
Chief Executive Report to ICAR Board

August 30, 2016



ICAR Chief Executive Report for ICAR Board Meeting 20:00 – 21:00 CET, Tuesday August 30th 2016.

Author: Martin Burke

24 August 2016

Table of Contents

1. PRIORITIES.....	2
2. FINANCIAL	2
3. ICAR BRAND LAUNCH PLAN 2016	2
4. BOARD ELECTION / MEMBERSHIP	3
5. ICAR MEMBERSHIP	4
5. GROUPS REPORT.....	4
6. ICAR CONFERENCES	9
7. FUTURE ICAR / S. ICAR BOARD MEETINGS	10

August 30, 2016

1 Priorities

1.1 CE and ICAR Team 2016 priorities 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;
[Including EU](#): 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 2016/17.

2 Financial 2016

2.1 External Auditing Firm

At May 27th Board meeting it was agreed ICAR would contract an international accounting firm to a) not only do the end of year 2016 accounts but b) also offer advice consultancy with respect to the structure and reporting of our accounts (with special emphasis on Service ICAR).

CE held conference call with Deloitte on 29th July to agree the specification and deliverables as well as setting the cost limits for this service (which was agreed to not to exceed €18,000). Deloitte will prepare the quotation (with cost breakdown and deliverables) and present to CE at a meeting in Rome scheduled for September 08th 2016. CE will present final version to ICAR Board at September 27th 2016 meeting.

3 ICAR Brand - Update

3.1. ICAR Brand – Release Schedule;

The following is the release schedule for New ICAR Brand

Task	Date
Circulate dedicated Brand Newsletter to Immediate ICAR family (Board, Staff, SC/WG’s, Members and Associate Members)	19 th August (Sent see Appendix 1)
Development Website 1.5 (with new brand, colour scheme, logo, strapline etc.)	19 th September

Chief Executive Report to ICAR Board

August 30, 2016

Release Website 1.5 Externally	30th September
Circulate Brand Newsletter to all other External ICAR Stakeholders (full mailing list)	03 rd October
ICAR Office Start using new logo only (old one archived). So all letters, invoices, emails etc. from this date on with new logo.	03 rd October
‘Official’ New ICAR Brand Launched in Chile (ICAR Marketing material like Stand, back drop, pull ups, leaflets etc.)	24 th October

4 Board membership

4.1 **Board Elections due in General Assembly October 2016**

In October 2016 we have one Board member, Marco Winters, finishing his second term. Also the position vacated by Clara Diaz was never filled, so in effect we have two vacancies to be filled on the ICAR Board.

Summary of actions required by ICAR Board for Board Member Election;

- 1) Open position must be posted on ICAR website and all Members publicly notified re the position, the application process and deadline for receipt of applications, cv etc (must be sent before notice period of minimum six weeks prior to the upcoming General Assembly i.e. post to web and send alert by last day August 2016)

See Appendix 2. Call for New Board Members with closing date for applications to be Sept 23rd, 2016.

See Appendix 3. Board Members Duties document

For Board approval today August 30th so ICAR office can send out August 31st.

- 2) ICAR Board appoints a “**Nomination Committee**” whose job will be to consider the applicants and recommend to the Board the candidates it considers to best serve the ICAR Board.

Nomination Committee has been appointed by the ICAR Board on July 19th 2016 and it consists of; Jay Mattison, Bevin Harris and Japie van der Westhuizen.

- 3) Prior to the nomination process the Board should conduct a ‘**Board Review**’ which should highlight any gaps re skills on existing Board and can provide direction to the Nomination Committee with respect to the particular skill set the new candidates should have.

See Appendix 4. ICAR Board Skills and Geographical Summary for Board review today August 30th and Nomination Committee use thereafter.

August 30, 2016

- 4) The Nomination Committee then send the **recommended candidates to the Board** with reasons.

To be presented by Nomination Committee to ICAR Board September 27th 2016

- 5) President or his nominee shall present following to the **General Assembly**;
- i. Present all applicants received for open positions.
 - ii. Outline the review process for candidates by the Nomination Committee.
 - iii. Present the recommended candidate(s).
 - iv. Provide justification for recommendations.
 - v. Announce election results following voting (if more candidates received compared to positions available).
 - vi. Request a motion to destroy the ballots following the announcement of the election results.

