



ADMINISTRATIVE BOARD MEETING

[status = **final**]

Meeting Minutes
(CRR/EAN/AB/35)
(online, 28 January 2022)

Distribution:

EAN Administrative Board members

EAN Steering Group members

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1. EAN 2021 RESULTS

1.1. Operating costs

The total amount for the 2021 operating costs is **43,312 €** with a total workload for the management of the Network of 45 days over which 43 have been paid.

➤ For coordination (CEPN):

- 6,05 Project Leader person.days;
- 23,5 Senior Researcher person.days.

The workload of 29,55 person.days (32,682 € with VAT) have been paid to CEPN.

➤ For Assistant coordination (UKHSA):

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 occurred).

1.2. Other costs

Due to the Covid-19 pandemic, the Members met on-line in 2021, so no expenses for lunches, dinners and other reception costs.

An amount of **730 €** was needed to cover the web domain, banking cost and the audit certification.

1.3. Resources

The total amount of the 2020 EAN fees, coming from 10 Administrative Board Members is **50,295 €**. The German fees will not be received in 2021 (yet there was no official information or statement). At the date of the meeting, the fees from Belgium (5,300 €) and The Netherlands (495 €) were not received and the concerned Members are invited to investigate about the status of fees

With the inclusion of the financial incomes (50 €), the total resource is **50,345 €**

1.4. Result

The Annexe A presents the details of the cost and resources. The 2021 budget presents a net positive result of **7033 € inclusive of fees from Belgium and The Netherlands** (if these fees are not received, the result will approx. 1238 €).

1.5. Comments

The workload from CEPN is the same than in 2020 (29,5 days) in line with the (reduced) activities of the network. The lack of clarity with regard to some fees was a reason to be cautious with the workload. The resources coming from the fees are slightly diminished (— 1,500 €) and the equilibrium is granted by the reduction of the cost of T&S).

At the date of the meeting, some elements are not definitive (web domain cost, ...) so the EAN budget that will be audited (~April 2022) might be slightly different.

In addition, it should be highlighted that all Members provided in-kind contribution by taking part in the EAN meetings and the activities during the year 2021.

2. EAN 2022 PROVISIONAL BUDGET

2.1. Operating costs

➤ For coordination (CEPN):

The planned workload for CEPN is the following

- 8 Project Leader person.days;
- 28 Senior Researcher person.days (+3 days considering the continuity of working group and webinar and workshop preparation).

➤ For Assistant coordination (UKHSA):

The payment to UKHSA 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 €;
- 990 € for travel and subsistence (planning two in-person meeting in 2022);
- Hence a total of 11,000 €.

2.2. Other provisional costs

- Costs for the banking and web domain: 730 € (as in 2021).
- The cost for reception (lunches, dinner etc.) are set at 800 € (planning two in-person meetings).
- Provision for travel and expense at EAN workshop for CEPN: 1,200 €

The costs for mission and reception will be adapted if the EAN cannot meet for real.

The total costs are **54,830 €**, an increased compared to 2021 due to the increase in the workload for webinar and workshop preparation and the inclusion of mission cost.

2.3. Resources

The fees and their status have been checked during the meeting.

Organisation	Amount	Status
Belgian contributors: SCK•CEN Mol, FANC, BVS- ABR	4,800 €	OK a priori. Contribution from Belogoprocess is not sure and the amount is expected to be lower (-500 € compared to 2021)
France (CEA/INSTN)	4,000 €	OK
Germany (BfS)	8,000 €	OK, The 3-years contract will be renewed
Ireland (EPA)	4,000 €	OK
Norway (DSA)	5 000 €	OK a priori
Spain (CSN)	7,000 €	OK
Sweden (SSM)	7,000 €	OK ✕
Switzerland (SFOPH)	6,500 €	OK
CERN	7 000 €	OK
The Netherlands (NRG)	495€	Need to be checked
United Kingdom (UKHSA)	4,000 €	OK

✂ Petra Hansson informed that SSM has undergone its re-organization and that the financial participation of SSM is granted. Yet it is possible that SSM will designate another representative at EAN AB.

