2015 Service ICAR Board meeting (January 20th, 20:00 to 21:00 CET)

A. Call to Order & Approval of Agenda

- Attending: BRIAN. Wilmink, J. Mattison, B. Wickham, J. Maki-Hokkonen, Charl Hunlun, Milan Zjalic, Cesare Mosconi and E. Couto.
- **Apologies:** M. Winters, L. Journaux, K. Ilves
- **Due to the number of apologies it was decided to proceed but to seek confirmation of decisions by email.**

B. Approval of the minutes (meeting held November 18th, 2014)

- Approve by email.

C. Matters Arising

a. Service-ICAR Board Composition

- No decision has been taken to include Chairs of Sub-Committees not represented by Board members.

D. Acting SG Report (ASG Report)

1 MATTERS FROM MINUTES

1.1 SERVICE ICAR BOARD MEMBERSHIP ....

- Covered by item C. a.

2 PRIORITIES

- Not discussed.

3 STAFFING

- This item was discussed with only Hans, Jay and Brian present.
- **It was agreed, subject to approval by Board members not present, to approve the employment of Cesare Mosconi on a 50% of full time basis for Service-ICAR work.**

4 FINANCES

4.1 FINANCE REPORT – YEAR END 2014..

- Not discussed.

4.2 BUDGET FOR 2015 AND 2016 ....

- **After discussion it was agreed that:**
  a) the revised budget for 2015 should be adopted as the budget for 2015,
  b) the figures for 2016 should be described as estimates,

c) **the revised budget for 2015 and the estimates for 2016 be recommended to the ICAR Board for approval, and**
d) **these decisions are subject to approval by email by the Service-ICAR Board members not in attendance.**

The discussion covered the following:

- Brian explained adjustments - Elena discussed with Brian the outcome of their discussion is contained in the ASG report.
- Jussi and Charl - paid activities now have better estimates - Elena made conservative estimation - based only half of retests being requested - nothing for new tests on materials.
- Procedure - proposal for revised budget - valid for 2015 - forecast different from budget - need to repeat process each year - updated based on priority discussions in Nov 2014 - did not conclude on final priorities - few points to consider at end of discussion on priorities - did not approve final priority list. **Brian to add priorities to ICAR Board report.**
- Jay - budget - good material covered by Hans and Brian - budget is plan to manage from - all good - need to bring up - ID committee met after Board meeting - took action that we knew was pending - some reflection of that in budget - is this coverel for materials and electronics?
- Jussi - what remained after November meeting - all pending work was completed - whole program is up and running - all tools to deal with any requests coming from manufacturers and laboratories. Now success will depend on how manufacturers respond to all of this. First signals are very positive. Good flow of requests.
- Jay - do we have enough staff to handle extra work load - also more testing costs. Need some scaleability of staff costs. Does Secretariate have capacity to handle this.
- Jussi - quiet capable of handling the volume. May be issue at laboratory level. Are they big enough to cope with request? No issue identified by labs so far.
- Hans - new incomes - growth on cost and income. Market is willing to take up services.
- Jussi - some final tooling to be done.
- Main message - revised estimates are realistic.

5 LEGAL REPORT FROM AGATHEMIS

- To be reported when work is completed.

6 INSURANCE PROPOSAL FROM AON

6.1 Professional Indemnity ....

- Brian with clarify exclusions.

6.2 Legal Protection ....

- Jay - experience - premium is not a lot - pay basis - real effectiveness has to be evaluated.
- Hans - some risk on this - annual limit of €150K - may not be enough - ensure do not loose the organisation -
- Jay - looks good and reads well.
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- 6.3 Property - office and computers
- Brian to provide further details. Should be arranged out promptly.
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7 SERVICES

7.1 Communications ....

- Milan - three basic options - add to ICAR Newsletter, Service-ICAR newsletter, Magazine or Journal on Service-ICAR.
- Goals - to give greater transparency on activities of Service-ICAR. Service-ICAR as commercial body to be more visible. Increase sales of services.
- Evaluate options - each is bigger and more expensive than previous.
- Hans - happy with proposal - what is needed to provide promotion. Option 1 is effective place to start. Get wider distribution. 3rd option - lot of work to have on regular basis - website modernisation may facilitate this - get too many newsletters - have to tell community what we are doing. Go for option 1 and later on when thinking about website can consider 2 and 3.
- Jay - good thorough proposal well laid out - two questions - identify who can write/produce material - do you need two buckets (internal visibility and public visibility) each which has own need for messages.
- Milan - Cesare checked reaction of readers - 2,000 to 2,500 open it.
- Brian - letter to members vs newsletter is tool for targetting members vs wider public.

Decision: proceed with option 1 (include section in ICAR newsletter to cover items relevant to Service-ICAR) subject to approval by email of Service-ICAR Board members not in attendance.

7.2 EFFAB Patent Watch

- BRIAN to report on progress at future meetings.

7.3 Identification

- Jussi: report on work done. Some of major things to work on in the new year. Targetted messages were very important in communicating with manufactures - very important message - prior to that there were issues being raised - lot of bubbles to be responded to - targetted reporting has calmed down the issues.

8 MEETING SCHEDULE

- Next meeting in two months time - Tuesday 24th March at 20:00 CET

E. AOB

- None.