THE GLOBAL STANDARD FOR LIVESTOCK DATA

MINUTES ICAR BOARD

ICAR Board meeting (conference call)

DATE 24TH JULY 2018

TIME 20H00 TO 21H00

1. Call to Order & Approval of Agenda

In attendance: Jay Mattison (President), Niels H. Nielsen, Daniel Lefebvre, Bevin Harris, Antonio Martins, Laurent Journaux, and Bianca Lind. Inspectors: Neil Petreny, Josef Kuçera. Staff: Martin Burke (CE), Cesare Mosconi, Silvia Orlandini, and Elena Couto.

Apologies: Japie van der Westhuizen, Frido Hamoen, Jorge Lama, Kaivo Ilves, Andie Dimitriadou, Brian Wickham, Charl Hunlun.

During the absence of the President in part of the meeting, the Vice-President Niels H. Nielsen was chairing.

MOTION: It was duly moved, seconded and carried that the agenda is approved with the inclusion of the follow-up budget of SERVICE-ICAR Srl under item 3.

2. Approval of the minutes

MOTION: It was duly moved, seconded and carried that the minutes of the Board of 26th June 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

The CE referred to the updated table with Goals/Objectives listed in his report and informed that activities are going on in line with priorities identified. He requested the Board to send emails if there is any additional information/clarification needed.

3.2. Update on action items from previous meetings

Victoria Agricultural Services (VAS) Patent

Bianca Lind confirmed that the Patent Watch group is preparing a new objection, which will be probably ready after summer.

DHI Future Projects Review

In Appendix 1 the CE presented for discussion a summary of the Board feedback on proposed new roles/opportunities for ICAR in the fast-changing landscape of DHI provision.

In the document there are the priorities 1 to 3, deliverables, and proposed new services. If accepted, the idea is to come back with complementary higher projects and services.

Neil Petreny agreed with the combination of sensor and data for new services, the challenge will be depending on the country and the technology outcome will also depend on that. There is a need to define which opportunity may ICAR offer to share ideas or to design in these cases.

Jay Mattison underlined that parallel to that Groups moving from Guidelines to certification, validation, etc. we will need to define how to address it.

Niels H. Nielsen also sees important when a new activity starts to fix the goals and objectives. There are two points in table 1 that may be combined with this work.

Martin Burke explained that a finance model is needed to identify the expertise and delivery process. He will come back to the Board with a strong model with resources identified.

Action: Martin Burke to update the document and identify resources for submission to the Board.

Board Committees and *ad hoc* Groups

Human Resources (HR) Committee

The first meeting date for the HR has been set for 27th July with first action the approval of the ToR prepared in February 2018.

Governance Committee

There is no update since the last Board meeting. The contacts with the Committee are ongoing.

Awards Review *ad hoc* Group

Kaivo Ilves sent initial documents to the President and CE for starting the discussion. The first call will be scheduled end of August – early September.

Action: CE to set up the first call.

Membership review

The CE informed that Cesare Mosconi from the office is working on Access data base. Next week a meeting will take place in Cork and an update give to the Board in August.

3.3.Finance Sub Committee (FSC) update

The CE informed that the FSC had a call on 18th July. Two main items were discussed during the meeting: the accounts package Quickbooks and the reports for information in this new format.

The Balance sheet and Income statement for the QTR2 is presented in the new format; the decimals will be removed for the next reporting period.

The Secretariat now switch to Quickbooks for ICAR accounts. For SERVICE-ICAR Srl in August the Secretariat will start to process 2018 since January.
Niels H. Nielsen informed about the situation of SERVICE-ICAR Srl accounts at the QTR2. In the meeting of the SERVICE-ICAR Srl Board before this meeting it was decided to inform the full ICAR Board about the situation of the identification test service compare to the 2018 budget. The income is below the 2018 budget. At the moment it is unrealistic to think it will be possible to reach the budgeted figures.
Jay Mattison confirmed the discussions at the Sub-Committee level in the past about the sustainability and value of ID testing.
Martin Burke will track the situation month by month and it was decided to arrange a meeting of the SERVICE-ICAR Srl Board in August for an update. The ICAR Board will be updated at the next meeting end of August.

