THE GLOBAL STANDARD FOR LIVESTOCK DATA

MINUTES ICAR BOARD

ICAR Board meeting (Paris, France)

DATE 30TH NOVEMBER 2017
TIME 8H30 TO 18H00 CET

1. Call to Order & Approval of Agenda

In attendance: Jay Mattison (President), Niels H. Nielsen, Kaivo Ilves, Hans Wilmink, Daniel Lefebvre, Laurent Journaux, and Bianca Lind. Inspectors: Josef Kučera. Staff: Martin Burke (CE), Cesare Mosconi, and Elena Couto.

In conference call: Japie van der Westhuizen, Jorge Lama, Charl Hunlun, Silvia Orlandini, and Andie Dimitriadou.

Apologies: Bevin Harris, Neil Petreny, and Brian Wickham.

Before starting the meeting, the President asked the attendees for comments and update from their associations. Bianca Lind informed about an internal discussion on milk recording in Germany following the merge into the new BRS (German Livestock Association). Daniel Lefebvre informed about the partnership in Canada between CanWest DHI, Canadian Dairy Network and Valacta. Martin Burke advised that the announcement was sent out from the Secretariat to the ICAR distribution list. Josef Kuçera informed that the Czech Moravian Breeders' Corporation took over the field of milk recording and is now concentrated in the preparation of the 2019 ICAR Annual Conference. Laurent Journaux explained that many changes are expected in the French organization following the new EU regulation concerning the field of activities. More power will be given to the breeding associations, and it is not yet clear what will be the new organization. Hans Wilmink informed also that due to this new EU regulation, CRV will also change structure with the business company CRV BV being owned by the Cooperative CRV (which is responsible for the Herdbook). The EU regulation says that herdbook are responsible for breeding values, but in France they will need to build a new system. Jay Mattison informed about some new private laboratories entering DHI. The Government is taking care for the research while the USDA for the genetic evaluations.
The President thanked all for the good discussion and engagement.
The President informed that a closed meeting will start following the official Board meeting.
Martin Burke asked to consider in this agenda the ToR for Sensor Task Force (TF) which has been changed. The President reminded it is important for the discussion and follow-up to clearly indicate actions and motions and voting items in the minutes.

MOTION: It was duly moved, seconded and carried that the agenda is approved including the topic of ToR for Sensor TF in AOB.

2. Approval of the minutes

MOTION: It was duly moved, seconded and carried that the minutes of the Board of 24th October 2017 are approved as presented.

2.1. Matters arising

Martin Burke explained that the main discussion will take place in the morning, while in the afternoon there will be break-up sessions split into two groups to collect feedback to see if there is a reconfirmation of what we are doing or proposals for new orientation.

2.2. Finance

Finance Sub Committee (FSC) ToR review

Daniel Lefebvre and Laurent Journaux worked on the ToR. There were just words and some corrections recommended. They indicated the need to know how many persons will be part in the FSC. They proposed to remove from the core document the names/list of composition. Jay Mattison reminded also that inspectors are not members of the Board, their role is for advisory. It is important and appropriate to indicate their role in the document. Hans Wilmink asked about potential conflict of interest for the inspectors. Jay Mattison explained that any question of conflict is limited, and Josef Kuçera informed that their role in the FSC is to set standards, prepare access to key figures and facilitate work to the Board.

Action: The Secretariat will review the FSC Terms of Reference to include the above comments and propose a latest version for the following Board meeting for final approval.

Finance Sub Committee SOPs (Standard Operation Procedures)

Martin Burke gave an update from the work done by the FSC. Since last summer monthly meetings have been scheduled to finalise the templates for reporting and SOPs for governance aspects. The work has been very productive, and a good example how a SC from the Board may support the Secretariat. Laurent Journaux thanked Neil Petreny for his chairmanship and good background. The SOPs and new financial reporting format will help the Board to read the information and see what to share with the General Assembly (GA).

