



**ICAR Board meeting  
(UNA Hotel, Rome, Italy, 18-19 November 2014  
from 12:30 to 18:00 and 8h30 to 12h00)**

**Draft minutes**

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**1. Call to Order & Approval of Agenda**

In attendance: Hans Wilmlink (President), Kaivo Ilves (Vice-President), Jay Mattison (Vice-President), Marco Winters (Secretary), Laurent Journaux (Treasurer); members: Japie van der Westhuizen, Bevin Harris, Niels H. Nielsen; inspectors: Josef Kučera; staff: Brian Wickham, Juhani Maki-Hokkonen, Milan Zjalic, Charl Hunlun, Cesare Mosconi and Elena Couto.

Apologies from: Bianca Lind, Badi Besbes (members) and Neil Petreny (inspector).

Motion: It was duly moved, seconded and carried that the draft agenda is approved with inclusion of two additional items.

**2. Approval of the minutes**

Motion: It was duly moved, seconded and carried that the minutes of the Board of 30th September 2014 are approved as presented.

The first part of the meeting was dedicated to a self-introduction of the Board members and staff (available on the Board restricted web site), then participants were split into three groups (1 only staff and 2 with Board members) to discuss “what went well and not so well” in the period since Berlin. It was requested to the groups also to identify actions to be taken to improve the way of working in the future. In summary the groups reported:

**Group 1 (Board):**

**What worked well?**

- Preparation for Board meetings with all documents available on web in advance of each meeting.
- Management of meetings – start and finish on time.
- Good responsiveness to queries.
- Monthly contact.
- Communication with members.
- Split with EAAP managed and communicated well and well accepted by members.

**What did not work so well?**

- ICAR not leading change.
- Budget and forecast presentations could be improved.
- Improve communications with Group chairs.
- Balance phone versus person-to-person meetings.
- Progress on major projects reported to the Board.
- Increase the number of active countries (members) in ICAR.

**Group 2 (Board):**

**What worked well?**

- Working together as a Board and then Board and Staff.
- Monthly communication.
- Direction and focus have been started
- Clarity of determining activities with Board and Staff and at internal and external level.
- Delegation of tasks with responsibility.

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- Professional image is gaining in the ICAR membership and outside.
- ICAR “brand” is building or gaining positive recognition.
- Golden rules agreed. Open professional discussion. Review at the end of each meeting. Take forward the alignment and decision. Regularly repeat after face-to-face meeting

### What did not work so well?

- No comments.

### Group 3 (Staff):

#### What worked well?

- Monthly Board meetings – ensures decisions are taken and progress can be made.
- Papers one week in advance – discussed and agreed by staff team – ASG writes these and shares them with staff in advance of the meeting.
- Two weekly staff meeting by telephone conference calls (10am CET every second Monday) – about right frequency. Keeps team working together and focused on key actions and priorities.
- Need for ASG to be based on Rome – no need, main thing is to communicate well and know what our individual priorities are.
- Financial transparency – accountant working more as part of team now – makes it easier to answer or quickly find credible answers to questions and queries.
- Team function – key is good communication, mutual respect, trust and knowing priorities.
- Clarification of roles and responsibilities – allocation of tasks short and long term.
- Telephone/Skype conference works well in this international context – face-to-face by Skype is good if good connection is excellent.
- Fast turnaround of minutes – easy to do and avoids periods of uncertainty about what was decided by the Board.
- Issues clarified in advance of Board meetings – makes it easier to provide credible answers, to conduct extra investigations and reduces need for Board meeting time. Requires that Board papers are all available one week before the meeting.

#### What did not work so well?

- Last six months was rescue – some things overlooked – eg institutional relationships (FAO, ISO, ... ) and some other activities and initiatives.
- Strategic planning not undertaken

### 3. Acting SG Report (ASG Report)

#### 3.1 Matters arising from minutes

AOAS review. The Board agreed to subsume this matter into the ongoing discussion on the Terms of Reference of the Milk Analysis SC.

#### 3.2 Priorities

The priorities were endorsed by the Board as presented in the ASG report.

#### 3.3 CE Recruitment Committee

The President informed the Board they met two times in conference calls since his last report. We received 32 candidates, 11 were considered eligible for detailed consideration, and a short list with 7 candidates has been established. Interviews are being arranged.

The list of candidates retained for interviews is confidential. The Board expressed its confidence in the process.

#### 3.4 Appointment R. Reents to ICAR Board

The President informed the Board that R. Reents accepted to be involved in Board meetings until Krakow but is not be available to participate in the whole meeting because of time constraints. It was agreed to arrange conference calls of the President and ASG with him one week before the scheduled Board meetings.

The President informed that Interbull Centre is in process of selecting its Director; the recruitment committee of Interbull decided to re-open the announcement as there was no suitable candidature. The Steering Committee will review the requirement of permanent position in Sweden. L. Journaux informed about the importance at national level to have a Director of Interbull when identifying programmes and future activities. There are some



tensions linked to GMace; and a lot discussions in France at AI level concerning participation in the programme.

The President informed that the Interbull Steering Committee is fully aware of the necessity to find the right person for this position. The joint Task Force with ICAR will initiate when both ICAR CE and Interbull Director are appointed.

