



**ADMINISTRATIVE BOARD MEETING**  
**December 15<sup>th</sup>, 2015 – CEPN (France)**

**Meeting Minutes**  
**(CRR/EAN/AB/23)**

**Participants:**

ANDRESZ Sylvain  
 CROÛAIL Pascal  
 LARSSON Camilla  
 MULAS-PEREZ Arturo  
 NOVAKOVIC Mladen  
 SAXEBOL Gunnar  
 SHAW Peter  
 STRITT Nicolas  
 SYNNOTT Hugh  
 VERMEERSCH Fernand

CEPN  
 CEPN  
 SSM  
 CSN  
 EKOTEH  
 NRPA  
 HPA  
 SFOPH  
 EPA  
 SCK•CEN

France  
 France, EAN Vice-chairman  
 Sweden  
 Spain  
 Croatia  
 Norway  
 UK, EAN Secretary  
 Switzerland, EAN Treasurer  
 Ireland  
 Belgium, EAN Chairman

**Apologies for absence:**

HEFNER Alfred  
 KROPACEK Jan  
 LIVOLSI Paul  
 SCHMITT-HANNIG Anne-Marie  
 ZONTAR Dejan

Seibersdorf Laboratories  
 SUJB  
 CEA/INSTN  
 BfS  
 SRPA

Austria  
 Czech Republic  
 France  
 Germany  
 Slovenia

**Diffusion:**

EAN Administrative Board members  
 EAN Steering Group members

## 1. EAN RESULTS

### 1.1. 2015 Final Account (Annex A)

#### Operating costs

The total amount of the 2015 operating costs is **60,254.00 €**.

The total workload for the management of the network is 51.5 days:

- Coordinator (CEPN):
  - 14,5 project leader person.days,
  - 20 junior researcher person.days.
  - 2 senior researcher person.days
- Assistant coordinator (PHE):
  - 15 person.days.

36.5 person.days (39.073 k€ VAT included<sup>1</sup>) will be paid to CEPN: 14,5 project leader person.day, 20 junior researcher person.day and 2 senior researcher person.day. It should be noted that the CEPN workload paid has been notably reduced compared to 2014 to face the diminution in fees.

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 650.00 €.

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 October 2015 in Seoul, South Korea.

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 Austrian<sup>2</sup>, Belgian<sup>3</sup> and German<sup>4</sup> and contributions will be paid, the 2015 EAN fees, received from 12 Administrative Board Members, will correspond to 64.8 k€.

---

<sup>1</sup> Former VAT rate was at 19,6 % and is 20 % now.

<sup>2</sup> Letters will be drafted by the Bureau to regularize the situation between EAN and Seibersdorf Laboratories.

In addition, the financial incomes are 69.5 € and the EC contribution corresponding to Trasnusafe project activities is 2851,80 €. The total of extra-resources is 2951.30 €

The total 2015 total resources are **67,751.30 €**.

#### Result

The 2015 accounts present a positive result of **7497.30 €** and will be added to to EAN financial reserve.

---

<sup>3</sup> The update regarding Belgian fees is as follow: SCK•CEN: 2.500 €, FANC: 1.500 €, Belgonucleaire: 500 €, Umicore: 500 €, BVS-ABR: 300 € thus 5.300 € in total.

<sup>4</sup> BfS usually pays EAN fees at year N+1. 2015 fees are expected in March 2016.

## 1.2. 2015 Income Statement

### EAN - INCOME STATEMENT AT 31 DECEMBER 2015

| CHARGES                                       | 31/ 12/ 15       | 31/ 12/ 14       | INCOMES                    | 31/ 12/ 15       | 31/ 12/ 14       |
|-----------------------------------------------|------------------|------------------|----------------------------|------------------|------------------|
|                                               | €                | €                |                            | €                | €                |
| External services and other external services | 60 254,00        | 86 012,95        | Fees                       | 64 800,00        | 64 800,00        |
|                                               |                  |                  | Charge transfer            |                  |                  |
|                                               |                  |                  | Subvention                 |                  |                  |
|                                               |                  |                  | Contribution               | 2 881,80         | 6 328,27         |
| <b>Total charges</b>                          | 60 254,00        | 86 012,95        | <b>Total incomes</b>       | 67 681,80        | 71 128,27        |
| <b>Financial charges</b>                      | -                | -                | <b>Financial incomes</b>   | 69,50            | 239,58           |
| <b>Exceptional charges</b>                    | -                | -                | <b>Exceptional incomes</b> | 0,00             | 0,00             |
| <b>Benefit</b>                                | 7 497,30         |                  | <b>Loss</b>                |                  | 14 645,10        |
| <b>TOTAL</b>                                  | <b>67 751,30</b> | <b>86 012,95</b> | <b>TOTAL</b>               | <b>67 751,30</b> | <b>86 012,95</b> |

