



ADMINISTRATIVE BOARD MEETING

Meeting Minutes (CRR/EAN/AB/27)

Diffusion:

EAN Administrative Board members
EAN Steering Group members

1. EAN RESULTS

1.1. 2017 Final Account (Annex A)

1.1.1. Operating costs

The total amount of the 2017 operating costs is **61,504.41 €**.

The total workload for the management of the network is 42 days – that is to say 2 days more than in 2016, mainly due to the preparation of EAN workshop 17.

➤ **Coordinator (CEPN):**

- 15 project leader person.days,
- 27 junior researcher person.days.

40 person.days (40.440 k€ VAT included) will be paid to CEPN: 13 project leader person.days and 27 junior researcher person.days, hence there are 2 days of CEPN in-kind contribution.

T&S to EAN workshop 17 in May (Lisbon, Portugal) and to working group on the ALARA Book in September (Brussels, Belgium) represents 2,118.32 €¹.

➤ **Assistant coordinator (PHE):**

In 2017, a new system for assistance coordination has been established with PHE (see EAN/AB/26), based on a fixed 10 person.days workload for support and general assistance, that can be potentially increased (not the case in 2017). So 10 person.days (9,900 €) and T&S (1,100 €) were paid in June to the assistant coordinator (PHE).

➤ **EAN Workshop 17 organization (CEPN):**

CEPN had to manage the organization of EAN workshop, and notably its budget. The detailed budget is presented in the table below:

Incomes		Costs	
Registration	10,341.60 €	Buses	865 €
		Costs from IST	3,415.09 €
		Gala dinner	2,016 €
Total	10,341.60 €	Total	6,296.09 €
		Planning from CEPN (<i>registration website, local arrangement, management of participants etc.</i>)	
		10 person.days (junior researcher) : in-kind	

¹ N.B. the cost was 3,833.53 € in 2016 for T&S to EAN workshop 16.

Although the registration fees from participants cover the financial costs, the necessary workload from CEPN to plan alone a workshop abroad has proven to be important. This workload (in-kind) may even exceed the potential benefit from the workshop.

➤ **Other costs:**

Other costs (web domain, banking and audit certification) are budgeted at 650 € and lunches and dinners at the occasion of the Administrative and Steering Groups meetings to 1.000 € (amounts to be confirmed at the end of the year).

➤ **EAN Members:**

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

1.1.2. Resources

The 2017 EAN fees, received from 10 Administrative Board Members correspond to 57,300 €. To be noted:

- Up to now, Belgian and French fees are still expected.
- The increase of fees from Ireland (from 2,000 € to 4,000€) shall be highlighted.
- Croatian representative announced by email that his organization (SUBJ) will no longer support financially the EAN.

In addition to the EAN Members fees,

- the financial incomes are expected 70 €;
- The EAN 17th workshop generated a benefit of 4,045.51 € (see 1.1.1),

Leading to a total resources of **67,711.60 €**.

1.1.3. Result

The 2017 budget presents a positive result of **6,407.19 €**, which will be added to EAN financial reserve.

Conclusion

EAN faces a constant diminution of the AB membership and the fees since 5 years:

Year	Fees
2013	78,800 € [14 AB members]
2014	64,800 € [12 AB members]
2015	65,500 € [12 AB members]
2016	62,300 € [11 AB members]
2017	57,300 € [10 AB members]

- **New administrative board members should be actively searched.**
- The variable of adjustment is currently CEPN workload and in-kind contributions. Although new system for coordination with PHE also provide additional flexibility.
- As fees diminished, 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 2017

EAN - INCOME STATEMENT AT 31 DECEMBER 2017

CHARGES	31/12/17	31/12/16	INCOMES	31/12/17	31/12/16
€	€		€	€	
External services and other external services	61 504,41		Fees	57 500,00	
			Charge transfer		
			Subvention		
			Contribution	10 341,60	
Total charges	61 504,41	-	Total incomes	67 841,60	0,00
Financial charges	-	-	Financial incomes	70,00	
Exceptional charges	-	-	Exceptional incomes	0,00	0,00
Benefit	6 407,19	0,00	Loss		
TOTAL	67 911,60	0,00	TOTAL	67 911,60	0,00

1.3 Balance sheet for 2017

(in calculation)

2. EAN 2018 BUDGET

- Operating costs

The CEPN planned workload is the following:

- 38 person.days for the general EAN management, over which 37 person.days will be paid;
- This corresponds to 36,576 € (with VAT).
- Plus 3,050 € for T&S² and the other costs (banking, diners/lunches, web domain, etc.),
- hence a total of 39,626 €.

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 €.
- Plus 1,100 € for T&S, hence a total of 11,000 €.

