ICAR Board meeting
(Conference call 29th September 2015)
From 20:00 to 21:00

Minutes EC/MB

1. Call to Order & Approval of Agenda

In attendance: Jay Mattison, Laurent Journaux, Japie van der Westhuizen, Jorge Lama, and Niels H. Nielsen; Josef Kuçera and Neil Petreny (Inspectors); staff: Martin Burke, Brian Wickham, Milan Zjalic, Charl Hunlun, Juhani Maki-Hokkonen, Silvia Orlandini, Cesare Mosconi and Elena Couto.

Apologies: Hans Wilmink, (who asked Jay Mattison to chair meetings in his absence), Marco Winters, Bevin Harris, Kaivo Ilves and Bianca Lind.

Motion: It was duly moved, seconded and carried that the agenda is approved as presented. Considering the absence of half of the members the endorsement of the motions requested will be sent to them by email.

2. Approval of the minutes

Motion: It was duly moved, seconded and carried that the minutes of the Board of 18th August 2015 are approved as presented.

3. Matters arising

No matters arising since last meeting.

4. CE Report
4.1 Priorities

Martin Burke listed the priorities of the Team until December 2015 which are in line with the Strategic Plan and decisions taken by the Board and identified by the Board and chairs during the meeting in Krakow.

Concerning the Plans and Goals – Performance Appraisal, the document drafted by the CE is with the Remuneration and Evaluation Committee and once sanctioned by the Board a review is planned in November 2015. Starting 2016, a similar document will be prepared for the ICAR Team Performance Appraisal and Feedback Process to the Plans and Goals cascade down to the operational duties.

4.2 Financial

The CE and Team continue to review end of month position of budget vs actual and as per end of August overall ICAR was on track for meeting 2015 budgetary forecast. At the October meeting the figures with position up to end 30th September 2015 will be presented in detail.

4.3 Legal /Board matters

Martin Burke informed about the meeting on 10th September 2015 with Mr. Roberto Gigliucci from "Finanza e Futuro". Further signatures were required to meet the requests from

Deutsche Bank and this was solved on 14th September with the signature of Hans Wilmink in front of the notary. The documents were set on 15th September but still other documents were required which have been delivered by the Secretariat on 18th September.

The Secretariat is in permanent contact with Mr. Gigliucci and the last update (today) seemed positive but we need to wait for written confirmation.

The CE informed that he advised “Finanza e Futuro” that no further documents will be delivered, if there are further objections Martin will go with Hans Wilmink and the lawyer directly to Milan to visit the Deutsche Bank and solve the problem.

Neil Petreny asked if we may claim for all troubles and costs incurred during this year. The CE agreed as a following step to see with the lawyer the possibility of an action, but at the moment we are focussing on the regularisation of the data and the selling of the investment. He will keep the Board informed if there is any new before the next meeting.

4.4 Membership / Membership process overhaul

<u>New member applications</u>

The CE presented the application for full membership received from the Sheep and Goats Breeders Association (Ankara, Turkey).

Motion: It was duly moved, seconded and carried that the Sheep and Goats Breeders Association is accepted as full member of ICAR subject to the payment of the membership fee. The Secretariat will inform them accordingly.

<u>Sub-Saharan Africa</u>

The Secretariat, Elena, and Charl Hunlun are in contact with Badi Besbes, who is now in Nairobi, and plan to have a skype conference next week. Further information regarding a potential Practical Implementation Workshop in 2016 will be presented at the next meeting.

<u>Membership process review</u>

The process review is ongoing and is part of the Web/IT upgrade section.

4.5 International Strategic Alliances

Martin Burke commented the table with the ICAR relations with International Organisations.

ISO: A conference call of the ID SC with the WG3 ISO will be scheduled before end of the year. The Secretariat will arrange this call with the chair of the SC.

- IDF: With Silvia Orlandini on board who will support the MASC in standardizing Ring tests under S-ICAR and will represent ICAR in IDF conferences and workshops. Silvia also working with ISO (Harrie van Bijgaart) with a view to developing standards and certification process for analysers – ongoing. ICAR has an agreement with ISO as Registration Authority for RFID and the Secretariat sees potential for this type of agreement ultimately applying in milk analysis too. (Ref ISO/TC 34/SC 5)

Laurent Journaux recommended a close collaboration with ISO and to be careful with the accreditation to DNA labs. He explained that in France the cost for accreditation of labs is very high and suggested ICAR to encourage labs to move into accreditation but not to be mandatory. The CE thanked for the information and proposed to further explore and discuss this item in the face to face Board in November.

The CE will have a call tomorrow with Jan Venneman from EFFAB re ATF and ICAR role therein and will report later to the Board on any outcomes there.

ISAG 2017 will be held in Ireland and the CE and Brian Wickham are on the committee to help organise.

4.6 Web / IT Upgrade

Martin Burke informed that all the content of the Web site has migrated to WordPress. The new membership data entry will be finalised end of September for testing early October.

There will be 2 or 3 homepage proposals for the Board with the new CMS system developed in October; these proposals will be also discussed with Joost (Brand project) in a meeting scheduled early October and will be presented to the Board in November meeting

4.7 ICAR Brand

A meeting of part of the Group (Jay Mattison, Bianca Lind, Niels H. Nielsen, Marcos Winters) with attendance of the CE, Elena Couto and Cesare Mosconi took place in Amsterdam on 28th August. In the next two months the CE and Joost will prepare questionnaires for interviews with some Board members, manufacturers, partners, and staff.