Election to be convened at ICAR's General Assembly Puerto Varas, Chile October 26th, 2016. See Appendix 5. General Assembly Agenda - October 26th, 2016.

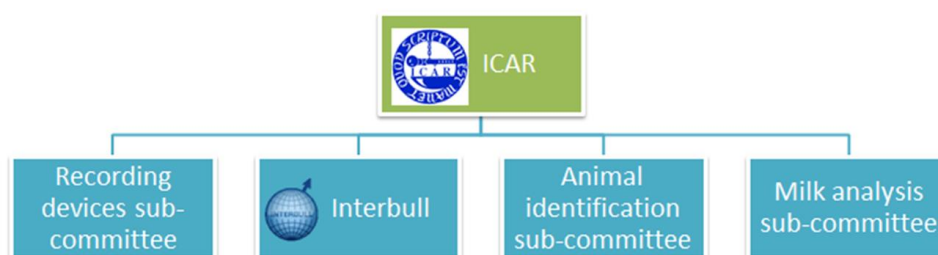
5 Membership

5.1 Fees 2016

CE will present final position re 2016 Fees in ICAR Board Chile 2016.

6 Groups Update / Report

Reports from ICAR's 4 Permanent Sub Committees;



August 30, 2016

6.1 **Milk Analysis SC**

6.1.1. **S-ICAR PT:** At the ICAR Board meeting of May 27th it was agreed we would look to add further parameters to the scope of our Ring Test. Our members responded in a short survey and told us what extra parameters they would like us to include. So now, along with the standard criteria of; fat, protein, somatic cells, lactose and urea, we have added the following parameters of; Beta-Hydroxybutyric (BHB), PCR and Pregnancy Associated Glycoproteins (PAG) for the September 2016 Ring Test. These new parameters and their prices have been added to the Services Schedule for Actalia.

6.1.2 **S-ICAR & European Milk Recording (EMR)** – No update as of yet from Xavier Massart Project Manager (AWE) who is to meet the NCP Wallonia, get advice and re-submit to match FTI specifications. Will update further when feedback comes through from Xavier.

6.2 **Recording & Sampling Devices SC**

6.2.1 **Sensor Data Task Force** – To date we have on board;

- Project Champion; Martin Burke
- Project Leader; Steven Sievert
- ICAR Groups Coordinator: Brian Wickham
- Recording & Sampling: Clement Allain
- Meter Lab; Kees de Koning
- Milk Meter expert; Uffe Lauritsen
- Dairy Cattle Milk Recording Group 1: Xavier Bourrigan
- Dairy Cattle Milk Recording Group 2: Astrid Koeck
- Technologist 1: Henrik Idensjo DeLaval
- Technologist 2: (TBD)

A first face to face meeting of the Sensor TF is being held in Amsterdam on September 20th and 21st, 2016

6.3 **ID Devices SC**

6.3.1 **Chair** – CE and Brian Wickham will escalate priority to fill this key position. Actions for September for CE to a) solicit take input from selected board members (Kaivo, Jay, and others) re types of candidates we could approach b) convene meeting with Groups Coordinator and SC to move it forward.

6.3.2 **Meetings;** CE will continue to chair the SC ID in the interim. An SC ID meeting was held on 30th June. Along with identifying New Chair and Members the SC's main

August 30, 2016

priorities are; 1. Release Competent Authority Validation Procedure 2. Ring Test SOP 3. UHF Technology Group formation.

6.3.3. Manufacturers Meeting; CE was invited to meeting with key manufacturers (Allflex, Datamars and Caisley) in Milan on July 28th 2016 to review the new Validation Service for Competent Authorities, as focussing on the integrity of the field sampling as part of that new process. CE will share minutes with SC ID in the first instance and discuss there before bring any proposals to Board.

6.3.4 ISO TC23\SC19\WG3 meeting – ICAR, as a Liaison Organisation, is invited to attend the WG3 meeting in Wageningen in the Netherlands on the 22nd and 23rd of September 2016. CE will attend.

