



ADMINISTRATIVE BOARD MEETING

[status = final]

Meeting Minutes
(CRR/EAN/AB/33)

Distribution:

EAN Administrative Board members

EAN Steering Group members

1. EAN 2020 RESULTS

1.1. Operating costs

The total amount for the 2020 operating costs is **42,230 €** with a total workload for the management of the Network of 41.5 days.

➤ Coordinator (CEPN):

- 8 Project Leader person.days;
- 21.5 Senior Researcher person.days.

The workload of 29.5 person.days (31.680 € with VAT) will be paid to CEPN.

It has to be noted that due to the covid-19 pandemic, the EAN has decided to postpone its future workshop to end 2021/2022 (hence no workload associated with workshop planning).

➤ Assistant Coordinator (PHE):

The assistant coordinator role is based on a fixed 10 person.days workload for support and general assistance and this represents 9,900 € (no expense for travel and subsistence).

➤ EAN Members:

- The Members welcome the arrival of Mr. Folkert Draaisma representing NRG (The Netherlands) in the Administrative Board.
- It has to be noted that all Members have provided in-kind contribution to the Network through their time and participation in the activities and projects of the EAN.

1.2. Other costs

Due to the covid-19 pandemic, the Members met using remote systems in 2020 so no expenses were incurred for lunches, dinners and other reception costs.

An amount of 650 € has been temporarily allocated for web domain, banking and audit certification.

1.3. Resources

The total of the 2020 EAN fees, coming from 9 Administrative Board Members is **46,795 €**. It should be noted that:

- As in 2019, DSA (Norway) has not provided its fee (the fees were 5,000 € before 2018),
- The fees coming from Belgian contributors are temporarily set at 5,300 € (to be confirmed at the end of the year).
- NRG (The Netherlands) has joined the Administrative Board in October with an annual contribution of 495 €.

In addition to the EAN Members fees, an amount of 50,00 € has been temporarily allocated as financial income. This led to a total resource of **46,295 €**

1.4. Result

The 2020 budget presents a net positive result of **4,115 €**

1.5. Comments

The 2019 budget presented a negative result of 390.91 €: this deficit was due to the absence of fees from DSA. In 2020, the fee from DSA (5,000 €) was still integrated in the budget but the budget was tuned to present a cautious positive result of 5,075 € (cf. AB Minutes 32) expecting a default of payment from DSA. The default of payment from DSA occurred but it has been counterbalanced with the new fee from NRG and the non-payment of lunches, dinner for the network meetings and travel and subsistence costs for PHE.

The budget 2020 is in provisional format with the information available at the time of the meeting. The definitive budget 2020 will be presented and validated at the next AB meeting.

2. EAN 2021 PROVISIONAL BUDGET

2.1. Operating costs

➤ Coordinator (CEPN):

The planned workload of CEPN is the following

- 9 Project Leader person.days;
- 18,5 Senior Researcher person.days;

The daily costs have changed in 2020 and the evolutions are the following; the daily costs are now 1,200 € for Project Leader and 850 € for Senior Researcher. Despite these increases; the total amount paid to CEPN will remain the same as in 2020.

➤ Assistant Coordinator (PHE):

The payment to PHE for its Assistant Coordinator role is:

- 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 €;
- 550 € for travel and subsistence (planning one 'real' meeting in 2021);
- Hence a total of 10,450 €.

2.2. Other provisional costs

- The costs for the banking and web domain are 650 €;
- The costs for mission (under contract with BfS) are 450 €;
- The cost for reception (lunches, dinner etc.) are 500 € (planning one 'real' meeting in 2021).

The total costs are **46,270 €**.

2.3. Resources

The fees and their status are as follow:

Organisation	Amount	Status
Belgian contributors: SCK•CEN Mol, FANC, Belgoprocess, BVS-ABR	5,300 €	OK a priori
France (CEA/INSTN)	4,000 €	OK a priori
Germany (BfS)	8,000 € (in March of year N+1)	OK a priori under the 3-years contract
Ireland (EPA)	4,000 €	OK a priori
Norway (DSA)	0 €	Cf. chap 3
Spain (CSN)	7,000 €	OK a priori
Sweden (SSM)	7,000 €	OK a priori (P. Hansson by email)
Switzerland (SFOPH)	6,500 €	OK a priori
The Netherlands (NRG)	495€	OK a priori
United Kingdom (PHE)	4,000 €	OK a priori

Including the financial income (expected 50 €) the expected resources for 2021 are **46,345 €**,

2.4. Result

The 2021 budget presents a positive result of **1,585 €**

3. MEMBERSHIP AND SUPPORT OF THE NETWORK

C. Nuccetelli made contact in July with the Mining Institute of Katowice and informed the Bureau that the Institute is interested to join the EAN. S. Andresz will contact the Director of the Institute on behalf of the Bureau to present the EAN activities and to cement the collaboration.

T. Schneider (Director of CEPN) made contact in October with Mr. P. Strand (Head of DSA) and Mrs. M. Snev (one Director of DSA) and informed the Bureau DSA would like to continue collaboration with EAN. DSA is currently experiencing a re-organization and should have designated a representative for EAN in January 2021. If no message is received from DSA in February, the Bureau will contact Mrs. M. Snev.

