MINUTES ICAR BOARD

ICAR Board meeting (conference call)

DATE 24TH APRIL 2018
TIME 20H00 TO 21H00

1. Call to Order & Approval of Agenda

In attendance: Daniel Lefebvre (Chairman), Niels H. Nielsen, Laurent Journaux, Japie van der Westhuizen, Kaivo Ilves, Antonio Martins and Bianca Lind. Staff: Martin Burke (CE), Cesare Mosconi, Charl Hunlun, and Elena Couto.

Apologies: Jay Mattison, Bevin Harris, Jorge Lama, Frido Hamoen, Neil Petreny, Josef Kucera, Silvia Orlandini, Andie Dimitriadou, and Brian Wickham.

In his absence, the President, Jay Mattison, asked Daniel Lefebvre to chair the meeting.

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 27th March 2018 are approved as presented.

3. Matters arising

Martin Burke informed that the matters arising are detailed in the Chief Executive (CE) report for discussion during the meeting.

Chief Executive report

3.1.Priorities

Martin Burke illustrated a new table of priorities, with goals and objectives, and with type of skills and people to address each item. Last item is considered very important to bring communication outside. He proposed to look to a new strategy, modern and using specific channels. If there is any suggestion or comment they are very welcome.

3.2. Update on action items from previous meetings

The CE informed about the good call with Toine Roozen and Reinhard Reents regarding ICAR-Interbull work; they promised to send the report to share with the ICAR Board. Interbull-ICAR TF are preparing the Terms of Reference (ToR).
The DHI future projects review is still in agenda. The Board will appoint a committee soon.

Concerning the membership review, the CE hold regular calls with Elena Couto and Charl Hunlun. At the moment nothing to report but the team is working on it.
The Victoria Agricultural Service (VAS) Patent. Bianca Lind contacted the French company as agreed during the last meeting. A conference call is scheduled in May and she will report back to the Board at the next meeting. From the information she collected, they are in the European platform for plant breeders. Maybe their situation is not relevant or the same of our case, but the matter will be clarified during the next call.

3.3. SERVICE-ICAR General Assembly

Daniel Lefebvre announced the agenda for the SERVICE-ICAR Srl (S.I.) General Assembly for the approval of the 2017 financial statements. The ICAR Board was appointed to represent ICAR. Martin Burke did not receive any comment from the S.I. Board held on 27th March.

MOTION: It was duly moved, seconded and carried that the 2017 financial statement of SERVICE-ICAR Srl are approved as presented.

3.4.Finance Sub Committee (FSC) update

The CE gave an update on the call of 24th April. The main item was related to the accounts package and risk register.
The Secretariat presented 3 software packages and following some discussion Quickbooks Online was approved. The Secretariat will start in May-June with a trial. The software is in English and we will use the on-line version. For a couple of months, the software will be used in parallel with the current software for double checking of results and the Secretariat will report back to FSC.
Risk register just starts. The CE presented a draft to the FSC. The idea is to develop a system to present numbers and adopt a system of traffic light to report as soon as possible to the Board.
Niels H. Nielsen supported all the remarks about the work done by the FSC and considered very good progress has been achieved.

3.5.Group updates

Animal Identification SC

The ISO WG3 met in Rome on 19th April and Andie Dimitriadou was in attendance representing ICAR. The chair of the SC is on maternity leave and will be back soon in May. A meeting has been scheduled already in May.

Recording and Sampling Devices SC

In Appendix 4 the CE presented the update ToR for Board approval. It seemed there were too much priorities in last page, and it was agreed that some can be moved to 2019. CE will review with Steven Sievert.

MOTION: It was duly moved, seconded and carried that the ToR for SC of Recording and Sampling Devices are approved subject to the adjustment in priorities.

The CE informed that a lot of work has been done with the Secretariat and Cesare on the Web site. He invited the Board to have a look to the new presentation of devices. The site was circulated, and we got some feedback, like DeLaval. Any suggestion is welcome to improve the site.

Milk Analysis (MA) SC

The CE and Silvia Orlandini had 'one on one' calls with each member of the MA SC in last two weeks. This proved a very useful exercise with good feedback sought and received. The outcome of the call will be a new way of working where Project leaders will be identified to lead each key MASC project and a Chair will convene progress reviews on zoom minimum of 4 times per year. CE plans to approach prospective Chair in next weeks and hopes to make recommendation reappointment to ICAR Board in May.

ICAR PT 2018. In the March 2018 round the CE informed we had 46 laboratories from 28 countries. Our automated report generation software was very helpful to produce all the reports which are on the pipe line for dispatch in the next few days.

Guidelines Section 1

The CE illustrated the new format, nothing substantial has been changed, mainly wording in section 5.1.

Niels H. Nielsen noted the importance of this ToR. Section 1 is the general part and does not interfere with the WGs.

Kaivo Ilves noted in Section 1.2 the wording referred to methods of animal identification (like photo) and thinks it's not clear enough. Bianca Lind said that some time there is a combination, is not identification only. Martin Burke saw it as a sort of complementary information.

ACTION: Martin Burke will review the wording and will clarify for Board either by email or at next Board meeting and then afterwards will circulate to the Members.

3.6.ICAR engagement update

The CE reported about the celebration for Hans Wilmink retirement on 28th March in Wageningen. He attended the event together with some Board members and the President. A gift was offered to Hans on behalf of the Board and the Staff.

Taiwan. Vietnam, Indonesia and Philippines (VIP countries) will attend the event organized in Taiwan. ICAR has been invited to attend. The Secretariat sent an email to the ICAR Member who organizes the event and will refer back to the Board at next meeting. Daniel Lefebvre asked about procedure to attend invitations to visit countries. The CE confirmed in the past Jay Mattison and

Daniel Abernethy visited Taiwan to introduce ICAR. The dates for this event are at the end of August or early September. There is short time and we will need to see the list of speakers and the draft programme.

ISO. The first draft of the renewal of the agreement with ISO for ICAR as Registration Authority arrived. ISO has changed the templates and the Secretariat already noticed some items for discussion. The negotiation did not start yet. The CE will keep the Board informed.

IDF. The Analytical Week will take place in Dublin on 23rd and 24th April and the CE and Silvia Orlandini will attend on behalf of ICAR.

3.7. ICAR Conferences

Following the Auckland Conference, the post event Survey Report is attached as Appendix 6. The results will be reviewed in an After-Action Review (AAR) to be scheduled in May for Local Organising Committee (LOC) New Zealand, ICAR, Interbull, and LOC Czech Republic 2019. A doodle will be circulating to fix the date in May. It is important to share with future LOC tools and experience.

The meeting reviewed some of the outputs from the Auckland Conference, for some it was considered too long (two weeks), the App was appreciated but a good wi-fi is essential, and Bianca Lind asked if the same app can be used for following meetings to avoid every year new apps with different shapes for downloading. She will check with the German organisers of 2014 and report back.

Martin Burke informed he will be in contact with Bianca Lind to fix the dates for the face to face meeting in November. The idea is to arrange the meeting around dates of the EuroTier. Bianca Lind will report back to the next Board.

3.8. Future ICAR and SERVICE-ICAR Srl meetings

The schedule of next meetings is confirmed as presented in the CE report. Next meeting of ICAR Board will take place on Tuesday 29th May at 20h00 CET.

3.9.AOB

No other matters.

3.10 Adjourn

The meeting was closed at 20h45 and continued restricted to the Board members.