6.3.5. ISO Registration Authority meeting – ICAR in its capacity as Registration Authority has been invited by Pieter Hogewerf (WG3 Sec) to meet with Jenny Pellaux ISO Technical Program Manager on Fri 23rd Sept 2016. No agenda received but the email invite said *“During the last few years there have been some discussions about the cooperation between ICAR and ISO and how the role of registration authority is implemented. In the recent ISO TC23\SC19 meeting from ISO side was decided that it would be best to organize a meeting to exchange views”* CE will attend.

6.4 **Interbull**

6.4.1 GenoEx PSE -Implementation Task Force (PSE-ITF) - after discussion at the July 19th ICAR Board meeting with respect to the ‘GenoEx PSE Service Agreement Contract (Version 8 – June 22nd 2016)’, the action minuted was that the President would ‘*....circulate an email to Board Members and will ask for comments and final endorsement*’.

Subsequent to this email the President summarised the responses and wrote on August 03rd 2016;

“Dear Board Members,

The outcome for this approval is that 7 board members endorse the approval, 1 board member not, and 2 board members did not react due to holiday or other reasons.

The ICAR board approves GenoEx PSE version 8.

Meanwhile we continue with the ICAR-Interbull taskforce. The actions set out by the board around this GenoEx PSE service (IP, etc) will be taken up. Once the service is launched needs for changes may arise. I like to ask Martin to be keen to improve this agreement towards new and more simple models once the need and the momentum is there”.

CE Comment: I recommend a twin track approach here – 1. We proceed with Service Agreement as is and as endorsed by the Board majority so the project proceeds to implementation **BUT** 2. Also simultaneously review the points raised to

Chief Executive Report to ICAR Board

August 30, 2016

improve the agreement from a legal and a good governance perspective. That way we are assured of the contractual robustness of the service. This may require some extra resources from Board members to support the ICAR Interbull Task Force in its duties. For discussion.

6.4.2 GenoEx PSE – conditions of Service ICAR €60k investment – the ICAR Board has asked the CE to review the documentation and expenditure detail with respect to the €60,000 investment in PSE.

The relevant proposal document is attached – see Appendix 6. Proposal of Strategic Investment for ICAR as presented by Reinhard Reents to the ICAR Board on Jul 24th 2016. The decision to fund was formally approved in the subsequent ICAR Board meeting of August 28th 2014 and the Service ICAR Board meeting in November 2014, the minutes read “...it was decided to fund this activity from S.I. accounts as a direct payment (grant). The total amount of 60.000€ will be paid over 3 years on presentation of the invoice by SLU with the first payment now being made for 2014.” No other conditions other than the detail in the original proposal were set. (The relevant Budget for the implementation of the PSE is detailed on page 3 of Appendix 6. See Table 1.below)

Table 1 – Budget for the implementation of the Parentage SNP exchange service (PSE) as part of the International Genotype Exchange Platform (GENOEX).

Expenditures	Budget (€)			
	1 st Year	2 nd Year	3 rd Year	4 th Year
<u>Software:</u>				
BC OS without data amount limitations	14839	0	0	0
BC DATA database license	0	0	0	0
Server installation and setup work	1845	0	0	0
Training	0	0	0	0
Customization work	8121	0	0	0
Maintenance, update and support fees	0	4592	4592	4592
IBM DB2 Universal Database	0	0	0	0
Software expenditures:	24805	4592	4592	4592
<u>Hardware:</u>				
Database server	4579	4579	4579	0
Processing server	1844	1844	1844	0
Upgrades	0	0	0	1659
Hardware expenditures:	6423	6423	6423	1659
<u>Other:</u>				
Programmer/DB Admin (Yr1: 33%; Yr2-3: 20%)	23500	14000	14000	14000
Scientist (20%)	15000	15000	15000	7500
Overhead (33% of salaries)	12705	9570	9570	7095
Other expenditures:	51205	38570	38570	28595
Total expenditures:	82433	49585	49585	34846
<u>Income</u>				
ICAR	20000	20000	20000	0
SLU	20000	0	0	0
Interbull Centre	13000	0	0	0
Service fees	29433	29585	29585	34846
Total income:	82433	49585	49585	34846
Balance:	0	0	0	0

