



# Minutes of ICAR Meeting of Group Chairs, Board and Staff.

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## 1 Meeting

Held on 23<sup>rd</sup> of October in Puerto Varas, Chile from 14:00 to 18:00.

Attending:

- Group Chairs:
  - + **Subcommittees:** SC ID - Martin Burke (Ireland), IB SC - Reinhard Reents (Germany), MA SC - Gavin Scott (New Zealand), RSD SC - Steven Sievert (USA).
  - + **Task Forces:** A TF - Brian Wickham (Ireland), IB&ICAR OPS TF - Martin Burke (Ireland), PSE ITF - Toine Roozen (Sweden), SD TF - Steven Sievert (USA).
  - + **Working Groups:** ADE WG - Erik Rehben (France), apology from F WG - Marco Antonini (Italy), AI&RT WG - Gordon Doak (USA), BA WG - Matthew Shaffer (Australia), apology from C WG - Gerben De Jong (The Netherlands), DCMR WG - Pavel Bucek (Czech Republic), DNA WG - Chair not yet appointed, FG WG - Roel Veerkamp (The Netherlands), FT WG - Christa Egger-Danner (Austria), GA WG - Wim van Haeringen (The Netherlands), GR WG - Charl Hunlun (South Africa), apology from GPR WG - Zdravko Barac (Croatia), Interbeef WG - Andrew Cromie (Ireland), PR WG - Suzanne Harding (United Kingdom), PRDS WG - Jean-Michel Astruc (France), SGC WG - Jean-Michel Astruc (France).



- **ICAR Board:** Hans Wilmink (**meeting Chairperson**), Jay Mattison, Laurent Journaux, Bianca Lind, Japie van der Westhuizen, Bevin Harris; Niels H. Nielsen; Jorge Lama; Kaivo Ilves, and Marco Winters and inspector: Neil Petreny.
- **ICAR Staff Team:** Martin Burke (CE), Cesare Mosconi, Charl Hunlun, Brian Wickham, Silvia Orlandini, Andie Dimitriadou and Elena Couto.

## 2 Welcome

The chair welcomed everybody and emphasized the importance of the work undertaken by ICAR Groups – Subcommittees, Task Forces and Working Groups.

## 3 Outcome of last meeting

Refer to meeting presentation ([available here](#) – name: Groups, password: Reports). Brian presented a summary of priorities agreed at the last meeting and the results of the post meeting survey. Substantial progress has been made with addressing the agreed priorities and the post meeting survey indicated support for these meetings.

## 4 CE Progress Report – Martin Burke

Refer to the meeting presentation. Martin reported on ICAR's progress with the branding initiative and plans for the next year which included addressing the Guidelines.

## 5 Groups Update

Refer to meeting presentation and group reports.

- **SC ID:** Martin highlighted the Promotion Expert Group.
- **SC Interbull:** Reinhart: i) set up of future meetings, want to maintain good attendance with dense programme. ii) have regular exchange in North America (good meeting 2015).
- **SC Milk Analysis:** Gavin mentioned Silvia's contribution. Silvia mentioned that ISO standard was reviewed and is now simplified and completely aligned with ICAR protocol. Gavin stressed need of revising the Guidelines for clarity and access.
- **SC Rec Devices:** Steven: three new members, expanded skill set, 3 teams heading little projects. There are 3-4 devices under test, and 3-4 applications for new tests. Biggest priority is to revamp the website. Wim asked re discussion on devices for DNA sampling. Steven: discussion stopped but not abandoned. Astruc's question, Steven replied that tags now include the info on

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Network. Guidelines. Certification.



the high/low line application. Steven: biggest challenge is the AMS combinations table, work on-going in the SC.

- **Accuracy TF:** mentioned thanks of rest of TF for opportunity to undertake this task.
- **ICAR/Interbull operations TF:** purpose of TF is better integration between the two organisations.
- **GenoEx:** Toine: TF being launched this week.
- **Sensor Devices TF:** Steven will present to GA. Steven gave background. Next call in 2 weeks. There's timeline for next 2 years. Neil mentioned issue of organizations doing own research projects, possible to identify them to avoid duplication? Steven: yes, now reviewing literature, gaps, and want to put all the info into meaningful context to develop guidelines. Feed and gas group be looking at similar issues. Cromie: work of this TF is very relevant for many other groups.
- **Animal Fibre WG** (apologies from Antonini): will exist as expert advisory group to the WG for Sheep, goat and small camelids.
- **AI:** Gordon: no activity in the group. MB, BW and Gordon will discuss how to revamp activity.
- **Dairy Cattle Milk Recording WG:** extraordinary activity. Niels asked about too many activities, how do you focus? Pavel: not all WG members deal with all projects. Brian: this group tries to cover all the aspects of milk recording. Their task is difficult, also much work on extensive revision of Guidelines. Neil: some of the issues may overlap with others around the groups, try to avoid duplication. Pavel: there are synergies, not duplications. Brian: it depends on how the groups are coordinated.
- **DNA WG:** Brian very happy with quality of candidates. Chair not yet appointed. Meeting Oct 25<sup>th</sup> with interested people.
- **Feed and Gas:** Brian stressed the importance of the topic. ICAR needs to be proactive and establish guidelines as it will be more and more important in future.
- **Functional traits:** Christa stressed the need to make the guidelines visible on the website. Need to create liaison with Sensor group and Conformation recording group. Neil: also with animal data exchange. Laurent: increased communication between the groups must be a priority for the ICAR administration. Silvia: the ppt with the reports should be circulated to all

groups. Brian: need to think about it, now it's available only to the chairs.  
Astruc: this group and others (eg. Conformation) are focused only on cattle or other species too? Brian: each group needs to understand well what happens in the other groups. Also: wider species coverage is important.

