



European ALARA Network

ADMINISTRATIVE BOARD MEETING

December 5th, 2014 – AIEA Facilities (Vienna)

**Meeting Minutes
(CRR/EAN/AB/21)**

Participants:

ANDRESZ Sylvain	CEPN	France
CROÛAIL Pascal	CEPN	France, EAN vice-chairman
EKSTRÖM Birgitta	SSM	Sweden
HEFNER Alfred	Seibersdorf Laboratories	Austria
MULAS-PEREZ Arturo	CSN	Spain
SCHMITT-HANNIG Annemarie	BfS	Germany
SHAW Peter	HPA	UK, EAN secretary
STRITT Nicolas	SFOPH	Switzerland, EAN treasurer
SYNNOTT Hugh	EPA	Ireland
VERMEERSCH Fernand	SCK•CEN	Belgium, EAN chairman

Apologies for absence:

ECONOMIDES Sotirios	GAEC	Greece
KROPACEK Jan	SUJB	Czech Republic
NOVAKOVIC Mladen	EKOTEH	Croatia
SAXEBOL Gunnar	NRPA	Norway
TIMMERMANS Cor	NRG	The Netherlands

Diffusion:

EAN Administrative Board members
EAN Steering Group members
LIVOLSI Paul, CEA/INSTN, France
FRED Charlotta, SSM, Sweden

1. EAN RESULTS

1.1. 2014 Final Account (Annex A)

Operating costs

The total amount of the 2014 operating costs is **87,278.95 €**.

The total workload for the management of the network is 69.5 days:

- Coordinator (CEPN):
 - 29,5 project leader person.days,
 - 23 junior researcher person.days.
- Assistant coordinator (PHE):
 - 15 person.days.

42.5 person.days (47.634 k€ VAT included) will be paid to CEPN. As a consequence 12 ⁽¹⁾ person.days have been supported by CEPN, as in-kind contribution.

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

Coordinator's T&S and other (mainly banking) costs represent 570.85 €. The costs for the organization of the EAN Seminar at Montvillargenne (Chantilly) in June 2014 were 15,536 €.

It should be noted that SCK•CEN provided a specific in kind-contribution by bearing Mr. Vermeersch costs to ICRP meeting with Special Liaison Organizations in November 2014 in London (1055 €).

In addition, it has to be noticed that all Members have provided in-kind contribution to the Network. The Members also bear all the costs and expenses to participate the EAN meetings.

Resources

After German and Belgian contributions will be paid, the 2014 EAN fees, received from 12 Administrative Board Members, will correspond to 64.8 k€.

In addition, the financial incomes are 239.58 € and the EC contribution corresponding to Trasnusafe project activities was 548.27 € plus 3,840 € (for the general administration of the project). The participation costs collected for the EAN Seminar was 4,300 €, giving a total of 7,724.52 € as extra-resources.

¹ 11 project leader man.days and 1 junior researcher man.days

The total 2014 total resources are **72,524.52 €**.

Result

The 2013 accounts present a negative result of **14,754.43 €** deducted from the reserve.

1.2. 2014 Income Statement

EAN - INCOME STATEMENT AT 31 DECEMBER 2014

CHARGES	31/12/2014	31/12/2013	INCOMES	31/12/2014	31/12/2013
	€	€		€	€
External services and other external services	86 012,95	87 384,65	Fees	64 800,00	78 800,00
			Charge transfer		
			Subvention		
			Contribution	6 218,94	5 358,22
Total charges	86 012,95	87 384,65	Total incomes	71 018,94	84 158,22
Financial charges	-	-	Financial incomes	239,58	391,88
Exceptional charges	-	-	Exceptional incomes	0,00	0,00
Benefit	0,00	0,00	Loss	14 754,43	2 834,55
TOTAL	86 012,95	87 384,65	TOTAL	86 012,95	87 384,65

1.3 2014 Balance sheet

EAN - BALANCE SHEET 31 DECEMBER 2014

ASSETS	31/12/2014	31/12/2013	LIABILITIES	31/12/2014	31/12/2013
	€	€		€	€
			Reserve	13 068,36	15 902,91
			Result	-14 754,43	-2 834,55
Fees to be received	13 300,00	8 000,00	Debt due	32 164,72	73 144,11
Other resources to be received	8 009,33	0,00	Fees received in advance	7 000,00	7 000,00
Cash at bank	16 169,32	85 212,47	Bank accounts payables	0,00	0,00
Other current assets	0,00	0,00	Agios	0,00	0,00
TOTAL	37 478,65	93 212,47	TOTAL	37 478,65	93 212,47

