



ADMINISTRATIVE BOARD MEETING

December 18, 2012 - CEPN (France)

**Meeting Minutes
(CRR/EAN/AB/17)**

Participants:

ANDRESZ Sylvain	CEPN	France
CROÜAIL Pascal	CEPN	France, EAN vice-chairman
ECONOMIDES Sotirios	GAEC	Greece
EKSTRÖM Birgitta	SSM	Sweden
FENNELL Stephen	RPII	Ireland
GUZMAN Olvido	ASN	France
HEFNER Alfred	Seibersdorf Laboratories	Austria
NOVAKOVIC Mladen	EKOTEH	Croatia
SAXEBOL Gunnar	NRPA	Norway
SCHMITT-HANNIG Annemarie	BfS	Germany
SHAW Peter	HPA	UK, EAN secretary
STRITT Nicolas	SFOPH	Switzerland, EAN treasurer
TIMMERMANS Cor	NRG	The Netherlands
VERMEERSCH Fernand	SCK•CEN	Belgium, EAN chairman

Apologies for absence:

KROPACEK Jan	SUJB	Czech Republic
MULAS-PEREZ Arturo	CSN	Spain

Diffusion:

EAN Administrative Board members
EAN Steering Group members

1. EAN RESULTS

1.1. 2012 Final Account (Annex A)

Operating costs

The total amount of the 2012 operating costs is **80,162.09 €**.

The total workload for the management of the network is 76.25 days:

- Coordinator (CEPN):
 - 28.5 project leader person.days,
 - 0.25 senior researcher (web developer) person.days ,
 - 32.5 junior researcher person.days.
- Assistant coordinator (HPA):
 - 15 person.days.

53.25 person.days (56.9 k€ VAT included) will be paid to CEPN.

As a consequence 8.0¹ person.days have been supported by CEPN, as in-kind contribution. This is about 4 person.days less than in 2011.

19 k€ were paid to the assistant coordinator (HPA). This includes workload (15 days) and T&S costs.

Coordinator's T&S and other (mainly banking) costs represent 4,262.39 €.

Resources

After Germany and Belgium fees are paid, the 2012 EAN fees, received from 14 Administrative Board Members, will correspond to 79.3 k€. Moreover, the 14th Workshop in Dublin showed a surplus of 2,356.93 € which has been transferred by RPII to the EAN account. In 2012, the financial income is 587.94 €.

The total 2012 total resources are expected to be **82,244.87 €**.

Result

The 2012 accounts present a positive result of **2,082.78 €**.

¹ 5.5 project leader man.days, 0 senior researcher man.days, 2.5 junior researcher man.days

1.2. 2012 Income Statement

EAN - INCOME STATEMENT AT 31 DECEMBER 2012

CHARGES	31/12/2012	31/12/2011	INCOMES	31/12/2012	31/12/2011
	€	€		€	€
External services and other external services	80 162,09	83 941,94	Fees	79 300,00	83 800,00
			Charge transfer		
			Subvention		969,23
			Contribution (Statens)	2 356,93	887,18
Total charges	80 162,09	83 941,94	Total incomes	81 656,93	85 656,41
Financial charges	-	-	Financial incomes	587,94	209,20
Exceptional charges	-	-	Exceptional incomes	0,00	0,00
Benefit	2 082,78	1 923,67	Loss	0,00	0,00
TOTAL	82 244,87	85 865,61	TOTAL	82 244,87	85 865,61

1.3 2012 Balance sheet

EAN - BALANCE SHEET 31 DECEMBER 2012

ASSETS	31/12/2012	31/12/2011	LIABILITIES	31/12/2012	31/12/2011
	€	€		€	€
			Reserve	13 820,13	11 896,46
			Result	2 082,78	1 923,67
Fees to be received	13 800,00	14 300,00	Debt due	57 899,42	61 659,78
Other resources to be received			Fees received in advance	7 000,00	7 000,00
Cash at bank	67 002,33	68 179,91	Bank accounts payables	0,00	0,00
Other current assets			Agios		
TOTAL	80 802,33	82 479,91	TOTAL	80 802,33	82 479,91

2. EAN 2013 BUDGET

2013 operating costs and resources - Budget (Annex B)

Operating costs

The planned workload is the following:

- 55.5 person.days for CEPN which corresponds to 54.2 k€ for CEPN, plus 4.9 k€ for T&S and other costs,
- 15 person.days for HPA which corresponds to 19.0 k€ for HPA, including 2.5 k€ for T&S.