## 1.3 2015 Balance sheet

### EAN - BALANCE SHEET

| ASSETS                         | 31/ 12/ 15       | 31/ 12/ 14       | LIABILITIES              | 31/ 12/ 15       | 31/ 12/ 14       |
|--------------------------------|------------------|------------------|--------------------------|------------------|------------------|
|                                | €                | €                |                          | €                | €                |
|                                |                  |                  | Reserve                  | -1 576,74        | 13 068,36        |
|                                |                  |                  | Result                   | 7 497,30         | -14 645,10       |
| Fees to be received            | 19 300,00        | 13 300,00        | Debt due                 | 43 693,78        | 32 055,39        |
| Other resources to be received | 3 304,10         | 8 009,33         | Fees received in advance | 7 000,00         | 7 000,00         |
| Cash at bank                   | 34 010,24        | 16 169,32        | Bank accounts payables   | 0,00             | 0,00             |
| Other current assets           | 0,00             | 0,00             | Agios                    | 0,00             | 0,00             |
| <b>TOTAL</b>                   | <b>56 614,34</b> | <b>37 478,65</b> | <b>TOTAL</b>             | <b>56 614,34</b> | <b>37 478,65</b> |

## 2. EAN 2016 BUDGET

- Operating costs

The planned workload is the following:

- 34.5 person.days for CEPN which corresponds to 37,236 € (with VAT), plus 4,650 € for T&S (notably participation to EAN Workshop n°16 at Bern) and other costs,
- 15 person.days for PHE.

It is planned that 31.5 over the 34.5 corresponding person.days will be financed by EAN (30,350 € without VAT, 37,004 € VAT included): thus, the CEPN in-kind contribution should be 3 person.days.

The 2016 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 2016 costs is then expected to be **58,654.00 €**.

- Resources

EAN is expecting to receive fees from 12 organizations:

|                                                                                 |                                                       |
|---------------------------------------------------------------------------------|-------------------------------------------------------|
| Belgian contributors: SCK•CEN Mol, FANC, AVN,<br>Belgoprocess, BVS-AMR, Umicore | 5,300 €                                               |
| Croatia: EKOTEH + other contributors                                            | 4,000 € ( <i>2,000 € from EKOTEH are guaranteed</i> ) |
| Czech Republic (SUJB)                                                           | 4,000€                                                |
| France (CEA/INSTN)                                                              | 4,000 €                                               |
| Germany (BfS)                                                                   | 8,000 € ( <i>at year N+1</i> )                        |
| Ireland (EPA)                                                                   | 2,000 €                                               |
| Norway (NRPA)                                                                   | 7,000 €                                               |
| Spain (CSN)                                                                     | 7,000 €                                               |
| Sweden (SSM)                                                                    | 7,000 € ( <i>already paid</i> )                       |
| Switzerland (SFOPH)                                                             | 6,500 €                                               |
| United Kingdom (PHE)                                                            | 7,000 €                                               |

The total amount of 2015 resources is then expected to be **58,950.00 €<sup>5</sup>**.

EAN's Call for Fees will be send in January 2016. These fees should be paid under the usual conditions in 2016. A letter to the organizations that do not pay fees will also be send.

### **3. OTHER BUISINESS**

Trasnusafe project is considered by the European Commission as fully achieved. The expected amount of money has been transferred to the participating organizations and no problem is to be specified.

A question is raised regarding the copyright and distribution of the material produce during the training course (the material is currently held by ENEN).

### **4. NEXT ADMINISTRATIVE BOARD MEETING**

The next Administrative Board meeting is planned the 15<sup>th</sup> of June 2016. The location will be at CEPN premises, at Fontenay-aux-Roses, France.