As indicated in item 6.3 of the document, a motion from the Board is required to proceed with milestone 2 and 3. A report will be presented at the November meeting and the Board suggested to invite Joost if appropriate. N.H. Nielsen underlined the importance of the costs and to be careful with over budget.

Motion: It was duly moved, seconded and carried that the Milestone 2 and 3 of the Brand project are accepted as presented with report being presented at the Board meeting in November.

4.8 Groups reports

<u>SC and WG communications</u>

The CE and Martin Burke scheduled calls to each of the SCs and WGs between now and December to ensure the functioning and activity level of the Groups is progressing in the right direction and without duplicating efforts.

At the same time, the ICAR office is aware of the Groups needs and can share tools and learning and continue to support them. The detail of the scheduled calls is presented in the CE report.

<u>Animal Identification SC</u>

The CE had a conference call with the chair of the SC, Ken Evers, and Jussi from the Secretariat on 25th August on different policy issues. The following actions were agreed:

- Preparation of a one page document on how to use the Device Change Notice (DCN).
- The chair to follow-up communication with ISO WG3 and report back.
- PetChip 911 – Martin Burke will prepare a statement with the right wording for the ICAR web site.

- The chair to prepare a sort of "white paper" for discussion on the ICAR strategy and structure for Competent Authority education/marketing.
- SAIT (Canada) has completed the ring test and the results are under review. The chair will arrange the follow-up audit and report back.

Milk Analysis SC

As indicated before, Martin Burke informed about the service contract signed as consultant with Silvia Orlandini, who will support the MASC and will represent ICAR in ISO and IDF conferences and workshops. Silvia joined the Team on 1st September. Silvia will also provide technical advice in the design and implementation of an International Proficiency Interlaboratory ring Test scheme to be run under the auspices of ICAR's daughter company SERVICE-ICAR Srl.

Recording and Sampling Devices SC

Dr. Hubert Rothfoss was appointed as member of the SC to replace Dr. Manfred Hammel. The contribution of Dr. Hammel will be recognized by the chair of the SC in an appropriate manner during the next ICAR Session.

Interbull SC

The CE is planning to meet in Uppsala on 1st October with the new Director of Interbull Center to introduce first hand on ICAR/S.I. procedures and administration.

By the end of October the TF ICAR-Interbull will be convened. The proposal is to include in this TF from ICAR: Marco Winters, Martin Burke, Reinhard Reents and Hans Wilmink and/or Jay Mattison, and from Interbull Center: Erling Strandberg and/or Hossein Jorjani, and Toine Roozen.

Laurent Journaux requested if possible to include Sophie Mattalia in the TF. The CE will discuss this item with Hans, Jay and Toine and report back to the Board.

Other WGs/ Task Forces updates

Genomics: Some good feedback received for this new Group. The main concerns are that the new Group might be a little too slow or unwieldy. Brian Wickham will review the ToR and take input from other Groups and build up consensus.

Global Reach: As indicated previously this Group should replace the "Developing Countires" WG as led by Badi Besbes. The scope is to extend our guidelines and support those territories which have smaller/different farm input systems. The CE with Brian and Charl is working to clarify the new ToR for the Group; new chair and group members to be appointed.

Animal care: After the recent cross analysis of our guidelines it was agreed most if not all the relevant traits were defined already. The idea is to have a Group to focus on best practice in animal care, which will also link with IDF SCAHW. It was agreed to combine forces instead of duplication. At the meeting in Brussels on 16th July the CE agreed in principle this collaboration with IDF.

AI&RT: On 9th September there was a conference call with the chair and the Group. Good discussion took place and some important opportunities around bar coding and breed codes standardization and uniformity on statistics were discussed. The Secretariat will support the chair and the Group to review their activity.

Laurent Journaux asked some update concerning the Feed&Gas WG. Martin Burke informed that the composition was finalised and on 20th October a skype conference is scheduled. Basically there will be a core group and two supporting satellite groups (research and industry).

Certificate of Quality: The CE presented the document prepared by Charl Hunlun following the discussions and comments received. The main changes concern the simplification of the fees plus a moderate increase to the fee structure (last change was over 7 yrs ago) , including the auditor’s fee, and the change from 3 to 5-years cycle for renewal with a mid-term review/consultation.

The Board agreed the principles of the changes put forward but Jay Mattison suggested the new procedure should start in January 2016. It was requested that the Secretariat prepares a revised standard operating procedure for the November meeting for final approval. .

4.9 Publications / Guidelines approval

The CE informed about the three proposals for changes in the Guidelines:

a. Conformation Recording Working Group
b. Functional Traits Working Group
c. Parentage Recording WG

For a) and b) the members have been notified with a response date of September 14th 2015. At this stage all feedback has been received and no changes are suggested.

For c) the file is available for consultation / comments in the ICAR Web site and Members are invited to send comments by November 9th 2015, after which the changes will be presented to the Board for approval.

Motion: It was duly moved, seconded and carried that the changes proposed to the Guidelines by the WGs Conformation Recording and Functional Traits are approved as presented.

4.10 Future ICAR Board meetings

The schedule of the next meetings is accepted as presented in the CE report. Next ICAR Board will be a conference call on Tuesday 20th October at 20h00 CET.

5. Any other business

No other business.

6. Adjourn

The meeting was closed on at 21h15.