2. EAN 2015 BUDGET

2015 operating costs and resources - Budget (Annex B)

- Operating costs

The planned workload is the following:

- 42 person.days for CEPN which corresponds to 44,536.24 € for CEPN, plus 2,150 € for T&S and other costs,
- 15 person.days for PHE which corresponds to 19.0 k€ for PHE, including 2.5 k€ for T&S.

It is planned that 38 over the 42 corresponding person.days will be financed by EAN (about 35.44 k€ without VAT, 42.38 k€ VAT included): thus, the CEPN in-kind contribution should be 4 person.days.

The 2015 payment to PHE for its assistant coordinator works is still fixed at 19,000 €: it corresponds to 15 person.days, and 2,500 € for T&S.

The total amount for 2014 costs is then expected to be **63,536.24 €**.

- Resources

EAN is expecting to receive fees from 13 organizations:

Austria (Seibersdorf Labor GmbH)	3,000 €
Belgian contributors: SCK•CEN Mol, FANC, AVN, Belgoprocess, BVS-AMR, Umicore	5,300 €
Croatia (EKOTEH)	4,000 €
Czech Republic (SUJB)	4,000€
France (CEA/INSTN)	3,000 €
Germany (BfS)	8,000 €
Greece (GAEC)	4,000 €
Ireland (EPA)	2,000 €
Norway (NRPA)	7,000 €
Spain (CSN)	7,000 €
Sweden (SSM)	7,000 €

Switzerland (SFOPH)	6,500 €
United Kingdom (PHE)	7,000 €

The total amount of 2014 resources is then expected to be **67.800,00 €**.

Please note:

- BfS will renew its tri-annual contract with EAN in 2015. But BfS does not expect to be able to pay the 2015 fees before March 2016.

EAN's Call for Fees will be send in January 2015. These fees should be paid under the usual conditions in 2015.

It has been noted that the collection of additional fees can only be achieved by an increase in the number of Members.

- A list of possible organizations that might want to become EAN members will be drafted by CEPN (**action: S. Andresz**). The list will be circulated among the current EAN members so they can add their proposal (**action: all – deadline: end of February 2015**)
- A letter will then be send to the proposed organizations + organizations that are EAN members but not paying fees (**action: F. Vermeersch**).

Following to her retirement, B. Ekström will not longer participate to EAN activities. Currently, SSM has not appointed a new contact person.

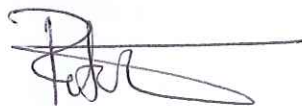
3. NEXT ADMINISTRATIVE BOARD MEETING

The next Administrative Board meeting is planned the 9th of June 2015. The location will be at CEPN premises, at Fontenay-aux-Roses, France.

