



ADMINISTRATIVE BOARD MEETING
December 3rd, 2013 - CEPN (France)

Meeting Minutes
(CRR/EAN/AB/19)

Participants:

ANDRESZ Sylvain	CEPN	France
CROÛAIL Pascal	CEPN	France, EAN vice-chairman
FENNELL Stephen	RPII	Ireland
HEFNER Alfred	Seibersdorf Laboratories	Austria
GUZMAN Olvido	ASN	France
MULAS-PEREZ Arturo	CSN	Spain
SAXEBOL Gunnar	NRPA	Norway
SCHMITT-HANNIG Annemarie	BfS	Germany
SHAW Peter	HPA	UK, EAN secretary
STRITT Nicolas	SFOPH	Switzerland, EAN treasurer
VERMEERSCH Fernand	SCK•CEN	Belgium, EAN chairman

Apologies for absence:

ECONOMIDES Sotirios	GAEC	Greece
EKSTRÖM Birgitta	SSM	Sweden
KROPACEK Jan	SUJB	Czech Republic
NOVAKOVIC Mladen	EKOTEH	Croatia
TIMMERMANS Cor	NRG	The Netherlands

Diffusion:

EAN Administrative Board members
EAN Steering Group members

1. EAN RESULTS

1.1. 2013 Final Account (Annex A)

Operating costs

The total amount of the 2013 operating costs is **87,113.09 €**.

The total workload for the management of the network is 101.5 days:

- Coordinator (CEPN):
 - 38 project leader person.days,
 - 0.5 senior researcher (web maintenance) person.days ,
 - 48 junior researcher person.days.
- Assistant coordinator (HPA):
 - 15 person.days.

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

As a consequence 31.625¹ person.days have been supported by CEPN, as in-kind contribution. This is about 23 person.days more than in 2012, only because of extra work and administration activities for the Trasnusafe EC project.

19 k€ were paid to the assistant coordinator (HPA). This includes workload (15 days) and T&S costs. 9 person-days corresponding to the administration of the Trasnusafe by a senior researcher project were paid to CEPN as well as 2.375 (of 14) person-days for the works of a junior researcher on the same project.

Coordinator's T&S and other (mainly banking-) costs represent 3,212.15€.

It should also be noted that SCK•CEN provided a specific in kind-contribution by bearing F. Vermeersch travel and expenses to ICRP Symposium 2013, in Abu Dhabi. Thus, the dedicated funds initially set by EAN for this mission (1,000 €) have been deleted from the budget.

In addition, it has to be noticed that all Members have provided in-kind contribution to the Network, especially for extra works (ALARA Book, ...). The Members also bear all the costs and expenses to participate the EAN meetings.

¹ 17 project leader man.days, 0 senior researcher man.days, 21,625 junior researcher man.days

Resources

After German and Belgian contributions will be paid, the 2013 EAN fees, received from 14 Administrative Board Members, will correspond to 78.8 k€.

In addition, in 2013, the financial incomes were 286.25 € and the EC contribution corresponding to Trasnusafe project activities was 401.44 € (for working on Trasnusafe Working Package no3), plus 4,956.78 € (for the general administration of the project), giving a total of 5,644.47 € as extra-resources.

The total 2013 total resources are expected to be **84,444.47 €**.

Result

The 2013 accounts present a negative result of **2,668.62 €**.

1.2. 2013 Income Statement

EAN - INCOME STATEMENT AT 31 DECEMBER 2013

CHARGES	31/12/13	31/12/12	INCOMES	31/12/13	31/12/12
	€	€		€	€
External services and other external services	75 190,28	88 437,32	Fees	79 300,00	83 800,00
			Charge transfer		
			Subvention		969,23
			Contribution (Statens)	0,00	887,18
Total charges	75 190,28	88 437,32	Total incomes	79 300,00	85 656,41
Financial charges	-	-	Financial incomes	401,44	209,20
Exceptional charges	-	-	Exceptional incomes	0,00	0,00
Benefit	0,00	1 923,67	Loss	0,00	0,00
TOTAL	75 190,28	90 360,99	TOTAL	79 701,44	85 865,61

1.3 2013 Balance sheet

EAN - BALANCE SHEET 31 DECEMBER 2013

ASSETS	31/05/13	31/12/12	LIABILITIES	31/05/13	31/12/12
	€	€		€	€
			Reserve	15 902,91	13 820,13
			Result	0,00	2 082,78
Fees to be received	47 300,00	13 800,00	Debt due	80 660,17	57 899,42
Other resources to be received			Fees received in advance	0,00	7 000,00
Cash at bank	49 263,08	67 002,33	Bank accounts payables	0,00	0,00
Other current assets			Agios	0,00	0,00
TOTAL	96 563,08	80 802,33	TOTAL	96 563,08	80 802,33

