



ADMINISTRATIVE BOARD MEETING

June 9th, 2015 – CEPN (Fontenay-aux-Roses, France)

**Meeting Minutes
(CRR/EAN/AB/22)**

Participants:

ANDRESZ Sylvain	CEPN	France
CROÛAIL Pascal	CEPN	France, EAN vice-chairman
HEFNER Alfred	Seibersdorf Laboratories	Austria
MULAS-PEREZ Arturo	CSN	Spain
SHAW Peter	PHE	UK, EAN secretary
STRITT Nicolas	SFOPH	Switzerland, EAN treasurer
SYNNOTT Hugh	EPA	Ireland
VERMEERSCH Fernand	SCK•CEN	Belgium, EAN chairman
ECONOMIDES Sotirios	GAEC	Greece
KROPACEK Jan	SUJB	Czech Republic
NOVAKOVIC Mladen	EKOTEH	Croatia
SAXEBOL Gunnar	NRPA	Norway

Apologies for absence:

SCHMITT-HANNIG Annemarie	BfS	Germany
LIVOLSI Paul	CEA/INSTN	France
LARSSON Camilla	SSM	Sweden

Diffusion:

EAN Administrative Board members
EAN Steering Group members

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.

40.5 person.days (38.640 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 (1266 €).

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 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 2028 € (for the general administration of the project). The participation costs collected for the EAN Seminar was 4,300 €, giving a total of 7,833.85 € as extra-resources.

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

The total 2014 total resources are **72,633.85 €**.

Result

The 2013 accounts present a negative result of **14,645.10 €** deducted from the reserve.

The EAN 2014 final accounts have been controlled by Avexxens (expert and accountant consultants) on May 2014. No significant remarks have been formulated.

1.2 2014 Balance sheet

EAN - INCOME STATEMENT AT 31 DECEMBER 2014

CHARGES	31/12/14	31/12/13	INCOMES	31/12/14	31/12/13
	€	€		€	€
External services and other external services	86 012,95	87 384,65	Fees	64 800,00	78 800,00
			Charge transfer		
			Subvention		
			Contribution	6 328,27	5 358,22
Total charges	86 012,95	87 384,65	Total incomes	71 128,27	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	14 645,10	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	31/12/14	31/12/13	LIABILITIES	31/12/14	31/12/13
	€	€		€	€
			Reserve	13 068,36	15 902,91
			Result	-14 645,10	-2 834,55
Fees to be received	13 300,00	8 000,00	Debt due	32 055,39	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 44,622.64 € 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 35.200 k€ without VAT, 40.472,64 k€ VAT included): thus, the CEPN in-kind contribution should be 4 person.days.

It should be noted that the workload of CEPN have been reduced of 12 days between 2014 and 2015.

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

The total amount for 2015 costs is then expected to be **63,622.64 €**.

- Resources

EAN is expecting to receive fees from 13 organizations. The call for fees have been sent in January 2015.

Austria (Seibersdorf Labor GmbH)	3,000 €	Expected end 2015
Belgian contributors: SCK•CEN Mol, FANC, AVN, Belgoprocess, BVS-AMR, Umicore	5,300 €	Expected December 2015
Croatia (EKOTEH)	4,000 €	Expected October 2015
Czech Republic (SUJB)	4,000€	<i>Received</i>
France (CEA/INSTN)	4,000 €	Expected soon
Germany (BfS)	8,000 €	March 2016
Greece (GAEC)	0 €	
Ireland (EPA)	2,000 €	Expected soon

Norway (NRPA)	7,000 €	<i>Received</i>
Spain (CSN)	7,000 €	Expected soon
Sweden (SSM)	7,000 €	Reminder will be send
Switzerland (SFOPH)	6,500 €	<i>Received</i>
United Kingdom (PHE)	7,000 €	<i>Received</i>
TOTAL	64,800 €	

It has been decided that a contact person in the Netherland has to be find (**action:** P. Croüail; F. Vermeersch).

