
Chief Executive Report to ICAR Board

January 26, 2016



ICAR Chief Executive Report for ICAR Board Meeting 20:00 – 21:00 CET, Tuesday January 26th 2016.

Author: Martin Burke

15 January 2016

Table of Contents

1	PRIORITIES.....	2
2.	FINANCIALS 2015 AND 2016 BUDGETS.....	2
3.	ICAR BRAND ACTION PLAN 2016 & BUDGET DETAILS	4
4.	MEMBERSHIP / CERTIFICATE OF QUALITY	4
5.	GROUPS REPORT.....	5
6.	ICAR 2018 & 2019 HOST SELECTIONS/OPTIONS	9
7.	FUTURE ICAR / S. ICAR BOARD MEETINGS	10

January 26, 2016

1 Priorities

1.1 CE and ICAR Team 2016 priorities (as set Dec 2015) are:

- GenoEx – New Business Focussed Task Force
- ICAR & Interbull synergies
- The ICAR “Brand” Project
- Web/IT Version 2 inc guidelines overhaul
- Membership – Global reach/growth
- Building Bridges with Key Organisations – Foster strategic alliances /agreements; IDF; ISO; EFFAB, DG SANCO, ASAD etc
- Building ICAR’s QMS in line ISO 17065 – ICAR ISO accreditation for S-ICAR as a Certification Body (CB) review further in 2016.

2 Financial 2015 and 2016

2.1 ICAR 2015

Appendix 1: ICAR Income Statement Budget vs Actual (as of December 29th 2015).

Appendix 1: ICAR 2015 Income/ Expense Notes (as of 29th Dec 2015):

1. **Other Contributions:** This is the contribution, €7,275, paid by SLU (not an ICAR member fee).
2. **Other income:** This is the contribution, €34,704, from FAO for the Letter of Agreement to jointly organise the ICAR-FAO Pretoria Symposium in South Africa in April 2015.
3. **Special project expenses:** Costs, €47,148, associated with travel, accommodation various for the ICAR-FAO Pretoria Symposium in South Africa in April 2015.
4. **Technical Activities Future ICAR:** 2015 Costs of €32,000 are associated with ICAR Brand understand Phase (€21,180) and Upgrade of ICAR Web to version 1.0 inc. other Technical IT support (€10,820).
5. **Extraordinary Charges:** This is the total amount, €5,675, of overdue fees which were accrued for three years and cancelled on 31/12/2015 according to our Statutes. Details include; One Full member (Peru RGZ) and four Associate members (Hadid

Chief Executive Report to ICAR Board

January 26, 2016

Sanat, Iran., TarazPolyHim, Kazakhstan., Ass.Manuf.Livestock, Uzbekistan and Genetic ID, Greece).

2.2 **ICAR 2016**

Appendix 2: ICAR Income Statement Budget vs Forecast 2016 (as of Dec 29th 2015).

Appendix 2: ICAR 2016 Income/Expense Notes (as of 29th Dec 2015);

1. **Staff and Consultants:** Groups Coordinator costs will be attributed 100% to ICAR in 2016. (In 2015 50% was to S-ICAR).
2. **Technical Activities Future ICAR:** This €69,500 is detailed under Section 3 of this CE Report, “Brand Project Plan and Budget 2016. Costs are associated with ICAR Logo evolution, ICAR Story/Presentation material, ICAR Web Version 2.0 and Revamp of Guidelines.
3. **ICAR Surplus Reserve:** ICAR has built up a surplus of €451,601 up to December 31st 2015. As an INGO the CE recommends we are bound to begin to use this to provide better services and value to our members. In 2016 we plan to do this by spending €69,500 in “Future ICAR” deliverables as opposed to the €30,000 budgeted. For Board approval – see detail in section 3 below.

2.3 **Service ICAR**

Appendix 3: S-ICAR Income Statement Budget vs Actual (as of December 29th 2015).

Appendix 4: S-ICAR Income Statement Budget vs Forecast 2016 (as of Dec 29th 2015).

Appendix 3 and 4: S-ICAR 2015/16 Income/Expense Notes (as of 29th Dec 2015);

- a. **Tags & Recording Devices:** The income from tests amounts to 28,835 Euro compared to 80,000 Euro budgeted. The reduced income of **51,165** Euro is due to cancelled tests or postponed ‘til 2016 – namely Orion and Lactocorder which will now both fall into 2016. The next year 2016 was originally forecasted at 60,000 Euro which we now have upped forecast income to 90,000 Euro.

