



**ICAR Board meeting  
30<sup>th</sup> August 2016  
Conference call  
from 20:00 to 21:00**

**Draft Minutes**

---

1. Call to Order & Approval of Agenda

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

Apologies: Japie van der Westhuizen, Bianca Lind, Neil Petreny, Silvia Orlandini and Milan Zjalic.

**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 19<sup>th</sup> July 2016 are approved as presented.

3. Matters arising

No matters arising since last meeting. Laurent Journaux and CE did not speak about EU as agreed in previous meeting, will do it next weeks. Action items are covered in the report.

**Action:** Laurent to summarise in an email to CE in next weeks.

4. CE Report

4.1 Priorities

The CE gave a verbal report about the meeting with the President and IDF in Amsterdam on 29<sup>th</sup> August. The purpose was to share with them where ICAR is and the future of the Association; there was a good discussion about synergies between both organisations. IDF appreciated the practical part of ICAR; on their side, they are based more on national consensus and consumers. The ICAR SC Milk Analysis is close to IDF activities, and they also collaborate with the Animal Care WG. The IDF meeting in 2016 will be in Rotterdam, just before the ICAR Session. There is a proposal to have a global agreement with annual review. The President confirmed it was a very good meeting, and it was good to clarify some ideas and have more close cooperation. Laurent Journaux informed next week in Nantes there will be a Workshop organised by IDF, several papers will be presented, including Genetic Resources and ICAR Guidelines.

4.2 Financial 2016

The CE had a conference call with Deloitte and asked them for a formal proposal. Next week he will have a meeting in Rome and will report back to the Board on 27<sup>th</sup> September.

**Action:** CE to share subsequent financial report templates proposed by Deloitte for Board Approval on 27<sup>th</sup> Sept meeting (if available by then) but certainly at Oct 23<sup>rd</sup> meeting.



#### 4.3 Brand update

The Secretariat sent out a special issue of the Newsletter only to close family of ICAR (Members, Board, Groups); there was no formal feedback at the moment.

The Board congratulates for the good job; the new logo looks very nice and well designed. Laurent Journaux informed about good feedback he received from communication people in France; he will have a presentation about ICAR at the Global Forum and will use the new template provided by the Secretariat.

Niels H. Nielsen asked when the new logo can we use at National level. The CE informed that a manual for use of logo will be prepared in September to send out to all Members. If something earlier is needed the Secretariat will provide the Members.

From 1<sup>st</sup> October all communication from Secretariat will be with new logo and templates. Cesare Mosconi will circulate the rules to use of logo to Members and WG/SC.

Laurent Journaux asked about the new logo on old CoQ. This will be replaced in the certificates we will deliver in Puerto Varas.

The President asked about the release of the new Web site. The CE informed this will take place at the end of September after last checking from the Secretariat; early October a Newsletter will be circulated to the whole list of readers containing all the information.

**Action:** Secretariat to send new logo and logo rules manual to all members and associate members in early September (fast track logo file to Niels H. Nielsen).

#### 4.4 Board Membership

##### Board elections due in General Assembly October 2016

There are two positions to fill at the Board. The CE informed the Secretariat is planning to send out on 30<sup>th</sup> August the call to Members including duties of Board member. The proposal is to have the deadline on 23<sup>rd</sup> September in order to have a list of nominees for discussion at the Board end of September.

The Committee has been appointed at the last meeting. Prior to nomination process there will be a Board review; the CE will prepare a spreadsheet to help the Committee in the nomination.

Hans Wilmlink asked the members to complete, if needed, the information about expertise, and technical knowledge. It was suggested to add a box for the different species. The geographical representation for Mediterranean area is complicated. Laurent Journaux explained that French situation should be considered as West and Mediterranean, but of course without the knowledge to cover North Africa. The Board considered a good idea to open to Asia.

The Committee will put for discussion at Board on 27<sup>th</sup> September the list of nominees. The President advised about the importance of not only geographic situation and technical knowledge, but also to consider management and governance.

**MOTION:** It was duly moved, seconded and carried that the call for Board members and duties are approved as presented.

**Action:** The Secretariat will circulate and publish those documents on 30<sup>th</sup> August.



Martin Burke informed that the invitation and draft agenda to attend the General Assembly was sent out by the Secretariat. The agenda will contain an item for the Board election. In the document attached as appendix there are the initials of person who will present the item. For the financial situation, the CE will present the budget and accounts and the inspectors the report. The election process for Board members will be chaired by Jay Mattison, who will provide the Secretariat with process as it unfold.

**MOTION:** It was duly moved, seconded and carried that the Board accepted the list of speakers in the Agenda for the 2016 General Assembly

**Action:** Jay Mattison to coordinate the nomination process for election of new Board Members and send updates to Board and staff as required.

#### 4.5 Membership

The Secretariat has sent reminders to outstanding fees for 2016 and previous years.

**Action:** The CE will present a final position on 2016 Membership Fees at the Board in Chile.

#### 4.6 ICAR Sub-Committees and Working Groups

##### Milk Analysis SC

Martin Burke informed that the second launch of PT will be in September with new parameters.

Niels H. Neilsen did not receive the invitation to participate. The Secretariat will check and send copy to him.

**Action:** The Secretariat will review its mailing distribution to ensure not only the laboratories receive the call but also the members. Meantime Cesare to send the information to N.H. Neilsen.

There was no update about EMR project.

##### Recording and Sampling Devices SC

The CE is working closely with the chair on the Sensor Data TF, and there will be face to face on 20-21 September in Amsterdam. The list of persons involved in the TF is in the CE report.

