



ADMINISTRATIVE BOARD MEETING
June 15th, 2016 – CEPN (Fontenay-aux-Roses, France)

Meeting Minutes
(CRR/EAN/AB/24)

Participants:

ANDRESZ Sylvain	CEPN	France
CROÛAIL Pascal	CEPN	France, EAN vice-chairman
MULAS-PEREZ Arturo	CSN	Spain
STRITT Nicolas	SFOPH	Switzerland, EAN treasurer
SYNNOTT Hugh	EPA	Ireland
VERMEERSCH Fernand	SCK•CEN	Belgium, EAN chairman
SCHMITT-HANNIG Annemarie	BfS	Germany
SAXEBOL Gunnar	NRPA	Norway

Apologies for absence:

SHAW Peter	PHE	UK, EAN secretary
HEFNER Alfred	Seibersdorf Laboratories	Austria
NOVAKOVIC Mladen	EKOTEH	Croatia
KROPACEK Jan	SUJB	Czech Republic
LIVOLSI Paul	CEA/INSTN	France
LARSSON Camilla	SSM	Sweden

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 **60,068.26 €**.

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

- Coordinator (CEPN):
 - 14,5 Project Leader person.days,
 - 20.0 Junior Researcher person.days.
 - 2.0 Senior Researcher person.days
- Assistant coordinator (PHE):
 - 15 person.days.

36.5 person.days (38.640 k€ VAT included) have been paid to CEPN. It should be noted that EAN contribution to the Network have been reduced in 2016¹ due to the reduction of fees and the lack of financial visibility.

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 534.25 €.

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

The 2015 EAN fees, received from Administrative Board Members, correspond to 64,800 €. In addition, the financial incomes are 74.71 € and the EC contribution corresponding to Trasnusafe project activities is 2881.80 €.

The total 2014 total resources are **67,756.51 €**.

Result

The 2015 accounts present a positive result of **7,688.25 €**.

¹ In comparison to 2014, this represents a diminution of 15 Project Leader person.days and 3 Junior Researcher person.days.

The EAN 2015 final accounts have been controlled by Avexxens (expert and accountant consultants) on May 2016. No significant remark have been formulated (see Annexe A).

1.2 2015 Income statement

EAN - INCOME STATEMENT AT 31 DECEMBER 2015

CHARGES	31/12/2015	31/12/2014	INCOMES	31/12/2015	31/12/2014
	€	€		€	€
External services and other external services	60 068,26	86 012,95	Fees	64 800,00	64 800,00
			Charge transfer		
			Subvention		
			Contribution	2 881,80	6 328,27
Total charges	60 068,26	86 012,95	Total incomes	67 681,80	71 128,27
Financial charges	-	-	Financial incomes	74,71	239,58
Exceptional charges	-	-	Exceptional incomes	0,00	0,00
Benefit	7 688,25		Loss		14 645,10
TOTAL	67 756,51	86 012,95	TOTAL	67 756,51	86 012,95

1.3 2015 Balance sheet

EAN - BALANCE SHEET

ASSETS	31/12/2015	31/12/2014	LIABILITIES	31/12/2015	31/12/2014
	€	€		€	€
			Reserve	-1 576,74	13 068,36
			Result	7 688,25	-14 645,10
Fees to be received	16 300,00	13 300,00	Debt due	22 915,42	32 055,39
Other resources to be received	3 298,28	8 009,33	Fees received in advance	15 000,00	7 000,00
Cash at bank	24 428,65	16 169,32	Bank accounts payables	0,00	0,00
Other current assets	0,00	0,00	Agios	0,00	0,00
TOTAL	44 026,93	37 478,65	TOTAL	44 026,93	37 478,65

2. EAN 2016 BUDGET

2016 Operating costs and resources - Budget (Annex B)

- Operating costs

The planned workload is the following:

- 35.5 person.days for CEPN (17.5 Project Leader person.days and 18 Junior Researcher person.days) which corresponds to 38.724 € for CEPN, plus 4,650 € for T&S and other costs (notably the expense regarding the participation to EAN Workshop No. 16 at Bern in March 2016).
- 15 person.days for PHE which corresponds to 19.0 k€ for PHE, including 2.5 k€ for T&S.

It is planned that 31.5 over the 35.5 corresponding person.days of CEPN will be financed by EAN (that is to say 35.004 €): thus, the CEPN in-kind contribution should be 4 person.days (2 Project Leader person.days and 2 Junior Researcher person.days) or 3,720 €.

The 2016 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 2016 costs is then expected to be **58,654 €**.

- Resources

EAN is expecting to receive fees from 13 organizations. The call for fees have been sent in January 2016 and reminder have been sent since.

