ICAR Board meeting
19th July 2016
Conference call
from 20:00 to 21:00

Minutes

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1. Call to Order & Approval of Agenda

In attendance: Hans Wilmink, Jay Mattison, Laurent Journaux, Bianca Lind, Japie van der Westhuizen, Bevin Harris, and Niels H. Nielsen; inspectors: Neil Petreny and Josef Kuçera; staff: Martin Burke (CE), Milan Zjalic, Cesare Mosconi, Charl Hunlun, Brian Wickham, Silvia Orlandini, Andie Dimitriadou and Elena Couto.

Apologies: Jorge Lama (connected late at 21h00), Kaivo Ilves and Marco Winters

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

2. Approval of the minutes

Niels H. Nielsen asked for clarification of item 4.8 concerning the UHF technology; not clear if it was for information or if there was an action. The CE confirmed that a TF will be formed to discuss this technology and that it was for information only at the last Board.

MOTION: It was duly moved, seconded and carried that the minutes of the Board of 27th May 2016 are approved following the adjustment in item 4.8 as discussed.

3. Matters arising

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

4. CE Report

4.1 Priorities

The priorities are those presented in the CE report. Laurent Journaux asked to include EU regulation published on 29th June with deadline for full application 1st November 2018. ICAR is mentioned 5-6 times in this document as reference centre. Hans Wilmink asked if this will be a tender or announcement in publication. Laurent Journaux confirmed this will be for announcement in official new of EU. Bianca Lind will contact Reinhard Reents who is also in contact with EU officers through Interbull service.

Action: Laurent Journaux will send an email(s) to update Martin Burke who will have a look to the text and see required actions from ICAR.

4.2 Financial 2016

As agreed during the last Board meeting, the CE contacted the international firm Deloitte to request an advice consultancy with respect to the structure and reporting of the accounts. The quote offered is similar to the one received for the external auditing. Deloitte had an interview with Elena Couto in the office and a skype is scheduled for July with Martin Burke to define the whole process. According to their plan the new templates and software for internal use will be ready to be used in September for the presentation of the 9 months follow-up budget. The advice will be focussed mainly on S.I. and ICAR will adopt the same presentation templates. Jay Mattison suggested to put a limit to the expenses for this activity and to try to maintain as low as possible the total cost.

Action: Martin Burke will confirm final quote and put a maximum cost for this consultancy with Deloitte.

4.3 Brand update

The CE presented the schedule for the new ICAR Brand. The Members will be informed through a special issue of the Newsletter mid-August; ICAR Secretariat will start using the new logo only beginning of October and "official" launch will take place in Chile.

4.4 Board Membership

The CE presented the table with information about Board members mandates. In October Marco Winters will finish the second mandate and there is still another position open. Hans Wilmink proposed to look to global representation, management and governance skills and technical expertise. He indicated that North America is under represented compare to EU; his proposal is to look to global like Canada instead of UK for Marco Winters replacement. Silvia Orlandini also suggested to consider other areas not so advance like Asia; having two positions one could be from there.

According to the internal regulations the Board has to appoint a Nomination Committee to write the text for the application for the Web site. Following short discussion the Nomination Committee will be formed by Jay Mattison, Bevin Harris and Japie van der Westhuizen.

Action: Nomination Committee to send text for publication on the Web site to the Secretariat not later than 15th August.

4.5 Membership

The CE has written personal letters to "frozen" members with respect to closing out their membership if payment is still due by 30th September.

The Secretariat is monitoring monthly the payments of the fees; a reminder was sent end of April and a second reminder will be sent early September.

4.6 ICAR Sub-Committees and Working Groups

<u>Milk Analysis SC</u>

The next PT Round test is scheduled in September. The Secretariat circulated a survey and following the good feedback received extra parameters will be added to this second round.

Bianca Lind will put Silvia Orlandini in contact with the laboratory in Bavaria; Silvia advised that the initial scheme is that the Secretariat contacts the Members, then Members are informing their laboratories. It should be an initiative from the national laboratories to take part in the Round test.

Neils H. Nielsen requested that ICAR ensure the PAG IDEXX ring test proposed was in line with best practice as prescribed by the manufacturer.

Action: Silvia has already contacted IDEXX and Actalia to plan the samples selection in a lactating stage that they will be true positive and true negative. SO liaise between IDEXX and Actalia to ensure compatibility of test protocol.

Martin Burke informed that the EU project submission of SIMILAR failed at this first stage. The CE proposed to go ahead with the re-submission of the project. He will inform the Board when feedback comes through the coordinator.

Recording and Sampling Devices SC
Since last Board meeting the TF Sensor Data has been working to populate the TF team. The TF is in contact with the SC chair, laboratories, experts, Dairy Cattle Milk Recording WG, Martin Burke and Brian Wickham. Next meeting is scheduled for September in Amsterdam.

