



MINUTES ICAR BOARD

ICAR Board meeting (conference call)

DATE 27TH SEPTEMBER 2016

TIME 20H00 TO 21H00 CET

1. Call to Order & Approval of Agenda

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

Apologies: Josef Kučera

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 30th August 2016 are approved as presented.

3. Matters arising

No matters arising since last meeting. CE will present update on action items to summarise.

4. CE Report

4.1 Priorities

No changes at the moment in the priorities. In Chile the list will be reviewed for the following 6 months.

4.2 Update on action items from previous ICAR Board meeting(s)

Follow-up with DG Sante: Martin Burke thanked Laurent Journaux for his contact with A. Fuessel to have ICAR on the distribution list “TED call”.



Brand / new logo: Members, SCs/WGs and ICAR staff/consultants have been informed with a special issue of the Newsletter about the new logo and the manual for its use was also distributed.

Board election: The call was sent to the Members on 31/8/2016.

Members' fee payment: This report will be prepared for the face to face meeting in Chile.

MASC: The Secretariat circulated the information to the Members as well as target laboratories. The reports from the second round will be available by October.

Concerning the resubmission of the EMR SIMILAR project, the CE is awaiting from an update from Xavier Massart.

4.3 Financial reporting

Deloitte met with CE and staff on 8th September in Rome to establish the schedule. First they will work on SERVICE-ICAR Srl revenue drivers according to the files supplied and the tool will allow an automatic quarterly report, including cash flow and calculation of overhead by activity. The final templates will be ready for the face to face meeting in Puerto Varas but the CE will circulate in advance to the inspectors and to the Board with figures by 30th September 2016 for comments. The Board asked the CE to request a quote to Deloitte for the external audit of 2016 accounts of both ICAR and S.I.

The CE will review with inspectors and the President the new templates and see if changes are needed for the presentation to the General Assembly.

Action: CE to review with inspectors and President the templates provided by Deloitte.

4.4 Brand update

Martin Burke presented the release schedule for the new ICAR Brand. The new web site will be ready by end of September for an internal review and be released 1st October.

4.5 Board membership

Jay Mattison gave an update on list of applicants. By the closing date there was only one application. Nomination committee were happy with this applicant to go forward and indicated that it may be the case that only one board position will be filled in this round. The nomination committee will hold a call and after advise the ICAR Board as to the applicant(s) going forward for Board election.



4.6 Membership

Martin Burke informed about a new application for full membership from Beef and Lamb New Zealand Genetics.

MOTION: It was duly moved, seconded and carried that Beef and Lamb New Zealand Genetics application is approved as presented.

Action: The Secretariat will inform the new member, send the request for fee payment and will publish the information on the web site.

4.7 ICAR Sub-Committees and Working Groups

MASC

There is no other update for this SC.

Recording and Sampling Devices SC

There was a face to face meeting of the Sensor Device TF in Amsterdam the previous week. The meeting agreed to focus on sensors in our DHI field and look to provide some short to medium term actions.

Next meeting is scheduled on 11th November 2016. With this TF now in place the Board was requested to review the final report prepared by the Accuracy TF and to officially disband that TF. The Board summed up the report as a good theoretical foundation and as a future reference for ICAR's Groups but advised the Secretariat to first review the recommendations contained in this final report and only implement if practical and appropriate.

MOTION: It was duly moved, seconded and carried that the Accuracy Task Force is disbanded.

Action: The Secretariat will see with the Sensor Device TF the follow-up of the recommendations in the report of the Accuracy TF.

ID Devices SC

The CE is still chairing this SC; along with identifying a new chair and members for the SC the main priorities are: i) to release Competent Authority Validation Procedure; ii) ring test SOP, and iii) UHF technology Group formation. For discussion at the next conference call scheduled for 29th September. Martin Burke will update the Board in October.

The CE attended the meeting of ISO TC23/SC19/WG3 in Wageningen the previous week.



