

**ICAR Finance Sub-Committee
Conference Call
Wednesday April 22nd, 2020
15.00 CEST (Rome Time)**

NOTES

1.0 Call to order and approval of the agenda

In attendance: Niels H. Nielsen (Chair), Laurent Journaux, Josef Kučera, Ernst Bohlsen, Martin Burke (Chief Executive, CE), Elena Couto (Secretariat).

Agenda is approved as proposed.

2.0 Approval notes of previous meeting

There were no comments/corrections to the previous notes.

3.0 Approval audit from Inspectors of financial statements 2019 (ICAR and SERVICE-ICAR Srl)

The CE informed that the documentation was sent by the Secretariat to the Inspectors as agreed in the previous call. The Inspectors' report should be available to the Board at the next call on 29th April. Josef Kučera and Ernst Bohlsen will be in contact with Elena Couto this week to randomly check some income and expenses documents for both ICAR and SERVICE-ICAR Srl and will provide the report in time to share with the Board.

4.0 Financial situation QTR1 (ICAR and SERVICE-ICAR Srl) for information

The CE presented the single document of income statement for the QTR1-2020 with compare to the budget approved by the Board of ICAR in December 2019. The meeting considered it was too early to make a forecast and asked the CE to adjust table 5.

Regarding the lower income from 'Identification' test services for Q1/20 vs 19, Martin Burke contacted the biggest companies like Datamars and Allflex and they said it was too early to see if Covid19 will have a big impact on their test plan. They confirmed they have not yet made any decisions or changes to their ICAR testing plans for 2020. The Secretariat will monitor the trend monthly and will inform the Financial Committee and the Board.

The activity of the Certificate of Quality will be delayed due to Covid19. The Secretariat will discuss with the chair how to manage the visiting audits.

The service of Proficiency Test will be delivered in April, but the second round in September may have some impact from Covid19 as some laboratories are closed.

5.0 Update on Rabo bank and new bank account

Martin Burke gave an update; Rabo bank confirmed the request to open the bank account was approved and we expect to have the information in the next few days. The Secretariat is looking for this to send out the invoices for 2020 membership fees.

6.0 Update from Governance Committee on call for new Inspector

The CE informed about the call with the Governance Committee last week. The Committee discussed how to arrange the General Assembly and prepared a recommendation to the Board to hold it mid-September. The agenda of this General Assembly will contain only the mandatory items and will be held in video conference as legally accepted in Netherlands.

The call for Board members and Inspectors will be sent end of May.

7.0 Any other business

There were no other matters. The next meeting will be on 25th May at 10h00 CET.

8.0 Adjourn

Meeting was closed at 15h45.