Austria (Seibersdorf Labor GmbH)	0 €	
Belgian contributors: SCK•CEN Mol, FANC, AVN, Belgoprocess, BVS-AMR, Umicore	~ 5,300 € ²	Expected December 2016
Croatia (EKOTEH)	4,000 €	Expected October 2016
Czech Republic (SUJB)	4,000€	<i>Received</i>
France (CEA/INSTN)	4,000 €	Expected soon
Germany (BfS)	8,000 €	Expected March 2017

² This approximate amount takes into account the extra amount of 700 € received in 2015 and the possible reduction of fees from Belgium for 2016 as Belgonuclear is supposed to cease its activities.

Ireland (EPA)	2,000 €	<i>Received</i>
Norway (NRPA)	7,000 €	<i>Received</i>
Spain (CSN)	7,000 €	Expected soon
Sweden (SSM)	7,000 €	<i>Received</i>
Switzerland (SFOPH)	6,500 €	<i>Received May 20th</i>
United Kingdom (PHE)	7,000 €	Expected when the EAN cost for coordination are payed to PHE
TOTAL	58,800 €	

Including the [profit](#) from EAN Workshop No.16 (7,933.84 CHF, ~ 7300 €, to be sent in July), the financial income (150 €), the total amount of 2016 resources is then expected to be **62,950 €**, leading to a potential equilibrium at around + 7,596.00 €.

3. NEXT ADMINISTRATIVE BOARD MEETING

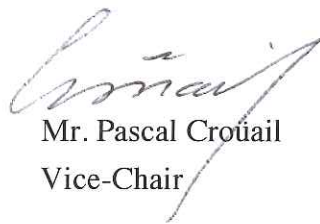
The next Administrative Board meeting is planned the 30th November 2016. The location will be at CEPN premises, Fontenay-aux-Roses, France.

Fontenay-aux-Roses, 15th June 2016

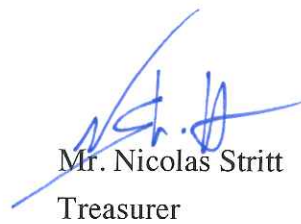
Mr. Fernand Vermeersch
Chair



Mr. Peter Shaw
Secretary



Mr. Pascal Crouail
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 €
COORDINATOR (CEPN)									
EAN Steering Group & Management	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	
EAN Workshops	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	
WG & sub-network management	Management	2	2	1180,00	2360,00	2832,00		2832,00	
	Assistance (junior researcher)	0	0	680,00	0,00	0,00		0,00	
EAN Newsletters	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	
EAN website	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
Others	Web domain (ean.eu), banking...						534,25	534,25	
Reception	Lunches, dinner (AB, SG, Workshop PC)						1330,01	1330,01	
									1864,26
Contacts with intern. organisations	IAEA/ICRP/...	0	0	1180,00	0,00	0,00		0,00	
Contacts with other networks	EUTERP/EFOMP/EFRS/EFNDT/...	1	1	1180,00	1180,00	1416,00		1416,00	
European project		0	0	1180,00	0,00	0,00		0,00	
									1416,00
EAN COST for coordination	subtotal 1 - subtotal 2	36,5	36,5		32670,00	39204,00	1864,26		41068,26
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 & 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 coordinati	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		51,5	51,5			55704,00	4364,26		60068,26

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)	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 (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 NRPA)	7000,00
	19 Switzerland (Swiss Federal Office of Public Health)	6500,00
	20 United Kingdom (Public Health England - HPE)	7000,00
Total fees		64800,00
Financial incomes		74,71
CE - UCL - Trasnusafe coordination work		2881,80
CE - UCL - Trasnusafe administration work		
		2956,51
TOTAL EAN RESOURCES		67756,51



Cédric BASTIEN
Philippe SZAFIR
Jean-Philippe THOLAS
Experts-Comptables Associés
Commissaires aux comptes

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Ref. : CB/CP/653.2016
EAN (EUROPEAN ALARA NETWORK) Association
Antony 02 may 2016

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 2015.

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



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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. 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 excuded €	Total cost VAT included 20 % €	T&S and others €	Subtotal F €	Total €
COORDINATOR (CEPN)									
EAN Steering Group & Management	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	
EAN Workshops	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	
WG & sub-network management	Management	2	1	1180,00	1180,00	1416,00		1416,00	
	Assistance (junior researcher)	0	0	680,00	0,00	0,00		0,00	
EAN Newsletters	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	
EAN website	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
Others	Web domain (ean.eu), banking, audit certification...						650,00	650,00	
Reception	Lunches, dinner (AB, SG, Workshop PC)						1000,00	1000,00	
									1650,00
Contacts with intl. Organisations	IAEA/ICRP/...	1	0	1180,00	1180,00			0,00	
	EUTERP/EFOMP/EFNS/EFNDT	1	1	1180,00	1180,00	1416,00		1416,00	
European project		0	0	1180,00	0,00	0,00		0,00	
		0	0		0,00	0,00		0,00	
									1416,00
EAN COST for coordination	subtotal 1 - subtotal 2	34,5	31,5		30350,00	35004,00	4650,00		39654,00
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		49,5	46,5			51504,00	7150,00		58654,00