January 26, 2016

- b. **Certificate of Quality**: The income in 2015 amounted to 18,397 Euro some 8,397 Euro more than budgeted. The new Consultative Review pilots have been piloted and will be part of the 2016 and subsequent annual C of Q Audit schedules.
- c. **Identification Devices**: The problem highlighted by the end of September figures for ID income (which forecasted a year end position of €51k under vs budget due to poor uptake of our Recertification scheme), prompted the ICAR office to aggressively campaign and pursue our ID manufacturers for engagement with the new scheme.

A letter notifying them that their products that will be “**De-Certified**” by ICAR was sent and that letter plus associated follow up calls proved very effective. As a result the manufacturers reacted quickly and some 29 tests were submitted in the Oct – Dec period. This brought in some €75k in that period which meant our year end 2015 income for ID came in at €397k versus €385k budgeted with costs higher than budgeted due to test mix.

- d. **SOLID EU**: The annual cost for SOLID project in December 2015 amounted to 27,711 Euro, which with our 20% admin overhead saw an income of 35,000 Euro in 2015.

3 Brand Project Action Plan and Budget 2016

ICAR Brand Project: In our November 20th 2015 Board meeting we ratified Milestone (MS) 3 “Understand phase” as well as having a good productive session with Joost, the board and staff on the ICAR “Story” development. In the intervening month Joost and Martin have worked on a plan of action and budget for 2016 – this has been presented to the Board’s Brand Steering Committee on January 11th and feedback has been incorporated. We present for the Boards discussion and approval the following documents;

Appendix 5. ICAR Brand 2016 Action Plan

Appendix 6. ICAR Brand 2016 Detailed Budget and Planning

Appendix 7. ICAR Story Development Update

4 Membership update

No New members in December 2015.

2016 fee request/invoices will be sent out to all members before end of January.

January 26, 2016

4.1 **Certificate of Quality**

There was one member who were 'visit' audited for Certificate of Quality in November 2015;

University of Novi Sad, Serbia.

Faculty of Agriculture's Milk Analysis Laboratory

The laboratory has a valid accreditation (ISO 17025; # 01-412) from the Serbian National Accreditation Board (ATS). The laboratory regularly participates in national and international inter-laboratory ring- and proficiency tests. All the staff have appropriate skills and are experienced in the relevant tasks.

Contacts;

Prof. Snežana Trivunović - Director of the Animal Science Department

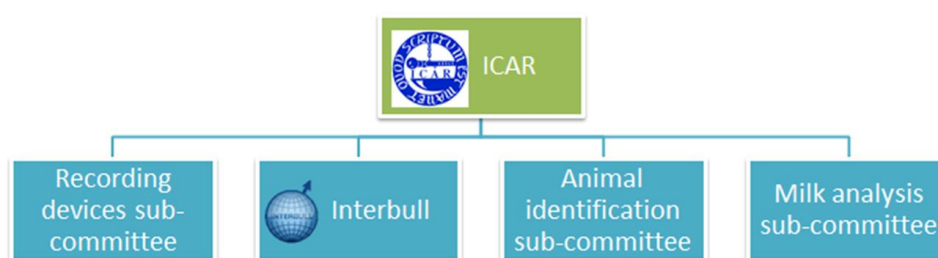
Mile Pećinar - Head of the Laboratory

Biljana Perišić - Quality Manager of the Laboratory

The Audit Report is on file with ICAR secretariat and after review by the ICAR C of Q team, we recommend Novi Sad laboratory be granted Certificate of Quality (for Board approval).

5 Groups Update / Report

Reports from ICAR's 4 Permanent Sub Committees;



5.1 **Groups Communications**

As part of our ongoing group communications MB + BW have scheduling calls to each of the SC/WGroups between July and December. All SC/WGs but Breed Association WG have now been called. These calls serve to ensure:

1) Functioning and Activity level of the group is progressing in the right direction and without duplicating efforts

Chief Executive Report to ICAR Board

January 26, 2016

2) ICAR office is aware of the groups needs and can share tools + learning and continue to support the groups centrally.

3) Also each group will get an opportunity to discuss the ACCURACY Task Force Report for relevance to their activities.)