### **3.5 SERVICE-ICAR Srl Board composition**

#### ICAR business processes

The proposal was already discussed at S.I. Board level and was accepted. The Board endorsed the process as presented in the ASG report.

#### Membership of S.I. Board

This item has been also discussed at S.I. level. The decision to have the chairs of the Sub-Committee involved was put on hold.

M. Winters pointed out that some of the services are also provided by WG, not only Sub-Committees. N.H. Nielsen expressed some doubts about the proposal because of potential conflict of interests, but the President advised that the process has been changed to avoid the conflict of interest. B. Wickham clarified that the proposal was done to ensure S.I. Board has the expertise for the services it provided.

### **3.6 Financial**

#### Current situation at 30/9/2014 and forecast

The Board asked further clarification about the receivable fees in the balance sheet. It was explained that during the year only the fees receivable for the two previous years are considered, the outstanding fees for 2014 will be put in the balance sheet at the end of the financial year.

#### Budget

The Board requested the Secretariat to prepare an amendment to the approved budget for 2015 and a new proposal for 2016 considering the new figures and forecast. This document will be considered by the Board at its meeting in January with the papers being provided in advance of the meeting in the usual manner.

#### Investment

Following the recommendation of the Inspectors the Board discussed the closure of the investment with DBI and to place the cash not required for normal operations on rolling six months term deposits. The Secretariat was requested to explore with at least 2 or 3 different banks (BNL-BNP Paribas, ABN AMRO, etc.) and to report to the Board with a recommendation.

Motion: It was duly moved, seconded and carried that the DBI investment will be closed.

Only for information. The President informed about a meeting in Rome with Italconsultants Srl to clarify matters related to VAT and tax. At a consequence, it was decided to support through S.I. the activity of GENOEX PSE.

### **3.7 Risks and insurance**

The President informed that following the meeting in Rome with the company AON they were appointed for 12 months as insurance brokers for ICAR and SERVICE-ICAR Srl. AON was requested to find a suitable insurance and study how to reduce risks. The Secretariat is in contact with them to provide the necessary information.



### 3.8 Legal advice

During the visit to Rome the President and ASG also visited the international lawyers firm Agathemis. There was no appointment, only a request to them to review the Service Provider and Service User contracts in force and our web sites and report back.

### 3.9 Staffing

M. Zjalic. His contract is expiring on 31<sup>st</sup> December 2014. Milan is doing a big job with the revision of Statutes and by-laws and preparation of the Newsletter. The proposal to renew his contract until December 2015 was endorsed by the Board.

### 3.10 AWR WG Report

The recommendation was endorsed by the Board as proposed in the ASG report. The Board endorsed also the appointment of Lindsay Matthews, subject to satisfactory support from ICAR members in New Zealand and Australia.

### 3.11 MA SC

The revision of the ToR for the Sub-Committee was endorsed as proposed to the Board. There is still the need to find a suitable candidate for chairing the group.

B. Wickham informed that the MA SC proposed H. van den Bijgaart as member of the Accuracy TF. This membership was accepted by the TF.

### 3.12 Accuracy TF

The list of the members of the TF has been defined. The TF will present its first report in 2015 at the Krakow meeting.

### 3.13 Statutes and by-laws

The Board endorsed the proposal as presented in the ASG report. The Staff Team will submit a finalised draft to the Board meeting in January 2015.

### 3.14 Strategic options and priorities

The participants were split into three groups to discuss the appendix 3 and report back with a consolidated document (see attached).

### 3.15 Cattle Commission EAAP joint session with ICAR

The Board endorsed the proposal of a joint session with EAAP in August 2015 in Warsaw. The co-chair of the session will be the chairperson of the ICAR WG Functional Traits, Christa Egger-Danner. The Board underlined the importance to continue the collaboration with EAAP and this will be also a clear signal of collaboration.

### 3.16 Membership

Motion: It was duly moved, seconded and carried that DairyNZ (New Zealand) and the University of Novi Sad, Faculty of Agriculture, Dept. of Animal Science be accepted as full members of ICAR.

The Board endorsed the proposal to have the laboratory Deltamune (South Africa) as full member instead of associate member as originally requested. The member will send a new signed application.

### 3.17 Future meetings

Symposium joint ICAR-FAO in South Africa, April 2015. Badi, Japie and Charl are directly involved together with the Secretariat.

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B. Wickham informed that there are no proposals to hold annual meetings in 2017 and 2018. The Board suggested to contact directly some members who showed some interest in the past (Turkey, Taiwan, India, Spain).

### 3.18 Future ICAR Board meetings

The Board endorsed the schedule for the future meetings as presented in the ASG report. There will not be face-to-face meeting in March. The Secretariat was requested to discuss the most suitable dates for the Inspectors to come to check the 2014 accounts.

## 4. Other Business

- Animal data exchange report. This report was discussed at S.I. Board. The Board decided to include this item into the strategic plan and priorities.
- Re-draft EU technical legislation. M. Winters referred to the EU document with reference to ICAR but with SLU/Interbull centre as recognized reference laboratory. L. Journaux underlined the importance of companies in EU that will have in the future more responsibilities compare to States. M. Winters, J. Kuçera and L. Journaux are members of COPACOGCECA, and have regular meetings and contacts with EU.

## 5. Adjourn

The meeting was closed on 19<sup>th</sup> at 12h00.