Including the financial income (150 €) and Trasnusafe coordination and administrative work (501.01 €), the total amount of 2015 resources is then expected to be **65.454,01 €**.

3. RENEWAL OF THE BUREAU

The Bureau remains unchanged:

Chair: Mr. Fernand VERMEERSCH (SCK•CEN)

Vice-Chair: Mr. Pascal CROÜAIL (CEPN)

Treasurer: Mr. Nicolas STRITT (SFOPH)

Secretary: Mr. SHAW (PHE)

It has been decided that a rotation of the Bureau could be instituted in 2016.

4. OTHER BUISNESS

The participation of EAN at a Steering Group on the implementation of the 2013/59 Directive (in collaboration with RiskAudit, GRS, Bel V) has been discussed. The Members requested more details regarding the practical aspects (work payment, T&S) of the participation of EAN to this Steering Group (**action: Pascal Croüail will contact IRSN on this topic**). It appears that only travels to workshop (2 per year) are reimbursed. Member still interested to represent EAN at the RiskAudit Steering Group should notify to Pascal Croüail. Pascal Croüail took the opportunity to invite IRSN to become a Member of EAN.

5. NEXT ADMINISTRATIVE BOARD MEETING

The next Administrative Board meeting is planned the 15th December 2015. The location will be at CEPN premises, Fontenay-aux-Roses, France.

Fontenay-aux-Roses, 9th June 2015

Mr. Fernand Vermeersch
Chair

Vermeersch F.

Mr. Peter Shaw
Secretary

[Signature]

Mr. Pascal Croüail
Vice-Chair

[Signature]

Mr. Nicolas Stritt
Treasurer

[Signature]

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 excluded €	Total cost VAT included 20 % €	T&S and others €	Subtotal F €	Total C	
COORDINATOR (CEPN)										
EAN Steering Group & Management	General management	9	8	1280,00	10240,00	12288,00		12288,00		
EAN Workshops	Assistance (Junior researcher)	13	12	680,00	8160,00	9792,00		9792,00		
	Workshops organisation	7	5	1280,00	6400,00	7680,00	4538,10	12218,10		
WG & sub-network management	Workshops organisation (Junior researcher)	0	0	680,00	0,00	0,00		0,00		
	Management	1	1	1280,00	1280,00	1536,00		1536,00		
EAN Newsletters	Assistance (Junior researcher)	0	0	680,00	0,00	0,00		0,00		
	Editorial board	2	2	1280,00	2560,00	3072,00		3072,00		
EAN website	Realisation (Junior researcher)	6	6	680,00	4080,00	4896,00		4896,00		
	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		
Others	Web domain (ean.eu), banking, audit certification...									
Reception	Lunches, dinner (AB, SG, Workshop PC)						570,85	570,85		47066,10
	Brainstorming Seminar (Montvillargenne)						15536,00	15536,00		
Contacts with intl. Organisations	IAEA/ICRP	0	0					0,00		16106,85
	EUTERP	0	0	1280,00	0,00	0,00		0,00		
European project	TRASUSAFE	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		
EAN COST for coordination	subtotal 1 - subtotal 2	54,5	42,5		39695,00	47634,00	20644,95		5106,00	68278,95
ASSISTANT COORDINATOR (HPA)										
Steering Group										
Co-ordination activities										
Workshop	Assistant co-ordination & recommendations	3	3	1100,00	3300,00	NA	1200,00	4500,00		
ALARA Newsletter		4	4	1100,00	4400,00	NA		4400,00		
Contacts with Intl. Organisations	Editorial board	3	3	1100,00	3300,00	NA	1300,00	4600,00		
		4	4	1100,00	4400,00	NA		4400,00		
EAN COST for assistant coordination	subtotal 5 - subtotal 4	15	15	1100,00	16500,00	NA	2500,00	1100,00	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







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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		
CE - UCL - Transsafe coordination work		239,58
SCK CEN - ICRP in kind contribution		2028,27
Participation to the workshop 06/2014		1266,00
		4300,00
TOTAL EAN RESOURCES		72633,85



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Réf. : CB/CP/865.2015

EAN (EUROPEAN ALARA NETWORK) Association

Antony

04 may 2015

In our capacity as auditor of association CEPN, we carried out a control of the accounts of this association as of and for the year ended 31 december 2014.