- SOP Financial Year End Statement Approval. Following a discussion about level of approval (ICAR and SERVICE-ICAR Srl) it was decided to clearly separate in the SOP the legal requirements for both. The wording will be adapted to indicate the different Board actions and the approval by FSC will be removed.
- SOP Annual Budget Submittal and Approval. Similar adjustments in wording were requested by the Board.

- Statutes update. According to this SOP a change in the Statutes of ICAR is needed. The proposal was discussed, and Bianca Lind suggested to send a clear explanation to the members to justify the changes of Art. 13.3 and 14.1. Kaivo Ilves proposed to take this opportunity to remove Art. 5.2.

MOTION: It was duly moved, seconded and carried that the Statutes with explanation to the changes proposed are approved as presented.

Action: The Secretariat will send to the Members the agenda for the Extraordinary General Assembly with the explanatory document with the changes proposed for the Statutes.

- SOP Investment policy. Laurent Journaux and Josef Kuçera explained the FSC discussed about a secure system investment and it was agreed on the ways and level of investment. Jay Mattison underlined the importance of limiting the time spent on investment for staff.
- SOP Reserve policy. Martin Burke informed that the FSC will review the reserve annually. Laurent Journaux appreciated the good discussion within the FSC to clarify this point. Daniel Lefebvre asked about a policy for a maximum. Laurent Journaux explained this was not discussed but will be interesting to fix a maximum to force the Board to discuss investment in future activities. Hans Wilmink preferred to avoid forcing investment. Hans Wilmink also requested the FSC review again the 12 months reserve set for SERVICE-ICAR srl as it was not realistic. The matters will be submitted for discussion to the FSC at the next call.

Action: The Secretariat will review the SOPs and propose a latest version for the following Board meeting for final approval.

Proposed ICAR and S.I. 2018 budgets – including projects

- ICAR budget 2018. Following some discussion and clarification, the Board asked the Chief Executive to change the depreciation related to specific projects.

MOTION: It was duly moved, seconded and carried that the ICAR budget 2018 is approved as presented with modification in the depreciation.

- S.I. budget 2018. The Board asked to change “Staff” into “Personnel cost”.

MOTION: It was duly moved, seconded and carried that the SERVICE-ICAR budget 2018 is approved as presented with modification in the item related to personnel cost. (The full SERVICE ICAR Board being present at this meeting means it is de facto approved by the SERVICE ICAR Board as well).

- Capital Projects 2018 – Summary. The CE presented a summary of the 2018 projects and their financial impact on the budget.

2.3.Board Committees

Human resources (HR) Sub Committee ToR review and report. Daniel Lefebvre explained the objective of the SC and that Board succession planning is more related to governance, and should be discussed in a different SC. He suggested to separate this item from HR SC. The reference to geographical regions is not considered as an important matter for a SC, but appropriate for the Board positions. The outcome of the SC is to give instructions to the staff, and the proposal is that one of the SC should be the Secretary not the CE as it is written now. Niels H. Nielsen noted that SC can give recommendations to the staff for specific issues, but at the end it should be something the CE has to address. Jay Mattison thought the SC could act in case there is a problem between staff and CE.

Action: Martin Burke will modify the HR SC Terms of Reference as per above comments and present at next Board meeting.

Action: Daniel Lefebvre will develop a separate SOP for the future evaluation of the CE Annual Review. CE has sent his 2017 self-review/report to the existing review committee.

Action: Jay Mattison proposed a survey to the Board to see the CE review for 2017 and then meet with the SC. Hans Wilmink and Niels H. Nielsen will finalise the process this year and we can focus on a new SOP for the evaluation next year.

Nomination Sub Committee report. Jay Mattison worked together with Hans Wilmink to have this Nominating Committee with verbal ToR, but the meeting proposed to have a document written down and in place before the next nominating process in 2018.
For this item, Jay Mattison left the meeting and Daniel Lefebvre took the chair. Niels H. Nielsen presented the proposal focused on challenge of replacements in the Board not in the same year. The proposal was to change the Statutes to allow an extension up to 3 years more and the principle to better manage the flow of change yearly. Martin Burke underlined the importance of this instrument to avoid succession problems in the future. Following a discussion, it was decided to have an extension up to 2 years more.

