



ADMINISTRATIVE BOARD MEETING

June 14th, 2017 – CEPN (France)

**Meeting Minutes
(CRR/EAN/AB/26)**

Participants:

ANDRESZ Sylvain	CEPN	France
CROÛAIL Pascal	CEPN	France, EAN Vice-chairman
KROPACEK Jan	SUJB	Czech Republic
LIVOLSI Paul	CEA/INSTN	France
PEREZ-MULAS Arturo	CSN	Spain
MORGAN Julie	PHE	United Kingdom, EAN Secretary
STRITT Nicolas	SFOPH	Switzerland, EAN Treasurer
SYNNOTT Hugh	EPA	Ireland
VERMEERSCH Fernand	SCK•CEN	Belgium, EAN Chairman

Apologies for absence:

HEFNER Alfred	Seibersdorf Laboratories	Austria
LARSSON Camilla	SSM	Sweden
NOVAKOVIC Mladen	EKOTEH	Croatia
NUCCETELLI Cristina	ISS	Italy
SCHMITT HANNIG Annemarie	BfS	Germany
...	...	...

Diffusion:

EAN Administrative Board members
EAN Steering Group members

1. EAN RESULTS

1.1. 2016 Final Account (Annex A)

- Operating costs

The total amount of the 2016 operating costs is **64,244.93 €**.

The total workload for the management of the network is 54.5 days – that is to say 3 days more than in 2015, mainly due to the preparation of EAN workshop 17.

- Coordinator (CEPN):

- 18,5 project leader person.days,
- 21 junior researcher person.days.

36.5 person.days (39.684 k€ VAT included¹) will be paid to CEPN: 16,5 project leader person.day, 20 junior researcher person.day. This is the same amount paid to CEPN in 2015. There are 3 days of CEPN in-kind contribution.

T&S to EAN workshop 16 in March 2016 (Bern, Switzerland) and to EAN Workshop 17 Programme Committee Meeting in October 2016 (Oxford, United Kingdom) represents 3,833.43 €

- Assistant coordinator (PHE):

- 15 person.days.

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

Other costs (web domain, banking and audit certification) represent 624.36 €.

Lunches and dinners at the occasion of the Administrative and Steering Groups meetings represent 1,103.14 €.

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

¹ Former VAT rate was at 19,6 % and is 20 %.

- Resources

The 2016 EAN fees, received from 11 Administrative Board Members corresponds to 64,000 €.

In addition,

- the financial incomes are 63.11 €;
- the final EC contribution corresponding to Trasnusafe project is 2,682,62 €;
- Extra-fees from Belgium (unexpected fees in 2014 and 2015) are 1,700€;
- The EAN 16th workshop at Bern generated a benefit of 8,461.30 €;

The total of extra-resources is 11,207.03 € leading to a total resources of **75,207.03 €**.

Result

The 2016 accounts present a positive result of **10,962.10 €** and will be added to EAN financial reserve.

The final accounts have been reviewed in April 2017 and validated by Avexxens (accountant consultant). No remark has been formulated.

Conclusion

EAN faces a constant diminution of the fees since 4 years:

Year	Fees	Day paid to CEPN
2013	78.800 € [14 AB members]	55 days (of 86.5)
2014	64.800 € [12 AB members]	42.5 days (of 54.5)
2015	65.500 € [12 AB members]	36.5 days (of 36.5)
2016	62.300 € [11 AB members]	36.5 days (of 39.5)

- As a result, the number of workload days paid to CEPN has diminished. To continue the coordination of the Network and the planning of workshops, the variable of adjustment is currently CEPN in-kind contribution only.
- New administrative board members should be actively searched.
- As fees diminished, projects (EU) and benefits from workshops have proven to be valuable sources of income to ensure the balance of the budget of EAN.

1.2. Income Statement for 2016

EAN - INCOME STATEMENT AT 31 DECEMBER 2016

CHARGES	31/12/16	31/12/15	INCOMES	31/12/16	31/12/15
	€	€		€	€
External services and other external services	64 244,93	60 068,26	Fees	64 000,00	64 800,00
			Charge transfer		2 881,80
			Subvention		
			Contribution	11 143,92	
Total charges	64 244,93	60 068,26	Total incomes	75 143,92	67 681,80
Financial charges	-	-	Financial incomes	63,11	74,71
Exceptional charges	-	-	Exceptional incomes	0,00	0,00
Surplus	10 962,10	7 688,25	Loss		
TOTAL	75 207,03	67 756,51	TOTAL	75 207,03	67 756,51

