



ADMINISTRATIVE BOARD MEETING

Meeting Minutes (CRR/EAN/AB/29)

Distribution:

EAN Administrative Board members
EAN Steering Group members

1. EAN RESULTS

Some of the elements in these Minutes are provisional. The EAN budget for 2018 will be consolidated after the accounting audit scheduled for 14th March 2019.

1.1. 2018 Final Account (Annex A)

1.1.1. Operating costs

The total amount of the 2018 operating costs is **50,566 €** (was 60,912.15 € in 2017).

The total workload for the management of the network is 38.5 days (was 45 days in 2017).

➤ **Coordinator (CEPN):**

- 8.5 Project Leader person.days;
- 30 Junior Researcher person.days.

The 38.5 person.days (36.516 € VAT included) will be paid to CEPN.

Travel & subsistence (T&S) represents 1,400 € and are associated with:

1. The representation of EAN at ANNETTE Summer School (Turku, Finland in June/July and later reimbursed) to provide a lecture on *ALARA Fundamentals* and *ALARA Culture*.
2. The representation at “ALARA Days” organized by French Society of Radiation Protection (Saint Malo, France in June) to present the *Conclusions and Recommendations from EAN Workshop 17*;
3. The one-off planning meeting for EAN workshop 18 at Marcoule, France, 29th August.

➤ **Assistant coordinator (PHE):**

The assistant coordinator role is now based on a fixed 10 person.days workload for support and general assistance and this represents 9,900 €, plus 1,100 € for T&S that were paid in November.

➤ **Other costs:**

Other costs are 650 € for web domain, banking and audit certification and 1,000 € for the lunches and dinners of the Members at the occasion of the Administrative and Steering Groups meetings (at the time of the writing of this document, these costs are provisional).

➤ **EAN Members:**

It has to be noted that all Members have provided in-kind contribution to the Network through their involvement in the activities and projects of the EAN. In addition, the Members bear the costs and expenses to participate to the EAN meetings.

1.1.2. Resources

The 2018 EAN fees, received from 10 Administrative Board Members correspond to **51,300 €**¹ (was 57,300 € in 2017).

In addition to the EAN Members fees,

- the financial incomes are 100 € (provisional);
- reimbursement for the representation of EAN at ANNETTE Summer School by the ANNETTE Project is 421.59 €;

Leading to a total resource of **51,821.59 €** (was 67,855.18 € in 2017).

1.1.3. Result

The 2018 budget presents a positive result of **1255,59 €**, which has been added to the EAN financial reserve.

1.1.4. Remarks

EAN faces a constant diminution of the AB memberships and fees over the past years². The variable of adjustment is CEPN workload, which has to be adapted to the budget. **New members for the AB should be actively searched.**

¹ The Belgian fees for 2018 are expected to be 6,100 € (N.B. not yet received at the date of the meeting). Following a lag between 2017 and 2018, an “accountable” regulation of – 300 € has been included in the 2018 budget.

²

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]
2018	51,300 € [9 AB members]

Another issue reported by CEPN in 2018 was the delay in the payment of the fees (in September, only the fee from RPII, Ireland, had been received). This was generally due to specific circumstances (personnel on long leave, delays in the organization etc.) but **the lack of visibility on the budget has proven to be challenging for the coordination**. For 2019, it is proposed that the CEPN Accountant will take the lead for collecting the EAN Fees.

To this regard, the **AB Members are requested to send to the CEPN Accountant as soon as possible:**

- The VAT-number of their organization;
- (if possible) A purchase order for the operation (as it is done by SFOPH);
- And a contact in their own Accountant Department for further correspondence.

1.2. Income Statement in 2018

EAN - INCOME STATEMENT AT 31 DECEMBER 2018					
provisionnal document					
CHARGES	31/12/2018	31/12/2017	INCOMES	31/12/2018	31/12/2017
	€	€		€	€
External services and other external services	50 566,00	54 616,06	Fees	51 300,00	57 300,00
Organisation/workshop		6 296,06	Charge transfer		
			Subvention		
			Contribution	421,59	10 341,60
Total charges	50 566,00	60 912,12	Total incomes	51 721,59	67 641,60
Financial charges	-	-	Financial incomes	100,00	213,58
Exceptional charges	-	-	Exceptional incomes	0,00	0,00
Benefit	1 255,59	6 943,03	Loss		
TOTAL	51 821,59	67 855,15	TOTAL	51 821,59	67 855,18

