
Chief Executive Report to ICAR Board

September 27, 2016



**ICAR Chief Executive Report for ICAR Board Meeting
20:00 – 21:00 CET, Tuesday September 27th 2016.**

**Author: Martin Burke
21 September 2016**

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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 Update on Action Items From Previous ICAR Board Meeting(s)

Table 1. Update on Action Items that are not addressed elsewhere in this Sept 27th CE Report

<u>Area</u>	<u>Action</u>	<u>Status</u>
EU Genetic reference centres for Genetic evaluations	Laurent to send email to Martin and get ICAR on distribution list ‘ TED call’ process.	Laurent sent email 16/09/16 and contact strategy with DG Sante’s A. Fuessel underway.
ICAR Brand/New logo	Send new logo and logo manual to Members	Members and Assoc Members were sent relevant files 13/09/16
Board Election	ICAR Secretariat to send ‘call’ to all members	Members were sent relevant call details 31/08/16
Members Fees Payment 2016	Final Report on 2016 M’ship fees.	Report will be prepared for Chile Board meeting.
MASC	ICAR secretariat that PT circulation included Members as well as target Laboratories	ICAR Secretariat confirmed 05/09/16 that all members received September call

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MASC	Resubmittal of European Milk Recording (EMR) SIMILAR project	Awaiting update from Xavier Massart EMR
AI Technologies	Martin & Brian to arrange meet with Gordon Doak in Chile	Arranged for Tue 25 th Oct 3pm Chile
Chile Program / Registration	ICAR secretariat to send email alert to all members	Sent alert 10/09/16 re Chile Program & Registration

3 Financial Reporting

3.1 External Auditing Firm

At May 27th ICAR 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). ICAR has asked Deloitte to provide this service.

Deloitte met with CE and Staff on 08th September in Rome. The following schedule of work was agreed;

Work;

Looking at Service ICAR first, Deloitte will work to develop a Financial Reporting template based on Revenue as the driver, apportioning overheads according to activities as in the files supplied by ICAR. (Reports to be in line with the International Financial Reporting Standards)

The Report will be Quarterly and will link Balance Sheet, P&L and will include Cashflow reporting. (Model is 'deferred' not 'accrual').

Using real Service ICAR data, Deloitte will demonstrate this new reporting template to ICAR week of Sept 19th. (Alexandra from Deloitte has met with Italconsultants (Patrizia) in advance and visited with Elena on 20/09/16). The new template using this data is attached for Board review (**Appendix 1. Deloitte New Financial Reporting Template**).

Then we will run the template with real Service ICAR data for the end of September 2016 and present to ICAR Board on Oct 23rd.

Year End Schedules will flow as follows;

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1. Year end 31st Dec closing - only those Labs invoices received up to Dec 31st will be included, all others will be deferred to the next year.
2. Service ICAR will complete its 2016 books by end of January
3. ICAR Inspectors will 'audit' mid-February
4. ICAR will ask Deloitte Audit end February (audit level & quote to be discussed)
5. ICAR Board to approve accounts/audit in its March meeting

Fees:

Deloitte have quoted €18,000 for this work - they will detail to ICAR the breakdown of 'man hours'. It was agreed all extras, expenses etc are covered in this amount (no 5% or extras!). As this consultancy will provide future benefit for ICAR Deloitte will review if the cost can be 'capitalised' from an accounting perspective.

4 ICAR Brand - Update

4.1. 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)	19th August (Sent)
Development Website 1.5 (with new brand, colour scheme, logo, strapline etc.)	19 th September - with CE for review – will internally release 26 th Sept.
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

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5 Board membership

5.1 Board Elections due in General Assembly October 2016

The Nomination Committee through Jay Mattison to update Board on list of Applicants and discuss/make recommendations to this ICAR Board meeting September 27th 2016

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.

