



THE GLOBAL STANDARD
FOR LIVESTOCK DATA

**ICAR Chief Executive Report for ICAR Board Meeting
20:00 – 21:00 CET, Tuesday 24th March 2020.**

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19 March 2020**

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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. ICAR Strategy Committee / Goals 2020-21 Process

Work Plan 2020/21: The CE has added to the initial draft of the areas to address for ICAR for 2020.

Table 1. ICAR 2020 Key Work Areas (draft 18/03/2020)

Area	Comments / Resources	Solution Group(s)	Implementation Date and (Probability of Delivery)
Complete the orderly closure of ICAR companies in Italy	Addressed by CE with legal support from Dutch Legal counsel (Van Diepen – Andre Lieshout) and Italian Legal counsel (Studio Benessia - Gianandrea Gancotti)	CE, Elena Couto, Legal Counsel NL & ITA working through Service ICAR and ICAR wind up in ITA.	➤ Once Rabo bank account open transfer funds from ICAR NL March 2020 (90%) ➤ Stop all invoices from Service ICAR or ICAR ITA once Rabo is operational in March 2020 (100%) ➤ Transfer of all key contracts (Staff, Lab,) to ICAR NL (100%) ➤ Service ICAR and ICAR planned wind up and all assets to ICAR NL by end Q2 2020 (90% - take legal advice) ➤ General Assembly by video call June 2020 (100%) ➤ ICAR office in Rome to close end QTR 3 2020 (90% - take legal advice)
Complete review of Business Structure and key contracts for ICAR in NL (e.g. rewrite of the ICAR- SLU Contract, etc)	Addressed by CE with legal support from Dutch Legal counsel (Van Diepen – Andre Lieshout) and Italian Legal counsel (Studio Benessia - Gianandrea Gancotti)	CE, Elena Couto, Legal Counsel NL & ITA working through Statutes, By-Laws, key contracts as we transfer to ICAR NL.	➤ ICAR's std Manufacturer and Laboratory contracts were rewritten by Van Diepen in January 2020 - once Rabo bank account open all future business will be under new contracts March 2020 (90%) ➤ ICAR's staff and consultant contracts were rewritten by Van Diepen in February 2020 – (Studio Benessia - Gianandrea Gancotti assisted for Italian residents) Once ICAR ITA is wound up then new contracts will come kick in - by end Q2 2020 (90% - take legal advice)
Build-up the ICAR NL Technical and Admin team – anchor the NL office.	Addressed by CE with help from Hans Wilmlink and Frido Hamoen	CE Hans Wilmlink, Elena Couto and Frido Hamoen	➤ New Technical Projects Coordinator Job Description written and job advertised in January 2020 (100%) ➤ Interviewed February and position offered and accepted by candidate in March 2020 (100%) ➤ Training plan meeting Utrecht (Burke Sievert, De Koning Burke and Van der Linde) March 31st, 2020 (90% - may be video call)

			➤ New hire starts April 06th 2020 from ICAR NL March 2020 (90%) ➤ New Admin Executive Job Description complete February 2020 (100%) ➤ Job Advertise through ABEOS NL agency April 2020 (90%) ➤ Interviews May 2020 – may be video only (90%) ➤ Offer admin position in May – start June 2020. (80%)
Review number and efficacy of ICAR's Groups and where necessary disband and reform new as appropriate to ICAR's needs in next 5 years Streamline and prioritise the Projects currently underway in ICAR's SCs and WGs, put in place tracking of same.	TBD*		
With Chairs and New Technical Project Coordinator identify and new key projects for ICAR	TBD		
Renew ICAR's certification brand as we move to Validation in the Field.	TBD		

*The CE will consult with ICAR SC/WG Chairs & Staff for input on key priorities/projects for they see as important over next two years. (New Tech hire will be crucial in this regard)

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2. ICAR 2019 Financial Management Reports. (for Board Approval)

The CE and Financial Inspectors present the 2019 ICAR and SERVICE ICAR Year-end Financial Reports below to the ICAR Board members for approval.

Appendix 1. ICAR 2019 Financial Management Report

Appendix 2. SERVICE ICAR 2019 ICAR Financial Management Report

In April's Board the Service ICAR General Assembly will be convened where these 2019 Financial Reports will be presented for approval.

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

Last CE update on the 'move' was sent to Board on 13th March. The CE will send update every two weeks by way of improved communication. All feedback/questions welcome.