1.3 Balance sheet for 2016

EAN - BALANCE SHEET 31 DECEMBER 2016

ASSETS	31/12/16	31/12/15	LIABILITIES	31/12/16	31/12/15
	€	€		€	€
			Reserve	6 111,51	-1 576,74
			Result	10 962,10	7 688,25
Fees to be received	16 800,00	16 300,00	Debt due	43 657,82	22 915,42
Other resources to be received	0,00	3 298,28	Fees received in advance	0,00	15 000,00
Cash at bank	43 931,43	24 428,65	Bank accounts payables	0,00	0,00
Other current assets	0,00	0,00	Agios	0,00	0,00
TOTAL	60 731,43	44 026,93	TOTAL	60 731,43	44 026,93

2. EAN 2017 BUDGET

- Operating costs

The planned workload is the following:

- 40 person.days for CEPN, over which 38 person.days will be paid; corresponding to 39,408 € (with VAT at 20 %);
- Plus 4,450 € for travel and subsistence (T&S) (notably due to the participation to EAN workshop 17 at Lisbon, Portugal) and other costs (banking, diners/lunches, web domain, etc.)

The payment to PHE for its assistant coordinator works is negotiated as follow:

- 10 person.days for support and general assistance (participation to Administrative and Steering Meeting, involvement in the EAN Newsletter Editorial Board etc.). The daily cost is 990.00 €.
- If more work is exceptionally needed (5 person.days maximum), payment to PHE will be made (the first 3 person.days are considered as in-kind contribution).
- Plus 1,100 € for T&S.

Hence a total of 11,000 € (or maximum 12,980 € if 2 person.days of extra work would be paid).

- Resources

EAN is expecting to receive fees from 10 organizations:

Belgian contributors: <i>a priori</i> SCK•CEN Mol, FANC, AVN, Belgoprocess, BVS-AMR, Umicore Croatia	5,300 € 0 € ^A	<i>Expected December</i>
Czech Republic (SUJB)	4,000 €	<i>Expected soon</i>
France (CEA/INSTN)	4,000 €	<i>Expected soon</i>
Germany (BfS)	8,000 € (<i>at year N+1</i>)	<i>Expected in 2018</i> ^B
Ireland (EPA)	4,000 € ^C	X
Norway (NRPA)	7,000 €	X
Spain (CSN)	7,000 €	<i>Expected soon</i>
Sweden (SSM)	7,000 €	X
Switzerland (SFOPH)	6,500 €	X

United Kingdom (PHE)	4,000 € ^D	X
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^A Croatian contact Member announced that EKOTEH will no longer pay the EAN fees. Contact has been made with Croatian Institute for Medical Research and Occupational Health for a 2,000 € fees. This amount is not added in the budget.

^B Contribution for 2016 has been received in February.

^C Former contribution from EPA was 2,000 €.

^D Former contribution from PHE was 7,000€.

Including the financial income (expected 150.00 €), the total amount of 2017 resources is then expected to be **56,950.00 €**. This amount does not take into account the results of EAN 17 workshop (preliminary at this date).

3. OTHER BUSINESS

EAN Members

- Mr. Gunnar Saxeböl announced 24th May that he is now retire and left the EAN. He has contact in mind to replace him. For later meetings the contact point will be Director Hanne Kofstadmoen at NRPA.

New EAN Members

It is recognized vital to found and secure connexions with other organizations. The following actions have been proposed:

- *Norway – NPRA:* **Bureau** will contact Director Kofstadmoen and invite her to designate a new EAN contact Member.
- *Finland – STUK:* **H. Synnott** will enter in contact with an acquaintance of him.
- *Croatia – EKOTEH and/or Ministry of Health:* **Bureau** will contact M. Novakovic and I. Prlic to gain visibility about participation of Croatia in EAN.
- *Italy – ISS:* **S. Andresz** will contact C. Nuccetelli to have more information about the possibility to ISS to become an Administrative Board Member.
- *Netherland – Nuclear Authority ANVS:* **F. Vermeersch** and **N. Stritt** will try again to establish contact.
- *Slovakia:* **J. Kropacek**. More generally, countries formerly in RECAN (Poland, Hungary, etc.) can be contacted on a case-by-case basis if a contact person is identified **All**.
- *Outside continental Europe.* Morrocco and United Arab Emirates have recently created their nuclear regulatory authority. **P. Livolsi** will make contact with these organisations.

To help with these contacts:

- The current recipients of the EAN Newsletter will be made available to the EAN Members so they can select and contact people that might be interested to engage in EAN.
- A formal letter presenting the EAN and inviting to participate in its activities will be prepared (**S. Andresz, F. Vermeersch**).
- The next Newsletter and the EAN website will clearly state that EAN is open for new membership (**S. Andresz**).

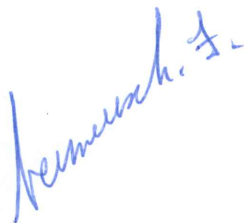
4. NEXT ADMINISTRATIVE BOARD MEETING

The next Administrative Board meeting is planned for the **6th December 2017**. The location will be at CEPN premises, at Fontenay-aux-Roses, France.