1.3 Balance sheet in 2018

EAN - BALANCE SHEET 31 DECEMBER 2018					
provisionnal document					
ASSETS	31/12/2018	31/12/2017	LIABILITIES	31/12/2018	31/12/2017
	€	€		€	€
			Reserve	24 016,64	17 073,61
			Result	1 255,59	6 943,03
Fees to be received	28 100,00	21 050,00	Debt due	24 915,85	44 151,42
Other resources to be received	0,00	0,00	Fees received in advance		
Cash at bank	22 088,08	47 118,06	Bank accounts payables		
Other current assets			Agios		
TOTAL	50 188,08	68 168,06	TOTAL	50 188,08	68 168,06

2. EAN 2019 PROVISIONAL BUDGET

- Operating costs

The CEPN planned workload is the following:

- 41.5 person.days for the general EAN management, of which 41.5 person.days will be paid; this corresponds to 33,960 € (with VAT). The junior researcher workload has increased (35 days, was 30 days in 2018) considering the production of the Newsletter (2 issues expected in 2019, only 1 issue in 2018) and the planning of the EAN workshop 19.
- Plus 4,500 € for T&S for 2 people at the two EAN workshops planned in 2019³
- and 2,350 € for the other costs (notably the banking and web domain (650 €) and the diners and lunches of the Members at the occasion of the meetings),
- The total is 47,310 €

The payment to PHE for its assistant coordinator role is 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 EAN Workshop 18 planning and logistic costs (booking of the room, lunches etc.) are expected to be 6,500 € and this is based on the participation of 40 people.

The total costs are 58,310 €.

- 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 €	OK
France (CEA/INSTN)	4,000 €	To be confirmed
Germany (BfS)	8,000 € (at year N+1)	New contract on-going

³ EAN Workshop 18 on *ALARA for Decommissioning and Site Remediation*, CEA-Marcoule, France, 11, 12 and 13th March 2019 and EAN Workshop 19 on *ALARA Tools*, in collaboration with CONCERT-PODIUM Project and, up to now, planned at Athens in December.

Ireland (EPA)	4,000 €	OK
Norway (NRPA)	5,000 €	To be confirmed
Spain (CSN)	7,000 €	To be confirmed
Sweden (SSM)	7,000 €	To be confirmed
Switzerland (SFOPH)	6,500 €	OK
United Kingdom (PHE)	4,000 €	OK

Including the financial income (expected 100.00 €) and the registration fees of participants to EAN Workshop 18 (8,000 €), the total amount of 2019 resources is then expected to be **59,100 €**; with an equilibrated budget (results will be 790 €).

3. OTHER BUSINESS

Attendance.

The attendance at the AB n°29 was low and it was proposed to introduce the possibility to take decision only by *quorum* (a minimum attendance should be reached in the assembly to validate a decision), so as to encourage Members to join the meetings. On the other hand, some Members could not attend the AB n°29 due to medical reasons or other work commitments. The possibility of a quorum could be discussed in the future.

Support of the Network

- *After the ANNETTE Summer School, the ITER Organization made contact to join the EAN. This process is ongoing (action followed by S. Andresz).*
- *Norway: 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 make contact with A. Kofstadmoen (DSA, formerly NRPA)*
- *Italy: There are possibly organizations that may be willing to join the EAN (ex. European NORM Association? Professional organizations? Radiation Protection Societies?) C. Nuccetelli*
- *The Netherlands, F. Draaisma (NRG) can be contacted F. Vermeersch.*
- *Austria: S. Andresz will make contact with Mr. A. Hefner.*
- *Former RECAN S. Andresz, in liaison with Ma Jizeng and B. Okyar and P. Shaw has collected some contacts (F. Vermeersch, S. Andresz)*
- *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.*

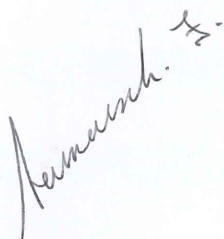
To assist the Members, a set of slides presenting the EAN is available for download on the private area of the EAN – an official letter from the Chair is available upon request.

