



**ICAR Board meeting
27th May 2016
Amsterdam, The Netherlands
from 9:00 to 18:00**

Minutes EC/MB

1. Call to Order & Approval of Agenda

In attendance: Hans Wilmink, Jay Mattison, Kaivo Ilves, Laurent Jouranux, Marco Winters, Bianca Lind, Jorge Lama, Japie van der Westhuizen, Bevin Harris, and Niels H. Nielsen; staff: Martin Burke (CE), Milan Zjalic, Cesare Mosconi, Juhani Maki-Hokkonen, Charl Hunlun, Brian Wickham, Silvia Orlandini, Andie Dimitriadou and Elena Couto.

Apologies: Neil Petreny and Josef Kučera (inspectors).

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 26th April 2016 are approved as presented.

3. Matters arising

No matters arising since last meeting. Action items are covered in the report.

4. CE Report

4.1 Golden Rules / Priorities

The CE listed the Board “Golden rules” and priorities as indicated in the summary table of his report. The main priorities for the CE and Team in 2016 are related to:

- GenoEx-PSE implementation TF
- ICAR and Interbull TF – synergies
- ICAR Brand project including web v2 and guidelines overhaul
- Building bridges with key organisations
- Membership and Global Reach
- Building ICAR's QMS in line with ISO 17065 and ISO accreditation for SERVICE-ICAR Srl as a Certification Body

4.2 Financial 2016

The CE presented the balance sheet and P&L accounts as per 30th April 2016 and the forecast until December 2016 compared to the approved budget. The forecast for 2016 presented a loss compare to the budget mainly due the write-off of dues for outstanding fees in 2014 and 2015 and an increase in salary costs.

Action: The CE will contact the members with two years of arrears to convince them to continue as member of ICAR. The next updated situation at 30th September of balance sheet and P&L accounts will be presented to the Board early October.



4.3 External auditing firm

As recommended by ICAR's Inspectors the CE requested some quotes to international accounting firms to provide independent audit of the annual accounts both for ICAR and SERVICE-ICAR Srl. The quotes are presented in Appendix 4.

The companies offer the possibility of certification of the accounts or an analysis of the procedure and advice on potential improvement.

The Board discussed the opportunity of having the external auditing for the 2015 or 2016 accounts and also the suitability to request this auditing to an international or Italian firm. Laurent Journaux will provide a contact for an Italian firm but the general agreement was for an international company.

The Board requested the CE to start as soon as possible with the review and advice with the 2016 accounts, although this item was not budgeted, in order to apply the new forms and procedure in 2017.

Action: The CE will stipulate an agreement with an international firm for review of the existing procedures and advice for the 2016 accounts.

4.4 Membership

Fees

In Appendix 5 there is an update of the fee payment for 2016. A remind was sent in May to those members who had not paid to date.

Niels H. Neilsen asked the possibility to have a breakdown to facilitate the calculation to those members who are an umbrella organisation with several associates.

Action: For next years Invoices to Members the ICAR Secretariat will include a table which give breakdown of fees (this is to facilitate 'Umbrella' members to further apportion costs internally if they so wish).the calculation of the fees.

Action: A new reminder for outstanding fees will be sent to members in September and the CE will report back to the Board in October.

New member

The CE presented the application received from the Dairy Cattle Research Center (DCRC) of Shandong Academy of Agricultural Sciences (China) for full member.

Motion: It was duly moved, seconded and carried that Shandong DCRC is accepted as full member subject to the payment of the membership fee.

4.5 Certificate of Quality

Charl Hunlun, responsible for the activity of CoQ, made a short presentation of the process which meant a revised approach and schedule for our members.

Silvia Orlandini asked about the renewal of the CoQ if this is mandatory or voluntary basis. Charl Hunlun explained that the application or renewal is on a voluntary basis. The Board consider important to promote this certification as a good tool also for managers who may exchange views with auditors during their visit. Niels H. Nielsen underlined the importance for a manager to meet with the auditor to discuss good and weak points; it is an opportunity for the company to improve the procedures. Japie van der Westhuizen indicated the importance to have the CoQ if your company is involved in open market. Laurent Journaux



suggested proposing EU to consider this certification as a reference in different milk recording.

Following the discussion it was agreed to:

- The Secretariat to contact members well in advance to advice about the timing for renewal.
- If the renewal is not requested and official letter will be sent from the Secretariat to cancel the use of the logo with CoQ and the information will be removed from the web site.
- The auditor appointed for a renewal will be different from previous one.