ID Devices SC
Martin Burke informed that the call for nominations for Chair of the SC was closed on 1st July and unfortunately there were no applications. The concern is not only about the new chair, also about the members of the SC. The CE and Brian Wickham will escalate priority to fill this key position. The CE had a meeting in Madrid with the Spanish member and tried to attract new members for the SC.

Hans Wilmink underlined the importance of this SC for S.I. revenue also. For the time being the CE will continue to act ad interim. A meeting took place on 30th June to discuss the release of the validation procedure, the ring test SOP, and the UHF technology group information.

On 27th July a meeting with some key manufacturers will take place in Amsterdam (later has been decided to be in Milan) to review with them the validation process.

Action: CE and Groups Coordinator to revisit the roles and responsibilities of the Chair and within the ID SC - escalate chair recruitment

Interbull SC

GenoEx PSE ITF
Hans Wilmink informed about the disagreement at S.I. Board level concerning the endorsement of the last version of the Agreement. The meeting agreed that a three parties agreement is not the best solution, but at this stage it will be counterproductive to stop the whole process.

The President will send an email to the ICAR Board members and will ask for comments and final endorsement.

Action: Hans Wilmink to circulate an email to Board members to clarify Board's position with the last version of the Agreement.

The CE will review the existing documentation on file with the Secretariat and will check with Interbull Director the situation of the software/hardware procured; ownership/IP question, and profit sharing for ICAR.

Action: Secretariat to prepare documentation for CE who will contact SLU in the form of a letter

ICAR/Interbull TF
Martin Burke explained the merge of the Genetic Analysis and Parentage Recording WGs to be replaced with the formation of one new Genomics Group (subsequently renamed DNA WG). The ToR have been circulated to the Board for endorsement.

Motion: It was duly moved, seconded and carried that the ToR for the DNA WG are approved as presented.

The CE informed that the ToR for the Interbull SC are under review by Reinhard Reents and plan is to present when ready to the ICAR Board – if done that will be ICAR Board meeting (30th August).

The TF has scheduled a meeting for 7th September to develop a report by PowerPoint presentation at ICAR Chile 2016.

Other Groups update

Sheep, Goat and Fibre
After consultation with the three chairs (J.M. Astruc (sheep), Z. Barac (goat), and M. Antonini (fibre) it was agreed these would now come under one umbrella Group called "Sheep, Goats and Small Camelid WG". The ToR for this new WG are presented to this Board for endorsement.

Motion: It was duly moved, seconded and carried that the ToR for the Sheep, Goats and Small Camelid WG are approved as presented.

CoQ
The CE informed about the complaint received from the Polish Member NABC in relation to the expiry date of their CoQ Certificate.

The CE answered the letter and the corrective action was taken in the office to create an automatic alert for expiry dates.

AI Technologies WG
Martin Burke explained the inactivity of this WG; since last meeting in September 2015 no other conference calls or activity has happened. This is an important WG and the Board was requested to take action. Bianca Lind will support with new ideas through German colleagues members of the WG, but first she will need to clarify some pending questions.

Action: Bianca Lind to check with German colleagues members of the WG current situation and new perspectives to re-launch the WG.

Action: CE and Groups Coordinator to place a phone call to Gordon Doak re lack of Chair leadership/activity.

4.7 ICAR Conferences

ICAR 2016 Chile
Martin Burke presented the table with the Plenary Session. The Board congratulates for the good programme which covers all ICAR topics.

The Secretariat has weekly conference calls with the organisers to support the final preparation of the Session.

ICAR 2017 UK
The Secretariat held a conference call with Marco Winters to review the "conference agreement". The UK organisers will review and revert with their legal representatives. Next conference call is scheduled for 26th July.

ICAR 2018 New Zealand
No update at the moment.

ICAR 2019

The CE informed about potential organisers to host this meeting. Josef Kuçera (Czech Republic) will present the proposal to his Board on 26th July and send feedback to the Secretariat. If Czech Republic is not in a position to host ICAR 2019 we will explore the Belgian/Netherlands option.

Action: J. Kuçera to inform the Secretariat about decision for 2019 hosting.

ICAR 2020
In case 2019 is hosted by Czech Republic the Secretariat will look at Belgium or Netherlands for ICAR 2020. The "Board subgroup 2019" will review after the CZ decision.
4.8
4.8 Future ICAR Board meetings

The schedule for the next meetings was approved as presented in the CE report. Next meeting will be in conference call with new platform ZOOM on Tuesday 30TH August 2016 at 20h00 CET.

Action: The Secretariat will send a short explanation how to join the meeting with the new platform ZOOM.

5. Any other business
No other business.

6. Adjourn
The meeting was closed on at 21h15.