

March 3, 2015



**ICAR Chief Executive
Report for ICAR Board Meeting
20:00 CET, Tuesday 03rd March 2015.
Author: Martin Burke
20 February 2015**

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1 Priorities

1.1 Our priorities are currently:

- Chief Executive handover from BW complete
- Budgets: Finalise Books 2014 for ICAR / S-ICAR.
- Appointment of New Chairs; SC MASC, SC Rec Devices, Animal Care
- Supporting Organisers of Future Conferences FAO & Krakow.
- CE identifying Issues of Strategic Importance.*
- Keeping members and stakeholders informed.
- ISO Annual Report

*CE's initial focus will be on:

- Key Business Processes – S-ICAR, Contracts labs, Legal, Insurance
- SCs WGs – New Chairs and Review of Chairs Working model – key chairs forum
- Web/IT – upgrade summer 2015
- Key Organisations – Foster strategic alliances /agreements; IDF; ISO; EFFAB, COPACOGECA, DG SANCO, etc.

1.2 Priorities from November 2014 Board Meeting

The following table contains the identified priorities from the Nov. '14 Board Meeting.

Group Name	Group Type	No.	Priority from November Meeting of ICAR Board
Board / Secretariat	CP	1	Extend scope of ICAR to better cover research developments for new recording devices, traits and systems.
Board / Secretariat	CP	2	Review groups - link to species, to product (milk, meat, fibre,), to traits, to farming system (intensive, low input, climate).
Board / Secretariat	CP	3	Review communication with members - visibility - more regular report of work going on, priorities, newsletter, and promotion of services.
Board / Secretariat	CP	4	Review internal communications and tools to aid communication between groups, board and secretariate.
Board / Secretariat	CP	5	Website revision - easier to find - better communication - wiki like - new guideline structure.
Board / Secretariat	CP	6	Establish WG on climate change (methane) and sustainability.
Board / Secretariat	CP	7	Structure of guidelines - link to species, to product (milk, meat, fibre, ...), to traits, to farming system (intensive, low input, climate).
Board / Secretariat	CP	8	Build confidence in "back-office" by becoming familiar with key service providers - identifying any vulnerabilities and taking corrective action.

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Board / Secretariat	CP	9	Review and enhance links to international bodies - ISO/ISAG/IDF/OIE/SLU etc.
Board / Secretariat	CP	10	Build on South African workshop to grow reputation in Africa.
Board / Secretariat	CP	11	Move to next level of detail in business processes.
Service-ICAR	CP	1	Conduct full review of Certificate of Quality and report results in June 2015.
Service-ICAR	CP	2	Patent watch - develop relationship with EFFAB.
Service-ICAR	CP	3	Seek participation in relevant EU and other country public funded research projects.

These priorities have been used to help formulate the budgets and ICAR and Service-ICAR for 2015.

2 CE Contract

Agathemis have written up two contracts with QPlus Ltd – one for ICAR and one for S-ICAR, they will send week commencing 23rd February. (also a summary report). Once reviewed by President, documents expected to be signed off by CE and President this week of board meeting.

3 Meeting with Reinhard Reents

The President (Hans Wilmink) and (CE Martin Burke) had a conference call with Reinhard Reents the Chairperson of the Interbull Steering Committee on Tuesday 17th February as well as subsequent follow meeting on Tuesday 24th at the Interbull Workshop. This is part of a routine commitment in advance of each ICAR Board meeting. The discussion included:

- Formal Introduction to Martin Burke as CE.
- An update on second round recruitment of the new Interbull Centre Director. Closing Date for applications is 21st February 2015. (Also circulated by ICAR week ending 13th Feb to over 5k in distribution list)
- Progress by the Genoex PSE Task Force – verbal update at board as will have more meetings in Verdun Interbull workshop.

4 Service-ICAR

The next meeting of Service-ICAR Board is scheduled for Tuesday 24th March 2015 by teleconference.

4.1 Communications

Newsletter – February sent out. This is key to maintaining ICAR profile. Next issue will be in April 2015 – this will be sent out week after FAO and will also promote Pre Krakow.

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4.2 ID Devices Test Laboratories

It is planned for the CE and President to schedule some visits to the ID Test Laboratories in the coming month as they are key to Service-ICAR delivery.

5 Financial

5.1 2014 Year End Actuals - ICAR

The out-turn (Final figures) for the year ended 31st December 2014 for **ICAR** are in the attached appendices as follows:

Appendix 1: ICAR 2014 Income statement

Appendix 2: ICAR 2014 Balance Sheet

Appendix 3: ICAR 2014 Explanatory Notes to Financial Statements.

