



THE GLOBAL STANDARD
FOR LIVESTOCK DATA

**ICAR Chief Executive Report for ICAR / SERVICE ICAR Board Meeting
20:00 – 21:00 CET, Tuesday 22nd October, 2019.**

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16 October 2019**

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NOTE: THOSE PARTS OF THE CE REPORT HIGHLIGHTED IN YELLOW BELOW ARE IN THE OPINION OF THE CE THOSE THAT REQUIRE FURTHER DISCUSSION OR BOARD DECISION / APPROVAL.

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1 Priorities 2019

Table 1. CE ICAR /S.I. 2019 priorities;

Emphasis Work Area	Key Metrics
Relocation of ICAR office to selected location	• Provide vision and business case for the new location • Ensure the relocation plan is for the broad good of ICAR and Service ICAR • Maintain ICAR as a neutral and non-government organization in the new location • Final location determined with office and support services narrowed down for final decision
ICAR Company Structure & Business Staffing Plan for ICAR and Service ICAR in NL	• Staffing plan with position descriptions including responsibilities and financial resources developed • Recruitment process where required, started to identify candidates • Transition plan developed for staffing plan with employees and consultants to ICAR • Employee handbook for new location completed
Financial Plan for ICAR and Service ICAR	• Implement financial software and statement formats • Develop risk analysis of revenue streams • Develop plan for budget level of revenue needed to support the activities of ICAR and Service ICAR for stability over next 3 years • Finalize FY 2020 Budget for ICAR and Service ICAR
Coordination of groups and general management areas	• Prioritize work areas for major ICAR groups including overlap with Interbull Centre • Interact with groups to facilitate connections between groups and ICAR overall (connectivity to network) • Management of staff and consultants to allow for best efforts and better the effectiveness of ICAR • Continue and develop new promotion of ICAR brand

	Develop a 3 year strategic plan for ICAR and Service ICAR that includes multiple options for consideration
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2 Update on Action Items from Previous ICAR Board Meeting(s)

Table 2. Update on Items that are not addressed elsewhere in this October 22nd CE Board Report.

<u>Area</u>	<u>Item</u>	<u>Status/ACTION</u>
2.1 Agriculture Victoria Services (AVS) Patent challenge	Strategy is one of collaboration with AVS. Reinhard Reents, Brian van Doormaal and others working out ; 'agreement' with AVS – meetings ongoing...	Reinhard/Toine confirmed agreements have been communicated to all Interbull clients. Last item is to formally notify EFFAB of our actions which Toine will do. Closed
2.2. Board Committees	Governance Committee – Board agreed Feb 7 th , 2018 to convene such a committee.	Daniel Lefebvre is Chair of this Governance Committee with the following members will make up the committee; Bianca Lind, Laurent Journaux, Bevin Harris and Jorge Lama. 1 st task is to define the ToR. Action Daniel/Martin

3. ICAR QUARTER 3 2019 Financial Reports (for Board Info)

Appendix 1. ICAR QTR 2 2019 Financial Report

4. SERVICE ICAR Board (for Board Info)

Appendix 2. SERVICE ICAR QTR 2 2019 Financial Report

5. ICAR Office Move from Italy to Netherlands (for Board info)

Here is an update on progress made (up to Oct 16th);

Next Steps Oct/Nov;

5.1 Registration of ICAR NL Association

5.1.1 Statutes are now translated into Dutch

5.1.2 Preparation translation deed of incorporation in English

5.1.3 Data cards for each Board Member issued to Nysingh

5.1.4 Nysingh to prepare a 'proxy' so that Jay Mattison and Frido Hamoen (suggested) can sign so the notary can execute the notarial deed of incorporation on behalf of Board.

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5.1.5 Issuance of true copies of the deed of incorporation (including informal translation); Registration of the incorporation of the Vereniging (Association) as well as the managing director(s) at the trade register of the Dutch Chamber of Commerce.

NB: For those Board members who have not furnished Elena with the ORIGINAL (not a copy or pdf) signed data cards to bring the originals with them to the Board meeting in Utrecht in November.

5.2 Accounting partner

CE and Elena will visit with Mark Wolters of deJong&Laan on Tue 12th November in HNK offices to discuss;

- Accounting s/w package & financial reporting
- Payroll inc requirements re Italian staff
- Vat No. and Bank account set up
- Invoice testing

5.3 ICAR Legal NL

CE to set up meetings for Wed 13th November with short list of potential firms in Utrecht CE/Jay/Daniel/other board members – Yet TBD at time of writing.