2. EAN 2014 BUDGET

2014 operating costs and resources - Budget (Annex B)

Operating costs

The planned workload is the following:

- 52.5 person.days for CEPN which corresponds to 52.54 k€ for CEPN, plus 3.65 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 48.5 over the 52.5 corresponding person.days will be financed by EAN (about 43.93 k€ without VAT, 52.54 k€ VAT included): thus, the CEPN in-kind contribution should be 4 person.days. The budget is established considering the participation and travels in 2014 to Croatia (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 2014 costs is then expected to be **75,190.28 €**.

Resources

As a consequence, EAN is expecting to receive fees from 14 countries: Austria (Seibersdorf Labor GmbH - 3,000 €), Belgian contributors to EAN (5,800 €, including an expected contribution from FANC and AVN of 500 € which was not paid in 2013), Croatia (EKOTEH - 4,000 €), Czech Republic (SUJB – 4,000 €), 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 €), Switzerland (SFOPH - 6,500 €), and UK (HPA - 7,000 €).

These fees should be paid under the usual conditions in 2014. However, the possibility for establishing a pluriannual contract between EAN and NRPA, as from 2015, has to be examined.

The total amount of 2014 resources is then expected to be **79.300,00 €**.

3. NEXT ADMINISTRATIVE BOARD MEETING

The next Administrative Board meeting is plan the 2nd of June 2014. The location is to be decided.

Fontenay-aux-Roses, 3rd December 2013

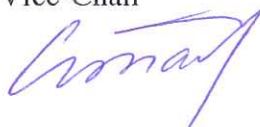
Fernand Vermeersch
Chair



Peter Shaw
Secretary



Pascal Croüail
Vice-Chair



Nicolas Stritt
Treasurer



ANNEX A. EAN 2013 FINAL ACCOUNTS

EAN 2013 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	13	9	1280,00	11520,00	13777,92		13777,92	
	Assistance (junior researcher)	15	10	680,00	6800,00	8132,80		8132,80	
EAN Workshops	Workshops organisation	7	6	1280,00	7680,00	9185,28	1262,15	10447,43	
	Workshops organisation (junior researcher)	2	2	680,00	1360,00	1626,56		1626,56	
WG & sub-network management	Management	1	1	1280,00	1280,00	1530,88		1530,88	
	Assistance (junior researcher)	0	0	680,00	0,00	0,00		0,00	
EAN Newsletters	Editorial board	3	2	1280,00	2560,00	3061,76		3061,76	
	Realisation (junior researcher)	11	7	680,00	4760,00	5692,96		5692,96	
EAN website	Maintenance, upgrading (senior researcher)	0,5	0,5	980,00	490,00	586,04		586,04	
	Maintenance, upgrading (junior researcher)	6	5	680,00	3400,00	4066,40		4066,40	
									48922,75
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/ICRP	5	1	1280,00	1280,00	1530,88		1530,88	
	EUTERP	0	0	1280,00	0,00	0,00		0,00	
European project	TRASNUSAFE	9	2	1280,00	2560,00	3061,76		3061,76	
	TRASNUSAFE - junior researcher	14	2,375	680,00	1615,00	1931,54		1931,54	
	CEPN - EAN Trasnusafe administration		7	1280,00	8960,00	10716,16		10716,16	
									17240,34
EAN COST for coordination	subtotal 1 - subtotal 2	86,5	54,875		54265,00	64900,94	3212,15		68113,09
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 & recommendations	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		101,5	69,875			81400,94	5712,15		87113,09

EAN RESOURCES	Members of EAN	Fees C
	1 Austria (Seibersdorf Labor GmbH)	3000,00
	2 Belgium (SCK-CEN Mol, Belgoprocess, BVS-ABR, Umicore, Belgonucleaire)	5300,00
	3 Croatia (EKOTEH Dosimetry)	4000,00
	4 Czech Rep. (State Office for Nuclear Safety - SUJB)	4000,00
	5 Denmark (National Institute for Radiation Protection)	0,00
	6 Finland (Radiation and Nuclear Safety Authority - STUK)	0,00
	7 France (Nuclear Safety Authority - ASN)	7000,00
	8 Germany (Federal Office for Radiation Protection - BfS)	8000,00
	9 Greece (Greek Atomic Energy Commission - GAEC)	4000,00
	10 Iceland (Icelandic Radiation Protection Institute - GR)	0,00
	11 Ireland (Radiation Protection Institute of Ireland - RPII)	2000,00
	12 Italy (Istituto Superiore di Sanità - ISS)	0,00
	13 Norway (Norwegian Radiation Protection Authority - NRPA)	7000,00
	14 Netherlands (Nuclear Research and consultancy Group - NRG)	7000,00
	15 Portugal (Instituto Tecnológico e Nuclear)	0,00
	16 Slovenia (Slovenian Radiation Protection Administration)	0,00
	17 Spain (Nuclear Safety Council - CSN)	7000,00
	18 Sweden (Swedish Radiation Safety Authority - SSM)	7000,00
	19 Switzerland (Swiss Federal Office of Public Health)	6500,00
	20 UK (Public Health England - Radiation Protection division - PHE)	7000,00
Total fees		78800,00
Financial incomes		286,25
CE - UCL - Trasnusafe coordination work		401,44
CE - UCL - Trasnusafe administration work		4956,78
		5644,47
TOTAL EAN RESOURCES		84444,47