---

<sup>5</sup> The total expected fees is 61,950 € but 3,000 € debt to Seibersdorf Laboratories should be deducted.

Fontenay aux Roses, 15<sup>th</sup> December 2015

Mr. Fernand Vermeersch  
Chair

Mr. Peter Shaw  
Secretary

Mr. Pascal Croüail  
Vice-Chair

Mr. Nicolas Stritt  
Treasurer

## ANNEX A. EAN 2015 FINAL ACCOUNTS

| EAN 2015 OPERATING COSTS                           |                                            |               |                    |                           |                           |                                |                  |              |                 |
|----------------------------------------------------|--------------------------------------------|---------------|--------------------|---------------------------|---------------------------|--------------------------------|------------------|--------------|-----------------|
| 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 €         |
| <b>COORDINATOR (CEPN)</b>                          |                                            |               |                    |                           |                           |                                |                  |              |                 |
| <b>EAN Steering Group &amp; Management</b>         | General management                         | 7,5           | 7,5                | 1180,00                   | 8850,00                   | 10620,00                       |                  | 10620,00     |                 |
|                                                    | Assistance (junior researcher)             | 13            | 13                 | 680,00                    | 8840,00                   | 10608,00                       |                  | 10608,00     |                 |
| <b>EAN Workshops</b>                               | Workshops organisation                     | 3             | 3                  | 1180,00                   | 3540,00                   | 4248,00                        | 0,00             | 4248,00      |                 |
|                                                    | Workshops organisation (junior researcher) | 0             | 0                  | 680,00                    | 0,00                      | 0,00                           |                  | 0,00         |                 |
| <b>WG &amp; sub-network management</b>             | Management                                 | 2             | 2                  | 1180,00                   | 2360,00                   | 2832,00                        |                  | 2832,00      |                 |
|                                                    | Assistance (junior researcher)             | 0             | 0                  | 680,00                    | 0,00                      | 0,00                           |                  | 0,00         |                 |
| <b>EAN Newsletters</b>                             | Editorial board                            | 1             | 1                  | 1180,00                   | 1180,00                   | 1416,00                        |                  | 1416,00      |                 |
|                                                    | Realisation (junior researcher)            | 3             | 3                  | 680,00                    | 2040,00                   | 2448,00                        |                  | 2448,00      |                 |
| <b>EAN website</b>                                 | Maintenance, upgrading (senior researcher) | 2             | 2                  | 980,00                    | 1960,00                   | 2352,00                        |                  | 2352,00      |                 |
|                                                    | Maintenance, upgrading (junior researcher) | 4             | 4                  | 680,00                    | 2720,00                   | 3264,00                        |                  | 3264,00      |                 |
|                                                    |                                            |               |                    |                           |                           |                                |                  |              | 37788,00        |
| <b>Others</b>                                      | Web domain (ean.eu), banking...            |               |                    |                           |                           |                                | 650,00           | 650,00       |                 |
| <b>Reception</b>                                   | Lunches, dinner (AB, SG, Workshop PC)      |               |                    |                           |                           |                                | 1400,00          | 1400,00      |                 |
|                                                    |                                            |               |                    |                           |                           |                                |                  |              | 2050,00         |
| <b>Contacts with intern. organisations</b>         | IAEA/ICRP/...                              | 0             | 0                  | 1180,00                   | 0,00                      | 0,00                           |                  | 0,00         |                 |
| <b>Contacts with other networks</b>                | EUTERP/EFOMP/EFRS/EFNDT/...                | 1             | 1                  | 1180,00                   | 1180,00                   | 1416,00                        |                  | 1416,00      |                 |
|                                                    |                                            |               |                    |                           |                           |                                |                  |              |                 |
| <b>European project</b>                            |                                            | 0             | 0                  | 1180,00                   | 0,00                      | 0,00                           |                  | 0,00         |                 |
|                                                    |                                            |               |                    |                           |                           |                                |                  |              | 1416,00         |
| <b>EAN COST for coordination</b>                   | <b>subtotal 1 - subtotal 2</b>             | <b>36,5</b>   | <b>36,5</b>        |                           | <b>32670,00</b>           | <b>39204,00</b>                | <b>2050,00</b>   |              | <b>41254,00</b> |
| <b>ASSISTANT COORDINATOR (PHE)</b>                 |                                            |               |                    |                           |                           |                                |                  |              |                 |
| <b>Steering Group</b>                              |                                            | 3             | 3                  | 1100,00                   | 3300,00                   | NA                             | 1200,00          | 4500,00      |                 |
| <b>Co-ordination activities</b>                    |                                            | 4             | 4                  | 1100,00                   | 4400,00                   | NA                             |                  | 4400,00      |                 |
| <b>Workshop</b>                                    | Assistant co-ordination & recommendations  | 3             | 3                  | 1100,00                   | 3300,00                   | NA                             | 1300,00          | 4600,00      |                 |
| <b>ALARA Newsletter</b>                            | Editorial board                            | 4             | 4                  | 1100,00                   | 4400,00                   | NA                             |                  | 4400,00      |                 |
| <b>Contacts with Intl. Organisations</b>           |                                            | 1             | 1                  | 1100,00                   | 1100,00                   | NA                             |                  | 1100,00      |                 |
| <b>EAN COST for assistant coordination</b>         | <b>subtotal 5 - subtotal 4</b>             | <b>15</b>     | <b>15</b>          |                           | <b>16500,00</b>           |                                | <b>2500,00</b>   |              | <b>19000,00</b> |
| <b>Support for participating to EAN activities</b> |                                            |               |                    |                           |                           |                                |                  |              |                 |
| <b>EAN COST for support</b>                        |                                            |               |                    |                           |                           |                                | 0,00             |              | 0,00            |
| <b>TOTAL EAN COORDINATION</b>                      |                                            | <b>51,5</b>   | <b>51,5</b>        |                           |                           | <b>55704,00</b>                | <b>4550,00</b>   |              | <b>60254,00</b> |



