THE GLOBAL STANDARD
FOR LIVESTOCK DATA

MINUTES ICAR BOARD

ICAR Board meeting (conference call)

DATE 30TH APRIL 2019
TIME 20H00 TO 21H00

1. Call to Order & Approval of Agenda

In attendance: Jay Mattison (President), Niels H. Nielsen, Daniel Lefebvre, Bianca Lind, Laurent Journaux, and Kaivo Ilves. Inspector: Josef Kuçera. Staff: Martin Burke (Chief Executive, CE), Charl Hunlun, Elena Couto and Cesare Mosconi.

Apologies Japie van der Westhuizen, Bevin Harris, Frido Hamoen, Jorge Lama, Antonio Martins, Neil Petreny, Brian Wickham, Silvia Orlandini, and Andie Dimitriadou.

Josef Kuçera asked to discuss the item 4.8 'Conference 2019 Prague' at the beginning of the session as he will have to leave earlier.

Motion: It was duly moved, seconded and carried that the agenda is approved with the amendment requested by Josef Kuçera.

2. Approval of the March 26th, 2019 minutes

Feedback from Jay Mattison that minute item 4.5 on conflict interest should refer to not only manufacturers but 'service suppliers' too. Also in minute item 4.6 CoQ the visits occurred in both March and April (not just March as minuted).

Motion: It was duly moved, seconded and carried that the minutes of the Board of 26th March 2019 are approved with the corrections.

3. Matters arising

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

4. Chief Executive (CE) Report

4.1. Priorities 2019

The CE presents the ICAR's and S-ICAR's priorities for 2019:

- Relocation of ICAR office.
- ICAR company structure and business staffing plan → staff planning for new office, employee handbook.
- Financial plan → develop risk analysis, develop plan for budget over next three years.

- Coordination of groups and management areas → priorize work areas for major working groups.

Daniel Lefebvre suggests that the strategic plan should be in progress.

4.2. Update on Action items from previous meetings

Victoria Agricultural Services (VAS) Patent

The CE informed about the call with Reinhard Reents and Toine Roozen; they gave an update about the discussion with the Australian and expecting feedback from them to establish an agreement for all Interbull members in the next few weeks. Reinhard Reents committed to send a paper on behalf of ICAR and Interbull to EFFAB to explain what this patent means for our members. Bianca Lind also discussed with Reinhard Reents and did not have more information. The CE advised the agreement should be finalised in weeks but will depend on reactions. Bianca Lind said that each country will have to stipulate its own contract, but there will be general rules which refer directly to EU legislation.

Board committees

The Governance Committee chaired by Daniel Lefebvre with Bianca Lind, Laurent Journaux, Bevin Harris and Jorge Lama as members, will start to prepare the Terms of Reference with the support of Secretariat when needed and to arrange the calls.

Financial Inspector

The CE gave an update to the Board about the call for inspectors. The Secretariat received one application from Erik Rehben (*Institut de l'Elevage*). The CE will contact also Frido Hamoen to evaluate the possibility of having a Dutch application considering the moving to the Netherlands, but this is not compulsory. In any case he requested the Board to nominate other candidates to approach. Laurent Journaux agreed it will be good to have a 'reservoir' of candidates for future years, also in view of the end of the mandate of Josef Kuçera in 2020.

Action: Martin Burke to check with Frido Hamoen and other Board members for potential candidates.

4.3.ICAR and SERVICE-ICAR Srl (S.I.) 2019/QTR1 Financial Management report

The CE presented the two financial reports for 2019/QTR1. The Financial Sub Committee (FSC) discussed the format last week. In Appendix 3 of ICAR report there is the list of outstanding fee for 2019 for Board information.

For S.I. this first quarter shows an increase in the Identification test service, the CE explained this is close to the figures for the same period in 2017, but it is difficult to predict. The Secretariat continue to focus in diversifying with more services.

Martin Burke thanked the FSC for their support in preparing these final documents.

4.4.ICAR Awards

The CE informed about the process of selection for the different awards which is handled by the Awards Committee composed by the President, one Vice-President and the CE.

President Award

This is an annual Award established in 2006 as a recognition for outstanding expertise of an industry professional in ICAR activities. There are no limitations (except one award per year), and it is presented at the Gala dinner at the ICAR Conference (or at General Assembly).

Action: The Committee will propose to the Board at the next conference call the selected recipient.

Outstanding Contribution Award

This is a new annual Award open to professionals that have made an outstanding contribution to ICAR's activities.
Nominations may come from Board members, staff, or chairs/members of the Groups and is open to anyone related to ICAR activities. The list of candidates is submitted to the Board for endorsement.

Action: The Secretariat will send the request for nominations to the chairs/members of the Group with deadline 24th May 2019.

Service Award

This is a certificate of service acknowledgement to members of the Board, (including Inspectors), and chairs/members of the Sub-Committees and Working Groups upon the completion of their terms of office.

Action: The Secretariat will compile a list ahead of the General Assembly.