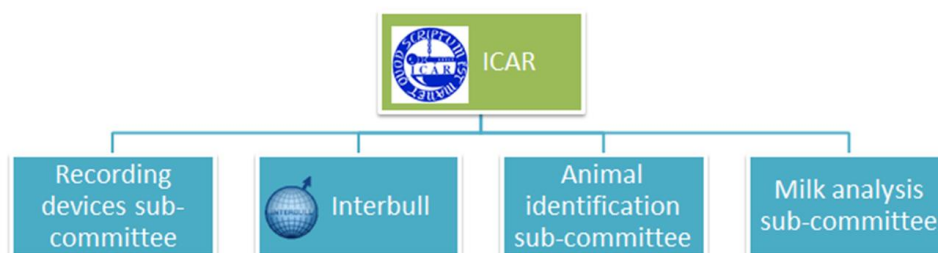
6 Membership

6.1 New Members

See **Appendix 2. New Application for Full Membership from “Beef and Lamb New Zealand Genetics”** (Mr. Graham Alder General Manager). This organisation looks after all Beef and Sheep Genetic Evaluation in NZ. See <http://www.blngenetics.com/>. ICAR CE recommends Board approval for this new membership application.

7 Groups Update / Report

Reports from ICAR’s 4 Permanent Sub Committees:



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7.1 **Milk Analysis SC**

No update this month.

7.2 **Recording & Sampling Devices SC**

7.2.1 Sensor Data Task Force - update on first face to face meeting of the Sensor TF which was held in Amsterdam on September 20th and 21st, 2016. Attending were Martin Burke, Steven Sievert, Clement Allain, Uffe Lauritsen (Skype) and Joroen van den Ban from Lely Industries. Good initial meeting; All agreed to focus on sensors in our DHI field and look to provide some short to medium term action as follows;

1. Research & develop list of Traits / Measurements /Sensors in marketplace of our DHI members (Baseline survey)
2. Classify these sensors focussing on standards for milk and milk constituents initially
3. Add DCMR representatives to Sensor TF
4. Nominate MASC expert as reference when needed
5. Add some more technologists to Sensor TF
6. Liaise with Interbull Interbeef and likes of Roel Verkamp re best data opportunities for Breeding
7. Liaise with our members who incorporate and use sensor and other non-traditional sources of data for services to farmers – ‘data experts’

Next meeting Nov 11th 2016 3pm CET by Zoom. With this Sensor TF now in place and up and running, we ask the ICAR Board to review the final report of the Accuracy Task Force and to officially disband that Accuracy TF as its work is complete with this report – See **Appendix 3. ICAR Accuracy TF Report v7_Final**

7.3 **ID Devices SC**

7.3.1 Next Meetings Sept 29th conference call - Along with identifying New Chair and Members the SC's main priorities are; 1. Release Competent Authority Validation Procedure 2. Ring Test SOP 3. UHF Technology Group formation.

7.3.2 ISO TC23\SC19\WG3 meeting – ICAR, as a Liaison Organisation, attended the WG3 meeting in Wageningen in the Netherlands on the 22nd and 23rd of September 2016. CE to update.

7.3.3. ISO Registration Authority meeting – ICAR in its capacity as Registration Authority attended meeting with Jenny Pellaux ISO Technical Program Manager on Fri 23rd Sept 2016. CE will update.

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7.4 **Interbull**

7.4.1 **GenoEx PSE -Implementation Task Force (PSE-ITF)** – on the request of CE one additional line was added to GenoEx PSE Service Agreement, section 6.2.5 ‘Service User Obligations’ since the last Board meeting which requires DNA Interpretation Centres to be first accredited by ICAR before they can become a user in PSE. – see section 8. below

7.4.2 **Agathemis PSE Contract Review** - we have checked with Agathemis (ICAR Italian Lawyers) to comment on the tri-party nature of the PSE agreement with following comments;

- 1. In principle there is no problem in having this kind of contract. S.I. has an internal agreement with ICAR for the use of brand and logo, but we need to know which kind of internal agreement the Dept. of Genetics (Interbull Center) has with SLU to be sure who is entitled to sign this contract.*
- 2. In any case the recommendation is to look to move to where the contract is split: SLU (or Interbull Center if they are authorized to sign) to SERVICE-ICAR and then separately SERVICE-ICAR to Users.*
- 3. Re the “old” agreement we have with Interbull Center; the recommendation is also to have a new agreement with SLU then with the users, but suggests ICAR to clarify everything related to the use of the logo (Interbull) and brand connected to ICAR, as well as intellectual property etc.*

CE and President need to take these points to the ICAR-Interbull Task force at its October 11th meeting.