MOTION: It was duly moved, seconded and carried that the rewording of Art. 11.1 is approved as presented to submit to the EGA. Secretariat to share final version with Board.

The Board decided to propose an extension of 2 years more to Jay Mattison and Kaivo Ilves. Kaivo Ilves accepted the two-year extension. Jay Mattison will discuss with his home Board and come back to the ICAR Board with a decision.

Niels H. Nielsen explained that same principle applies to the Inspectors. The proposal is also to have up to 2 years more at the end of the second mandate.

MOTION: It was duly moved, seconded and carried that the rewording of Art. 17.3 is approved as presented to submit to the EGA. Secretariat to share final version with Board

Action: Josef Kuçera will discuss with Neil Petreny to identify a second Inspector and report back to the Board. He suggested to maintain one from different continent.

The CE informed about the need to put an open call beginning of December. The Nomination Committee must propose to the Board those to present to the GA.

Action: Martin Burke will send to the Committee the criteria to prepare the call beginning of December.

2.4.Groups Status reports

Martin Burke presented the table with activities and status of the different Groups. Josef Kuçera noticed that the Breeders' Association WG was supposed to be only for representatives of world breeders' associations. At the moment there are many members of national breeders' associations. There is a meeting scheduled in December and Josef Kuçera will send an update after this meeting. The proposal is to have a couple of Zoom calls every year instead of only the meeting during the Annual Conference.

There was a short presentation (see annexes):

- Group summary (Traffic light report)
- Group members matrix by country
- ID SC. Jay Mattison underlined that this is a key activity and an important source of income through the testing activity and requested staff member Cesare Mosconi to double check and verify 'counts before publishing.
- RSD SC. The Board appreciated the work done to present the certified products on the Website. It considered very important that farmers are aware about the Website where they can check easily the certified devices. The SC put the nomination of Jonas Persson as member of the SC. Also the ToR for Sensor TF were presented with terminating date of June 2019 and on that date any further Sensor device matters/responsibilities to be transferred to the Recording & Sampling Devices SC.

MOTION: It was duly moved, seconded and carried that Jonas Persson nomination is approved as presented.

MOTION: It was duly moved, seconded and carried that the ToR for Sensor TF are approved as presented.

- MASC-PT and certification services were presented by Silvia Orlandini
- CoQ Activity report. Martin Burke informed that BRS (Germany) will replace DLQ in the application for renewal of the CoQ.

2.5.General items for consideration for Board agenda

- Membership – 2017 fees review. The Secretariat presented an updated situation of the membership and payments by 30th November 2017.
- ICAR 2018. The CE advised to start looking for 2021 and 2022 Annual Conference. The Board proposed to be careful in organizing Annual Conference together with other events like WCGALP in 2018.
- ICAR-Interbull TF and ICAR-SLU agreement. Jay Mattison informed that a lot of work was done. Now the TF is looking for a simplify agreement between SLU and SERVICE-ICAR. Laurent Journaux reminded the importance to have this agreement finalized considering the EU recognition to Interbull Center as reference laboratory.
- EFFAB patent watch. Bianca Lind made a short presentation of the VAS patent and update of the situation. At the moment the plan is to wait until EU has declared its position and only then we can present the right arguments.

2.6.ICAR Board Workshop session

<u>General Assembly – new approach?</u>

- GA format proposal
    - Routine business – 2017 financial, 2018 budget, awards, etc.
    - Groups – highlight what ICAR is doing for Members?
    - Forward direction?

Martin Burke proposed we split the GA into two halves – 1st half would contain the routine business, Financial Reports, Awards etc. while the 2nd half would be more of an interactive discussion forum for our Members.