Also in Wageningen, the CE with Elena and Andie attended a meeting with ISO Technical Program Manager and responsible of TC23, SC19 and WG3 to discuss the position of ICAR as Registration Authority. The meeting went well and ISO confirmed they were happy ICAR to continue as RA. The new version of the agreement will be signed as soon as their legal department will finalise it.

Interbull SC

GenoEx PSE ITF

On the request of CE one additional line was added to the Service Agreement, section 6.2.5 to require DNA Interpretation Centres to be first accredited by ICAR before they can become a user in PSE.

Martin Burke presented also the recommendations from the lawyer (Agathemis) concerning the tri-party agreement. These recommendations will be discussed in the next ICAR-Interbull TF at its meeting of 11th October.

As requested by the Board, the CE sent a request to the Director of Interbull Center SLU to provide a breakdown of the expenses details of the €60.000 invested through SERVICE-ICAR Srl on PSE. The Director of Interbull Center provided a summary of expenses (appendix 4) which was also shared with SERVICE-ICAR Srl Board on 20th September.

ICAR/Interbull TF

The Interbull SC ToR were updated by Reinhard Reents and the proposal was shared with the CE, President and Group coordinator. The document will be reviewed by the ICAR-Interbull TF at its meeting on 11th October (later rescheduled to October 14th) then will be presented to the ICAR Board. The CE indicated that the document presented did not identify clearly governance or link to SLU.

In what concerns the final report from this TF, Hans Wilmink informed it was scheduled for October 2016 but this is not feasible; the TF will present an intermediate report and will continue its work for other 6 months.

Other Groups update

DNA Working Group formation

Following the merge of the Parentage and Genetic Analysis WGs into this new WG there was a call out to PSE and Expert Group members with deadline end of August which was extended 30th September.



Accreditation for DNA Interpretation Centres

In the last two months we have been working on this new Accreditation Service, and the 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 laboratories with a second separate area of Accreditation for Organisations involved in DNA analysis and interpretation, like i) wet labs, who analysis biomaterial to produce DNA genotypes (DNA Data); and ii) DNA Data Interpretation Centres who takes the DNA Data from the “wet labs”, discovery and will be described in ICAR SOP (appendix 5 and 6).

In the next meeting of S.I. we will work on pricing structure for both ‘wet labs’ and “dry labs” accreditation.

4.8 ICAR Conferences

ICAR 2016 Chile

Jorge Lama informed about the good call today with the Secretariat. At the moment they have 186 registrations from normal delegates. A big effort has been done to invite/attract more delegates from South American countries to attend the Seminar on Monday and Tuesday.

The organisers are happy with the good level of sponsors, including sponsorship from the Chilean Government.

Last week there was an increase in the registrations, hopefully the trend will continue until the beginning of the event.

Marco Winters will check the information about 2017 to send to Chile to promote the next session.

ICAR 2017 UK

Marco Winters informed that things are progressing; web site live now (www.icar2017.co.uk) with preliminary information, budget is underway and the agreement in place to be signed in Puerto Varas. The next meeting with the Secretariat will be in Chile.

ICAR 2018 New Zealand

Bevin Harris informed that the draft programme is close to be finalised as well as the budget. The venue has been booked. In Chile there is a meeting scheduled to discuss with recording organisations.

Brian Wickham made promotion at EAAP in Belfast of all the next ICAR events.

ICAR 2019

Josef Kučera confirmed that Prague will be the host city; the exact dates have to be decided.



ICAR 2020

The proposal is to look at Belgium and/or Netherlands, especially as in 2020 we will have the full session with Interbull. The same “Board subgroup 2019” will review in November/December 2016 this proposal and start to work on it.

Action: Secretariat to schedule a meeting in November/December.

5. Any other business

Next meeting will be face to face on Sunday 23rd October at 9h00 in Puerto Varas.

6. Adjourn

The meeting was closed on at 21h15.