7.4.3 **GenoEx PSE – conditions of Service ICAR €60k investment** – As reported to the ICAR Board on August 30th the CE has sent a request to the Director of Interbull Centre SLU to provide ICAR a breakdown of the expense details of the €60,000 spend from the Service ICAR investment on PSE. A summary of expenditure was received from Director of Interbull Centre SLU, Toine Roozen on 15th September 2016. (See **Appendix 4 – Details of Interbull Spend on Service ICAR €60k Investment 2014 (Update 150916)**, this was shared with Service ICAR Board on Sept 20th 2016.

7.4.4 **ICAR/Interbull Task Force (IC-IB TF)** The Interbull SC Terms of Reference were updated by Reinhard Reents and the SC have shared their proposed new ToR with CE, President & Groups Coordinator – this will be reviewed further by the IC-IB TF before we finalise and present to the ICAR Board. The IC-IB TF will review again on Oct 11th 2016.

The IC-IB TF will develop an IC-IB report in PowerPoint to present at ICAR Chile 2016.

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7.5 **Other Groups Updates:**

7.5.1. **DNA Working Group formation** – ICAR has done a re-send of call to PSE and Expert Group with closing date of Sep30th

7.5.2 **Accreditation for DNA Interpretation Centres**

The latest GenoEX agreement now states...“ The (PDE) Service User agrees to follow ICAR accreditation rules and regulations and must first pass the process for ICAR Accreditation of DNA Data Interpretation Centres and maintain the appropriate accreditation status in order to be a Service User of GenoEx-PSE.”

In the last two months we have been working on this new proposed S-ICAR Accreditation Service for DNA Interpretations Centres. This new SOP looks to put accreditation criteria on Genetic evaluation houses who are doing parentage verification.

The plan is to complement the existing Accreditation of DNA Labs so ICAR will offer a second separate area of Accreditation for Organisations involved in DNA analysis and interpretation, i.e. ;

1. ICAR Accreditation of Laboratories (so called wet labs) who analyse biomaterial to produce DNA Genotypes (DNA Data)
2. ICAR Accreditation of **DNA Data Interpretation Centres** who take the DNA Data from the ‘wet labs’ in 1) above and interpret the data for a number of purposes (Parentage verification, discovery and will be described in ICAR SOP 05_CER_GNTX_0003.

The SOP starts with the outputs from Accredited DNA labs (i.e. genotypes/SNP files) and ends with the parent verification or discovery. (See **Appendix 5. ICAR Accreditation of DNA Interpretation centres** and **Appendix 6. Annex V Application form**). This is the implementation phase of the updated guidelines from Suzanne Harding’s Working Parentage Group. In the next months, Service ICAR will work on pricing structure for both ‘wet labs’ and ‘dry labs’ for inclusion in 2017 Budget for Service ICAR and will be presented to the Board in Chile.

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8. ICAR Conferences

8.1 ICAR 2016 Chile:

Regular conference calls in place with Jorge and local organizer Elizabeth Mora. ICAR has sent alert to highlight and increase registration – last count 19th September there were some 168 delegates registered. Priority !

Chairs Workshop on Guidelines revamp (Sun PM)

ICAR Chairs & Interbull meeting together (Sun night)

Next LOC call Sept 27th 2016.

8.2 ICAR 2017 UK:

ICAR secretariat held conference call 08th Sept with Marco Winters and Jenna Porch ADHB LOC – budget underway and agreement in place. Next call scheduled face to face in Chile 2016.

8.3 ICAR 2018:

Bevin to provide verbal update on LOC activity since last Board meeting.

8.4 ICAR 2019:

ICAR2019 - Josef Kucera's Czech-Moravian Breeders confirm Prague as host city for ICAR 2019. Exact dates TBD.

8.5 ICAR 2020:

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 same 'Board subgroup 2019' will review in November/December 2016.

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9. Future ICAR and Service ICAR Board Meetings

9.1 Meeting Schedule

The following table is the schedule of meetings for the ICAR Board and the Council of Service ICAR for the second half of 2016. Please note 2000hrs for all meetings (other than those at conferences/face to face).

Table 2. Future Meetings: June – December 2016.

Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
ICAR	Board	Tue 27/09/2016	20:00 - 21:00	Rome	6:00 in Auckland NZ and 14:00 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	Afternoon reserved for Chairs Workshop on Guidelines
ICAR	Board	Tue 29/11/2016	20:00 - 21:00	Rome	6:00 in Auckland NZ and 14:00 in Columbus, Ohio

Martin Burke, Chief Executive,

Date 21st Sept 2016.