



ADMINISTRATIVE BOARD MEETING

Meeting Minutes (CRR/EAN/AB/28)

Distribution:

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 **60,912.15 €**.

The total workload for the management of the network is 45.25 days:

➤ **Coordinator (CEPN):**

- 15.25 Project Leader person.days;
- 27 Junior Researcher person.days;
- 3 Senior Researcher person.days (for website maintenance and new version).

40 person.days (40,440 € VAT included) will be paid to CEPN: 13 project leader person.days and 27 junior researcher person.days, hence there are **5.25 days** of CEPN in-kind contribution.

Travel & subsistence (T&S) to EAN workshop 17 at Lisbon, Portugal (May) and to working group on the ALARA Book Brussels, Belgium (September) 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 planning and organization of the EAN workshop, and notably its budget. The final budget is presented in the table below:

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

Incomes	Costs
- Registration 10,341.60 €	- Buses 865 €
	- Invoice from IST (rooms and lunches) 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

Although the registration fees from participants cover the financial costs, the necessary workload from CEPN to single-handedly plan a workshop abroad has proven to be important. This workload (in-kind) may even exceed the potential benefit. The search for participant unpaid registration fees is also time consuming after the workshop.

➤ **Other costs:**

Other costs (web domain, banking and audit certification) reach 624.64 € (624.36 € in 2016) and lunches and dinners at the occasion of the Administrative and Steering Groups meetings 433.10 € (1,103 € in 2016).

➤ **EAN Members:**

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

1.1.2. Resources

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

- The increase of fees from Ireland (from 2,000 € to 4,000€) shall be highlighted.
- Slovak representative announced by email (October 2017) that his organization (SUBJ) will no longer support financially the EAN.

In addition to the EAN Members fees,

- the financial incomes are 213.58 €;
- The EAN 17th workshop generated a benefit of 4,045.51 € (see 1.1.1),

Leading to a total resources of **67,855.18 €**.

1.1.3. Result

The 2017 budget presents a positive result of **6,943.03 €**, which have been added to EAN financial reserve.

1.1.4. Conclusion

According to French law, the 2017 budget has been audited by Renaissance Audit (accountant expert) in April 2018. The conclusion is:

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

EAN faces a constant diminution of the AB membership and hence fees over the past 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]

- **Only 9 Administrative Board Members are expected in 2017: new Administrative Board members should be actively searched.**
- The variable of adjustment is currently CEPN workload and in-kind contributions. Although the new system for coordination with PHE also provides additional flexibility.
- As fees have diminished, benefits from workshops have proven to be the only source of income to ensure the balance of the budget of EAN.

1.2. Income Statement in 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	54 616,06	64 244,93	Fees	57 300,00	64 000,00
Organisation/workshop	6 296,09		Charge transfer		
Total charges	60 912,15	64 244,93	Subvention		
Financial charges	-	-	Contribution/workshop	10 341,60	11 143,92
Exceptional charges	-	-	Total incomes	67 641,60	75 143,92
Benefit	6 943,03	10 962,10	Financial incomes	213,58	63,11
TOTAL	67 855,18	75 207,03	Exceptional incomes	0,00	0,00
			Loss		
			TOTAL	67 855,18	75 207,03

1.3 Balance sheet in 2017

EAN - BALANCE SHEET 31 DECEMBER 2017

ASSETS	31/12/17	31/12/16	LIABILITIES	31/12/17	31/12/16
	€	€		€	€
			Reserve	17 073,61	6 111,51
			Result	6 943,03	10 962,10
Fees to be received	21 050,00	16 800,00	Debt due	44 151,42	43 657,82
Other resources to be received	0,00	0,00	Fees received in advance		0,00
Cash at bank	47 118,06	43 931,43	Bank accounts payables		0,00
Other current assets		0,00	Agios		0,00
TOTAL	68 168,06	60 731,43	TOTAL	68 168,06	60 731,43

2. EAN 2018 BUDGET (PROJECTED)

- Operating costs

The CEPN planned workload is the following:

- 38.5 person.days for the general EAN management, over which 38.5 person.days will be paid; this corresponds to 35,700 € (with VAT).
- Plus 1,400 € for EAN representation² and 1,650 € for the other costs (including banking, diners/lunches, web domain, etc.),
- The total is 38,750 €.

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 €.

The total costs are 49,750 €.

² Precisely for the participation to ANNETTE Summer School in Turku, Finland (June 2018) to provide two lectures on ALARA Fundamentals and ALARA Culture. This follow an invitation from Mrs. Coeck, SCK•CEN. The Conclusions & Recommendations of EAN Workshop 17 will be presented at 'Journées ALARA' organized by French Radiation Protection Association in Saint-Malo, France (June 2018) to present.

- Resources

EAN is expecting to receive fees from 9 organizations:

Organisation	Amount	Status (at the date of the meeting)
Belgian contributors: SCK•CEN Mol, FANC, Belgoprocess, BVS-ABR, Umicore	5,500 €	<i>In process</i>
Croatia	0 € ^A	
Slovak Republic (SUJB)	0 € ^B	
France (CEA/INSTN)	4,000 €	
Germany (BfS)	8,000 € (at year N+1)	<i>New contract on-going</i>
Ireland (EPA)	4,000 €	<i>payed</i>
Norway (NRPA)	5,000 € ^C	
Spain (CSN)	7,000 €	<i>Before the end of the summer</i>
Sweden (SSM)	7,000 €	
Switzerland (SFOPH)	6,500 €	<i>In process</i>
United Kingdom (PHE)	4,000 €	<i>In process</i>

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

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

^C Formerly 7,000 € and decreased to 5,000 € (mail from G. Saxeboel in January 2018). 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 **51,000 €**; with an equilibrated budget (results will be 1350 €).