- **Global Reach:** Brian noted the importance and difficulty in getting the right contacts in the countries involved.
- **Goat Performance Recording WG:** being merged into the Sheep, goat and camelid WG.
- **Parentage Recording:** priorities are there but no work currently underway.
- **Performance recording of dairy sheep:** low activity last year.
- **Sheep, goat and small camelids:** replaces sheep, goat and fibre WGs. Looking for chairs of Expert Advisory Groups for milk and meat – Brian said there are good candidates. Meeting of interested parties on 25<sup>th</sup> October at 16:00.

## 6 Workshop – ICAR Guidelines

Brian presented a summary of the pre-meeting guidelines survey and a summary his thinking so far. Both are contained in the meeting presentation.

The outcome of the workshop was the identification of a number of priorities that should be addressed in the review of ICAR's guidelines. These are summarized in the following table and represent a consolidation of the reports from each the four workshop groups. These are not in order of priority.

No.	Priority
1.	Use of wiki or wiki like tools to manage the editing and publication of guidelines.
2.	Remove duplication of topics such as identification in the guidelines.
3.	Identify a single point of contact for enquiries, revisions and editing of each section of guidelines.
4.	Ensure ICAR staff is providing support to each group maintaining the guidelines so that they know what to do, know what other groups are doing and avoid duplication.
5.	Ensure new topics and potential overlaps are addressed promptly and efficiently.
6.	Include a universal glossary of terms.



No.	Priority
7.	Keep the main section shorter with detail in the annexes. Keep main section simple and easy to understand with ability to drill down into detail if needed.
8.	Enable printed copies to be readily available through PDF versions on the website.
9.	Ensure google (and other) searches are able to directly link to the relevant section of the guidelines.
10.	Promote the guidelines to ICAR members and other organisations.
11.	Map out an overall framework for the guidelines as one of the first things to be done.
12.	Remove inconsistencies – technical edit – needs to be done by a person or people with specialist skills.
13.	Ensure good links to annexes, forms, PDF, and other parts of the guidelines.
14.	Need good CMS – content management system – various people can do different things.
15.	Need to have finer detail, than just by section, on allocation of responsibility for editing and updating in order to ensure removal of duplication while making the guidelines easy to use.
16.	Consider an editorial team drawn from the different working groups to ensure removal of duplication, consistency and clear easy to read written material.
16.	Ensure a google search will bring together relevant material in different sections of the guidelines.
17.	Structure the guidelines as QMS (quality management system) which is searchable and printable.
18.	Guideline has to be a dynamic document which is kept up to date.
19.	Add more graphics and video to describe the material covered by the guidelines.
20.	Solve the problem of having the guidelines in different languages. Ensure the structure can support different languages.
21.	Support APIs (application program interfaces) to enable members to test own software performs in accordance with the guidelines.
22.	Provide tools which enable users to see what has changed through a proactive notification of changes.
23.	Focus on establishing a specification of what is required so that consultation with IT experts is well informed and results in system which meets the needs of ICAR.



No.	Priority
24.	Identify who the reader is (breeder, legislator, authority, etc), readers are different for the different sections of the guidelines. Consider consultation with different uses to find what they really need.
25.	Consult with publishing companies who have solved similar problems with scientific material in order to avoid re-inventing the wheel. (idea provided outside the meeting by Chair of WG)
26.	Different levels of information: why to measure x? how to measure x? how to use the measurement of x?
27.	Take care of overlaps – identify guidelines that are the same for all species and differences.
28.	Do the guidelines give different options or minimum requirements?
29.	Separate administrative information from Guidelines.
30.	Identify what questions members of the groups receive.
31.	Keep version history.

## 7 AOB

- Agreed that a post meeting survey should be conducted.
- There was no further business
- The Chairman thanked all for spending Sunday afternoon attending and the meeting and for their contributions to the success of ICAR.
- The meeting closed at 18:00.

REFERENCE: MACINTOSH HD:USERS:BWW:DATA:WICKHAM LTD:CUSTOMERS:ICAR:ICAR SC WG TF:ICAR BOARD:MEETINGS WITH CHAIRPERSONS:2016 CHILE:MINUTES OF ICAR MEETING OF GROUP CHAIRS BOARD AND STAFF 23 OCTOBER 2015 V1.DOCX