## ANNEX B. 2016 EAN EXPECTED OPERATING COSTS AND RESOURCES

| EAN 2016 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 €         |
| <b>COORDINATOR (CEPN)</b>                          |                                                      |               |                    |                           |                           |                                |                  |              |                 |
| <b>EAN Steering Group &amp; Management</b>         | General management                                   | 7,5           | 7,5                | 1180,00                   | 8850,00                   | 10620,00                       |                  | 10620,00     |                 |
|                                                    | Assistance (junior researcher)                       | 8             | 7                  | 680,00                    | 4760,00                   | 5712,00                        |                  | 5712,00      |                 |
| <b>EAN Workshops</b>                               | Workshops organization/participation                 | 4             | 4                  | 1180,00                   | 4720,00                   | 5664,00                        | 1500,00          | 7164,00      |                 |
|                                                    | Workshops orga./part. (junior researcher)            | 4             | 4                  | 680,00                    | 2720,00                   | 3264,00                        | 1500,00          | 4764,00      |                 |
| <b>WG &amp; sub-network management</b>             | Management                                           | 2             | 1                  | 1180,00                   | 1180,00                   | 1416,00                        |                  | 1416,00      |                 |
|                                                    | Assistance (junior researcher)                       | 0             | 0                  | 680,00                    | 0,00                      | 0,00                           |                  | 0,00         |                 |
| <b>EAN Newsletters</b>                             | Editorial board                                      | 2             | 2                  | 1180,00                   | 2360,00                   | 2832,00                        |                  | 2832,00      |                 |
|                                                    | Realisation (junior researcher)                      | 4             | 4                  | 680,00                    | 2720,00                   | 3264,00                        |                  | 3264,00      |                 |
| <b>EAN website</b>                                 | Maintenance, upgrading (senior researcher)           | 0             | 0                  | 980,00                    | 0,00                      | 0,00                           |                  | 0,00         |                 |
|                                                    | Maintenance, upgrading (junior researcher)           | 1             | 1                  | 680,00                    | 680,00                    | 816,00                         |                  | 816,00       |                 |
|                                                    |                                                      |               |                    |                           |                           |                                |                  |              | 36588,00        |
| <b>Others</b>                                      | Web domain (ean.eu), banking, audit certification... |               |                    |                           |                           |                                | 650,00           | 650,00       |                 |
| <b>Reception</b>                                   | Lunches, dinner (AB, SG, Workshop PC)                |               |                    |                           |                           |                                | 1000,00          | 1000,00      |                 |
|                                                    |                                                      |               |                    |                           |                           |                                |                  |              | 1650,00         |
| <b>Contacts with intl. Organisations</b>           | IAEA/ICRP/...                                        | 1             | 0                  | 1180,00                   | 1180,00                   |                                |                  | 0,00         |                 |
|                                                    | EUTERP/EFOMP/EFNS/EFNDT                              | 1             | 1                  | 1180,00                   | 1180,00                   | 1416,00                        |                  | 1416,00      |                 |
| <b>European project</b>                            |                                                      | 0             | 0                  | 1180,00                   | 0,00                      | 0,00                           |                  | 0,00         |                 |
|                                                    |                                                      | 0             | 0                  |                           | 0,00                      | 0,00                           |                  | 0,00         |                 |