It is planned that 51.5 over the 55.5 corresponding person.days will be financed by EAN (about 45.3 k€ without VAT, 54.2 k€ VAT included): thus, the CEPN in-kind contribution should be 4 person.days. The budget is established considering the participation and travels in 2013 to two programme committee meetings in Croatia (preparation of the 15th EAN workshop).

The 2013 payment to HPA for its assistant coordinator works is still fixed at 19,000 €: it corresponds to 15 person.days, and 2,500 € for T&S.

There is no extra-budget planned for financing the EAN participation to any IAEA (RECAN/ARAN/REPROLAN...) workshop or ICRP meeting, at the moment.

The total amount for 2013 costs is then expected to be 78,128.80 €.

Resources

As in 2012, STUK (Finland) will not pay fees to EAN for 2013.

As a consequence, EAN is expecting to receive fees from 14 countries: Austria (Seibersdorf Labor GmbH - 3,000 € - **still uncertain**), Belgian contributors to EAN (5,800 €), Croatia (EKOTEH and Ministry of Health and Welfare - 4,000 €), Czech Republic (SUJB - 4,000 € - **still uncertain**), France (ASN - 7,000 €), Germany (BfS - 8,000 €), Greece (GAEC - 4,000 €), Ireland (RPII - 2,000 €), Norway (NRPA - 7,000 € **already paid**), the Netherlands (NRG - 7,000 €), Spain (CSN - 7,000€), Sweden (SSM -

7,000 € - **exact amount to be confirmed**), Switzerland (SFOPH - 6,500 €), and UK (HPA - 7,000 €).

These fees should be paid under the usual conditions in 2013.

The total amount of 2013 resources is then expected to be 79,300 €.

3. NEXT ADMINISTRATIVE BOARD MEETING

The next Administrative Board meeting is planned on **20st June 2013** at CEPN

A Fontenay-aux-Roses,

Fernand Vermeersch
Président

Peter Shaw
Secrétaire

Pascal Croüail
Vice-Président

Nicolas Stritt
Trésorier

ANNEX A. EAN 2012 FINAL ACCOUNTS

EAN 2012 OPERATING COSTS									
EAN COSTS	Items	Workload days	Workload days paid	Daily cost VAT excluded €	Total cost VAT excluded €	Total cost VAT included 19,6 % €	T&S and others €	Subtotal F €	Total €
COORDINATOR (CEPN)									
EAN Steering Group & Management	General management	10	8	1250,00	10000,00	11960,00		11960,00	
	Assistance (junior researcher)	15	12,5	620,00	7750,00	9269,00		9269,00	
EAN Workshops	Workshops organisation	11	11	1250,00	13750,00	16445,00	1642,42	18087,42	
	Workshops organisation (junior researcher)	8,5	8,5	620,00	5270,00	6302,92	675,33	6978,25	
WG & sub-network management	Management	1	1	1250,00	1250,00	1495,00		1495,00	
	Assistance (junior researcher)	0	0	620,00	0,00	0,00		0,00	
EAN Newsletters	Editorial board	2	2	1250,00	2500,00	2990,00		2990,00	
	Realisation (junior researcher)	8	8	620,00	4960,00	5932,16		5932,16	
EAN website	Maintenance, upgrading (senior researcher)	0,25	0,25	900,00	225,00	269,10		269,10	
	Maintenance, upgrading (junior researcher)	1	1	620,00	620,00	741,52		741,52	
									57722,45
Others	Web domain (ean.eu), banking...						744,31	744,31	
Reception	Lunches, dinner (AB, SG, Workshop PC)						1200,33	1200,33	
									1944,64
Contacts with intl. Organisations	RECAN	0	0		0,00	0,00		0,00	
	EUTERP	0	0	1250,00	0,00	0,00		0,00	
European project	TRASNUSAFE	4,5	1	1250,00	1250,00	1495,00		1495,00	
		0	0	620,00	0,00	0,00		0,00	
									1495,00
EAN COST for coordination	subtotal 1 - subtotal 2	61,25	53,25		47575,00	56899,70	4262,39		61162,09
ASSISTANT COORDINATOR (HPA)									
Steering Group		3	3	1100,00	3300,00	NA	1200,00	4500,00	
Co-ordination activities		4	4	1100,00	4400,00	NA		4400,00	
Workshop	Assistant co-ordination & recommendation	3	3	1100,00	3300,00	NA	1300,00	4600,00	
ALARA Newsletter	Editorial board	4	4	1100,00	4400,00	NA		4400,00	
Contacts with Intl. Organisations		1	1	1100,00	1100,00	NA		1100,00	
EAN COST for assistant coordinator	subtotal 5 - subtotal 4	15	15		16500,00		2500,00		19000,00
Support for participating to EAN activities									
EAN COST for support							0,00		0,00
TOTAL EAN COORDINATION		76,25	68,25			73399,70	6762,39		80162,09

