

January 20, 2015



**ICAR Acting Secretary General
Report for Service-ICAR Board Meeting
Tuesday 20th January 2015.**

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1 Matters from Minutes

1.1 Service ICAR Board membership

2 Priorities

Our priorities are currently:

- Implementation of identification device testing and certification changes.
- Implementation of the outcome of the service review conducted Nov. 2014.
- Revised budgets for 2015 and 2016.

3 Staffing

In accordance with the terms of my contract as Acting Secretary General all staff appointments require the approval of the ICAR Board. Cesare Mosconi has been paid on a half time basis by ICAR as from 2nd January 2001. However, he is, in addition, undertaking a substantial amount of work in his own time for Service-ICAR. This situation was highlighted in my report to the ICAR Board for the 28th August 2014 meeting and must now be rectified.

Attached as appendix 1 is a copy of Cesare's current job description. This was developed following the future ICAR review and the associated review of business processes for ICAR and Service-ICAR.

The strategic review undertaken at the last ICAR Board meeting (Nov. 19th 2014) highlighted the need for further development and efficient operation of the information systems supporting the activities of ICAR and Service-ICAR.

The services review adopted at the last meeting of the Service-ICAR Board identified a substantial amount of information system support and development work to be undertaken over the next few years. This includes work for identification device testing services, recording device testing services, genetic analysis services and surveys (cattle, sheep, goats and benchmark).

A large element of communication at the core of Service-ICAR is via the website and through email prompts based on the ICAR contacts database. Both of these functions require in-house expertise on an on-going basis.

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For these reasons, I have come to the conclusion that Service-ICAR has an on-going requirement for permanent in-house information system support. Cesare Mosconi has the skills, knowledge and motivation to provide this support for the foreseeable future. On this basis I recommend his employment contract be extended to include half-time work funded by Service-ICAR.

Recommendation: That the Service-ICAR Board recommends to the ICAR Board that the employment contract for Cesare Mosconi be extended to include work on a half-time basis for the information system support he provides to Service-ICAR.

4 Finances

4.1 Finance Report – Year End 2014

The out-turn for the year ended 31st December 2014 will be available for the next Board meeting – March 24th.

4.2 Budget for 2015 and 2016

The revised budgets for 2015 and 2016 are attached as appendix 2.

The changes proposed to the 2015 budget, relative to that approved in June 2014 are summarised in the following table (table 1):

Table 1. Summary of changes proposed to 2015 budget for Service-ICAR.

Notes - Service-ICAR Budget Changes	Change in Budget (new minus previous) in €	Notes – reason for change
REVENUE		
Membership fees	0	
Other contributions (SLU and ICBF)	0	
Paid activities	51,000	Conservative estimate based on anticipated growth in ID device testing.
Special projects (EU+Sponsor South Africa)	50,000	Anticipated income from sponsors for ID Symposia.
Total Income	101,000	
Interest and Investment Income	0	
Bank interest income	0	
Investment income (loss)	0	
Total Interest and Investment Income (loss)	0	
TOTAL INCOME	101,000	
EXPENSES		
Travel and meetings expenses	0	
Office costs (incl. Publications and supplies)	20,000	Rent of new office, full cost is covered by Service-ICAR.
Staff salaries (incl. Benefits and IRAP taxes)	22,000	Cesare 50% of full-time to Service-ICAR.

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Notes - Service-ICAR Budget Changes	Change in Budget (new minus previous) in €	Notes – reason for change
Professional services (accounting, legal and technical consultants)	15,000	10K for Agathemis (legal advisors), plus 5K for insurance.
Special project expenses (EU+South Africa)	45,000	Cost of ID symposia.
Cost for CE	70,000	Half of anticipated full year cost.
Cost for Future ICAR (technical activities and professional support)	30,000	Genoex PSE 20K plus 10K for IT developments from strategic priorities.
Other costs	0	
Expenses for paid activities	30,000	Due to extra volume of ID device testing.
Total Operating Expenses	232,000	
Bank charges and investment expenses	0	
Depreciation	0	
Extraordinary charges	0	
Total Non-Operating Expenses	0	
TOTAL EXPENSES	232,000	
Taxes on S.I. (40% on surplus)	-31,740	
NET INCOME (LOSS)	-99,260	

It is recommended that: the revised budgets for 2015 and 2016 are adopted by the Service-ICAR Board and recommended for approval by the ICAR Board.

5 Legal Report from Agathemis

We have received a quotation from Agathemis and have authorised their work to be completed. In providing their quotation they reported:

as per our e-mail of 20 November 2014, we have examined the contracts and the documents which you wanted us to review.

According to us, it might be necessary to rewrite some parts of them in order to make clear the roles and the obligations of each contractor.

Moreover, it could be useful to prevent and avoid disputes about the interpretation of the terms and conditions of the contracts.

A full report will be provided for the next meeting (March 24th, 2015) of the Service-ICAR Board.