August 30, 2016

As requested the CE has sent a request to the Director of SLU's Interbull Centre, Toine Roozen to provide the detail on the hardware and software procurement and any licences related to the GenoEx PSE project. See **Appendix 7. Service ICAR €60K PSE_Request for Detail.**

6.4.3 ICAR/Interbull Task Force (IC-IB TF) The Interbull SC Terms of Reference are under review and the plan is for Reinhard Reents and the SC to finalise and present the revised ToR to the ICAR Board – will review progress in IC-IB Task Force meeting scheduled for September 07th 2016.

The aim for the September 07th meeting is to develop an IC-IB report in PowerPoint to present at ICAR Chile 2016.

6.5 Other Groups Updates:

6.5.1 Certificate of Quality - for the Boards information, three Consultative Review Audit Reports were received from the auditor Charl Hunlun in August. They were from the **Czech-Moravian Breeders' Corporation**, The **Agricultural Data Centre of Latvia** and the **South African Studbook**. The reports were reviewed by the ICAR Secretariat and CE and the recommendation is to retain their respective Certificates of Quality for all three. These Certificates will be in place until they receive their next audit in 2018 which will be a Full audit in all cases.

6.5.2 Dairy Cattle Milk Recording Working Group - Groups Coordinator Brian Wickham has been working with Pavel and his WG to update their Terms of Reference. The WG now would like to present these refreshed ToRs for endorsement by the ICAR Board - see **Appendix 8. DCMR ToR V3**

6.5.3 AI Technologies – Inactivity Concerns. Both the CE and Groups Coordinator convened a call with the Chair Gordon Doak on August 22nd, 2016. In the call Gordon agreed that there the lack of activity in the AI Technology WG was unacceptable and he has vowed to stay with it and give it his attention in the next months. He will contact all WG members re a meeting in Chile. In the event of insufficient numbers he will still meet with any of WG who are traveling along with the CE and Groups Coordinator who will sit in.

August 30, 2016

7 ICAR Conferences

7.1 ICAR 2016 Chile:

Regular conference calls in place with Jorge and local organizer Elizabeth Mora.

Highlights;

Three Programs now finalised for web upload;

- Local Programme (Mon - Tue)
- Plenary Sessions 1, 2 and 3 (Wed)
- Technical Sessions 1 through (Thu – Fri)

ICAR will send alert to highlight and increase registration – last count Aug 19th there were some 160 delegates registered. Priority

Chairs Workshop on Guidelines revamp (Sun PM)

ICAR Chairs & Interbull meeting together (Sun night)

Next LOC call Sept 12th 2016.

7.2 ICAR 2017 UK:

ICAR secretariat held conference call with Marco Winters and Jenna Porch ADHB
LOC – budget underway and agreement in place. Next call scheduled Sept 8th 2016.

7.3 ICAR 2018:

No activity to Report since last Board meeting.

7.4 ICAR 2019:

ICAR2019 - Josef Kucera's Board of the Czech-Moravian Breeders have unanimously voted to host ICAR2019. Thx Josef ! The sub Group of Neils Henning Nielsen, Japie van der Westhuizen, Bianca Lind and ICAR CE and staff now ask the Board to ratify the proposal that Czech-Moravian Breeders are official Hosts for ICAR 2019.

7.5 ICAR 2020:

As CZ host 2019 then we propose to look at Belgium or Netherlands for ICAR 2020 – especially interesting as in 2020 we will have Interbull full sessions with our ICAR conference- the ‘Board subgroup 2019’ will review now that ICAR2019 CZ decision is made.

Chief Executive Report to ICAR Board

August 30, 2016

8 Future ICAR Board Meetings

8.1 Meeting Schedule

The following table is schedule of meetings for the ICAR Board and the Council of Service ICAR for July – Dec 2016. Please note 2000hrs for all meetings (other than those face to face).

Table 2. Future Meetings: June – December 2016.

Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
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

Martin Burke, Chief Executive

Date: 24th August 2016.