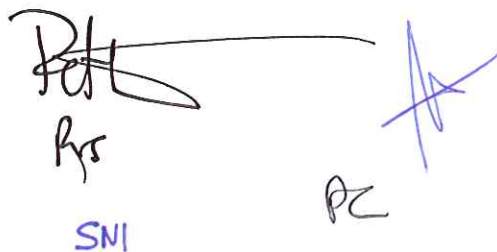
We do not have significant remarks to formulate on this accounts in particular concerning CEPN financial management of EAN.

Pour la Société AVEXXENS
Membre de la compagnie
Régionale de Versailles
Cédric BASTIEN
Directeur Général



aveXXENS - Bât. A - 2, rue de la Renaissance - 92184 Antony Cedex - Tél. : 01 46 66 06 06 - contact@avexxens.fr - www.avexxens.fr

SAS au capital de 600 000 € Inscrite au tableau de l'Ordre des Experts-Comptables de la région Paris - Ile de France - Membre de la Compagnie Régionale des Commissaires aux comptes de Versailles - 332 950 690 RCS Nanterre - Siret 332 950 690 00021 - APE 6920 Z 

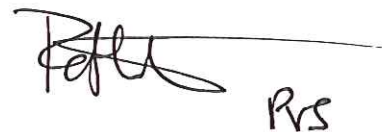


ANNEX B. 2015 EAN EXPECTED OPERATING COSTS AND RESOURCES

EAN 2015 OPERATING COSTS (PROVISIONAL)									
EAN COSTS	Items	Workload days	Workload days paid	Daily cost VAT excluded €	Total cost VAT excluded €	Total cost VAT included 20 % €	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)	0	0	980,00	0,00	0,00		0,00	
	Maintenance, upgrading (junior researcher)	4	4	680,00	2720,00	3253,12		3253,12	
Others	Web domain (ean.eu), banking, audit certification...								41061,36
Reception	Lunches, dinner (AB, SG, Workshop PC)						650,00	650,00	
							1500,00	1500,00	
Contacts with Intl. Organisations	IAEA/ICRP/...	1	0	1180,00	1180,00	1411,28		0,00	2150,00
	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	
		0	0		0,00	0,00		0,00	
EAN COST for coordination	subtotal 1 - subtotal 2	42	38		35020,00	40472,64	4150,00		1411,28
ASSISTANT COORDINATOR (PHE)									44622,64
Steering Group									
Co-ordination activities									
Workshop	Assistant co-ordination & recommendations	3	3	1100,00	3300,00	NA	1200,00	4500,00	
		4	4	1100,00	4400,00	NA		4400,00	
ALARA Newsletter									
Contacts with Intl. Organisations	Editorial board	4	4	1100,00	4400,00	NA	1300,00	4600,00	
		1	1	1100,00	1100,00	NA		4400,00	
EAN COST for assistant coordination	subtotal 5 - subtotal 4	15	15		16500,00		2500,00	1100,00	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

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EAN 2015 RESOURCES (PREVISIONAL)		
EAN RESOURCES	Members of EAN	Fees C
	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)	0,00
	10 Iceland (Icelandic Radiation Protection Institute - GR)	0,00
	11 Ireland (Environmental Protection Agency - EPA)	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		150,00
CE - UCL - Trasnusafe coordination work		0,00
CE - UCL - Trasnusafe administration work		504,01
		654,01
TOTAL EAN RESOURCES		65454,01



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