISION MAKING PROCESSES

The following table lists the key decisions relating to ICAR Business Processes for which the position holder is responsible. These are also subject to change in consultation and agreement with the position holder's manager.

Nil.

WORKING RELATIONSHIPS

Main Contacts	Nature or purpose of contact
Chief Executive	To receive guidance and provide support for meetings and provision of material via the ICAR website.
Administration Executive	Supporting the Administration Executive by providing IT systems, assisting with distribution of information and material to members, groups, service users and service providers.
Groups Executive	Maintaining Group membership Lists, keeping website updated.
Group Chairpersons	Organising webex™ and tele-conference meetings. Updating website. Providing IT tools to facilitate Group work.
Services Executive	Keeping website current.

KNOWLEDGE, EXPERIENCE AND COMPETENCIES REQUIRED

FORMAL QUALIFICATIONS

Essential	Desirable
Science degree in field of biology or science.	
Professional qualifications in IT management at university level.	
Proficiency in English and at least one other major language.	
Experience in IT systems.	
Knowledge of ICAR, its organization and functions	

COMPETENCIES REQUIRED

Essential	Desirable
Excellent written and spoken English.	Proficiency in other languages.
Skilled in building, maintaining and operating state-of-the art information systems.	
Ability to work well as part of a team.	
Pleasant personality, energetic and job focused.	
Work sample test.	

OTHER INFORMATION

Must be prepared and able to travel to all parts of the world.

REF: Macintosh HD:Users:bww>Data:Wickham Ltd:Customers:ICAR:Acting Chief Executive:Staff:Job Descriptions:JD Information Executive V9.docx

DRAFT 18 JULY 2014

INTERNATIONAL COMMITTEE ON ANIMAL RECORDING (ICAR) JOB DESCRIPTION

Note: This is a draft for discussion purposes only.

POSITION TITLE: SERVICES EXECUTIVE

Position Holder: Juhani Maki-Hokkonen (Jussi)

Date: 16th July 2014

Business Unit: Service ICAR

Location: Rome

Reports to: Chief Executive

POSITION SUMMARY:

To support the Identification and Recording Device services provided by Service ICAR.

DIMENSIONS:

Number of people reporting directly to you: N/A

Total number of employees supervised: N/A

Payroll: N/A

Sales revenue: N/A

Unit operating budget: N/A

Other direct costs under your control: Nil

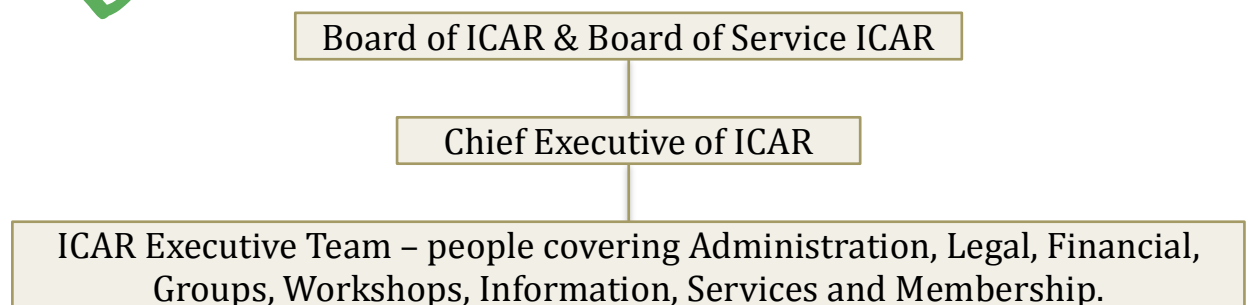
Other information:

This is an important team role within Service ICAR and requires an in depth knowledge of technical details and administration processes and procedures associated with the services provided.

Comments on any changes likely within 12 months:

A new Chief Executive will be appointed to ICAR and Service ICAR within the next twelve months.

ORGANISATIONAL RELATIONSHIPS



MAJOR CHALLENGES

Making a smooth transition through the restructuring of the organisation.
The restructuring currently on going may result in some additional duties of an occasional nature.

MAIN RESULTS

The position holder has overall responsibility for achieving and managing the delivery of the following main results:

MAIN RESULT SUMMARY

Main Result	Objective
Administration	- For the Identification and Recording Devices Subcommittees ensure the decisions and recommendations are implemented and acted on respectively. - Provide secretarial support to the Identification and Recording Devices Subcommittees. - Participate in preparation of annual report to ISO from the Identification Subcommittee.
Guidelines	Ensure that the administrative and legal provisions are properly included in the device testing guidelines maintained by the Identification and Recording Devices Subcommittees.
Legal	- Develop and maintain the contractual blue prints, in consultation with ICAR's legal advisors, for the identification and recording devices services. - Take appropriate action on reported misuse cases of certified devices.
Communication	Be an ambassador for the organisation.
Teamwork	Mutually assist other Executive Team members as required from time-to-time.

The following table lists the currently identified business processes that the position holder is primarily responsible for. These may be amended from time to time in consultation with the position holder, in which case the latest version shall apply.

The achievement of the Objectives above, and the contribution you make to the Outputs below, as well as the nature of the working relationships will be considered in assessing your performance at annual review.

BUSINESS PROCESS DETAILS

As contained in ICAR Business Processes version dated 16th July 2014.

No.	Name	Description	Outputs
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No.	Name	Description	Outputs
S3a	ID Device Testing Service	Promote ID device testing service, receive orders, allocate testing, receive and distribute test results and provide outputs to ICAR website in accordance with ICAR as Registration Authority ISO agreement.	Registration of device passing test.
S3b	Recording Device Testing Service	Promote recording device testing service, receive orders, allocate testing, receive and distribute test results and provide outputs to ICAR website.	Approval of recording device that passes test.
S4a	ID Device Service Amendment	Make a change to the operational details of the ID Device services being delivered through Service ICAR.	ID Service amendment.
S4b	Recording Device Service Amendment	Make a change to the operational details of the Recording Device services being delivered through Service ICAR.	Recording Device Service amendment.