So far SC/WGs completed / scheduled so far include;

- ✓ Parentage Recording WG – completed 08/09
 - ✓ AI Technical WG – completed 09/09
 - ✓ Functional Traits – 21/09
 - ✓ Dairy Cattle MR WG – 25/09
 - ✓ Recording Devices SC – initial call with Chair 17/08, whole group TBD
 - ✓ Genetic Analysis WG – completed 13/10
 - ✓ ID SC – completed 16/10
 - ✓ MASC – completed 04/11
 - ✓ Conformation WG – completed 09/11
 - ✓ Animal Fibre WG – completed 10/11
 - ✓ Sheep/Goat PR WGs (combined call) – scheduled 25/11
 - ✓ ADE completed 04/12 see point 7.6.1 for more on ADE
- Breed Assoc. last to be scheduled.

5.2 **Milk Analysis SC**

ICAR Proficiency Testing (PT): Martin & Silvia met with Philippe Trossat (Actaliat-Cecalait) in Rome for a day meeting on January 14th 2016 to work out how the ICAR PT and International PT become one under S-ICAR. Also Philippe sent on 2014 and 2015 raw PT data ICAR on 12th Jan 2016. Meeting proved to be very productive, executive summary of meeting;

- S-ICAR will contract Actalia to conduct ICAR PTs for 2016 – contract drawn up and sent Actalia
- PT Reports will be sent by S-ICAR with our logos etc
- Announcement will be made to ICAR Members in February ahead of March PT samples dispatch.
- Invoicing – Actalia will invoice S-ICAR and in turn S-ICAR will invoice clients
- PT Report has been revamped and brought up to date (circulate to rest of MASC for approval)

January 26, 2016

ICAR MIR Equipment Validation/Certification & ISO: ICARs role as envisaged to provide standardisation and certification services to members for Milk Analysers, MIR spectral calibration etc. Harrie van Bijgaart is presenting to ISO our draft proposal for an agreement between ICAR and ISO's ISO/TC 34/SC 5 (Milk and Milk products) – Harrie van Bijgaart is Chair of this ISO TC. Call Scheduled for 19th January between Harrie/Silvia/Martin and Marie-Noëlle BOURQUIN of ISO to discuss options.

5.3 **Recording & Sampling Devices SC**

RSD SC had a conf call on Jan 11th with key agenda points covering:

- New ICAR website, specific to recording device certifications (S-ICAR to spec)
- Tests in progress
- Lely XY Shuttle
- Guidelines revisions
- DNA Tissue Tags
- Body Condition Scoring Devices

5.4 **ID Devices SC**

Andie Dimtriadou has joined S-ICAR to take over the ID and RSD Certification duties when Jussi retires. Priority for Andie in next 6 months will be to work with Jussi and Ken to a) document the key ID Certification SOPs and b) help the revamp of the ID Certification listings on ICAR's website. Key events/meetings coming up for the ID SC in January:

Jan 14th- 15th, SAIT Audit, Calgary Canada

Jan 21st – 22nd, ISO WG3 meeting, Innsbruck Austria (MB will attend).

Jan 25th – 26th, ID SC face to face meeting, Vienna Austria

5.5 **InterBull**

GenoEx PSE-Implementation Task Force (PSE-ITF) held its first team meeting on Nov 25th 2015. Main topics;

a. Expert Group;

Appointment of Expert Group and identifying their first tasks/ priorities (SNP listing, file and content structure, rules for SNP exchange, permissions/authorisation). The Implementation TF felt that the Chair should have a connection with the Implementation TF and proposed Brian Van Doormaal as Chair for the Expert group. Hossein Jorjani was proposed as the INTERBULL Centre representative, and secretary of the Expert Group. Further members below

Chief Executive Report to ICAR Board

January 26, 2016

have been nominated and recommended by the PSE-ITF to make up the Expert team
- for ICAR Board endorsement;

Name	Employment Affiliation	Representation on Expert Group
Matthew McClure	Irish Cattle Breeding Federation (ICBF)	Parentage Recording WG
George Wiggans	Animal Genomics and Improvement Laboratory (AGIL)	Parentage Recording WG
Louise Marguin	Institut de l'Élevage, France	Interbull Steering Committee
Romy Morrin-O'Donnell	Weatherbys DNA Laboratory	Genetic Analysis WG
Tom Lawlor	Holstein USA	Breed Association WG (Dairy)
Johnny Mackey	Aberdeen-Angus Cattle Society, Scotland	Breed Association WG & Interbeef
Hossein Jorjani	Interbull	Interbull Centre

b. Other Tasks for PSE- Implementation Task Force (PSE-ITF);