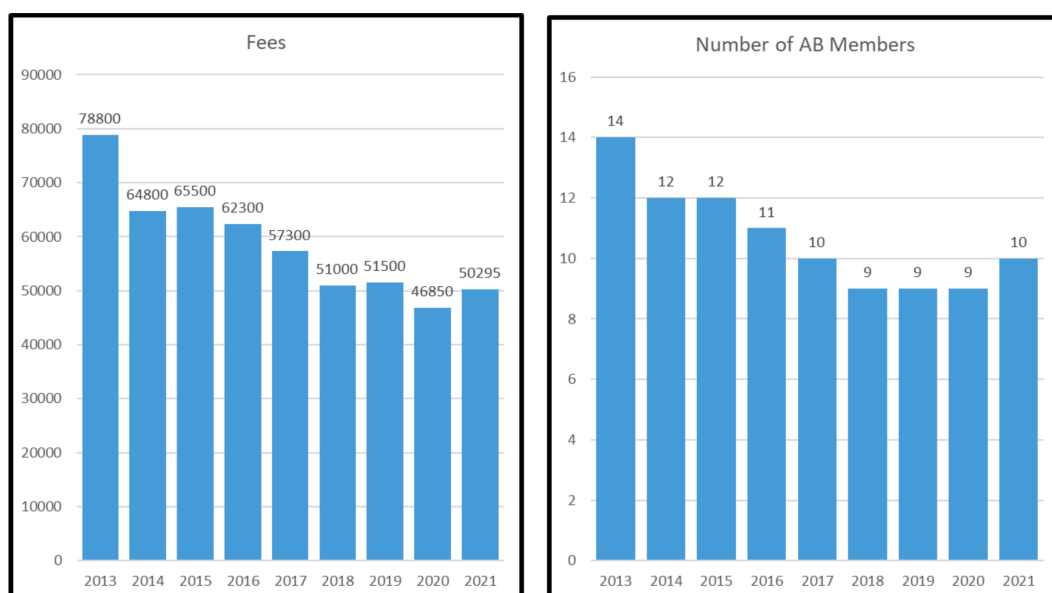
The total resources from the fees is 57,795 € and **57,845 €** by including the financial incomes (50 €).

2.4. Result

The 2022 budget presents a provisional positive result of **3,015 €**.

3. MEMBERSHIP AND SUPPORT OF THE NETWORK

N. Stritt has presented the evolution of the fees and AB Members since 2013 (cf. charts below).



After long decreases in both indicators, it seems that the trend has now stabilised and reverted (the graph does not include 2022).

Expanding the EAN is key to supporting and fostering the EAN's activities. The actions addressed to potential members and their status are presented below:

Potential Contact or Organizations	Actions followed by	Status
Mining Institute of Katowice	C. Nuccetelli and S. Andresz	Last email to M. Michalik was in September 2021 (last email from him was in February 2021).
ITER, France	S. Andresz	Last mail: September 2020 No news from M. Loughlin since
Orano, France	S. Andresz	Last mail: November 2020

TRAD, France	F. Vermeersch	No news from M. S. Chagneau since. No news from TRAD and to be contacted again
Other National RP societies in Europe	All Members	All Members are invited to contact their national RP Society and investigate about potential collaboration/contribution

N.B. A “**Membership kit**” of documents is available on the EAN website^{1,2} to help 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 14th June 2022.

¹ <https://eu-alara.net/index.php/activities/ean-documents-and-publications.html>

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

Online, 28th January 2022



Mr. Fernand Vermeersch
Chair



Mrs. Julie Morgan
Secretary



Mr. Pascal Croüail
Vice-Chair



Mr. Nicolas Stritt
Treasurer

ANNEX A. EAN 2021 OPERATION COSTS AND RESOURCES

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 (project manager)	4	4	1200,00	4800,00	5760,00		5760,00	
	Assistance (senior researcher)	7,5	7,5	850,00	6375,00	7650,00		7650,00	
EAN Workshops	Workshops preparation	0	0	1200,00	0,00	0,00		0,00	
	Workshops prepa (senior researcher)	0	0	850,00	0,00	0,00		0,00	
WG & sub-network management	Management	0	0	1200,00	0,00	0,00		0,00	
	Assistance (senior researcher)	7	7	850,00	5950,00	7140,00		7140,00	
EAN Newsletters	Editorial board	1	1	1200,00	1200,00	1440,00		1440,00	
	Realisation (senior researcher)	9	9	850,00	7650,00	9180,00		9180,00	
EAN website	Maintenance, upgrading (senior research)	0	0	850,00	0,00	0,00		0,00	
									31170,00
Others	Web domain (ean.eu), banking, audit certification...						730,00	730,00	
	Mission costs for Members						0,00	0,00	
Reception	Lunches, dinner (AB, SG, Workshop PC)						0,00	0,00	
									730,00
Contacts with intl. Organisations	IAEA/ICRP/...	1,05	1,05	1200,00	1260,00	1512,00		1512,00	
	EUTERP/EFOMP/EFRS/EFNDT	0	0	850,00	0,00	0,00		0,00	
									1512,00
EAN COST for coordination	subtotal 1 - subtotal 2	29,55	29,55		27235,00	32682,00	730,00		33412,00
ASSISTANT COORDINATOR (UKHSA)									
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 accommodation				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		41,6	39,55			42582,00	730,00		43312,00