[illegible]

ANNEX B. 2013 EAN OPERATING COSTS AND RESOURCES - PROVISIONAL ACCOUNTS #1

EAN 2013 OPERATING COSTS (BUDGET 2013)									
EAN COSTS	Items	Workload days	Workload days paid	Daily cost VAT excluded €	Total cost VAT excluded €	Total cost VAT included 19,6 % €	T&S and others €	Subtotal F €	Total €
COORDINATOR (CEPN)									
EAN Steering Group & Management	General management	10	9	1250,00	11250,00	13455,00		13455,00	
	Assistance (junior researcher)	15	14	620,00	8680,00	10381,28		10381,28	
EAN Workshops	Workshops organisation	7	6	1250,00	7500,00	8970,00	1500,00	10470,00	
	Workshops organisation (junior researcher)	2	2	620,00	1240,00	1483,04	1500,00	2983,04	
WG & sub-network management	Management	1	1	1250,00	1250,00	1495,00		1495,00	
	Assistance (junior researcher)	0	0	620,00	0,00	0,00		0,00	
EAN Newsletters	Editorial board	3	2	1250,00	2500,00	2990,00		2990,00	
	Realisation (junior researcher)	8	8	620,00	4960,00	5932,16		5932,16	
EAN website	Maintenance, upgrading (senior researcher)	0,5	0,5	900,00	450,00	538,20		538,20	
	Maintenance, upgrading (junior researcher)	6	6	620,00	3720,00	4449,12		4449,12	
									52693,80
Others	Web domain (ean.eu), banking...						150,00	150,00	
Reception	Lunches, dinner (AB, SG, Workshop PC)						1800,00	1800,00	
									1950,00
Contacts with intl. Organisations	IAEA	1	1	1250,00	1250,00	1495,00		1495,00	
	EUTERP	0	0	1250,00	0,00	0,00		0,00	
European project	TRASNUSAFE	2	2	1250,00	2500,00	2990,00		2990,00	
									4485,00
EAN COST for coordination	subtotal 1 - subtotal 2	55,5	51,5		45300,00	54178,80	4950,00		59128,80
ASSISTANT COORDINATOR (HPA)									
Steering Group		3	3	1100,00	3300,00	NA	1200,00	4500,00	
Co-ordination activities		4	4	1100,00	4400,00	NA		4400,00	
Workshop	Assistant co-ordination & recommendation	3	3	1100,00	3300,00	NA	1300,00	4600,00	
ALARA Newsletter	Editorial board	4	4	1100,00	4400,00	NA		4400,00	
Contacts with Intl. Organisations		1	1	1100,00	1100,00	NA		1100,00	
EAN COST for assistant coordination	subtotal 5 - subtotal 4	15	15		16500,00		2500,00		19000,00
Support for participating to EAN activities									
EAN COST for support							0,00		0,00
TOTAL EAN COORDINATION		70,5	66,5			70678,80	7450,00		78128,80