- Resources

EAN is expecting to receive fees from 9 organizations:

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

^A EKOTEH has stopped paying fees in 2017. Contact has been made with Croatian Institute for Medical Research and Occupational Health.

^B Croatian representative announced that SUJB will no longer pay the EAN fees.

² Notably for the participation to the ANNETTE Summer School in Turku, Finland in June 2018, to provide a lecture on ALARA and ALARA Culture following a invitation from Mrs. Coeck, SCK•CEN and the representation of EAN to 'Journées ALARA' organized by French Radiation Protection Association in Saint-Malo, France in June 2018.

^c There is currently no Norwegian representative and contact has to be made with NRPA.

Including the financial income (expected 100.00 €), the total amount of 2018 resources is then expected to be **51,600 €**; with an equilibrated budget (results will be 974 €).

EAN's calls for fees will be send in January 2019. These fees should be paid under the usual conditions.

3. OTHER BUSINESS

Replacement of EAN Members

- Mr. Gunnar Saxebol has now retire and left the EAN. There is currently no Norwegian representative and contact has to be made with NRPA. **ACTION:** Bureau

New EAN Members

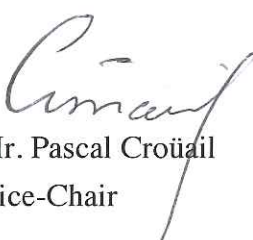
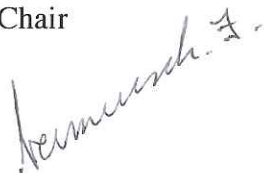
- Connexions with other countries have to be made to expand the EAN Administrative Board. Limited fees (e.g. 2,000 €) can be asked. **ACTION:** All
- Contact with a RECAN representative should be made and a face-to-face meeting planned. Countries from the RECAN network might be interested to join the EAN. **ACTION:** to be designated
- The Director of the Italian ISS has recently been replaced. Contact should be made with the new Director to see if ISS has the potential to become an EAN Administrative Board Member. **ACTION:** C. Nuccetelli

4. NEXT ADMINISTRATIVE BOARD MEETING

The next Administrative Board meeting is planned the **20th June 2018**. The location will be at CEPN premises, at Fontenay-aux-Roses, France.

Fontenay aux Roses, 6th December 2017

Mr. Fernand Vermeersch
Chair



Mr. Pascal Croûail
Vice-Chair



Mrs. Julie Morgan
Secretary



Mr. Nicolas Stritt
Treasurer

ANNEX A. EAN 2017 RESULTS (AS OF 05 JANUARY 2018)

EAN 2017 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	5	5	1180,00	5900,00	7080,00		7080,00	
	Assistance (junior researcher)	12	12	680,00	8160,00	9792,00		9792,00	
EAN Workshops	Workshops organization/participation	6	5	1180,00	5900,00	7080,00	951,68	8031,68	
	Workshops orga./part. (junior researcher)	8	8	680,00	5440,00	6528,00	1166,64	7694,64	
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)	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)	1	1	680,00	680,00	816,00		816,00	
									41142,32
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
Workshop organisation	Lisbonne 05/2017						6296,09		6296,09
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	42	40		34880,00	40440,00	10064,41		50504,41
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		57,0	50			50340,00	11164,41		61504,41

EAN 2017 RESOURCES (PROVISIONAL)		
EAN RESOURCES	Members of EAN	Fees €
	1 Austria (Seibersdorf Labor GmbH)	0,00
	2 Belgium (SCK-CEN Mol, FANC, AVN, Belgoprocess, BVS-ABR, Umicore)	5800,00
	3 Croatia (other contributor 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		57300,00
Financial incomes		70,00
workshop inscriptions		10341,60
		10411,60
TOTAL EAN RESOURCES		67711,60

ANNEX B. 2018 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	5	5	1180,00	5900,00	7080,00		7080,00	
	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	700,00	7780,00	
	Workshops orga./part. (junior researcher)	8	8	680,00	5440,00	6528,00	700,00	7228,00	
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	
									37976,00
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	1	1180,00	1180,00			0,00	
	EUTERP/EFOMP/EFNS/EFNDT	0	0	1180,00	0,00	0,00		0,00	
European project		0	0	1180,00	0,00	0,00		0,00	
		0	0		0,00	0,00		0,00	0,00
EAN COST for coordination	subtotal 1 - subtotal 2	38	37		31660,00	36576,00	3050,00		39626,00
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		53,0	47			46476,00	4150,00		50626,00

EAN 2018 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)	6000,00
	3 Croatia (other contributor than EKOTEH Dosimetry)	0,00
	4 Czech Rep. (State Office for Nuclear Safety - SUJB)	0,00
	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)	5000,00
	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		51500,00
Financial incomes		100,00
		100,00
TOTAL EAN RESOURCES		51600,00