
Chief Executive Report to ICAR Board

March 29, 2016



**ICAR Chief Executive Report for ICAR Board Meeting
20:00 – 21:00 CET, Tuesday March 29th 2016.**

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1 Priorities

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

- GenoEx – PSE Implementation Task Force
- ICAR & Interbull Task Force / synergies
- The ICAR “Brand” Project incl. Web/IT Version 2 incl. 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

Appendix 1: ICAR Balance Sheet 2015

Appendix 2: ICAR Income Statement 2015

Appendix 3: Explanatory Notes to Service-ICAR Financials 2015

Appendix 4. ICAR Inspectors Audit Report to Board (Audit date 26/02/16)

Appendix 5. ICAR Budget 2016

3 Brand Project Action Plan

3.1 Partner Chosen:

Following on from the 18th February selection meetings with potential partners and after consultation with Board’s Steering Group, we chose VA Design (Director Mr. Wouter Botman) to deliver the components of ICARs Brand Action Plan 2016.

3.2. Update on Brand Action Plan:

To recap, the deliverables of the Brand Action Plan can be broken down into 4 sub areas. (see Table 1 below).

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Table 1. Brand Action Plan 2016 Overview

Sub Area	What exactly?	Target Delivery Date
1. Fundament Recognition	Evolution of new ICAR logo, Strap Line Slogan/Descriptor, Design Identity (House style)	Present to Steering Group & Board in April, (include SC chairs) with completion by end May.
2. ICAR Story	ICAR leaflets, standard presentation deck.	End of June
3. Web continuous improvement	ICAR story online, Navigable guidelines online.	September
4. Activation of Brand	Chile Meeting Brand Activation Launch, Stand and all components live. Newsletter via 'Mailchimp'	October

In March, VA Design have made a start and shared some concepts with CE on proposed new logo and slogan/descriptor. These are currently being refined and the plan is to share with the Steering Group in a call scheduled Monday 04th April. Subject to input from the Steering Group and ICAR staff and SC Chairs, the plan is then to refine and send to ICAR Board for April 26th meeting.

As per last Board meeting CE and staff will review how best we can spread the costs of Brand Action Plan appropriately between ICAR and Service ICAR as both will benefit from this work.

4 Membership

4.1 Fees 2016

Associate Members Fees requests sent out Jan 29th 2016 and Full Members Fees requests were dispatched to all on Feb 26th 2016. Returns are at expected rate for March as per 45/115 (39%) members paid to date, will continue to track monthly.

4.2 New Members

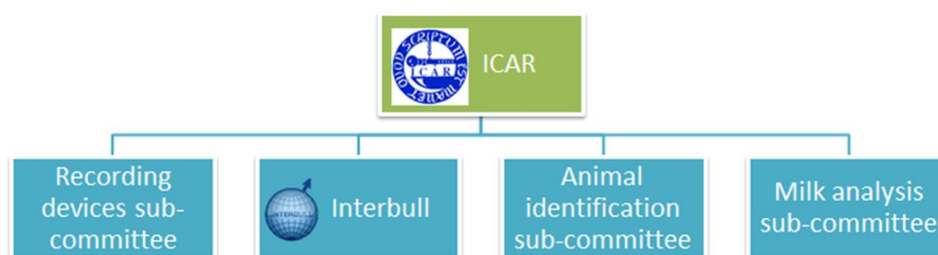
One New Member (Full) application is still outstanding since or last ICAR Board meeting on 23rd February, from an Iranian company Aria Sepehr, Contact: Mehdi Babaei, CEO & Chairman of the Board, Website: <http://www.ariasepehr.com>

Bianca kindly agreed to follow up with her contacts to find out more about this Iranian company and provide feedback to Board for final decision at this March 29th meeting.

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5 Groups Update / Report

Reports from ICAR's 4 Permanent Sub Committees:



5.1 Milk Analysis SC

S-ICAR PT: March 08th 2016 saw the first ICAR PT samples dispatched under Service ICAR. Some 27 participants are taking part in this March run. Once results are back the Performance Reports will be sent from Service ICAR with subsequent invoices to follow.

S-ICAR & European Milk Recording (EMR) – S-ICAR in partnership with EMR and others are submitting a Joint Project application to FTI Horizon 2020. (The Fast Track to Innovation (FTI) pilot is a fully-bottom-up measure in Horizon 2020 to promote close-to-the-market innovation activities).

