# 2015 SERVICE-ICAR SRL Board meeting (September 22nd, 2015 from 20h00 to 21h00 CET)

1. Call to order and approval of the agenda

In attendance: Jay Mattison, Kaivo Ilves, Marco Winters and Laurent Journaux. From the Secretariat: Martin Burke (CE), Juhani Maki-Hokkonen, Milan Zjalic, Elena Couto, Brian Wickham, Charl Hunlun, and Cesare Mosconi.

Apologies received from Hans Wilmink, who asked Jay Mattison to chair the meeting, and Silvia Orlandini.

Motion: It was duly moved, seconded and carried that the agenda is approved as presented.

2. Approval of the minutes of 21st July 2015

Motion: It was duly moved, seconded and carried that the minutes of 21st July 2015 are approved as presented.

3. Matters arising

No matters.

4. CE Report

4.1. Financial

Martin Burke informed that by end August 2015 overall accounts were on track and that the Secretariat review end of month position budget vs actual each month.
A financial report with accounts at 30th September 2015 will be presented at the next meeting.

4.2. Legal

Standardised SERVICE-ICAR contracts for Service Suppliers (Labs etc.)
The new standard contracts with the laboratories who currently supply services to S.I. were sent out in July 2015. At the moment the Secretariat received back signed only the contract with IDELE (France). A remind will be sent mid-October.

Standardised SERVICE-ICAR contracts for Manufacturers (ID devices, Recording Devices) who submit products for S.I. test and certification
In accordance with the agreement signed with Agathemis, the Secretariat is now focussing in the final standard document for submission of products for testing and certification from the manufacturers. Martin Burke indicated January 2016 as deadline to have this standard document in use.

4.3. S.I. "Service Providing" Groups - Updates

Milk Analysis SC
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.

Recording and Sampling Devices SC
The CE informed that the ICAR Board appoint Dr. Hubert Rothfoss 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.

ID Devices SC
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.

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 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 and Hans Wilmink and/or Jay Mattison, and from Interbull Center: Erling Strandberg and/or Hossein Jorjani, Toine Roozen and Reinhard Reents as Chair of the SC.

InterBeef WG
Martin Burke informed that the second round will start in September and the payments will be processed in October. The cost structure will be reviewed for next year.

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 fee structure, including the auditor's fee, and the change from 3 to 5-years cycle for renewal with a mid-term review/consultation.
As this is a major policy change the same document will be presented to the ICAR Board on 29th September to sanction the changes.

4.4. Future ICAR and S.I. Board meetings
The schedule for the next S.I. Board meetings was agreed as presented in the CE report. Next meeting will be face to face in Rome on 20th November from 8.00 to 9.00.

5. Any other business
No other business.

6. Adjourn

The meeting was closed on at 20h45.