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6 Insurance proposal from AON

We have received insurance proposals from AON, based on information we provided¹, as summarised in the following sections.

6.1 Professional Indemnity

Quotation from Lloyds underwriter for up to €1,000,000 per accident and per year for *“Damage to property (see definition in the policy) caused to third parties in the implementation of their professional activities (as described in the questionnaire)”*

- With €5,000 excess the premium is €3,500 (ex VAT) per year.
- With €2,500 excess the premium is €4,500 (ex VAT) per year.

Exclusions under this proposal include:

I cannot access the PDF with this detail, as it is locked – a full list will be provided as soon as possible.

6.2 Legal Protection

Quotation from ARAG² for up to €50,000 per case with annual limit of €150,000, for *“legal protection for the associations”* the premium is €1,035 (ex VAT) per year.

Cover extends only to legal costs in the EU.

Exclusions under this proposal include:

- a) for disputes relating to family law, inheritance and donations;
- b) in the tax and administrative;
- c) for facts resulting in riots (similar to riots popular), war, acts of terrorism, acts of vandalism, earthquake, strikes and lockouts, as well as possession or use of substances radioactive;
- d) for disputes concerning patent rights, trademark, copyright, exclusive, unfair competition
- e) for the payment of fines, penalties and sanctions in general;
- f) for disputes arising from the circulation and the ownership or driving vehicles, boats or aircraft;
- g) for reasons not related to accidental pollution of the environment;
- h) for acts of arson insured unless required by Policy conditions;
- i) for disputes between policyholders;

¹ Please refer to appendix 3 for full copy of information provided.

² <http://www.arag.com>. We are the largest family enterprise in the German insurance sector and one of the three leading legal insurance providers in the world.

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- j) for facts relating to mergers, changes, corporate transformations;
 - k) for contractual disputes with customers to their defaults or counterpart, relating to services or supplies of goods made by the contractor in the performance of his activities;
 - l) for sale and barter of motionless;
 - m) for disputes on lease, ownership, use and contract / subcontract relating to restoration and rehabilitation conservative, renovation and new construction of buildings including the related contracts for the supply and installation of materials or plants;
 - n) for disputes arising from the exercise of the medical and health care professional;
 - o) for cases of accession to class actions (class action);
 - p) for contractual disputes with the Company;
 - q) for cases of criminal defense for child abuse;
 - r) for disputes between the contractor and the insured concerning the payment the membership fee;
- SE INTERMEDIARY BANK
- s) for disputes with the Bank that intermediate this contract. ONLY IF PURCHASED ADDITIONAL TERMS.

7 Services

7.1 Communications

Further to the agreed strategic priorities for 2015 and 2016 including that to improve communications with members and service users we have conducted a review of Service-ICAR communications. Milan Zalic has prepared a paper and this is attached as appendix 4.

7.2 EFFAB Patent Watch

I have made contact with EFFAB and discussions are on-going.

7.3 Identification

Secretariat report on implementation of the new ICAR testing and certification procedure for ID devices.

The launch date was set at 1 January 2015 based on the decisions of the ICAR General Assembly in Berlin.

The preparatory work was completed during the autumn period of 2014 and included:

- The Guideline Section 10 text on the new standards was finalised at the September 11th 2014 meeting of the ID SC.
- The secretariat work on related administrative procedures was completed in October – November.

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- The full text on the new Section 10 was published on the ICAR website on 10th December.
- An information note on "Key points(annex)" was mailed to all manufacturers of ID devices and also published on the ICAR website (see [here](http://www.icar.org/pages/ICAR_Certified/New%20Testing%20and%20Certification%20Procedures.htm) http://www.icar.org/pages/ICAR_Certified/New%20Testing%20and%20Certification%20Procedures.htm) on 10th December.
- The websites of the ICAR certified or registered ID devices were redesigned and the new versions are up and running from the beginning of 2015. The previous ID websites have been phased out.
- An IT technician was hired in December to work out an automated reminder message to be sent to manufacturers whose device certifications are coming close to the expiry date of the 5 year ICAR certification validity.

After the launch date the following tasks remain to be completed:

- A handout document as a Synthesis of the new ID standards and procedures is under preparation and is to be ready for the joint FAO-ICAR ID symposium in South Africa in mid-April 2015.
- A Manual is under preparation to help Competent Authorities and ICAR Member Organisations to make the best use of the technical and environmental performance test results.
- An SC ID task team (led by Kaivo) is working out an evaluation process for determining the level and scope of the retest required for each application of a device recertification.

8 Meeting Schedule

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

Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
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	

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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

9 Appendix 1 – Job Description for Cesare Mosconi

10 Appendix 2 – Revised Budgets for 2015 and 2016

11 Appendix 3 – Insurance Application Form

12 Appendix 4 – Communications Proposal

Reference: Macintosh HD:Users:bww>Data:Wickham Ltd.Customers:ICAR:Service ICAR:Meetings:2015:January 20th 2015:ASG Report
Service ICAR Board Meeting Jan 2015 v2.docx