4.5.Prague Preparation

In Appendix 3 there is a list of actions for the staff to prepare for the Prague Conference.
In Prague there will be a new session 'business leaders meeting'; the CE will review how to invite around 50-100 key persons to attend and will share with the Board at the next call.
Daniel Lefebvre informed he received an invitation to attend a parallel session organized by IDEXX and followed by a dinner for the same date. Although this is a private initiative it will be good to avoid a clash with the business leaders' session, as other Board members informed about the same invitation.
Josef Kuçera also noted that FOSS and other have planned some events that same night – he will check with IDEXX and report back to the Board.
In what concerns the promotion printing material for bags, the Secretariat will finalise and send to the LOC in time.

Action: Josef Kuçera to check with IDEXX and others for potential clashes for the session.

4.6.Groups' Update

Conflict of interest policy

At the previous Board meeting there was a request to the CE to prepare a draft for a 'conflict of interest' policy for the ICAR Groups, chairs and members. A group formed by Kaivo Ilves, Niels H. Nielsen and the CE was nominated and since then they had a conference call and agreed on the following actions:

- CE will write an SOP for ICAR dealing with Conflict of Interest (CoI) for the Board and Groups chairs and members. This will entail a 'CoI form' that each member of Board and Groups chairs and members will be required to sign.
- This SOP will be presented to the Board on May 28th for approval.
- This SOP will be then shared with the Chairs on June 16th at the 'Chairs & Board' meeting in Prague.

The first draft has been discussed with Kaivo Ilves and Niels H. Nielsen and shared with the President and Daniel Lefebvre. The CE asked for other feedback to then share with the full Board at the next call end of May.

Milk Analysis SC

The CE informed about the supporting letter from SEGES for the nomination of Soren Hansen as member of the Sub Committee. Niels H. Nielsen suggested to contact Eurofins to propose them to become associate member.

Motion: It was duly moved, seconded and carried that Soren Hansen is nominated member of the Milk Analysis Sub Committee.

Action: The Secretariat will inform Soren Hansen and update the data base and web site. The CE will contact Eurofins to propose them to become associate member.

ICAR/Interbull Operation Team

A call is scheduled on 29th April with the CE, Elena Couto and Toine Roozen to discuss how to manage/obtain for the CoQ audits the genetic evaluation reports. The proposal is to use directly the Interbull web site with no additional reporting.

Toine, Martin and Andrew had a face to face meeting in Amsterdam on 4th April to discuss the progress made on developing an activity based, sustainable fee structure for our InterBeef service and growth of same. The fees will be along the same principles of the Interbull fees, considering activity factors such as number of animals, breeds, traits, as well as what type of organisation the client is (national/international). Andrew took this proposed draft to some key members of the

InterBeef WG (also key clients) at a meeting in Paris on 25th and 26th April. Feedback will be incorporated, and final fee proposal will be presented to the Board.
Laurent Journaux underlined the importance to have a clear structure for InterBeef; for France the cost is very high, and they appreciate this new system.

4.7.ICAR office move to The Netherlands

Martin Burke met Hans Wilmink in The Netherlands and they visited six possible offices in two locations Utrecht (3) and Wageningen (3). The preference is for Utrecht, from a logistics viewpoint. In summer he plans to have a staff meeting for 2/3 days to rent there and see how it is organized for future meetings of the Groups and Board.
The idea is to register ICAR in August/September and continue the business in Rome the rest of the year, to start the business activities from January 2020.
The invitation to the General Assembly and Extraordinary General Assembly were sent out, the CE is working on the exact wording to report in the minutes of the EGA and motion to reflect the transfer of the seat to the Netherlands. He will share this with the Board at the next call.

4.8. ICAR Conferences

Prague 2019

Martin Burke informed the LOC are working on finalizing the programme for the Conference and this needs to be ready for comments from the Board in next weeks, the programme is 85% finalise. Josef Kuçera confirmed that two groups are working to be ready to distribute to the Board as soon as possible.
At the moment the number of participants is 257, some of them combines for ICAR and IDF. In the last few weeks the number increased slowly compare to the beginning.

Leeuwarden 2020

Regular calls are arranged with the LOC; next will be on Wednesday to discuss about the brochure. The CE will share with the Board the first draft documents.

Spain 2021

The Secretariat is in contact with Manuel Lugue from FEAGAS. It was agreed to arrange a Zoom call at the end of May with all the people involved in the preparation of the Conference.

Canada 2022

Daniel Lefebvre confirmed the decision of the new Board of Lactanet approved the hosting of the ICAR Conference in Canada in 2022. He asked the CE to inform about the necessary next steps. Martin Burke suggested to answer to the call for expression of interest sent by the Secretariat; he will provide with a new copy. The Secretariat will send a document containing the following steps and timing generally shared with the organisers. The CE requested to have ready for the General Assembly in Prague a slide with the invitation, location and dates, if possible.

Action: The Secretariat to send to Daniel Lefebvre copy of the email sent for expression of interest and list of actions/timing.

4.9. Future ICAR and SERVICE-ICAR Srl meetings

Invitations for the next Board meetings have been circulated, and dates are confirmed.

5. AOB

Kaivo Ilves asked about the ‘business leaders’ session’ and if the attendance will be on invitation. Martin Burke confirmed the LOC with the CE and the President will send the invitations soon subject to Josef’s review re clashes with other meetings. The most important in this session is to have good representation of the business, but it will not be open meeting.

6. Adjourn

The meeting was closed at 21h00 and continued restricted to the Board members.