These are subjected to ICAR Internal Inspector audits scheduled 02nd March 2015

It is recommended that the proposed end of year 2014 positions for ICAR be approved by the ICAR Board meeting March 03rd 2015.

5.2 2016 Proposal and 2017 Estimate Budget

The proposed budget for 2016 and the estimate for 2017 for ICAR are in the attached appendix;

Appendix 4. Proposed ICAR Budget 2016 and Estimate for 2017

It is recommended that the proposed ICAR budget for 2016 and the Estimate for 2017 be approved by the ICAR Board meeting March 03rd 2015 for submittal to the General Assembly in ICAR Conference in Krakow, June 2015.

5.3 2014 Year End Actuals –Service ICAR

The out-turn (DRAFT figures) for the year ended 31st December 2014 for **Service-ICAR** are being prepared and final figures for 2014 will be submitted for Service ICAR Board approval at next S-ICAR board meeting scheduled Tuesday 24th March 2015.

5.4 Investments

A verbal update will be provided to the meeting.

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6 Legal

6.1 Report from Agathemis

Work will continue on contracts review and once completed the outcome will be reported to the ICAR Board as due course.

6.2 Risks and Insurance

ICAR have now reached agreement and taken out following Insurance policies with AON ;

1. **Office Plan** – General/Employers liability inc. perils; Fire, Flood, Natural events. (RSA)
2. **Electronics/Equipment Cover** – PCs laptops, phones (RSA)
3. **Legal Expense Cover** – for ICAR Board members legal expenses, experts expenses, cost of any litigation and court costs incurred to defend their rights.(ARAG)
Annual Premium to cover 1. to 3. above is €1,635 inc taxes, excess starting at €250.
4. **Professional Indemnity (PI)** - to indemnify ICAR,contract of civil and professional liability, covers any damage caused to third parties in the conduct of our business. (Lloyds)
Annual Premium to cover 4. above is €3,850 with excess of €10,000.
5. **Cyber Risk Assurance** – CE and office are reviewing our risks to Web cyber attack and possible data protection violations, data loss. This will be part of our IT Upgrade & Business Continuity Planning (BCP) review planned for summer 2015. A report with recommendations will be discussed with the Service-ICAR Board after Krakow.

7 Statutes and By-laws

The Secretariat has finalised the amendments ratified at the Board meeting of January 27th 2015 (see Appendix 5) and drafted a letter to be sent out to all members notifying them of changes in advance of the Extraordinary General Assembly in Krakow June 2015 (see Appendix 6) for board approval.

It is recommended that this draft letter and amended statutes form the basis of the final document for circulation among the members for review and feedback by the end of March 2015.

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8 Groups Report

8.1 Milk Analysis SC

Gavin Scott has been offered and accepted the position as New Chair of Milk Analysis SC. **The ICAR Board is recommended to approve this appointment.**

Proficiency Test for March launched.

8.2 Recording Devices SC

New Chair update; Requests for expression of interest were sent to existing SC members, so far, three from within the Recording Devices Sub-Committee were put forward. Closing date for nominations was February 20th – further verbal update will be given at the Board.

8.3 Animal Welfare Recording WG

New Chair – previous candidate selection was not been successful. Further consideration is being given to other candidates - further verbal update will be given at the Board.

8.4 Genetic Analysis WG / Parentage Recording WG

The Chair of the Genetic Analysis WG, Wim van Haeringen, has penned a letter on behalf of their WG (and taking input from Suzanne Harding from the Parentage WG) asking the board for some guidance in relation to expanding the scope of their group to certify to genetic trait level. This would require a change in Terms of Reference for the group. The letter is attached (Appendix 7) and is looking for comment from the board.

9 Membership

9.1 Russia

We have received an FULL membership application for

The Russian Research Institute for Farm Animal Genetics and Breeding,
Tyarlevo, Moskovscoe, Schosse 55A, Saint Petersburg.
Contact Person: Plemiyashov Kirill email: kirill060674@mail.ru

Description:

“....scientific and research approach in animal genetics and breeding, breeding evaluation, developing breeding programs and genetic evaluation.”

Benefits of joining ICAR:

“...integrating of Russian Dairy Farming to international network, animal recording, international collaboration in field of genetics”

Recommendation: That the Board approves the full membership of ICAR from The Russian Research Institute for Farm Animal Genetics and Breeding, Tyarlevo, Moskovscoe, Schosse 55A, Saint Petersburg.

