SERVICE-ICAR S.R.L.

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Socio unico: International Committee for Animal Recording (ICAR)

2016 SERVICE-ICAR SRL Board meeting
(January 19th, 2016 from 20h00 to 21h00 CET)

1. Call to order and approval of the agenda

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

Apologies received from Marco Winters.

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

2. Approval of the minutes of 20th November, 2015

Hans Wilmink pointed out the need to summarise and list any specific action items at the end of each discussion item in the minutes; The Secretariat takes note to adapt accordingly.

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

3. Matters arising

No matters arose.

4. CE Report
   4.1. Financial

Income and expenses notes as per 29th December 2015

Martin Burke presented the Income statement as per 31/12/2015. Most of the budget lines are close to the original budget with some exception:
- CoQ shows a higher income and relevant expenses with a result of higher profit in the activity.
- Recording & Sampling Devices shows a decrease in the income and relevant expenses due to some tests started in 2015 but scheduled to finalise in 2016.
- Identification, compared to the forecast at the end of September 2015, shows an income and relevant expenditure higher than budgeted. The Secretariat took some actions sending letters to promote the re-certification and inform about the “de-certification” of the products. This campaign brought to a positive result for the income but still with higher than budgeted costs due to test mix.
- EU SOLID Project – the income and expenditure are based on real figures presented in the cost statements to EU including the 20% overheads. The project will finalise in March 2016.

Hans Wilmink thanked the Secretariat for the good initiative with the ID service. Kaivo Ilves asked about the higher costs in tagging. Martin Burke explained that this increase is due to the shipment with special courier. Starting 2016 the manufacturers will pay for these costs.

Income forecast notes as per 29th December 2015

The CE presented the forecast for 2016 budget and explained that for transparency he proposed to add budget line for each activity S.I. is involved even if it is "0" (both for income and/or expenses). The Board accepted this new format.

Martin Burke informed that the final draft of 2015 Financial Statement for Board consideration will be ready by end of February. The Secretariat will arrange with the Inspectors the auditing for the beginning of March.

4.2. Legal

The legal firm Agathemis is finalising the basic contract with manufacturers which will be used as soon as possible. The information at the Secretariat is that this basic contract will be ready in January.

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

Milk Analysis SC

The CE informed about the visit of Philippe Trossat (Actalia) to Rome and the meeting with him and Silvia Orlandini. The historic data are now with the Secretariat.

As a result of this meeting, the Secretariat prepared and sent to Actalia the service contract for their comments/consideration and signature. Silvia Orlandini explained that this activity will be now in line with the indications of the Brand project and more transparent for our members, given also more visibility to the association.

Hans Wilmink congratulated with the Secretariat for the work done and asked about the complexity of this activity for the staff. Martin Burke explained that most of the activity will be administration and storage of data.

The draft proposal for an agreement on ISO/TC34/SC5 (Milk and milk products) was presented to ISO by H. van Bijgaart in December 2015. A call is scheduled for January to further discussion.
The meeting discussed about the use of Spectra in the future and the role of ICAR. Martin Burke expected to have a proposal for this key scientific field for Board discussion in March.

Recording and Sampling Devices SC

The CE informed about the on-going activities of the SC as detailed in his report and the tight collaboration between the SC and other WGs for specific items (i.e protocol for DNA tissue tags). The CE and a member(s) of the SC are also looking at visiting the ATB Potsdam laboratory in March 2016.

Animal Identification SC

Andie Dimitriadou has joined S.I. and part of her job will be the ID SC; she is working closely with Jussi and Ken Evers on the main priorities: a) draft document for the key ID certification SOP's, and b) assist the revamp of the ID certification listings on the web site.
In January there are key events/meetings for the SC: a) auditing to the laboratory SAIT in Calgary (Canada); b) ISO WG3 meeting in Innsbruck (Austria), and c) ID SC meeting in Vienna (Austria).

Martin Burke presented the auditing report and recommends the Board to approve.

Motion: It was duly moved, seconded and carried that SAIT is approved as reference laboratory for ID SC.

Hans Wilmink was happy with this new laboratory and its location outside Europe.

InterBull SC

PSE-ITF held its first team meeting on 25th November 2015 and prepared the list of future tasks and the list of expert group to propose for endorsement by the ICAR Board. This will be discussed by the full ICAR Board on 26th January.

ICAR/InterBull TF held its first conference call on 18th December 2015. The ToR were reviewed and refined and the new version will be submitted to the ICAR Board for information.
Martin and Toine are meeting now regularly to identify key processes for review in the face to face meeting scheduled on 3rd February 2016 in Verona (Italy). Ultimate goal is to have a final report on synergies for submission to the ICAR Board at the meeting in Chile (October 2016).
Hans Wilmink congratulated all the team for the good progress.

4.4. Future ICAR and S.I. Board meetings

After short discussion the schedule for the next meetings was agreed as presented in the CE report.

5. Any other business

Jay Mattison joined the meeting late due to previous commitment; he will send some comments/questions by email directly to Martin Burke.

6. Adjourn

The meeting was closed on at 9h00.