



**ICAR Board meeting
20th November 2015
From 09:00 to 18:00 – Hotel UNA (Rome, Italy)**

Minutes EC/MB

1. Call to Order & Approval of Agenda

In attendance: Hans Wilmlink, Jay Mattison, Kaivo Ilves, Marco Winters, Laurent Journaux, Japie van der Westhuizen, Jorge Lama, and Niels H. Nielsen; Josef Kučera (Inspector); staff: Martin Burke, Milan Zjalic, Charl Hunlun, Juhani Maki-Hokkonen, Cesare Mosconi, Silvia Orlandini and Elena Couto.

Apologies: Bianca Lind (on skype conference), Neil Petreny, Bevin Harris and Brian Wickham.

Hans Wilmlink gave a special welcome to Silvia Orlandini who joined the Secretariat in September.

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

2. Approval of the minutes

Motion: It was duly moved, seconded and carried that the minutes of the Board of 20th October 2015 are approved as presented.

3. Matters arising

No matters arising since last meeting. For the proposal of Milk donkey recording it was decided not to endorse at this stage but to encourage this group to proceed and keep informed ICAR with the results.

4. CE Report

4.1 Priorities

The CE explained that the GenoEx new Task Force is now operating and will have the first conference call meeting on 25th November; the Brand Project is on-going and he is happy with the progress so far; the Web/IT will be presented in this session; the Global Reach is linked to the Certificate of Quality and is for discussion also in this session; the Building bridges document is routinely updated; and the ICAR-ISO accreditation as a certified body will be reviewed in 2016. The Table has been updated in the CE report.

4.2 Board Golden Rules / Legal /Staff

Golden Rules

Hans Wilmlink referred to the Golden Rules listed in the CE report. This is a good practice to have in agenda, especially for new people joining the Board. This tool should be used like a forum for open and frank discussion but also to identify responsibilities and taking decisions.

Jay Mattison asked to make sure the participation of members in Board conferences in order to meet the legal quorum for decisions. The President agreed and informed that meetings are scheduled well in advance and is important to attend.



Martin Burke encouraged the members to feel free to comment and send feedback. The documents for the sessions are placed in the restricted site at least one week before the meeting to allow members to send their comments/modifications.

Hans Wilmink agreed that these conference calls will not take more than one hour, for this reason it is important to have clear documentation for quick discussion and take decisions. This kind of meetings is not appropriate for long discussions.

Niels H. Nielsen agreed about the need to have the monthly conference calls and saw it as a good procedure, but also indicated the need for one face to face meeting out of the meeting held during the annual session.

Investment

The CE informed that the investment with Deutsche Bank (DBI) has been sold and accredited to the DBI current bank account. The Secretariat will now arrange the transfer from DBI to the current bank account at BNL-BNP Paribas and will look for short term deposit.

Staff

Martin Burke informed that Jussi Maki-Hokkonen will leave his position on 31st May 2016 after 13 years. The Board thanked Jussi for the good work done and for his dedication during the transition period.

The CE informed he had an interview with Ms. Andie Dimitriadou who was involved in ICAR in the past. At the moment she may come some days a week to work with Jussi until his retirement. Jussi informed he was happy with this solution; he knows Andie very well and thinks she will be very helpful for the association.

4.3 International alliances

ISO: As Registration Authority for RFID devices, ICAR will provide annual report in March 2016. A meeting of the ISO WG3 will take place in Innsbruck in January 2016 and the chair of ID SC will attend. The Sub-Committee has arranged its own meeting to follow.

At the same time, we are looking with Harrie van Bijgaart and Silvia Orlandini who are in communication with ISO how to proceed to certify MIR analysers.

IDF: At the meeting in July 2015 it was agreed to share some resources. Jay Mattison informed that their management group is looking for restructure in next 5 years. Laurent Journaux asked to look for a homogeneous and balanced participation between IDF and ICAR. Hans Wilmink informed that IDF WDS (World Dairy Summit) meeting in 2016 will take place in The Netherlands a week before Chile in 2016; it was proposed that the President and Silvia Orlandini attend this meeting.

FAO: The Secretariat had some exchanges with Badi Besbes and informed that for 2016 there will not be a possibility to arrange a joint technical follow-up meeting in Africa.

The CE proposed that ICAR and S.I. proceed alone if there is an interest in organising this kind of event, considering that following the Symposium in Pretoria we have the list of competent authorities.