Regards the Business Risk register, the details were presented in Appendix 5.

The CE summarized that this is a tool for CE and Board to ‘helicopter’ and assess Business Risk for both ICAR and Service ICAR. It is envisaged the operating procedure for this documents would be as follows;

- CE prepares draft in Q3 each year and submits to Board at its ‘end of year’ face to face meeting.
- Board reviews and add/edits the appropriate risk reduction actions as it sees fit.
- CE finalises and executes with Board as necessary.
- Reset again Q3 following year.

In detail Daniel Lefebvre suggested that item 1 “Industry consolidation” and item 4 “Member stability/viability” could be rolled into one risk topic. CE will amend.
The CE explained this was an initial attempt. For the face to face Board meeting in Frankfurt in November 2018 it will be good to have some work done to help to elaborate the budget. Jay Mattison appreciated the document and ask to go forward with that. The CE informed this will be part of the annual review procedure of budgeting.

Action: CE will include an updated Business Risk Register for face to face Board meeting in Frankfurt in November 2018.

The CE informed that the Job description for Inspectors will be ready for the next Board meeting in August.

3.4.ICAR Guidelines – Section amendments

The CE did not receive comments related to sections 7 and 8. Niels H. Nielsen commented that there is in the guidelines, specially in the Certificate of Quality (CoQ) a mix of yes or no, which makes difficult to fix a definition. Laurent Journaux reported that milk recording was the first

description of recording protocol, and this part is now a very narrow description. It is a good solution for CoQ to use the guidelines, and he thanked the Group for the good job. There should be two levels as key point to verify during the audit and then the guidelines with different levels of description, depending on the country.
The CE agreed there are some challenges referred to the CoQ, but most important is to give green light to the chair to pass the document to the Members. Silvia Orlandini commented that auditors are trying to identify key requirements according to area, then she proposed to adjust and review some parts.
The CE clarified that the wording ‘overview’ will be replaced by ‘guidelines’ which is more appropriate and to avoid confusion.
Daniel Lefebvre asked some clarification containing in item 4.2 and the reference to the technical advisor of CoQ. Martin Burke clarified that originally Charl Hunlun from the Secretariat was the technical advisor but also the chair of the Group. Now there is a chair, Juho Kyntaja, which allows a better liaise with the Secretariat.
He also pointed out in item 4.2 the reference to meeting with Board with Expert Committee. The CE agreed it needs to be more specific. Finally, there is a typo in item 7.4 with a word missing in the second sentence.

MOTION: It was duly moved, seconded and carried that the Guidelines Section 8 for Certificate of Quality are approved subject to the amendments suggested by the Board.

MOTION: It was duly moved, seconded and carried that the Guidelines Section 7 for Bovine Functional Traits are approved as presented.

Action: The CE to write to the Group to thank them for the work done and informed about the amendments.

Action: The Secretariat to publish the new version of Sections 7 and 8 on the Web site for Members comments before officially released the final version.

3.5.Terms of Reference amendments

Artificial Insemination and Related Technologies WG

The ToR were discussed, and Laurent Journaux pointed out the clear objectives of development for the next two years. There is a meeting scheduled for end of August with the Animal Data Exchange WG and a first draft of the general specifications will be prepared with the view of developing new services, but the funding needs to be discussed.

MOTION: It was duly moved, seconded and carried that the Terms of Reference of the Artificial Insemination and Related Technologies WG are approved as presented.

Action: The Secretariat to update the Web site.

Interbull SC

The CE presented the last version of the ToR simplify compare to previous version and subject to changes following the setup of the agreement with Swedish University of Agricultural Sciences (SLU).