EMR (www.milkrecording.eu) was created in the continuation of OptiMIR. The objective is to deliver a marketable standardisation service to milk laboratories, Milk Recording Organizations, dairy industries and other stakeholders who use MIR technology.

S-ICAR's primary role is in Work Package (WP) 4 to provide standardisation and certification services to validate the new EMR algorithms for Milk Analysers. S-ICAR also has a secondary dissemination role in WP 5.

Reference **Appendix 6. FTI EMR Budget Summary Project Submittal** for details of the budget submitted with a total of €196,500 budgeted for S-ICAR.

Reference WP details on Pages 31-34 of **Appendix 7. EMR Project Proposal Full Text (sent in 15/03/16)** which covers summary of S-ICARs tasks.

We don't expect the final decision on this from FTI until Autumn 2016 and as such we don't see any impact on the Service ICAR budget in 2016.

5.2 Recording & Sampling Devices SC

In March 2016 the Recording & Sampling Devices SC sent out two Annual Letters;

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- 1) Manufacturers letter – requesting manufacturers to review their list of Certified ICAR meters and inform us if they are still current or indeed have had any modifications as per section 11.5.4.1 of our guidelines.
- 2) Members Letter – requesting members for field feedback or dissatisfaction ratings on devices in use as per our guidelines section 11.5.4.2. Request: If such a letter is relevant to your organisation (and not already dealt with by your organisation), then it would help Steven and the SC if Board members could follow up internally to help get these reports back. (See **Appendix 8.** for copy of the Members letter).

5.3 **ID Devices SC**

ICAR Office continue to support the ID SC on main topics of a) documenting key ID certification SOP's, and b) assist the revamp of the ID certification listings on the web site.

Note: Ken Evers Chair has relocated to USA – Martin has been speaking with Ken in last weeks and from end of April onwards it seems he has no mandate from an ICAR member to continue as chair (He tells me it is also unlikely he will find relevant work with a member). As such CE, Brian and staff will start making plans for filling this position as a priority. CE to oversee and continue to advise Board on this key position.

5.4 **Interbull**

GenoEx PSE-Implementation Task Force (PSE-ITF) held a subsequent meeting on March 17th - Main topics being worked on are;

- Wording of service agreement – working on roles and responsibilities between ICAR, Interbull Centre and User.
- Define Service fee structure
- 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)
- Define authorities and their accredited / appointed labs for usage of data and access rules for which ICAR will maintain register.

A further PSE-ITF meeting is planned in April. Goal is to have a service agreement proposal for ICAR Board review at “face to face” in Amsterdam on May 27th 2016.

ICAR/Interbull Task Force(IC-IB TF) – following on from Verona meeting in February, the ICAR/Interbull task force held a conference call on March 16th.

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At that meeting, Martin/Toine gave update on progress on the first priority which is the Business Processes review. Good work is underway, we now know all 34 Interbull clients are indeed ICAR members and we are currently working to standardise and define clearly the figures that are used for Interbull fees as set down by Interbull SC.

Hans Wilmink made the point that the Task Force should focus on the “as is” and develop an executive status summary for our next meeting on April 18th to report on progress, ensuring we keep to original Terms of Reference.

It was also decided in the upcoming “face to face” ICAR-Interbull TF meeting which is scheduled on the afternoon of May 26th (day before ICAR Board on 27th) that we dedicate half that meeting to address ‘process’ and the other half to ‘governance’.

Next meeting April 18th 1500hrs CET.

6 ICAR Conferences

ICAR 2016 Chile:

Weekly conference calls in place with Jorge and local organizer Elizabeth Mora. Programme is up on website (see www.icar2016.cl), Registration is live, Calls for Abstracts going out this week.

ICAR 2017 UK:

ICAR secretariat will begin conference calls with Marco/Mike and Local Organising committee in June 2016

ICAR 2018:

Actions since last board;

- BW has made contact with local NZ members and associate members and has formed an initial Local organising committee for NZ ICAR 2018
- Brian has also notified the World Congress of Genetics and will work with them re overlap

ICAR 2019:

In the February 23rd ICAR Board meeting the following Board members Japie, Niels and Bianca were appointed to work with CE and secretariat to review and recommend location for 2019 ICAR conference. CE will convene a call in April to kick off the selection process.

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7 Future ICAR Board Meetings

7.1 Meeting Schedule

The following table is 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 2. Future Meetings: Proposed January – June 2016.

Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
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	Fri 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 23rd March 2016.