Marco Winters wanted to know how to find funds if we are not organising the meeting with FAO support. Martin Burke explained that most of the resources used for Pretoria came from the sponsors. He will meet Allflex (ID manufacturer) in December and part of his talk will be on future collaboration of manufacturer out of tests and linked to the Global Reach WG.



DG SANTE: Laurent Journaux informed that the regulation (Regulation of the European Parliament and of the Council on the zootechnical and genealogical conditions for trade in and imports into the Union of breeding animals) will be published in May 2016; at the moment there are no candidate for reference body, ICAR will be for performance recording and genetic evaluation for all ruminants (larger than today) but there will be public call for reference centres. We will need to participate in this call, and Laurent Journaux will keep the Secretariat informed. Josef Kučera suggested to approach the COPACOGECA.

In relation to the above regulation and the agreement between Interbull and EU, Laurent Journaux suggested to follow the publication on the EU Journal and Josef Kučera confirmed that ICAR may be easily informed through COPACOGECA. Bianca Lind said that Germany is also interested and that she has direct contact with R. Reents. Jay Mattison asked if this will place ICAR in a technical or policy role? The meeting confirmed it will be more technical, the body in charge will have to follow the rules published. The official authorities of member states are making the policy; the idea is not to be too close to EU level but have more recognition for the worldwide influence of ICAR has.

Hans Wilmlink pointed out that most of the time there is already the reference to ICAR guidelines in national legislations ICAR is better placed than others through the representation of its members.

The CE reported about his meeting in Brussels on 17th November; it seems at EU level there is an absence of knowledge on what ICAR is doing. It will be interesting to be informed regularly about availability of funding and projects, like the call for feed and gas (coordinator from Finland) that Cledwyn Thomas indicated. Laurent Journaux underlined the importance to be recognised in the Animal Task Force; if needed, ICAR may have information directly through its French Member. The CE reported that he has via email to Jan Venneman, officially asked the ATF to recognise ICAR as an official "observer" in this TF.

EFFAB: ICAR has

received the appropriate weblink (page) to the EFFAB Patents services – we will include a link on our new website so our members will know of the service.

ASAS American Society of Animal Science): The CE explained there are some difficulties in finding the right contact inside the organisation; it will be good to have some feedback from our US members. Jay Mattison advised there are some problems going on between ASAS and ADSA. We will monitor throughout 2016.

ISAG (International Society for Animal Genetics): The upcoming meeting in ISAG 2017 will be in Ireland, as agreed, the CE and Chair's Groups Coordinator will represent ICAR and sit on the Local Organising Committee. The next meeting of the Committee will be on 11th December in Dublin at which that CE will meet ISAG President and Secretary of ISAG.

4.4 Financials YTD 2015 / Financials Budget 2016

Martin Burke presented the follow-up budget as per 30th September and the forecast by December 2015 and estimate budget for 2016 based on some adjustments.

The Board asked the CE to review the estimate budget 2016 without considering any shared cost with S.I. for office costs. CE & Staff will correct and reissue by year end

Martin Burke presented the trends of ID testing in SI. The Board agreed that the income from ID is not sustainable and there is a need to look for other services making money.



The forecast budget of SI is not sustainable to go ahead with a loss. There was discussion around the InterBeef and CoQ margin, and Hans Wilmink underlined that the problem with some activities is that the MO are also paying member fees.

For InterBeef Laurent Journaux indicated that only a small number of countries are supporting/participating in this activity. We need to clarify the basis for the calculation with SLU as contracted centre. The future would be to extend the number of breeds and there is a need to plan how to reach a positive margin. Martin Burke agreed that the cost to the laboratory is not clear and Hans Wilmink that we do not start any activity which is not ready for making money in SI. Niels H. Nielsen asked about the approval of costs of InterBeef in 2016; there is no signed document in this respect at the Secretariat; this item will be discussed with Interbull SC and in turn with the SLU Centre. The meeting decided that the services related to Interbull and InterBeef evaluations will be for discussion at ICAR/Interbull Operations TF level.

Hans Wilmink requested the Secretariat to adjust the SI budget considering the discussion and outcome from the TF for final approval in December.

4.5 ICAR Web Version 1

Danilo Domenici from Adromeda Services made a short presentation of the new Web site - Version 1.