6. Membership Update

ICAR was approached by an association of Venetian Breeders (AVA) who run farm support services in the Lombardi region of Italy to become a full member. As these were not yet providing recording or herdbook services to farmers then we informed them they could not be 'Full' members – instead we recommended they become Associate members, to which they agreed. They are now signed up as Associate members of ICAR. For more on this association see www.avaveneto.it

7. Sub Committee / Working Group / Task Force Updates

7.1 Proposed Conflict of Interest Clause for SC and WG ToRs (for Board approval)

How we handle conflicts of interests in ICAR is still an outstanding task. While this will come under the newly formed Governance Committee for Board, Staff, SC and WG members, the CE would like to plug the gap for now for our SCs and WGs by proposing the following wording (which is already incorporated into the DNA WG ToR) to be included in all ToRs as standard.

Appendix 3. Conflict of Interest Clause for ToRs of ICAR SCs and WGs

7.2 ICAR Animal Identification SC – Terms of Reference (for Board approval)

By way of example here is the updated Terms of Reference for ICAR's Animal Identification with the new clause included - for approval

Appendix 4. ICAR Animal ID SC ToR (October 2019)

8. Agenda (proposed points) for ICAR Chairs & ICAR Board Zoom on October 30th 8pm -10pm CET

ICAR Board and Chairs Zoom meeting is scheduled for Wed Oct 30th 2000hrs CET. Here is the proposed agenda for Board review, addition and comments;

1. Individual Chairs update on their Group's Progress (outcomes from Prague Meeting - list of priorities by Group)
2. CE Update including NL relocation
3. ICAR 2020 Program
4. Conflict of Interest Clause for ToR
5. AOB

9. Agenda (proposed points) for ICAR Board Face to Face Nov 14th/15th Utrecht

Here is proposed agenda for Board review, addition and comments;

Topics for Nov 14th/15th:

- ICAR Mission Review - overhaul review by Board of ICAR's mission (I will send out current version two weeks before face to face)
- NL Move - progress and next steps
- Budget and Staffing plan 2020
- Groups Priorities/Prioritisation Process for 2020
- Governance Committee ToR (Daniel)
- Board Member vacancy -process / job description
- Interbull Agreement - update on plan/progress re governance
- ICAR 2020 - invite an update from HW /LOC committee
- ICAR Board meeting schedule 2020
- Newsletter Comms plan 2020
- AR appeal - latest
- CE Review 2019 and QPlus contract (in camera)
- Others??.

10. ICAR Conferences (All Items for Board information only)

ICAR 2020 NL: 07th – 12th June 2020.

Location Leeuwarden, Netherlands now confirmed with dates from 07th – 12th June 2020. Initial skeleton program under discussion with LOC2020 ICAR and Interbull.

Prog Cttee 2020 'Circular Economy' theme agreed. Sub themes; Block chain
Data analytics, Data governance to be explored.

Prog Cttee LOC2020 meeting held 11th Sept, next one 23rd October.

Full LOC2020 + ICAR monthly calls started on 7th October, next one 4th November.

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ICAR 2021 ESP: 07th – 11th June 2021

Manuel Luque of FEAGAS confirmed Toledo in Spain will be the location. (50 mins by train from Madrid).

ICAR 2022: Daniel Lefebvre confirmed the decision of the new Board of Lactanet has approved the hosting of the ICAR Conference in Canada in 2022. The CE has sent on the standard LOC-ICAR agreement and will work with Canada re necessary next steps.

11. Future ICAR and Service ICAR Board Meetings. (Note date for Board & Chairs) (Note ICAR Board 'face to face on 14 and 15th Nov will be two full days)

11.1 Meeting Schedule Oct 2019 – Nov 2019.

Table 3. Future Meetings: Oct 2019 – November 2019. (Version 16/10/19)					
Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
ICAR CHAIRS	Board & Chairs	Wed 30/10/2019	20:00 - 22:00	Rome	Zoom call
ICAR	Board	Thu / Fri 14 th 15 th Nov '19	08:30 – 17:30 08:30 – 17:30	Thu is in Utrecht HNK Office Fri is in NH hotel	2-day face to face

Martin Burke, Chief Executive,

Date 16th Oct 2019.