EAN 2021 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)							5300,00
	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)							0,00
	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 - DSA)							5000,00
	14	Netherlands (Nuclear Research and consultancy Group - NRG)							495,00
	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	Switzerland (European Organization for Nuclear Research - CERN)							7000,00
	21	UK (United Kingdom Health Security Agency - Radiation Protection division - UKHSA)							4000,00
Total fees									50295,00
Financial incomes									
									50,00
									50,00
TOTAL EAN RESOURCES									50345,00
RESULT	EAN resources - EAN costs								7033,00

ANNEX B. EAN 2022 PROVISIONAL BUDGET

EAN 2022 OPERATING COSTS (PROVISIONAL)									
EAN COSTS	Items	Workload days	Workload days paid	Daily cost AT exclude €	Total cost VAT excluded €	Total cost VAT included 20 % €	T&S and others €	Subtotal F €	Total €
COORDINATOR (CEPN)									
EAN Steering Group & Management	General management (project manager)	3	3	1200,00	3600,00	4320,00		4320,00	
	Assistance (senior researcher)	6	6	850,00	5100,00	6120,00		6120,00	
EAN Webinar / Workshop	Workshops/Webinar preparation	2	2	1200,00	2400,00	2880,00	600,00	3480,00	
	Workshops/Webinar preparation (senior researcher)	8	8	850,00	6800,00	8160,00	600,00	8760,00	
EAN Working Group	Participation	0	0	1200,00	0,00	0,00		0,00	
	Assistance (senior researcher)	5	5	850,00	4250,00	5100,00		5100,00	
EAN Newsletters	Editorial board	1	1	1200,00	1200,00	1440,00		1440,00	
	Realisation (senior researcher)	8	8	850,00	6800,00	8160,00		8160,00	
EAN website	Maintenance, upgrading (senior researcher)	1	1	850,00	850,00	1020,00		1020,00	
									38400,00
Others	Web domain (ean.eu), banking, audit certification...						730,00	730,00	
	Mission costs for Members						0,00	0,00	
Reception	Workshop planning/logistic								
	Lunches, dinner (AB, SG)						800,00	800,00	
									1530,00
Contacts with intl. Organisations	ICRP	2	2	1200,00	2400,00	2880,00		2880,00	
	EUTERP/EFOMP/EFRS/EFNDT	1	1	850,00	850,00	1020,00		1020,00	
									3900,00
EAN COST for coordination	subtotal 1 - subtotal 2	37	37		34250,00	41100,00	2730,00		43830,00
ASSISTANT COORDINATOR (UKHSA)									
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 accommodation				0,00	NA	1100,00	1100,00	
Extra work (in-kind)	In case of extra work	0	0	990,00	0,00	NA		0,00	
Extra work (payed)	<i>Paid only if in-kind extra work > 3 days</i>	2	0	990,00	0,00	NA		0,00	
EAN COST for assistant coordination	subtotal 5 - subtotal 4	12	10		9900,00		1100,00		11000,00
Support for participating to EAN activities									
EAN COST for support							0,00		0,00
TOTAL EAN COORDINATION		49,0	47			51000,00	3830,00		54830,00

EAN 2022 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)	4800,00
	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 - DSA)	5000,00
	14 Netherlands (Nuclear Research and consultancy Group - NRG)	495,00
	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 Switzerland (European Organization for Nuclear Research - CERN)	7000,00
	21 UK (United Kingdom Health Security Agency - Radiation Protection division - UKHSA)	4000,00
Total fees		57795,00
Financial incomes		50,00
Workshop registration		
		50,00
TOTAL EAN RESOURCES		57845,00