To be noted, the next Administrative Board meeting is planned **20th June 2018**.

Fontenay aux Roses, 14th June 2017

Mr Fernand Vermeersch
Chair



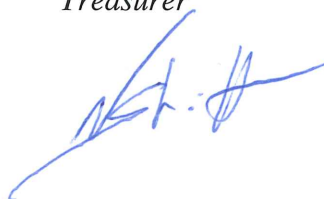
Ms Julie Morgan
Secretary



Mr Pascal Croüail
Vice-Chair



Mr Nicolas Stritt
Treasurer



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

C E P N

Bâtiment Expansion 10000
28, rue de la Redoute
BP 48
92263 FONTENAY-AUX-ROSES CEDEX

Réf. : CB/CP/571.2017

Antony

EAN (EUROPEAN ALARA NETWORK) Association

22 avril 2017

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 2016.

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

EAN - BALANCE SHEET 31 DECEMBER 2016

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EAN - INCOME STATEMENT AT 31 DECEMBER 2016

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ANNEX A. EAN 2016 RESULTS

EAN 2016 OPERATING COSTS									
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	8,5	8,5	1180,00	10030,00	12036,00		12036,00	
	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	2090,51	7754,51	
	Workshops orga./part. (junior researcher)	8	8	680,00	5440,00	6528,00	1742,92	8270,92	
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	
									42101,43
Others	Web domain (ean.eu), banking, audit certification...						624,36	624,36	
Reception	Lunches, dinner (AB, SG, Workshop PC)						1103,14	1103,14	
									1727,50
Contacts with intl. Organisations	IAEA/ICRP/...	1	0	1180,00	0,00	0,00		0,00	
	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	
		0	0		0,00	0,00		0,00	
									1416,00
EAN COST for coordination	subtotal 1 - subtotal 2	39,5	36,5		33070,00	39684,00	5560,93	45244,93	45244,93
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		54,5	51,5			56184,00	8060,93		64244,93

EAN 2016 RESOURCES		
EAN RESOURCES	Members of EAN	Fees €
	1 Austria (Seibersdorf Labor GmbH)	
	2 Belgium (SCK-CEN Mol, FANC, AVN, Belgoprocess, BVS-ABR, Umicore, Belgonucleaire)	7500,00
	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		64000,00
Financial incomes		63,11
CE - UCL - Trasnusafe coordination work		2682,62
CE - UCL - Trasnusafe administration work		0,00
OFSP - contribution of workshop 2016		8461,30
		11207,03
TOTAL EAN RESOURCES		75207,03

ANNEX B. 2017 EAN PROVISIONAL BUDGET

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	6	6	1180,00	7080,00	8496,00		8496,00	
	Assistance (junior researcher)	10	10	680,00	6800,00	8160,00		8160,00	
EAN Workshops	Workshops organization/participation	6	5	1180,00	5900,00	7080,00	1400,00	8480,00	
	Workshops orga./part. (junior researcher)	8	8	680,00	5440,00	6528,00	1400,00	7928,00	
WG & sub-network management	Management	1	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	1	1	1180,00	1180,00	1416,00		1416,00	
	Realisation (junior researcher)	5	5	680,00	3400,00	4080,00		4080,00	
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	
									40792,00
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/EFRS/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	40	38		34020,00	39408,00	4450,00		43858,00
ASSISTANT COORDINATOR (PHE)									
Assistance	Participation to SG, coordination work, participation to EAN Newsletter etc.	10	10	990,00	9900,00	NA	0,00	9900,00	
Travel to SG meeting	Travel costs and accomodation	0	0	990,00	0,00	NA	1100,00	1100,00	
Extra work (in-kind)	In case of extra work	3	0	990,00	0,00	NA		0,00	
Extra work (payed)	Payed if in-kind extra work > 3 days	2	0	990,00	0,00	NA		0,00	
EAN COST for assistant coordination	subtotal 5 - subtotal 4	15	10		9900,00		1100,00		11000,00
Support for participating to EAN activities									
EAN COST for support							0,00		0,00
TOTAL EAN COORDINATION		55,0	48			49308,00	5550,00		54858,00

EAN 2017 RESOURCES (PREVISIONAL)		
EAN RESOURCES	Members of EAN	Fees €
	1 Austria (Seibersdorf Labor GmbH)	0,00
	2 Belgium (SCK-CEN Mol, FANC, AVN, Belgoprocess, BVS-ABR, Umicore, Belgonucleaire)	5300,00
	3 Croatia (other contributors than EKOTEH Dosimetry)	0,00
	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)	4000,00
	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)	4000,00
Total fees		56800,00
Financial incomes		150,00
		150,00
TOTAL EAN RESOURCES		56950,00