DECISION MAKING PROCESSES

The following table lists the key decisions relating to ICAR Business Processes for which the position holder is responsible. These are also subject to change in consultation and agreement with the position holder's manager.

Nil.

WORKING RELATIONSHIPS

Main Contacts	Nature or purpose of contact
Chief Executive	For leadership, guidance, support and decision-making. To provide technical support on all matters relating to ID and Recording Devices.
Information Executive	To receive technical assistance in general and in particular, with dissemination of materials to members, service users and service providers. To enable service results and updates to be published on ICAR website.
Administration Executive	To provide information required for invoicing service users and paying service providers.
Other Members of Executive Team	To give assistance as required from time-to-time.
President of Service ICAR	To provide, or facilitate the provision, of any information requested by the President of Service ICAR.
Legal Advisor(s)	To obtain advice on any matters relevant to agreements for ID and Recording Device Services provided by Service ICAR.

KNOWLEDGE, EXPERIENCE AND COMPETENCIES REQUIRED

FORMAL QUALIFICATIONS

Essential	Desirable
A graduate level of education and wide experience in identification and recording devices.	

COMPETENCIES REQUIRED

Essential	Desirable
Excellent written and spoken English	
Excellent computer skills relevant to Communication functions	
Experience in a similar role	
Device testing experience	
Proficiency in other major languages	
Pleasant personality, energetic and job focused	
Ability to work well as part of a team	

OTHER INFORMATION

Must be prepared and able to travel to all parts of the world.

REF: Macintosh HD:Users:bww>Data:Wickham Ltd:Customers:ICAR:Acting Chief Executive:Staff:Job Descriptions:JD Services Executive v1.docx

INTERNATIONAL COMMITTEE ON ANIMAL RECORDING (ICAR) JOB DESCRIPTION

Note: This is a draft for discussion purposes only.

POSITION TITLE: POLICY ADVISOR

Position Holder: Milan Zalic

Date: 16th July 2014

Business Unit: ICAR & Service ICAR

Location: Rome/Croatia

Reports to: Chief Executive

POSITION SUMMARY:

Provides advice to Chief Executive on policy and procedures relating to ICAR Statutes, Bylaws and Guidelines.

DIMENSIONS:

Number of people reporting directly to you: N/A

Total number of employees supervised: N/A

Payroll: N/A

Sales revenue: N/A

Unit operating budget: N/A

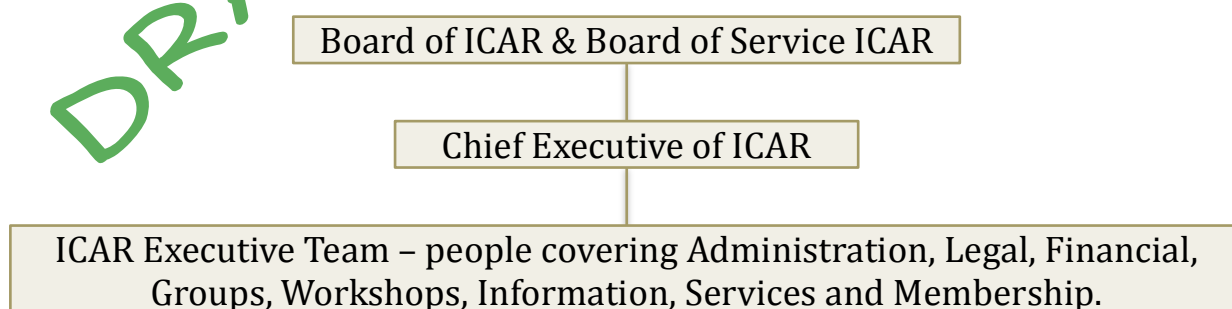
Other direct costs under your control: Nil

Other information: This is a consultant role that is activated on the basis of need as identified by the Chief Executive.

Comments on any changes likely within 12 months:

A new Chief Executive will be appointed to ICAR and Service ICAR within the next twelve months.

ORGANISATIONAL RELATIONSHIPS



MAJOR CHALLENGES

Making a smooth transition through the restructuring of the organisation.

The restructuring currently on going may result in some additional duties of an occasional nature.

MAIN RESULTS

The position holder has overall responsibility for achieving and managing the delivery of the following main results:

MAIN RESULT SUMMARY

Main Result	Objective
Policy Advice	To provide advice to the Chief Executive on amendments to ICAR and Service ICAR; Statutes, Bylaws and Guidelines. The objective is to ensure that Statutes, Bylaws and Guidelines are effective in achieving the mission of ICAR.
Procedure Advice	To provide advice to the Chief Executive on the procedures and processes used in amending and operating in accordance with the Statutes, Bylaws and Guidelines.

The achievement of the Objectives above as well as the nature of the working relationships will be considered in assessing your performance at annual review.

WORKING RELATIONSHIPS

Main Contacts	Nature or purpose of contact
Chief Executive	For assignment of tasks and to report findings.

KNOWLEDGE, EXPERIENCE AND COMPETENCIES REQUIRED

FORMAL QUALIFICATIONS

Essential	Desirable
A high level of education and vast experience in agricultural policy and processes.	Experience directly relevant to Animal Recording.

COMPETENCIES REQUIRED

Essential	Desirable
Excellent written and spoken English	
Proficiency in other major languages	
Pleasant personality, energetic and job focused	
Ability to work well as part of a team	

OTHER INFORMATION

Nil.