Daniel Lefebvre referred to section 3, governance, and the mention of 'delegates', it is not clear to whom they refer. Martin Burke said these are the attendees to their business meeting, but Niels H. Nielsen underlined that it is not written who they are. The ToR are for the SC, and operating procedures are for delegates. Daniel Lefebvre indicated that in Table 1 there is the composition of the SC members, and wanted clarification if delegates are different. Bianca Lind wanted also clarification about 'one delegate per country' which creates confusion. Bianca Lind said this document should focus on the SC, while in another document the governance can be described. Jay Mattison explained this document came from discussions with the Task Force, but Bianca Lind insisted that the ToR should be related only to the SC, agreement and other things are different. In this document it is supposed to find aims, goals and objectives, communication with others, but nothing else, also to be clear and transparent with others.

Daniel Lefebvre suggested to postpone the approval of the document because few clarifications are needed.

Martin Burke will send back to Reinhard Reents the document asking clarification about the delegate part and how to define it better. Daniel Lefebvre will send to Martin Burke by email some other comments and questions he had.

Action: Upon receipt of emails from board members the CE to clarify with Reinhard Reents the comments from the Board and come back with new proposal to the meeting in August.

Breed Associations WG

Bianca Lind would like to see more detail in point 3 objectives, scope of common activities. It needs more clarification about activities, it is not clear what they will do. ICAR could lead all the ongoing questions that Herd Books have, it does not seem these ToRs address that. The CE suggested that this Group needs a kick starts, nothing happened but now they have a new chair. Josef Kucera mentioned that he also support an initial initiative because the working group has another format as suggested in the beginning. The CE suggested a call between himself, Bianca Lind and Josef Kucera to discuss some better objectives and then go to the chair Suzanne Harding to discuss the ideas.

Action: The CE to arrange a call with the chair of the Breed Associations WG, Bianca Lind and Josef Kucera to clarify items noted by the Board and come back with new proposal.

3.6.Group updates

Animal Identification SC

Item postpones to next meeting.

Recording and Sampling Devices SC

Item postpones to next meeting.

Milk Analysis (MA) SC

Martin Burke informed about the application received for membership in the MA SC from Michel Grise, Quality Assurance and Continuous Improvement Manager of Valacta's laboratory.

MOTION: It was duly moved, seconded and carried that the application of Michel Grise is approved as member of the MA SC.

Action: The Secretariat to send official email to Michel Grise and update of data base and Web site.

Interbull

Item postpones to next meeting.

3.7.Membership applications

The CE informed about two applications for membership. One is from Boumatic (Belgium) for associate member. He wanted to thank Steven Sievert who made it possible following the meeting he had with the manufacturer in Netherlands.

The second application is for full membership from RADgivarna (Sweden) which is a small milk recording service provider. Niels H. Nielsen pointed out they have only 20,000 cows and they do not use the Swedish platform, they use Uniform Agri platform. The meeting agreed they were entitling to be full member, but in case they apply for the CoQ we will evaluate their system.

MOTION: It was duly moved, seconded and carried that RADgivarna is approved as full member as presented.

3.8.ICAR engagement update

Item postpones to the next meeting.

3.9. ICAR Conferences

2019 Prague (Czech Republic)

Josef Kuçera informed about the next conference call on 1st August. At the moment the activities are on line with the schedule.

2020 Leeuwarden (The Netherlands)
Martin Burke informed there is no update about this meeting.

ICAR 2021 and 2022
Item postpones to next meeting.

3.10. Future ICAR and SERVICE-ICAR Srl meetings

The schedule of the next meetings was confirmed as presented in the CE report. The Secretariat is in contact with the hotel in Frankfurt for the face to face meeting and asked the Board members to send their dates of arrival and departure.

Action: Board members to send the information for the rooming list for the face to face meeting not later than 15th September.

4. AOB

No other matters.

5. Adjourn

The meeting was closed at 21h35 and continued restricted to the Board members. Some items have been postponed to the next meeting due to a lack of time.