ANNEX B. 2014 EAN OPERATING COSTS AND RESOURCES - PROVISIONAL ACCOUNTS #1

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	1280,00	11520,00	13777,92		13777,92	
	Assistance (junior researcher)	15	14	680,00	9520,00	11385,92		11385,92	
EAN Workshops	Workshops organisation	7	6	1280,00	7680,00	9185,28	1500,00	10685,28	
	Workshops organisation (junior researcher)	2	2	680,00	1360,00	1626,56		1626,56	
WG & sub-network management	Management	1	1	1280,00	1280,00	1530,88		1530,88	
	Assistance (junior researcher)	0	0	680,00	0,00	0,00		0,00	
EAN Newsletters	Editorial board	3	2	1280,00	2560,00	3061,76		3061,76	
	Realisation (junior researcher)	8	8	680,00	5440,00	6506,24		6506,24	
EAN website	Maintenance, upgrading (senior researcher)	0,5	0,5	980,00	490,00	586,04		586,04	
	Maintenance, upgrading (junior researcher)	6	6	680,00	4080,00	4879,68		4879,68	
									54040,28
Others	Web domain (ean.eu), banking...						150,00	150,00	
Reception	Lunches, dinner (AB, SG, Workshop PC)						2000,00	2000,00	
									2150,00
Contacts with intl. Organisations	IAEA/ICRP	0	0					0,00	
	EUTERP	0	0	1280,00	0,00	0,00		0,00	
European project	TRASNUSAFE	0	0	1280,00	0,00	0,00		0,00	
									0,00
EAN COST for coordination	subtotal 1 - subtotal 2	52,5	48,5		43930,00	52540,28	3650,00		56190,28
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 & recommendations	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		67,5	63,5			69040,28	6150,00		75190,28

EAN 2014 RESOURCES (BUDGET 2014)		
EAN RESOURCES	Members of EAN	Fees €
	1 Austria (Seibersdorf Labor GmbH)	3000,00
	2 Belgium (SCK-CEN Mol, FANC, AVN, Belgoprocess, BVS-ABR, Umicore, Belgonucleaire)	5800,00
	3 Croatia (EKOTEH Dosimetry)	4000,00
	4 Czech Rep. (State Office for Nuclear Safety - SUJB)	4000,00
	5 Denmark (National Institute for Radiation Protection)	0,00
	6 Finland (Radiation and Nuclear Safety Authority - STUK)	0,00
	7 France (Nuclear Safety Authority - ASN)	7000,00
	8 Germany (Federal Office for Radiation Protection - BfS)	8000,00
	9 Greece (Greek Atomic Energy Commission - GAEC)	4000,00
	10 Iceland (Icelandic Radiation Protection Institute - GR)	0,00
	11 Ireland (Radiation Protection Institute of Ireland - RPII)	2000,00
	12 Italy (Istituto Superiore di Sanità - ISS)	0,00
	13 Norway (Norwegian Radiation Protection Authority - NRPA)	7000,00
	14 Netherlands (Nuclear Research and consultancy Group - NRG)	7000,00
	15 Portugal (Instituto Tecnológico e Nuclear)	0,00
	16 Slovenia (Slovenian Radiation Protection Administration)	0,00
	17 Spain (Nuclear Safety Council - CSN)	7000,00
	18 Sweden (Swedish Radiation Safety Authority - SSM)	7000,00
	19 Switzerland (Swiss Federal Office of Public Health)	6500,00
	20 UK (Public Health England - Radiation Protection division - PHE)	7000,00
Total fees		79300,00
CE - UCL - Trasnusafe coordination work		
CE - UCL - Trasnusafe administration work		
		0,00
TOTAL EAN RESOURCES		79300,00