ICAR Chief Executive Report for ICAR Board Meeting 20:00 CET, Tuesday 31st March 2015.

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25 March 2015

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March 31, 2015

1 Priorities

1.1 Our priorities are currently:

- Budgets: Finalised
- Appointment of New Chairs; SC Rec Devices, Animal Care
- Supporting Organisers of Future Conferences FAO, Krakow, Chile
- ISO Annual Report
- CE identifying Issues of Strategic Importance.*
- Keeping members and stakeholders informed.

<u>*CE's initial focus will be on;</u>

- 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.

Summer '15

IT UPGRADE PROJECT

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

After taking more time than it should have, we now have the two contracts with QPlus Ltd – one for ICAR and one for S-ICAR, now ready for signing by the President and QPlus Ltd in presence of Lawyer on Wed 01st April 2015 in Rome.

3 Interbull update

The President (Hans Wilmink) and (CE Martin Burke) have a scheduled conference call with Reinhard Reents the Chairperson of the Interbull Steering Committee on Fri 27th March as a routine commitment in advance of each ICAR Board meeting. The discussion to include:

- An update on second round recruitment of the new Interbull Centre Director.
- Progress by the Genoex PSE Task Force.

4 Service-ICAR

The next meeting of Service-ICAR Board is scheduled for Tues 19th May 2015 by teleconference.

4.1 Communications

Newsletter – next issue is April. In process of pulling material together from SC/WGs. This is key to maintaining ICAR profile. Will be sent out week after FAO and will also promote Pre Krakow.

4.2 ID Devices Test Laboratories

It is planned for the CE and President to schedule visits to the ID Test Laboratories in NL and GER planned for week commencing April 27th 2015 and or week after.

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 Balance Sheet

Appendix 2: ICAR 2014 Income Statement

Appendix 3: ICAR 2014 Explanatory Notes to Financial Statements.

These were subjected to ICAR Internal Inspector audits scheduled 02nd March 2015 and report is attached – The auditors passed the

Appendix 4: Inspectors Report to ICAR Board

It is recommended that the proposed end of year 2014 positions for ICAR be approved by the ICAR Board meeting March 31st 2015.

5.2 2016 Budget

The finalized budget for 2016 is in the attached – see Appendix 5;

Appendix 5. ICAR Budget 2015 and proposed 2016 Budget

CE comment: The 2016 budget will be scrutinized and rereleased at year end 2015 and our plan is to work it so its show a positive balance

It is recommended that the proposed ICAR budget for 2015 and 2016 be approved by the ICAR Board meeting March 31st 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** were presented and approved by Service ICAR Board meeting on Tuesday 24th March 2015.

5.4 Investments

In the absence of positive response from the broker by the time of the Board meeting on 31st March, the CE requests to move this to legal as of Wed 01st April 2015. CE and ICAR Office don’t expect the broker to expedite unless he receives legal notification. A further verbal update will be provided to the meeting.

6 Legal

6.1 Report from Agathemis

Proxy documents with President and CE – appointment has been made with Lawyer and Notary in Rome for Wed 01st April 2015 where President will authorise CE as an authorised proxy signee for up to limit of €25,000 for both ICAR and S-ICAR.

Standard Laboratory contracts to be received by ICAR office on Fri 27th March. CE will first review and only circulate by email if satisfactory.

6.2 Risks and Insurance

As well as the routine Insurance cover for Office, Equipment and Professional Indemnity (PI) which we took up in February 2015 as notified in the March 03rd ICAR Board minutes, the CE also recommends that ICAR takes out a Directors and Officers (D&O) Insurance Policy, expected cost to be ca €3.5K. The PI will indemnify the company(s) while the D&O serves to protect the board members in the event of any personal claims. I attach an overview of the D&O cover in Appendix 6.

Appendix 6 : Directors & Officers Policy Overview

7 Board Matters, Statutes and By-laws

7.1 Statutes and By-Laws

The Secretariat sent out General Assembly Review Documents to all members notifying them of changes in advance of the Extraordinary General Assembly in Krakow June 2015.

Appendix 4a: Agenda General Assembly

Appendix 4b; Agenda Extraordinary General Assembly

7.2 Non Statute Documents update

Milan is working on the following documents;

- **The Board Handbook**
- **The Policy for updating Guidelines**
- The Policy for Cooperation with International Organisations

We will seek approval from Board by email to post these updated documents on ICAR web after the new statutes have been accepted by GA in Krakow.

7.3 Board Members Election

Please be advised that two (2) positions in the ICAR Board have to be renewed and their election will be held during the next ICAR General Assembly in Krakow, Poland (10th June, 2015), to replace Badi Besbes and Clara Díaz.*

Candidates for positions to the Board have to provide a short CV and a supporting letter signed by a Full ICAR Member Organization. These documents must be sent by email to elena@icar.org by 15th May 2015. Board position description is available on ICAR site at http://www.icar.org/pages/job_offers.htm

*Suggested Selection Process (for discussion by Board);

- President appoints Selection Committee
- Selection Committee reviews applications
- Selection Committee makes recommendation to Board of candidates to go forward
- Board sanctions candidates to go forward for vote at GA in Krakow

8 Groups Report

8.1 Chairs of Groups Workshop

Mon June 08th (PM) Chairs Workshop– one clear outcome of that Chairs Krakow workshop is to provide us with a governing structure for the key services ICAR provides to members under Service-ICAR. Martin Burke and Brian Wickham will be work on the plan for that session late April early May and will notify Board by email of approach/structure of meeting.

8.2 Milk Analysis SC

Gavin Scott to review make up of group and particularly the role of Silvia Orlandini who is now working as a consultant as opposed to a member. With a good knowledge base, we will look at ways of retaining her services.

8.3 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.

8.4 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.

8.5 Genetic Analysis WG / Parentage Recording WG

The board previously ratified expanding the scope of the Genetic Analysis WG group to certify to genetic trait level. Brian Wickham has since amended the Terms of Reference and this draft to be discussed with Wim Haeringen on a conference call Fri 27th March and again with WG on 31st March 2015.

8.6 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 week commencing April 27th as they are key to Service-ICAR delivery.

9 Membership

9.1 No New members since 03rd March

10 Future Meetings

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

Conference calls now more frequent last one March 23rd continued good support from Japie and Charl on the ground – coming along nicely.

10.2 Technical Meeting - Krakow, May 2015

Danuta Radzio and local committee in regular teleconference with Rome, last meeting 18th March, proceeding according to the agreed timetable, next meeting Apr 23rd.

10.3 Technical Meeting 2016 Chile

Martin Burke with Elena and Cesare held teleconference with Jorge Lama, Cooprinsem, Chile on Mar 18th and we agreed Initial Program for 24- 28th October 2016 – Jorge will put it up on the website http://www.icar2016.cl prior to Krakow

10.4 Technical Meeting 2017 and 2018

Martin Burke and Marco Winters and agreed UK for 2017 – will be in in Edinburgh, likely start of June – dates to be confirmed by Marco and Mike Coffey ahead of Krakow

Martin Burke sent an email to Kamlesh Trivedi re India 2018. Kamlesh will be in South Africa in April – so we will talk more to him then.

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 for ICAR Board:

1) Monday 8th June
    a) 9:00 – 12:00 ICAR Board closed meeting – will include last hour for InterBull
    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 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 25th March 2015.