2016 SERVICE-ICAR SRL Board meeting (September 20th, 2016 from 20h00 to 21h00 CET) Conference call

1. Call to order and approval of the agenda

In attendance: Hans Wilmink, Kaivo Ilves, and Laurent Journaux. From the Secretariat: Martin Burke (CE), Charl Hunlun, Elena Couto, Andie Dimitriadou, and Cesare Mosconi.

Apologies: Jay Mattison, Marco Winters, Brian Wickham; Silvia Orlandini; Milan Zjalic.

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

2. Approval of the minutes of 19th July, 2016

MOTION: It was duly moved, seconded and carried that the minutes of 19th July, 2016 are approved as presented.

3. Matters arising

No matters arose.

4. CE Report

4.1. Financial 2016

Martin Burke reported about the meeting on 8th September with Deloitte. They are working on new templates to include data from Italconsultants automatically and with calculation on overheads based on income by activity. It is expected to receive a document with compare between 30th April 2015 and 2016 as an example for the Board, then the Secretariat will prepare the situation up to 30th September 2016. Hans Wilmink underlined the importance to be a) consistent with the procedure and b) to circulate the Sept 30th 2016 position in advance of the Chile Board meetings.

Action: Secretariat will send to the full Board the example as soon as it is available and will prepare the follow-up accounts by 30th September ahead of the next meeting in Puerto Varas.

4.2. S.I. “Service Providing” Groups - Updates

Milk Analysis SC

There is no recent news about the EMR project; the CE is following-up this project with Xavier Massart.

Identification Devices SC

At the moment there is no candidate for the position of chair. Martin Burke gives priority to fill this key position; he will talk/consult with members of the SC at the meeting on 29th September.

The CE will attend the ISO meeting WG3 in Wageningen on 22nd and 23rd morning, and in the afternoon there will be a meeting with responsible of ISO to discuss/clarify some issues including the renewal of the contract as RA according to the new format. Martin Burke will report back to the Board.

The meeting with the SC will also discuss the validation service procedure for Competent Authorities and the proposal coming from some manufacturers to set-up a "Promotion" advisory group.

Recording and Sampling Devices SC

The new listing of Certified Devices web site is scheduled for end of October and release in November. The Task Force for Sensor Device had a meeting on 20th and 21st September in Amsterdam and the CE attend those meetings. There was an interesting discussion about sharing big data, how to update our members and how to use these data. The schedule is to have a mid-term report from the TF at Edinburgh 2017 and a full delivery document early 2018.

Interbull SC

i) GenoEx PSE Implementation Task Force

Brian van Doormaal was asked to add a sentence in the last version of the agreement. The procedure adds the requirement to have first the ICAR accreditation for Data Interpretation Centres as a perquisite of being a PSE client. The SOP for these so called 'dry labs' has been discussed internally with Brian van Doormaal, Suzanne Harding and Wim van Haeringen - to be implemented in 2017.

The DNA data interpretation centres, will also need to be accredited and will be appointed or indicated by the ICAR member. Hans Wilmink asked about the fee; the CE informed it will be a reduced fee around 300-500€. There is no limit of number of accredited labs by country but it is important to check who will provide the list to ICAR.

The already existing ICAR accredited 'wet labs' labs will be requested to become associate members of ICAR for 2017.

ii) GenoEx PSE launch plan

CE launch plan in Chile will be coordinated between Brian van Doormaal and ICAR to have the same message.
As requested by the Board, the CE inquired about the 60K investment (appendix 3 shows the breakdown). Reinhard Reents informed that SLU invested a lot of money in addition in this project. The agreement indicated ICAR has the property of the software and the intellectual property. There is a need to go through to have everything more transparent. Kaivo Ilves noted that 40K extra was added in the SLU forecast.

Action: The SI Board asked CE to take this budget and the matter of Intellectual property rights up with Reinhard and SLU at the next ICAR – Interbull Task Force meeting in October.

4.3. Future ICAR and S.I. Board meetings

The schedule for the next meetings was agreed as presented. Next meeting will be face to face in Puerto Varas on Sunday 23rd October from 8h00 to 9h00.

5. Any other business

No other business.

6. Adjourn

The meeting was closed on at 20h40.