- i. Which animals are submitted from the national level up? Not necessarily all animals – target animals (egg. bulls in AI, ET donor dams, etc.) Service users will need to be able to request additional animals from the country the animal was born in.
- ii. Define authorities for usage of data and access rules
- iii. Define Service fee structure
- iv. Wording of service agreement
- v. Wording for contacting ICAR members to inform them of GenoEX PSE and for requesting information on the service eligibility for organisations in their country (as defined in the GenoEx PSE Business Rules)

ICAR/InterBull Task Force(IC-IB TF) – the first conference call/meeting was held on 18th December with Hans, Martin, Marco, Reinhard, Toine and Brian van D. In the first instance the Terms of Reference were reviewed and refined. Key next steps will be for Martin and Toine to identify key processes for review in the IC-IB TF's face to face meeting planned for Verona Feb 03rd 2016. Ultimate goal is to have final report on IC-IB synergies to ICAR Board at Chile 2016.

Ongoing Communications: Martin and Toine continue to hold regular (monthly) Operational conference calls to be sure communication is maintained both ways

Chief Executive Report to ICAR Board

January 26, 2016

between Uppsala and S-ICAR to ensure administrative cooperation, last calls were Dec 12th 2015 and next call/meeting Jan 11th 2016.

6 ICAR 2018 and 2019 Conference – Host Selections / Options

In our Nov 20th 2015 meeting the Board asked Jay Mattison, Bevin Harris, Martin Burke and Brian Wickham to meet and recommend a suitable location for ICAR 2018 and 2019 Conferences.

ICAR 2018:

The group convened two conference calls (Nov 30th and Jan 6th) as well as various telephone calls with staff and other stakeholders. As a result have the following recommendation;

For ICAR 2018 we should coincide with the World Congress of Genetics (WCG) but rather than joining up with the WCG at the same venue (which is in Auckland from Feb 11th to 17th 2018, - that instead we have **our own** conference nearby in Hamilton or Rotorua (some 150km-200km away) during the preceding week. So ICAR 2018 would run from say from Wed 7th to Fri 09th Feb 2018.

Rationale is as follows;

- WCG is a big event with some 1300 expected - we could get "lost" in it if we are on same site
- By holding and hosting our own event in near but separate location we maintain our independent "brand"
- Auckland is a big city and Hamilton or Rotorua are smaller and in the former's case is in a Dairy area - more suited to our members business
- Will suit Interbull SC and geneticists as they can easily schedule both in same trip
- We could work with WCG LOA to have joint session on Genomics on the Mon 12th in their session
- We could work with WCG LOA to use one Technical Tours outing schedule instead of having two
- I believe we will have enough support from ICAR local members LIC, Milk Test NZ and Assoc members like Waikato, etc - an all NZ approach

ICAR wkshops:

2002 Switzerland
2004 Tunisia
2006 Finland
2007 Verona
2008 USA/Can
2009 Croatia
2010 Latvia
2011 France
2012 Ireland
2013 Denmark
2014 Germany
2015 Poland
2016 Chile (Oct)
2017 UK
2018 NZ?
2019 ??

We would like the Board to review and endorse this recommendation. If ratified by the ICAR Board, Martin and Brian will make representation to the Local Organising WCG who are meeting on Wed 27th January.

Chief Executive Report to ICAR Board

January 26, 2016

ICAR 2019:

Once 2018 has been decided we will in February/March we will look at recommendations for 2019.

7 Future ICAR Board Meetings

7.1 Meeting Schedule

The following table is a first draft proposed schedule of meetings for the ICAR Board and the Council of Service ICAR for Jan – June 2016. Please note 2000hrs for all meetings (other than those face to face).

Table 1. Future Meetings: Proposed January – June 2016.

Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
Service ICAR	Board	Tue 19/01/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
ICAR	Board	Tue 26/01/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
ICAR	Board	Tue 23/02/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
Service ICAR	Board	Tue 22/03/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
ICAR	Board	Tue 29/03/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
ICAR	Board	Tue 26/04/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
Service ICAR	Board	Tue 24/05/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
ICAR Face to Face	Board	Tue 27/05/2016	09:00 – 18:00	Amsterdam	
ICAR	Board	Tue 28/06/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio

Martin Burke, Chief Executive

Date 15th January 2016.