The other actions are as follow:

Potential Contact or Organizations	Actions followed by	Status
CERN, France	S. Andresz, N. Stritt	Last mail: September 2020 No news from S. Medici. > S. Medici and the Radiation Protection Management at CERN will be contacted
ITER, France	S. Andresz	Last mail: September 2020 No news from M. Loughlin. > M. Loughlin will be contacted
Orano, France	S. Andresz	Last mail: November 2020 Waiting for answer or news from S. Chagneau.
TRAD, France	F. Vermeersch	No news from TRAD and to be contacted again
AGES, Austria	S. Andresz	S. Andresz will ask F. Kabrt about possible contribution from AGES
National RP societies in Europe	All Members	All Members are requested to contact their national RP Society and investigate about potential collaboration/contribution

A “kit” is available on the website (private area¹) to the Members to help for their active search:

- Generic presentation: *EAN, Experience with Networking to Support Optimisation of Radiation Protection in Practice*. **Action:** The **Bureau** will review and update this presentation
- Formal letter from the Chairperson
- The EAN Terms and Conditions (2019 version).

- The ALARA Book can be used as an illustration of the sharing of ALARA practices by the Network to tease potential Members. The goal is to highlight to potential Members the benefits they could have by joining the EAN.

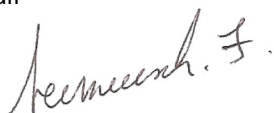
4. NEXT ADMINISTRATIVE BOARD MEETING

The next Administrative Board meeting is planned in mid-2021 (remotely).

¹ https://www.eu-alara.net/images/stories/EANdocuments/SGmeetings/2019June/2_EuropeanALARANetwork_in2018.pdf

Web-conference, 17th November 2020

Mr. Fernand Vermeersch
Chair

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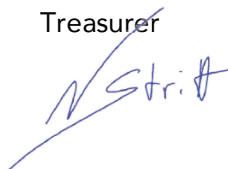
Mrs. Julie Morgan
Secretary

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Mr. Pascal Croüail
Vice-Chair

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Mr. Nicolas Stritt
Treasurer

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ANNEX A. EAN 2020 RESULTS

(provisional version with the information at the date of the meeting)

EAN 2020 OPERATING COSTS (17 November 2020)									
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	4	4	1150,00	4600,00	5520,00		5520,00	
	Assistance (senior researcher)	7,5	7,5	800,00	6000,00	7200,00		7200,00	
EAN Workshops	Workshops preparation	0	0	1150,00	0,00	0,00		0,00	
	Workshops prepa (senior researcher)	0	0	800,00	0,00	0,00		0,00	
WG & sub-network management	Management	0	0	1150,00	0,00	0,00		0,00	
	Assistance (senior researcher)	5	5	800,00	4000,00	4800,00		4800,00	
EAN Newsletters	Editorial board	1	1	1150,00	1150,00	1380,00		1380,00	
	Realisation (senior researcher)	8	8	800,00	6400,00	7680,00		7680,00	
EAN website	Maintenance, upgrading (senior researcher)	1	1	800,00	800,00	960,00		960,00	
									27540,00
Others	Web domain (ean.eu), banking, audit certification...						650,00	650,00	
	Mission costs for Members						0,00	0,00	
Reception	Lunches, dinner (AB, SG, Workshop PC)						0,00	0,00	
									650,00
Contacts with intl. Organisations	IAEA/ICRP/...	2	2	1150,00	2300,00	2760,00		2760,00	
	EUTERP/EFOMP/EFRS/EFNDT	1	1	1150,00	1150,00	1380,00		1380,00	
									4140,00
EAN COST for coordination	subtotal 1 - subtotal 2	29,5	29,5		26400,00	31680,00	650,00		32330,00
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	0,00	0,00	
Extra work (in-kind)	In case of extra work	0	0	990,00	0,00	NA		0,00	
Extra work (payed)	Paid only 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	12	10		9900,00		0,00		9900,00
Support for participating to EAN activities									
EAN COST for support							0,00		0,00
TOTAL EAN COORDINATION		41,5	39,5			41580,00	650,00		42230,00

ANNEX B. EAN 2021 PROVISIONAL BUDGET

EAN 2021 OPERATING COSTS (PROVISIONAL)									
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	4	4	1200,00	4800,00	5760,00	500,00	6260,00	
	Assistance (senior researcher)	5,5	5,5	850,00	4675,00	5610,00	500,00	6110,00	
EAN Workshops & Virtual Meetings	Workshops preparation	1	1	1200,00	1200,00	1440,00		1440,00	
	Workshops prepa (senior researcher)	2	2	850,00	1700,00	2040,00		2040,00	
WG & sub-network management	Management	0	0	1200,00	0,00	0,00		0,00	
	Assistance (senior researcher)	4	4	850,00	3400,00	4080,00		4080,00	
EAN Newsletters	Editorial board	1	1	1200,00	1200,00	1440,00		1440,00	
	Realisation (senior researcher)	6	6	850,00	5100,00	6120,00		6120,00	
EAN website	Maintenance, upgrading (senior research)	1	1	850,00	850,00	1020,00		1020,00	
									28510,00
Others	Web domain (ean.eu), banking, audit certification...						650,00	650,00	
	Mission costs for Members						450,00	450,00	
Reception	Lunches, dinner (AB, SG, Workshop PC)						500,00	500,00	
									1600,00
Contacts with intl. Organisations	IAEA/ICRP/...	2	2	1150,00	2300,00	2760,00		2760,00	
	EUTERP/EFOMP/EFRS/EFNDT	1	1	1200,00	1200,00	1440,00		1440,00	
									4200,00
EAN COST for coordination	subtotal 1 - subtotal 2	27,5	27,5		26425,00	31710,00	2600,00		34310,00
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				0,00	NA	550,00	550,00	
Extra work (in-kind)	In case of extra work	0	0	990,00	0,00	NA		0,00	
Extra work (payed)	Paid only 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	12	10		9900,00		550,00		10450,00
Support for participating to EAN activities									
EAN COST for support							0,00		0,00
TOTAL EAN COORDINATION		39,5	37,5			41610,00	3150,00		44760,00

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