It has been decided to produce as a first step an institutional site without any distracting element such as slides, banner, or transitions. Important to focus the attention on the information published within the site. In any case, as the whole content has been totally imported into a CMS platform (WordPress), any future change can be easily achieved.

The menus have been redesigned in order to reduce their number to better attract the attention of the users. Consequently only 5 menu headers are available, summarizing the whole content.

The 3-4 strategic ICAR activities are recalled into the right side of the homepage, where a brief description of the content is anticipated. The links drive the user to the following pages where more information is provided.

On the home page will be a brief description of the ICAR Vision and the aims and reasons of the Organization, 3 menus with pictures bring the users' attention to meetings or activities considered important in any particular moment. To date The Guidelines, the Chile Biennial Session and Pretoria have been considered relevant to be recalled in this section.

The presentation of the main activities of ICAR has been considered in the design of the homepage and of the internal pages. While we have to operate within the confines of the chosen CMS template, the CMS technology makes possible an easy presentation of the texts.

At the end of the presentation there were some questions related to compatibility with iPad, smartphones and mobiles, (all yes) and links with social networks, i.e. LinkedIn. Hans Wilmink proposed to first focus on the new web site and leave as a next step the resources of social networks.

Marco Winters asked how to show the organization is "international" and "global", Martin Burke explained this will be highlighted through key words to express the concept and is part of the Brand Project.



The final advice from the Board was to keep the main page with not too much text, to look for pictures and key words.

The plan is for this Version 1 of our new site to be released in first weeks of December – this can be easily made possible by changing the DNS and then allow the necessary time to the authority to update them (2 days). Consequently, after collecting final comments (inc Board feedback) we will release as planned in December 2015.

4.6 ICAR Membership / Global Reach / Certificate of Quality

Membership

The CE presented the application received from Shearwell (ID manufacturer) and asked the Board to endorse the membership.

Motion: It was duly moved, seconded and carried that Shearwell is associate member starting January 2016 subject to the payment of the annual membership fee.

Global Reach

The CE informed the Board about the need to appoint in 2016 a consultant/convenor to support this new Group. Charl Hunlun pointed out that new members are sometime lost about our activities but interested in services this Group may provide, as part of the Golden rules. Groups coordinator will convene a call with existing Developing Countries' WG members of the upcoming changes.

CoQ

There was a discussion concerning the extension of the auditor's report and content. It was agreed that while the Board should approve they did not think it necessary to get the full report each time (this could be left to Secretariat and CE to call and their recommendations will be approved). However it was very clear that the certification has to be signed by the President to continue to give high value to the document.

The auditors' reports have to be helpful for the Member, like an advisory support. Charl Hunlun informed that based on this the extension session with auditors became more important. Marco Winters asked for some checking on language issues before the report is going back to the Members.

The Consultative Review will now replace the non-visited audit and the questionnaire has been adapted to communicate any changes. Introduction of statistics will be also part now of the visited audit. The general feeling is that new questionnaire is easier to fill-in.

Charl Hunlun pointed out the need to match the information on the CQ with the activities declared in the statistics for fee and inquiry by our Members. Laurent Journaux asked to assure that the recommendations from the auditor in the previous visit have been met.

As a result of this review there is a pilot project going-on with 5 Members for Consultative Review and the new fee structure will be applied starting January 2016.

Martin Burke explained that in Version-2 of the Web site the use of the data base to address all the questions related to contacts with laboratories and collect all the Members' information.

4.7 ICAR ISO17065 "Accredia"

As part of the priorities identified in June 2015 there was the possibility to have ICAR/S.I. recognised as a Certification Body with an independent international accreditation.



Being registered in Italy, the national accreditation body to address the request is "ACCREDIA". A first contact with them was established in October to understand the initial process and documentation required.

At the Secretariat we have started a "wiki" on our server to host our documentation and build up the process, but at this stage we consider this may start in 2017. In any case ICAR is not willing to change its internal operation process.

4.8 ICAR 4 Main SCs + WGs

Groups communications

Good progress on conference calls has been made since Krakow and at the moment just a couple are left, namely ADE and Breeds Association.

Milk Analysis SC

There was a conference call with the SC and a meeting has been scheduled with Philippe Trossat (Actilait) in Rome on January 14th 2016. The objective of this meeting is to work out how the ICAR Proficiency Test (PT) and the international PT become one under S.I. During this conference call it was also agreed with P. Trossat to send to ICAR all the current and historical PT results/data using the specific account email pt@car.org.