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9.2 New Zealand – MilkTestNZ

We have received an FULL membership application for MilkTestNZ, PO Box 10208, Hamilton, Waikato, NZ.
Contact Person: Gavin Scott email: gavin@milktest.co.nz

Recommendation: That the Board approves the full membership of ICAR from MilkTestNZ, PO Box 10208, Hamilton, Waikato, NZ.

9.3 Denmark - Name Change

A sister company of RYK in Agro Food Park in Aarhus has changed its name from the “Knowledge Centre” to a new name **SEGES P/S** of same address. Board notified.

9.4 Associate Members

Waikato Milking Systems LP Hamilton Waikato, NZ

Contact Dean Bell CE email deanbell@waikatomilking.co.nz

Please provide a description of your organisation and your business activities:

Waikato Milking Systems is a leading designer and manufacturer of dairy technology. We are a world-class business with a focus on innovation, performance and durability.

Waikato Milking Systems is a 100% New Zealand owned and operated company with global reach. We have 30 authorised dealers throughout New Zealand and we export to more than 20 countries around the world. This gives our customers the quality assurance of New Zealand made products and the international experience of an exporter.

Please indicate the benefits and services your organisation seeks from becoming an ICAR member.

The benefits of joining ICAR will be the ability to use ICAR knowledge and tools to assess the accuracy of products built by Waikato Milking Systems LP. This will allow us to confirm our designs will meet ICAR standards prior to official submission for ICAR approval.

10 Future Meetings

10.1 FAO/ICAR Identification Workshop – 14th to 16th April in South Africa

Conference calls now more frequent and its moving, thanks Badi– good support from Japie and Charl on the ground – this is invaluable to keep the local politics from slowing down proceedings.

10.2 Technical Meeting - Krakow, May 2015

Danuta Radzio and local committee in regular teleconference with Rome, proceeding according to the agreed timetable.

10.3 Technical Meeting 2016 Chile

Teleconference scheduled with Jorge Lama, Cooprinsem, Chile Mar 04th – Brian Wickham & Martin Burke

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10.4 Technical Meeting 2017 and 2018

Brian Wickham Martin Burke to follow up with Marco Winters re UK for 2017 and for India 2018. An approach has been made to FEAGAS Spain with a view to 2019.

11 Future ICAR Board Meetings

11.1 Meeting Schedule

The following table is the updated schedule of meetings for the ICAR Board and the Council of Service ICAR. Please note 2000hrs for all meetings (other than those at conferences).

Meetings in Krakow / Proposal for ICAR Board:

- 1) Monday 8th June
 - a) 9:00 – 12:00 ICAR Board closed meeting
 - b) 13:00 – 17:00 Strategy Development with full ICAR Board and Chairpersons of ICAR Groups
- 2) Wednesday June 10th, 10:00 to 10:30 – Post AGM Board meeting.

Table 3. Future Meetings.

Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
ICAR	Board	Tuesday 03/03/2015	20:00 - 21:00	Telephone Conference	8:00 in NZ and 15:00 in Columbus, Ohio.
Service ICAR	Board	Tuesday 24/03/2015	20:00 - 21:00	Telephone Conference	8:00 in NZ and 15:00 in Columbus, Ohio.
ICAR	Board	Tuesday 31/03/2015	20:00 - 21:00	Telephone Conference	8:00 in NZ and 15:00 in Columbus, Ohio.
FAO & ICAR	ID Workshop	14/4 - 16/4, 2015	8.00-18.00	Pretoria	ICAR Board not meeting unless the need arises.
ICAR	Board	Tuesday 28/04/2015	20:00 - 21:00	Telephone Conference	
Service ICAR	Board	Tuesday 19/05/2015	20:00 - 21:00	Telephone Conference	
ICAR	Board	Tuesday 26/05/2015	20:00 - 21:00	Telephone Conference	
ICAR	Board	Monday 8/06/2015	8:00-12:00	Krakow	
ICAR	Board and Group Chairs	Monday 8/6/2015	13:00 - 17:00	Krakow	Strategic planning discussion.
ICAR	Board	Wednesday 10/06/2015	10:00-10:30	Krakow	Post AGM/EGM Meeting

Martin Burke

Chief Executive,

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Date 19th February 2015.

12 Appendix 1 – ICAR Income Statement 2014

13 Appendix 2 – ICAR Balance 2014

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15 Appendix 4 – Proposed ICAR Budget 2016 and Estimate for 2017

16 Appendix 5 – Agreed Amendments to ICAR Statutes

17 Appendix 6 – Draft LETTER TO MO STATUTES FEBR.15