Action: Board agreed and asked CE to come up with an ‘exciting’ proposal for such a forum to liven up the GA for our members for Auckland.

<u>New Technologies – impact on traditional DHI and ICAR's role?</u>

- Board questionnaire – summary of results see Appendix A DHI Technology Board Survey Summary 29th Nov 2017
- Split into 2 Groups to do a SWOT analysis?

<u>New Technologies – ICAR's Plan to engage/address?</u>

- Sub groups presented results and recommendations as follows;

Group 1 – Hans Wilmink as rapporteur, they identified following topics ICAR should develop;

1. Combine sensor data and traditional data to provide new services
2. Develop ICAR project data exchange standards
3. Develop Certification protocols for new technologies;
    a. In Line F & P
    b. Bodyscope
    c. Activity Meters
    d. etc
4. ICAR provide independent space for High Level Capitalisation Group to facilitate synergies to tackle new challenges as a group.
5. ID Certifications to have wider scope – to include the 'system' not just the product certification.

Group 2 – Laurent Journaux as rapporteur identified following topics that ICAR should develop;

1. Develop ICAR project data exchange standards
2. Develop Straw man model for Extension/Consultancy of ICAR work in Latin America
3. In ICAR conferences replace Manufacturers Showcase with a 'Hackathon' New Tech/Start-up' forum – e.g. ask a question interesting to ICAR and ask student or start up to solve it during 24h or 48 h and to present the solution at the end of ICAR congress and choose the best one and to offer an amount of money to develop a prototype...for example see http://www.api-agro.fr/
4. Develop Certification protocols for new technologies.

Action; Martin Burke will need to ask rapporteurs in detail off line about items identified with a view to presenting to the ICAR Board as to how ICAR can engage/adopt such projects in 2018 and beyond

2.7.ICAR BOARD Schedule 2018 (agreed as proposed with two-day face to face end of 2018)

Table 2. Future Meetings: January 2018 – December 2018. (Version 01/12/17)

Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
ICAR	Board	Wed 07/02/2018	Board 0800-1230 Chairs 1330-1730	Auckland, NZ	Face to Face
S- ICAR	Board	Tue 27/03/2018	19:00 - 20:00	Rome	Zoom call
ICAR	Board	Tue 27/03/2018	20:00 - 21:00	Rome	Zoom call
ICAR + SI GA for Accounts	Board	Tue 24/04/2018	20:00 - 21:00	Rome	Zoom call
ICAR	Board	Tue 29/05/2018	20:00 - 21:00	Rome	Zoom call
ICAR CHAIRS	Board & Chairs	Tue 19/06/2018	20:00 - 22:00	Rome	Zoom call
S-ICAR	Board	Tue 26/06/2018	19:00 - 20:00	Rome	Zoom call
ICAR	Board	Tue 26/06/2018	20:00 - 21:00	Rome	Zoom call
ICAR	Board	Tue 24/07/2018	20:00 - 21:00	Rome	Zoom call
S-ICAR	Board	Tue 28/08/2018	19:00 - 20:00	Rome	Zoom call
ICAR	Board	Tue 28/08/2018	20:00 - 21:00	Rome	Zoom call
ICAR	Board	Tue 25/09/2018	20:00 - 21:00	Rome	Zoom call
S-ICAR	Board	Tue 23/10/2018	19:00 - 20:00	Rome	Zoom call
ICAR	Board	Tue 23/10/2018	20:00 - 21:00	Rome	Zoom call
ICAR CHAIRS	Board & Chairs	Tue 20/112018	20:00 - 22:00	Rome	Zoom call
ICAR	Board	Thu 29/11 and Friday 30/11/2018	08:30 – 17:30	Venue TBD	2 day Face to Face

2.8.AOB

There was no other business.

2.9.Adjourn

The President thanked Laurent Journaux and IDELE for hosting the ICAR board today and for their hospitality. The meeting was closed at 18h00 and was followed by a closed Board session (staff excused).