Appendix 3. NL 'Move' Board update 13th March 2020

The opening of RABO account is now critical - CE will give verbal update on developments in the intervening week.

4. Governance Committee

The Governance Committee had a call on Feb 26th and have agreed the following actions with updates below – next meeting is scheduled April 15th at 8pm CET.

Table 2. Governance Committee tasks

<u>Area</u>	<u>Item</u>	<u>Status/ACTION</u>
ICAR Financial Inspector	CE drafted 'text of 'Members Call' for Financial Inspector. Gov committee reviewed draft and was sent to ICAR Board for review and comment by March 20 th , 2020. See Appendix 4. 'Members Call' for Financial Inspector.	ICAR Board Review and agree at March 24 th meeting. Secretariat then sends top Members in April ahead of GA in Prague June '20
Ask Van Diepen to Review By- Laws with respect to new Articles of NL Association. (less in more)	CE sent existing By Laws and latest Dutch Articles of Association (Statutes) to Andre – asked him to review for contradictions and come back with recommendations by March 13 th .	At time of writing Van Diepen still not completed review – if done in time then the ICAR Board will review and agree at its March 24 th meeting.

Board Member Make-up	CE drafted 'text of 'Members Call' for Board vacancies. Gov committee reviewed draft and was sent to ICAR Board for review and comment by March 20 th , 2020. See Appendix 5. 'Members Call' for Board Vacancies.	ICAR Board Review and agree at March 24 th meeting. Secretariat then sends top Members in April ahead of GA in Prague June '20
Review Code of Ethics	Gov Cttee members will share their own boards' CoE by way of benchmarking. CE then will compare and collate common headings to develop first draft of ICAR's CoE doc	Gov Cttee will review and compare own boards' CoEs at its next meeting scheduled April 15 th .

5. Sub Committee / Working Group Updates

Milk Analysis SC – Projects update (for Board Info)

ICAR under Silvia's coordination is working on the following Milk Analysis projects;

- Calculation Model (under METROFOOD project)
- MIAMi Project

See **Appendix 6. ICAR Milk Analysis SC Projects Update**

For further details contact silvia@icar.org

6. ICAR Conferences (2020 item for Board decision)

ICAR 2020 NL: 08th – 12th June 2020.

Due to Coronavirus the LOC2020 have recommended ICAR Board postpone the event until June 7th – 11th 2021 due to the very high risk of Coronavirus pandemic extending over the summer months. For Board discussion / review.

Monthly Prog Cttee LOC2020 and full LOC2020 calls being held.

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 will conduct CoQ audit of FEAGAS in QTR 2 2020.

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.

ICAR 2023: ICAR CE and Board need to start to think about host location for ICAR 2023 – normal process is for Board to ask three or four members to review and make short list for full board to discuss

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7. Future ICAR and Service ICAR Board Meetings

Table 1. Future ICAR Board Meetings: March 2020 – November 2020. (Version 17/12/19)

Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
ICAR & S.I. 2019 Accounts	Board	Tue 24/03/2020	20:00 - 21:00	Rome/Utrecht	Zoom call
ICAR inc S.I. 2019 GA for Accounts	Board	Tue 28/04/2020	20:00 - 21:00	Rome/Utrecht	Zoom call
ICAR	Board	Tue 26/05/2020	20:00 - 21:00	Rome/Utrecht	Zoom call
ICAR	Board	Sun 07/06/2020	08:30 - 13:00	Leeuwarden, NL	Face to Face
ICAR CHAIRS	Board & Chairs	Sun 07/06/2020	14:00 - 18:00	Leeuwarden, NL	Face to Face
ICAR Officers Election	Board	Wed 10/06/2020	10:30 - 11:00	Leeuwarden, NL	Face to Face
ICAR	Board	Tue 28/07/2020	20:00 - 21:00	Rome/Utrecht	Zoom call
ICAR	Board	Tue 25/08/2020	20:00 - 21:00	Rome/Utrecht	Zoom call
ICAR	Board	Tue 22/09/2020	20:00 - 21:00	Rome/Utrecht	Zoom call
ICAR	Board	Tue 20/10/2020	20:00 - 21:00	Rome/Utrecht	Zoom call
ICAR CHAIRS	Board & Chairs	Tue 03/11/2020	20:00 - 22:00	Rome/Utrecht	Zoom call
ICAR TBD	Board	November Date TBD	08:30 – 17:30 08:30 – 12:30	Utrecht	2-day face to face

Martin Burke, Chief Executive,

Date 19th March 2020.