3. OTHER BUSINESS

Support of the Network

- Mr. Gunnar Saxeboel has retired and left the EAN. There is currently no Norwegian representative and contact has to be made with NRPA.
F. Vermeersch to send a letter; S. Andresz to send a letter and a set of slides presenting the EAN and its achievement
- Contact in Croatia: P. Croûail, A. Schmitt-Hannig at the occasion of the Radiation Protection Week in Croatia (October 2018)
- The Director of the Italian ISS has recently changed. Contact should be made with the new Director to see if ISS has the potential to become an EAN Administrative Board Member. C. Nuccettelli
- In the Netherland, F. Draaisma (NRG) can be contacted F. Vermeersch
- In Finland: F. Vermeersch will made contact with STUK, S. Andresz will take the occasion of the ANNETTE Summer School to identify potential members.
- Austria: S. Andresz will make contact with a contact person met at the occasion of IRPA congress.
- In Poland: C. Nuccettelli will make contact at the occasion of the 1st ENA workshop in Katowice
- Other former RECAN representatives should be identified (S. Andresz in liaison with Ma Jizeng and met at the occasion of Radiation Protection Week: P. Croûail, A. Schmitt-Hannig
- IRPA Congress The Hague proved that the application of ALARA is still an on-going issue. F. Vermeersch can take this result as opportunity to write a letter to IRPA Associate Societies.

Documents presenting the EAN

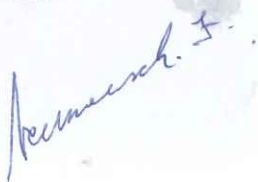
- S. Andresz will distribute to the Members a set of slides presenting the EAN from 1996 to 2018.
- F. Vermeersch will draft a summary of current EAN activities (EAN ‘state of the art’).

4. NEXT ADMINISTRATIVE BOARD MEETING

The next Administrative Board meeting is planned for the **14th December 2018**. The location will be at CEPN premises, at Fontenay-aux-Roses, France.

Fontenay-aux-Roses, 19th June 2018

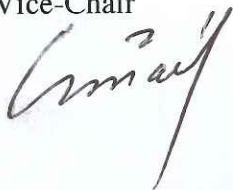
Mr. Fernand Vermeersch
Chair

Handwritten signature of Fernand Vermeersch in blue ink, written diagonally.

Mrs. Julie Morgan
Secretary

Handwritten signature of Julie Morgan in blue ink.

Mr. Pascal Croüail
Vice-Chair

Handwritten signature of Pascal Croüail in blue ink.

Mr. Nicolas Stritt
Treasurer

Handwritten signature of Nicolas Stritt in blue ink.

ANNEX A. EAN 2017 RESULTS (FINAL)

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	5,25	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)	3	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...						624,64	624,64	
Reception	Lunches, dinner (AB, SG, Workshop PC)						433,10	433,10	
Workshop organisation	Lisbonne 05/2017						6296,09		1057,74
Contacts with intl. Organisations	IAEA/ICRP/...	1	0	1180,00	1180,00			0,00	6296,09
	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	45,25	40		34880,00	40440,00	9472,15		49912,15
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		60,3	50			50340,00	10572,15		60912,15

EAN 2017 RESOURCES (RESULT)		
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		213,58
workshop inscriptions		10341,60
		10555,18
TOTAL EAN RESOURCES		67855,18

Renaissance Audit

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Réf. : CB/CP/108.2018
EAN (EUROPEAN ALARA NETWORK) Association Antony 05 avril 2018

In our capacity as auditor of association CEPN, we carried out a control of the a this association as of and for the year ended 31 december 2017.

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


Pour la Société RENAISSANCE AU
Membre de la compagnie
Régionale de Versailles
Cédric BASTIEN

SARL au capital de 3 000 Euros – – R12 776 027 RCS NANTERRE – – Siret 812 776 027 00010 – – APE 8852Z
Membre de la Compagnie Régionale des Commissaires aux Comptes de Versailles

ANNEX B. 2018 EAN PROJECTED BUDGET

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	5,5	1180,00	6490,00	7788,00		7788,00	
	Assistance (junior researcher)	10	10	680,00	6800,00	8160,00		8160,00	
EAN Workshops	Workshops organization/participation	1	1	1180,00	1180,00	1416,00		1416,00	
	Workshops orga./part. (junior researcher)	13	13	680,00	8840,00	10608,00		10608,00	
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	
									35700,00
Others	Web domain (ean.eu), banking, audit certification...						650,00	650,00	
	EAN representation at ANNETTE School and SFRP ALARA congress						1400,00		
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/EFERS/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	38,5	38,5		30930,00	35700,00	3050,00		38750,00
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		53,5	48,5			45600,00	4150,00		49750,00

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)	5500,00
	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		51000,00
Financial incomes		100,00
		100,00
TOTAL EAN RESOURCES		51100,00