THE GLOBAL STANDARD
FOR LIVESTOCK DATA

MINUTES of Governance Committee
International Committee for Animal Recording (ICAR),
Held by conference call (Zoom)
on 21st November 2022 at 20h00 CET

The meeting is chaired by João Dürr (ICAR Vice President), the minutes are taken by the Secretariat.

The chairman opens the meeting and records a quorum has been reached.

1. Call to Order & Approval of Agenda

In attendance: João Dürr, Jason Archer, António Martins and Enrico Santus.
Staff: Martin Burke (Chief Executive, CE), Elena Couto and Yvonne de Gier.

AGENDA

1. Call for Order and Agenda Approval
2. Governance Committee Action Plan
    a. Code of Ethics/Whistle blower system
    b. Full vs. Associate Member Definitions
    c. Board evaluation process
    d. Subcommittee vs. Working Group vs. Task Force Definitions
3. Board Succession - Collaborator Recruitment
    a. Financial Inspector
    b. Board Member
4. AOB and adjourn

The agenda was approved as proposed.

2. Governance Committee Action Plan

João presents the ICAR – Governance Committee Work Plan 2022-2023. The Committee sets a timeline for the different goals.

ICAR – Governance Committee Work Plan 2022-2023

GOAL	TASKS	RESPONSIBLE	TIMELINE
Develop a code of ethics for ICAR board and ICAR groups	Request ICAR's legal advisor to suggest a template	Martin	Nov 22
	Review the suggested template	Governance Committee	
	Submit for board approval	ICAR Board	
	Communicate the Code of Ethics to the ICAR community (groups)	Martin & João	
Develop a whistleblowing policy for ICAR	Request ICAR's legal advisor to suggest a template	Martin	Nov 22
	Review the suggested template	Governance Committee	
	Submit for board approval	ICAR Board	
	Communicate the policy to the ICAR community (groups)	Martin & João	
Refine the definitions of Full Member and Associate Member	Define specific requirements and restrictions for organizations to qualify as full members	Rene & Martin will summarize board discussions	Dec 22
	Define a distinct set of requirements and restrictions for associate members		
	Review rights and obligations of each type of members		
	Propose inclusion of the new definitions into ICAR governance documents	Martin and Elena	
	Submit for board approval		Feb/Mar 23
	Communicate the policy to the ICAR community (groups)		
Develop a Board Evaluation Process	Gather examples/templates used by similar boards	Ask board members	Mar 23
	Customize a procedure for the ICAR board		
	Submit for board approval		
	Conduct the Board evaluation process		May 23
Refine the definitions of subcommittee, working group, and task force	Define what differentiates the types of groups		May 23
	Define a decision process to define status of new groups and to review the status of existing groups		
	Submit for board approval		

a. Code of Ethics/Whistle blower system

João comments that we need to think about how to communicate the final Code of Ethics with the Work Groups.

b. Full vs. Associate Member Definitions

As soon as the definitions are clear, it must be examined which documents need to be adjusted. Enrico stated this item needs a lot of time for good discussion (whereas items like Code of ethics etc should be standard)

c. Board evaluation process

Ask Board members to share their organisation's document. João will share those of his organization. João says it is not difficult to define the questions. Work on the outcome of the evaluation. It is a straight forward procedure.

3. Board Succession - Collaborator Recruitment

João comments that this topic is a permanent responsibility. At the moment no one to retire. There is 1 position open as we have 10 Board members at the moment.
Preferably a woman. Someone related to milk recording. Try to harvest someone from a Work Group.

At the moment we should focus on the process.

a. Financial Inspector
   Call is sent out, with deadline 31st January 2023.

b. Board Member
   Martin will share the layout for the call with the Governance Committee this week in order to get the call out.
   Once the Governance Committee is satisfied Martin will bring it to the Board on Dec 13th
   A final list will be presented to the Members for a decision at the next General Assembly to be held on 24th May 2023.

4. AOB and adjourn

No other matters to be discussed and the meeting adjourned at 20h41.

Chairman	Secretary
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João Dürr	Yvonne de Gier