

March 24, 2015



**ICAR Chief Executive
Report for SERVICE ICAR Board Meeting
20:00 CET, Tuesday 24th March 2015.**

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Appendix 2: S-ICAR 2014 Explanatory Notes to Financial Statements.

Appendix 3: REVISED BUDGET 2015 AND PROPOSAL 2016 for SERVICE-ICAR SRL

Appendix 4: Inspector Report to Board on 2014 Year end

Appendix 5: Directors & Officers (D&O) Insurance Overview

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1 CE Contract

Agathemis have written up two contracts with QPlus Ltd – one for ICAR and one for S-ICAR, they sent this to ICAR 03rd March 2015. These were forwarded to the Boards' Remuneration Committee and on 05th March specific amendments were suggested by Jay Mattison and further contributions and clarifications were received from Hans Wilmink and Kaivo Ilves respectively on the 06th March. The documents were updated by Martin Burke to include those inputs and duly sent onto Agathemis for them to issue final version. Once these amended documents are received by ICAR then the contracts are expected to be signed off by CE and President.

2 Financial

2.1 S-ICAR 2014 Year End Actuals & 2015 Budget, 2016 Forecast

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

Appendix 1a and 1b: S-ICAR 2014 Financial Position & Balance Sheet

Appendix 2: S-ICAR 2014 Explanatory Notes to Financial Statements.

Appendix 3: Revised budget 2015 and proposal 2016 for SERVICE-ICAR SRL

2.2 2014 Year End ICAR/S-ICAR Internal Inspectoral Audits

The ICAR Internal Inspector audits were scheduled and conducted at ICAR Secretariat offices on 02nd March 2015 by Joseph Kucera. The report was deemed satisfactory with some recommendations – full report is attached in Appendix 4.

The CE and staff would like to acknowledge and are grateful to Neil Petreny and Josef Kucera for their professionalism and expertise in conducting these financial audits. Based on the Financial Report provided and the subsequent Audit Reports it is recommended that the Service ICAR Board approves the following;

- ✓ **S-ICAR year end 2014 positions**
- ✓ **S-ICAR budget for 2015**
- ✓ **S-ICAR forecast for 2016.**
- ✓

Items for CE Budgetary follow up QTR 2 / 2015;

1. Provide Treasurer Laurent Journaux the reports required for General assembly in Krakow
2. Review Membership Fees construction/calculation, year to date and forecast for 2015

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3. Provide some granularity into the planned Project spend (ICAR to do)

2.3 Investments

A verbal update will be provided to the meeting.

3 Legal

3.1 Report from Agathemis

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

3.2 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.~~

CE Update Mar 24th – Subsequent to meetings with AON the CE now instead of item 3 above we take out what's called Directors & Officers (D&O) cover. This covers not only the legal expenses in the event of a personal claim but also covers all other potential claims made on Directors/Board officers – see Appendix 5. Exp Premium to be €3.5k

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.

4 S-ICAR “Service Providing” Groups

4.1 Milk Analysis SC

Silvia Orlandini – no longer technically a member representative. MB and BW will review with Gavin Scott how we will incorporate.

Longer term Laboratory contracts need to be brought into S-ICAR for 2016

4.2 Recording Devices SC

New Chair update; Now down to two candidates Clement Allain and Steven Sievert. MB/BW will review CVs and plan to make recommendation in next weeks.

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4.3 ID Devices SC

Meeting set up in South Africa April 13th with big three manufacturers; Allflex, Datamars, Caisley. Before that MB/KI/BW/Jussi will review

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

Longer term Laboratory contracts need to be brought into S-ICAR for 2016

4.4 Genetic Analysis WG / Parentage Recording WG

Terms of Reference has been reworded to expand the scope of their group to certify to genetic trait level – under review with Chair of the Genetic Analysis WG, Wim van Haeringen, BW and MB. Further Board meetings will receive updates.

5 Future ICAR Board Meetings

5.1 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).

Table 1. Future Meetings.

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

Date 18th March 2015.