4. NEXT ADMINISTRATIVE BOARD MEETING

The next Administrative Board meeting is planned **5th June 2019**, at CEPN, at Fontenay-aux-Roses, France.

Fontenay-aux-Roses, 14th December 2018

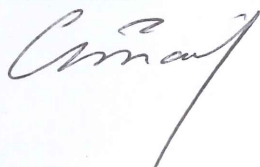
Mr. Fernand Vermeersch
Chair

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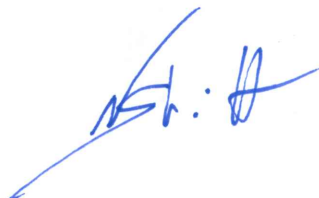
Mrs. Julie Morgan
Secretary

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Mr. Pascal Croüail
Vice-Chair

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Mr. Nicolas Stritt
Treasurer

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ANNEX A. EAN 2018 RESULTS (AS 13TH DECEMBER 2018)

EAN 2018 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	4,5	4,5	1180,00	5310,00	6372,00		6372,00	
	Assistance (junior researcher)	11	11	680,00	7480,00	8976,00		8976,00	
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	
					0,00			0,00	35100,00
Others	Web domain (ean.eu), banking, audit certification...						650,00	650,00	
	EAN representation at ANNETTE School and SFRP ALARA congress						1400,00	1400,00	
Reception	Lunches, dinner (AB, SG, Workshop PC)						1000,00	1000,00	
								0,00	3050,00
Contacts with intl. Organisations	IAEA/ICRP/...	1	1	1180,00	1180,00	1416,00		1416,00	
	EUTERP/EFOMP/EFRS/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	1416,00
EAN COST for coordination	subtotal 1 - subtotal 2	38,5	38,5		30430,00	36516,00	3050,00		39566,00
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	9900,00
Travel to SG meeting	Travel costs and accomodation	0	0	990,00	0,00	NA	1100,00	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		50566,00

EAN 2018 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) 2018	6100,00
	Belgium (SCK-CEN Mol, FANC, AVN, Belgoprocess, BVS-ABR, Umicore) regularisation 2017	-300,00
	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		51300,00
Financial incomes		100,00
Other - S.school		421,59
		521,59
TOTAL EAN RESOURCES		51821,59

ANNEX B. EAN 2019 PROJECTED 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	2	2	1150,00	2300,00	2760,00		2760,00	
	Assistance (junior researcher)	4	4	600,00	2400,00	2880,00		2880,00	
EAN Workshops	Workshops organization/participation	3	3	1150,00	3450,00	4140,00	2250,00	6390,00	
	Workshops orga./part. (junior researcher)	16	16	600,00	9600,00	11520,00	2250,00	13770,00	
WG & sub-network management	Management	0	0	1150,00	0,00	0,00		0,00	
	Assistance (junior researcher)	4	4	600,00	2400,00	2880,00		2880,00	
EAN Newsletters	Editorial board	0,5	0,5	1150,00	575,00	690,00		690,00	
	Realisation (junior researcher)	10	10	600,00	6000,00	7200,00		7200,00	
EAN website	Maintenance, upgrading (senior researcher)	0,5	0,5	800,00	400,00	480,00		480,00	
	Maintenance, upgrading (junior researcher)	1	1	600,00	600,00	720,00		720,00	
									37770,00
Others	Web domain (ean.eu), banking, audit certification...						650,00	650,00	
	Mission costs						1000,00	1000,00	
	Workshop planning/logistic [Marcoule WS]						6500,00	6500,00	
Reception	Lunches, dinner (AB, SG, Workshop PC)						700,00	700,00	
									8850,00
Contacts with intl. Organisations	IAEA/ICRP/...	0,5	0,5	1150,00	575,00	690,00		0,00	
	EUTERP/EFOMP/EFNS/EFNDT	0	0	1150,00	0,00	0,00		0,00	
European project		0	0	1150,00	0,00	0,00		0,00	
		0	0		0,00	0,00		0,00	
									0,00
EAN COST for coordination	subtotal 1 - subtotal 2	41,5	41,5		28300,00	33960,00	13350,00		47310,00
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		56,5	51,5			43860,00	14450,00		58310,00

EAN 2019 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)	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
Workshop participation (registration fees)		8000,00
		8100,00
TOTAL EAN RESOURCES		59100,00