The CE informed that Japie van der Westhuizen made the visit auditing to our member VIT in Germany for the renewal of their CoQ and presented the report for endorsement by the Board.

Motion: It was duly moved, seconded and carried that the CoQ is renew to VIT for the activities of genetic evaluation in dairy cattle, beef and other species.

4.6 International Strategic Alliances

International partners

The CE presented a table in his report with an executive summary of the activities so far in 2016 with a number of international organisations dealing with animal production or with fields relevant to the ICAR mandate.

The President underlined the importance of maintaining these links for ICAR visibility and mutual use.

Jay Mattison informed about the change in the responsible of ADSA. CE can follow up with Jay as required for further details.

Silvia Orlandini asked CE to include the reference that ICAR's is collaborating with the working groups of Standing Committee Statistic and Automation- SCSA (Spectrum Standardization -S03, protocol for instruments validation S01 and S14, Reference System for Somatic cell Counting S09 and SCSA.

Action: Laurent Journaux will keep the CE informed about EU regulations/developments

4.7 Brand Project 2016

The CE made a presentation of the new logo, strapline and descriptors and report about the meeting with Joost and Wouter on 26th May. A road map with schedules has been agreed and standard material will be distributed for use of the Board, chairs, staff, like ppt template, brochures, etc. There will be two brochures; one for existing members and another for the new market or potential members. For Chile the brochure for potential members will be prepared also in Spanish for large distribution. The web site will go now to another level; first the site was refreshed, now the new format will be used.

In July a Newsletter special issue dedicated to the launch of the new logo will be circulated, and a "soft" launch will take place end of August with a stand at the EAAP Annual Meeting in Belfast where the upcoming meetings of ICAR will be promoted. The official launch will be in Chile during the Session.

Martin Burke explained there will be only an ICAR logo with underneath specification of some activities, like interbull, interbeef, proficiency test, certificate of quality, etc. and legal requirements in the case of SERVICE-ICAR Srl.



The Board considered the importance of passing the message that Interbull is an ICAR activity. The President explained that the discussion is going on at the TF level but needs time. Marco Winters informed that at least they will use the ICAR logo in combination with Interbull.

4.8 ICAR Sub-Committees and Working Groups

Milk Analysis SC

Silvia Orlandini made a short presentation on the Proficiency Test (PT) launch. The activity for ICAR members passed from Actalia to SERVICE-ICAR Srl, while Actalia will provide the service through a contract signed with S.I. to be reviewed annually.

There was a general discussion about the opportunity to open the service to non-members of ICAR. The proposal is to charge them with a higher fee or the alternative is to become at least associate member of ICAR. Kaivo Ilves wanted to know if the milk laboratories with CoQ have to participate in the PT. Charl and Silvia both agreed that the CoQ now has that question on PT participation in the questionnaire. Niels H. Nielsen informed the contracted laboratory Eurofins will participate in the next round.

Niels also suggested that the ICAR PT should widen its scope to provide ring test for parameters other than the traditional Fat Protein etc. – the milk sample is used to test other parameters so we should look to include the likes of PCR, pregnancy diagnosis, etc

Action: Silvia Orlandini will bring the suggestions on additional parameters ring test to the MASC meeting on June 02nd and report back to CE on this and the IDF Analytical week in Denmark next week.

Recording and Sampling Devices SC

The ToR of the Sensor Data TF are presented in the Appendix 7 for endorsement by the Board.

Brian Wickham suggested having one more member in this TF from the Milk Analysis SC. Laurent Journaux proposed to discuss also with the Animal TF at EU as the activity is close to their field. Jay Mattison underlined to keep this activity neutral and at World level, main objective should be management. Neils recommended CE should take an active steering role in the TF along with Steven Sievert the Project Leader

Motion: It was duly moved, seconded and carried that the ToR for the Sensor Data TF are approved as presented and Brian and CE will convene members and begin the Task Force work asap.

ID Devices SC

The CE informed he will chair the SC until we recruit a replacement. He will use this opportunity with Brian Wickham to review and bolster the make-up of the SC.

Juhani Maki-Hokkonen made a short presentation of the history and new test services. Last service will be the validation of a product, which will help the Competent Authorities and be useful to promote the ICAR brand while we will provide them also with guidance in their investment.

Laurent Journaux asked about the UHF technology testing; the CE informed that a TF will be formed to work on this technology. He will report back to the Board.

Minutes ICAR Board.



At the end of this item the President asked Kaivo Ilves as former chair of the SC to say few words and to thank Jussi who will retire this month on behalf of the Board and all the ICAR team for his dedication the last 13 years and great support.