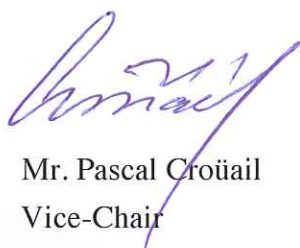


Vienna, 5th December 2014

Mr. Fernand Vermeersch
Chair



Mr. Peter Shaw
Secretary



Mr. Pascal Croüail
Vice-Chair



Mr. Nicolas Stritt
Treasurer

ANNEX A. EAN 2014 FINAL ACCOUNTS

EAN 2014 OPERATING COSTS FINAL 2014)									
EAN COSTS	Items	Workload days	Workload days paid	Daily cost VAT excluded €	Total cost VAT excuded €	Total cost VAT included 20 % €	T&S and others €	Subtotal F €	Total €
COORDINATOR (CEPN)									
EAN Steering Group & Management	General management	9	8	1280,00	10240,00	12288,00		12288,00	
	Assistance (junior researcher)	13	12	680,00	8160,00	9792,00		9792,00	
EAN Workshops	Workshops organisation	7	5	1280,00	6400,00	7680,00	4538,10	12218,10	
	Workshops organisation (junior researcher)	0	0	680,00	0,00	0,00		0,00	
WG & sub-network management	Management	1	1	1280,00	1280,00	1536,00		1536,00	
	Assistance (junior researcher)	0	0	680,00	0,00	0,00		0,00	
EAN Newsletters	Editorial board	2	2	1280,00	2560,00	3072,00		3072,00	
	Realisation (junior researcher)	6	6	680,00	4080,00	4896,00		4896,00	
EAN website	Maintenance, upgrading (senior researcher)	0	0	980,00	0,00	0,00		0,00	
	Maintenance, upgrading (junior researcher)	4	4	680,00	2720,00	3264,00		3264,00	
									47066,10
Others	Web domain (ean.eu), banking, audit certification...						570,85	570,85	
Reception	Lunches, dinner (AB, SG, Workshop PC)						0,00	0,00	
	Brainstorming Seminar (Montvillargenne)						15536,00	15536,00	
									16106,85
Contacts with intl. Organisations	IAEA/ICRP	0	0					0,00	
	EUTERP	0	0	1280,00	0,00	0,00		0,00	
European project	TRASNUSAFE	10,5	2,5	1280,00	3200,00	3840,00		3840,00	
	ICRP - F.V SCK CEN	2	2	527,50	1055,00	1266,00		1266,00	
									5106,00
EAN COST for coordination	subtotal 1 - subtotal 2	54,5	42,5		39695,00	47634,00	20644,95		68278,95
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		69,5	57,5			64134,00	23144,95		87278,95

EAN 2014 RESOURCES FINAL 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)	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)	0,00
	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)	0,00
	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		64800,00
Financial incomes		239,58
CE - UCL - Trasnusafe coordination work		548,27
CE - UCL - Trasnusafe administration work		1370,67
SCK CEN - ICRP in kind contribution		1266,00
Participation to the workshop 06/2014		4300,00
		7724,52
TOTAL EAN RESOURCES		72524,52

ANNEX B. 2015 EAN EXPECTED OPERATING COSTS AND RESOURCES

EAN 2015 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	1180,00	9440,00	11290,24		11290,24	
	Assistance (junior researcher)	12	12	680,00	8160,00	9759,36		9759,36	
EAN Workshops	Workshops organisation	4	4	1180,00	4720,00	5645,12	2000,00	7645,12	
	Workshops organisation (junior researcher)	0	0	680,00	0,00	0,00		0,00	
WG & sub-network management	Management	2	1	1180,00	1180,00	1411,28		1411,28	
	Assistance (junior researcher)	0	0	680,00	0,00	0,00		0,00	
EAN Newsletters	Editorial board	2	2	1180,00	2360,00	2822,56		2822,56	
	Realisation (junior researcher)	6	6	680,00	4080,00	4879,68		4879,68	
EAN website	Maintenance, upgrading (senior researcher)			980,00	0,00	0,00		0,00	
	Maintenance, upgrading (junior researcher)	4	4	680,00	2720,00	3253,12		3253,12	
									41061,36
Others	Web domain (ean.eu), banking...						650,00	650,00	
Reception	Lunches, dinner (AB, SG, Workshop PC)						1500,00	1500,00	
									2150,00
Contacts with intern. organisations	IAEA/ICRP/...	1	0	1180,00	0,00	0,00		0,00	
Contacts with other networks	EUTERP/EFOMP/EFRS/EFNDT/...	1	1	1180,00	1180,00	1411,28		1411,28	
European project		0	0	1180,00	0,00	0,00		0,00	
									1411,28
EAN COST for coordination	subtotal 1 - subtotal 2	42	38		33840,00	40472,64	4150,00		44622,64
ASSISTANT COORDINATOR (PHE)									
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		57,0	53			56972,64	6650,00		63622,64

EAN 2015 RESOURCES		
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)	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 - CEA/INSTN	4000,00
	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)	0,00
	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 - OFSP)	6500,00
	20 United Kingdom (Public Health England - PHE)	7000,00
Total fees		68800,00
Financial incomes		150,00
CE - UCL - Trasnusafe coordination work		
CE - UCL - Trasnusafe administration work		504,01
		654,01
TOTAL EAN RESOURCES		69454,01