|                                                    |                                                      |               |                    |                           |                           |                                |                  |              | 1416,00         |
| <b>EAN COST for coordination</b>                   | <b>subtotal 1 - subtotal 2</b>                       | <b>34,5</b>   | <b>31,5</b>        |                           | <b>30350,00</b>           | <b>35004,00</b>                | <b>4650,00</b>   |              | <b>39654,00</b> |
| <b>ASSISTANT COORDINATOR (PHE)</b>                 |                                                      |               |                    |                           |                           |                                |                  |              |                 |
| <b>Steering Group</b>                              |                                                      | 3             | 3                  | 1100,00                   | 3300,00                   | NA                             | 1200,00          | 4500,00      |                 |
| <b>Co-ordination activities</b>                    |                                                      | 4             | 4                  | 1100,00                   | 4400,00                   | NA                             |                  | 4400,00      |                 |
| <b>Workshop</b>                                    | Assistant co-ordination & recommendations            | 3             | 3                  | 1100,00                   | 3300,00                   | NA                             | 1300,00          | 4600,00      |                 |
| <b>ALARA Newsletter</b>                            | Editorial board                                      | 4             | 4                  | 1100,00                   | 4400,00                   | NA                             |                  | 4400,00      |                 |
| <b>Contacts with Intl. Organisations</b>           |                                                      | 1             | 1                  | 1100,00                   | 1100,00                   | NA                             |                  | 1100,00      |                 |
| <b>EAN COST for assistant coordination</b>         | <b>subtotal 5 - subtotal 4</b>                       | <b>15</b>     | <b>15</b>          |                           | <b>16500,00</b>           |                                | <b>2500,00</b>   |              | <b>19000,00</b> |
| <b>Support for participating to EAN activities</b> |                                                      |               |                    |                           |                           |                                |                  |              |                 |
| <b>EAN COST for support</b>                        |                                                      |               |                    |                           |                           |                                | <b>0,00</b>      |              | <b>0,00</b>     |
| <b>TOTAL EAN COORDINATION</b>                      |                                                      | <b>49,5</b>   | <b>46,5</b>        |                           |                           | <b>51504,00</b>                | <b>7150,00</b>   |              | <b>58654,00</b> |

| EAN 2016 RESOURCES (PREV I S I O N A L)   |    |                                                                                   |  |  |  |  |  |  |  |           |
|-------------------------------------------|----|-----------------------------------------------------------------------------------|--|--|--|--|--|--|--|-----------|
| EAN RESOURCES                             |    | Members of EAN                                                                    |  |  |  |  |  |  |  | Fees<br>€ |
|                                           | 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                                |    |                                                                                   |  |  |  |  |  |  |  | 58800,00  |
|                                           |    |                                                                                   |  |  |  |  |  |  |  |           |
| Financial incomes                         |    |                                                                                   |  |  |  |  |  |  |  | 150,00    |
| CE - UCL - Trasnusafe coordination work   |    |                                                                                   |  |  |  |  |  |  |  | 0,00      |
| CE - UCL - Trasnusafe administration work |    |                                                                                   |  |  |  |  |  |  |  | 0,00      |
|                                           |    |                                                                                   |  |  |  |  |  |  |  | 150,00    |
|                                           |    |                                                                                   |  |  |  |  |  |  |  |           |
| TOTAL EAN RESOURCES                       |    |                                                                                   |  |  |  |  |  |  |  | 58950,00  |
| RESULT                                    |    | EAN resources - EAN costs                                                         |  |  |  |  |  |  |  | 296,00    |