Interbull SC

The CE informed that the ICAR-IB-TF meeting on 26th May was positive and these were the main topics:

- finalising ToR; last document to the Board.
- Genoex PSE TF – ver. 6 agreement. Comments received from France; Brian van Doormaal will incorporate in a final version for submission to the Board of ICAR for endorsement at the next meeting.
- Toine and Reinhard will come back with final document at next meeting while finalised.

Jay Mattison asked about the 3-years funding for the software and wanted to know if it has been developed. The CE informed the software was bought. Laurent Journaux reported that the expert group is working on data and final information, and a preliminary version will be ready for Chile. Niels H. Neilsen suggested S.I. sending a letter to SLU asking clarification about the use of the investment.

Action: CE to review original conditions of the €60k investment sanctioned by the ICAR Board and seek confirmation from SLU on the details of software procured.

Other Groups update

Parentage/ Genetic Analysis WGs. General discussion about importance of distinction between DNA Analysis and Parentage verification WGs. Cesare Mosconi informed that the new accreditation launch is now expecting 15 participants. In the past there were 2-3 rejected. The accredited laboratories are listed in the web site; a new list will contain the laboratories for parentage verification. Silvia Orlandini advised about the wording when using “accreditation” or “certification”. Bianca Lind informed that the DNA Analysis WG recommendation is to move the service of accreditation of laboratories to S.I.

Discussion on formation of New ‘ Genomics’ group - Brian Wickham informed about the overlap between some WGs (parentage and genetic analysis) and proposed to disband and form a new group that would address all aspects of Genetics at DNA level. Martin Burke explained that the Genoex-PSE members could grow into become the new WG on Genomics.

Action: The Board asked Brian Wickham and CE to work on a draft Terms of Reference for such a Genomics Group, and to review it with existing GA and PA working Groups. Once finalised bring back to the Board with a recommendation when ready

4.9 ICAR Conferences

ICAR 2016 Chile

Jorge Lama gave an update of the situation of registrations to Chile. The CE and part of the Team have weekly conference calls with the local organisers and in June there will be a call with session chairs to add “flesh” to the Programme.

ICAR 2017 UK

Marco Winters made a short presentation of the Session in 2017 in Edinburgh (UK). The venue will be from 12th to 16th June 2017 at the Roxburgh Hotel, downtown.



Action: The Secretariat will send the agreement for comments and signature.

ICAR 2018 New Zealand

Brian Wickham made a short presentation of the Session in 2018 in Auckland (New Zealand). The venue will be from 7th to 12th February 2018 at the Aotea Center.

Action: The Secretariat will send the new logo to Jorge Lama, Marco Winters and Brian Wickham for use in the banners and printed material of their future sessions.

ICAR 2019

The CE convened a call on 26th April to kick off the host selection process with some Board and staff. Initial suggestion on possibility of South Africa as host for 2019 was ruled out for two reasons: a) instability, and b) EU members will have travelled to Chile, New Zealand and now RSA in space of 4 years.

Recommendation was for an EU location for 2019 and target agreed were: Czech Republic, Spain, Netherlands, and Belgium.

The CE will follow up with potential organisers and a second call of the Group will take place in June/July.

Action: CE to first speak with Josef Kucera re Czech Republic and then convene a date for a call of the Group in June/July.

4.10 Future ICAR Board meetings

The schedule was reviewed and latest version was agreed and presented on Fri 27th May. The next ICAR Board conference call meeting will take place on Tuesday 19th July at 20h00 CET. (It will be preceded by a Service ICAR Board call at 1900hrs the same night 19th July).

Table 1. Future Meetings: June – December 2016.

Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
Service ICAR	Board	Tue 19/07/2016	19:00 - 20:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
ICAR	Board	Tue 19/07/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
ICAR	Board	Tue 30/08/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
Service ICAR	Board	Tue 20/09/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
ICAR	Board	Tue 27/09/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio
Service ICAR	Board	Sun 23/10/2016	08:00 – 09:00	Puerto Varas, Chile	
ICAR Face to Face	Board	Sun 23/10/2016	09:00 – 18:00	Puerto Varas, Chile	
ICAR	Board	Tue 29/11/2016	20:00 - 21:00	Rome	8:00 in NZ and 15:00 in Columbus, Ohio

5. Any other business

Minutes ICAR Board.



The President before closing the session asked for feedback from Board members and staff. Overall good comments. The President thanked all the participants and invite them for an informal boat-dinner at 20h00.

6. Adjourn

The meeting was closed on at 17h15.