##### ID Devices SC

At the moment there is no chair candidate for this SC. Martin Burke has contacted some members trying to target people; he will continue to chair the meetings in the mean time. The main priorities are: release Competent Authority validation procedure; ring test SOP, and UHF technology group formation.

The CE had a very productive meeting with some manufacturers in Milan; he will share the minutes with the Board.

The ISO WG3 will meet in Wageningen on 22-23 September and ICAR in its capacity of Registration Authority has been invited; the CE will attend.

Pieter Hogewerf arranged a meeting on 23<sup>rd</sup> afternoon and invite Martin Burke to attend and discuss with Jenny Pellaux, the ISO Technical Program Manager. At the moment there is not agenda for this meeting. The President was worried about the content of the invitation, and Laurent Journaux suggested to contact Erik Rehben, member of the SC, who may have some additional information from French side. Kaivo Ilves said that all the discussion is



coming mainly from the WG3, not from top level. Martin Burke will check and revert to the ID SC about this meeting.

#### Interbull SC

##### GenoEx PSE ITF

The President informed that at the last meeting it was decided to have an email consultation for final approval of V8 of the Agreement. The CE put together all the discussion and recommended to proceed with the Service Agreement as is and as endorsed by the Board majority so the project proceeds to implementation, but also simultaneously review the points raised to see if there are ways to improve from legal and a good governance perspective. The CE proposed to use the InterBeef agreement as an example.

InterBeef agreement has been reviewed in the last 2-3 months with a lawyer to split it into two parts. These two documents have been received by the chair of InterBeef, Andrew Cromie, and Toine Roozen in. This model may be used for future services. Specifically, in the case of SLU, there will be one single umbrella agreement with different appendixes according to service.

The question of the applicable law and Court was raised by some members. The CE informed that currently the agreements are based on Italian law, but he will double check if they may have different national law application. Laurent Journaux explained that at EU level legislation is very similar; the difference is mainly in the presentation of the wording. In any case it is important to have the agreements in English.

**Motion:** It was duly moved, seconded and carried that the V8 of the Service Agreement is approved as presented.

**Action:** CE will summarise the Italian lawyer Agathemis' review of the tri-party agreement

As requested by the Board, the CE sent a letter to SLU regarding the expenses and details of the investment on PSE.

**Action:** Toine Roozen will send answer re breakdown of the €60,000 spend in SLU which CE will share with Board upon receipt.

##### ICAR/Interbull TF

The ToR are under revision with the Interbull SC and the plan is to finalise and present the revised ToR to the Group's Coordinator and the ICAR Board. A meeting of the TF ICAR-Interbull is scheduled on 7<sup>th</sup> September to develop a report by PowerPoint to be presented in Chile. Now the TF will start to make recommendations to the Board.

#### Other Groups update

##### CoQ

Martin Burke informed that three Consultative Reviews took place since the last meeting: (Czech Moravian Breeders'; SA Studbook; and Agricultural Data Center, Latvia). The reports were reviewed by Charl Hunlun and the recommendation to retain their CoQ for all was approved by the Secretariat and CE.

##### Dairy Cattle Milk Recording Working Group

Brian Wickham worked with this Group to update their ToR and now is asking the Board for endorsement.



**Motion:** It was duly moved, seconded and carried that the ToR of the WG Dairy Cattle Milk Recording are approved as presented.

#### AI Technologies WG

The CE and Brian Wickham called the chair to discuss the inactivity of the Group. Gordon Doak agreed that this lack of activity was unacceptable and he has vowed to stay with it and give it his attention in the next months.

**Action:** It was agreed that as Gordon will be in Chile, so Group Coordinator will arrange a meeting with any members of the WG attending the Session together with the CE for establishing priorities.

#### 4.7 ICAR Conferences

##### ICAR 2016 Chile

Jorge Lama informed that the last version of the programme has been published on the Web site.

Martin Burke explained that on Sunday afternoon the Board will meet with the chairs and a small Workshop is scheduled to present on Guidelines and structure.

In the evening the Board, chairs and Interbull people will have dinner at same location.

The CE expressed some concern about the number of delegates. CE proposed to send a reminder after summer period to stimulate registrations.

**Action:** The Secretariat to circulate a reminder with information about Puerto Varas.

##### ICAR 2017 UK

The Secretariat started to hold meetings with the organisers; next call is scheduled on 8<sup>th</sup> September. The budget is underway and the agreement is agreed between ICAR and LOC but UK legal team to revert yet. Ongoing monthly meetings between ICAR and LOC UK to manage the process.

##### ICAR 2018 New Zealand

Bevin Harris informed about a meeting which will take place later today.

**Action:** Bevin will update the Board at the next meeting.

##### ICAR 2019

The Board thanked Josef Kučera for the proposal of the Czech Moravian Breeders' to host the ICAR meeting in 2019. Josef Kučera will start preparations in the next days to have the authorities involved.

**Motion:** It was duly moved, seconded and carried that the invitation from the Czech Moravian Breeders' to host the ICAR meeting in 2019 is approved as presented.

##### ICAR 2020

With the Session of 2019 now scheduled in Czech Republic, the CE will work on the proposal of having 2020 in Belgium and/or The Netherlands.

#### 4.8 Future ICAR Board meetings

The schedule for the next meetings was approved as presented in the CE report. Next meeting will be on Tuesday 27<sup>th</sup> September at 20h00 CET.

**Minutes ICAR Board.**



5. Any other business - No other business.

6. Adjourn

The meeting was closed on at 21h15.