Silvia Orlandini informed about the proposal for an agreement with ISO to validate tools for dairy sector, which does not exist at the moment. ICAR may charge the laboratories or recognized centers which are doing this kind of validation, at the same time this should become a resource activity.

Recording and Sampling Devices SC

Martin Burke presented the application for new member of the Sub-Committee, Snorri SIGURDSSON and asked the Board to endorse his membership.

Motion: It was duly moved, seconded and carried that Snorri SIGURDSSON is member of the Sub-Committee for Recording and Sampling Devices.

Animal Identification SC

The main important discussion related to this SC took part under items 4.3 and 4.4.

Interbull SC

The CE met with T. Roozen, Director of Interbull Center, and had regular operational conferences to ensure communication is maintained both ways, Uppsala and S.I. and assure administrative cooperation.

The GenoEX Implementation Task Force has been settled and first conference call will be on 25th November to nominate the Expert Group, and will report back to the ICAR Board.

The Task Force ICAR/Interbull will have its first meeting in December; there is a need to refresh the ToR and the proposal is that Martin Burke will be the convenor of this TF and Toine Roozen the secretary. The TF will need to look into ICAR and Interbull operations with the scope of giving better services to our Members. The Strategic Plan has to be approved by ICAR Board to be sure that Interbull Center is not going in other direction. This TF will provide an opportunity to define better the structure and relationships between ICAR and Interbull Center.

Hans Wilmink proposed that at least some members of the Executive Board of ICAR attend the next meeting of Interbull in Verona (Italy) in February 2016.



Other WGs/ Task Forces updates

ADE (Animal Data Exchange) This WG reach a good stage and will now need to move on with a service. Laurent Journaux informed the chair wants to have a validation of the text from the Group before sending the final document, probably in a couple of weeks, containing analysis from the members of the Group.

The exchange of data is important for the manufacturers, using the same format and storage in a central data base. Having a test platform will allow suppliers to test their software and the platform will indicate the correctness. Laurent Journaux suggested to have a prototype with 3-4 manufacturers participation; the key point is if ICAR is willing to offer this service and how to move from a prototype to an open service.

The conclusion was that before we put any more resources into this group we need to be sure there is a market for this kind of data exchange certification. It was decided to ask our Groups Coordinator to talk to the WG to do a feasibility review and come up with next steps proposal, including a business plan if feasible.

Martin Burke informed that the modification to the guidelines (section 4.2 and 4.3) by the Parentage Recording Working Group have been made available to the Members for comments until 9th November. The Secretariat received minor comments/edits from France and it was requested to circulate to the Chair the comments received from the Members for information.

Motion: It was duly moved, seconded and carried that provide the chair considered the members comments the modification to section 4.2 and 4.3 of the Guidelines were approved.

4.9 ICAR Brand Session 1 - Findings

Presentation by Joost Mogendorff (see attached file).

4.10 ICAR Brand Session 2 – Next steps

Presentation by Joost Mogendorff (see attached file).

Joost Mogendorff presented his Stakeholder Interview Report. Milestone 3 ICAR Stakeholder Review stage was endorsed by Board on Nov 20th – Joost and CE now working on next steps and plan/budget for 2016 – will share with Board team for approval at next ICAR Board.

4.11 ICAR 2018 Biennial Session – Host selection

Martin Burke presented the problem for the hosting of the ICAR Session in 2018; if arranged in New Zealand/Australia back to the World Genetic Congress as suggested by the Interbull Sub-Committee, this will be in February 2018 which means that ICAR will hold 3 annual meetings in 14 months. The proposal is to see with the US/Canada members if this 2018 may be arranged later in 2018.

It was decided to arrange a conference call with Bevin Harris and Brian Wickham (New Zealand), Jay Mattison (USA) and Martin Burke to discuss this matter.

Initial discussions are now with South Africa for 2019 as possible host but need to be formalised.

4.12 Future ICAR – SERVICE-ICAR Srl Meetings

The schedule proposed by the CE was accepted with the modification in May to allow a face to face meeting. It was decided to arrange this meeting in Amsterdam on Friday 27th May 2016.

Minutes ICAR Board.



5. Any other business
No other business.

6. Adjourn

The meeting was closed on at 17h45.