



ADMINISTRATIVE BOARD MEETING

[status = final, 27 June 2022]

Meeting Minutes
(CRR/EAN/AB/36)
(online, 14 June 2022)

Distribution:

EAN Administrative Board members
EAN Steering Group members

1. EAN 2021 FINAL RESULTS

1.1. Operating costs

The total amount for the 2021 operating costs is **43,249 €** with a total workload for the management of the Network of 41.6 days over which 39.55 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).

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 occurred.

An amount of **667.67 €** was needed to cover the web domain, banking cost and the audit certification.

1.3. Resources

The total amount of the 2021 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 AB meeting, all the fees have been received.

With the inclusion of the financial incomes (104.79 €) and other incomes (211.42 €, representing regularization of an extra fee send by Seibersdorf in 2018), the total resource is **50,611.21 €**

1.4. Result

The Annexe A presents the details of the cost and resources. The 2021 budget presents a net positive result of **7361.44 €**.

1.5. Comments

The EAN final budget for 2021 has been reviewed and validated by Renaissance Audit 5 May 2022. The external accountants did not *"have significant remarks to formulate on this account in particular concerning the financial management of EAN"* (see Annex A).

The final budget has been accepted by all the Members.

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.

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 compared to 2021 considering the continuity of working group A-RAW and the preparation of the webinar and the workshop n°20).
- 1 CEPN webmaster day for web maintenance.

➤ 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 €;
- 550 € for travel and subsistence (planning one in-person meeting in 2022);
- Hence a total of 10,450 €.

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 400 € (planning one in-person meeting).
- Provision for the planning of EAN workshop and/or the cost for the EAN webinar: 1,200 €

These costs will be adapted if the EAN cannot meet for real.

The total costs are **53,880 €**, the increased compared to 2021 coming from 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
France (CEA/INSTN)	4,000 €	OK
Germany (BfS)	8,000 €	OK. The 3-years contract is being renewed
Ireland (EPA)	4,000 €	Paid
Norway (DSA)	5 000 €	Paid
Spain (CSN)	7,000 €	OK
Sweden (SSM)	7,000 €	OK
Switzerland (SFOPH)	6,500 €	Paid

CERN	7 000 €	Paid
The Netherlands (NRG)	495€	OK
United Kingdom (UKHSA)	4,000 €	Paid

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

2.4. Result

The 2022 budget presents a provisional positive result of **3,965 €**.

3. MEMBERSHIP AND SUPPORT OF THE NETWORK

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	Last email to M. Michalik was in September 2021.
ITER, France	S. Andresz P.Croüail	- No news from M. Loughlin since September 2020 - Pascal has invited 15/06 Mr. Y. Le Tonquèze to present the ITER project and the radiation protection challenges at the next SG meeting. This first interaction could open discussion about membership
Orano, France	S. Andresz	No news from M. S. Chagneau since November 2020
TRAD, France	F. Vermeersch	No news from TRAD
French Society for Radiation Protection	S. Andresz	SFRP is not in position to contribute financially to the EAN
Other National RP societies in Europe	All Members	All Members are invited to contact their national RP Society and investigate about potential collaboration/contribution

F. Vermeersch participated to the Regional Workshop on Workplace Monitoring Techniques co-organised by IAEA and EAN at Cyprus, 6-10 June 2022 which was attended by a large number of representatives from the former RECAN. F. Vermeersch displayed a specific slideshow presenting the EAN [Document 3] and stressed that EAN is an open network. The presentation raised interest notably from the representatives from Slovakia and Baltic States. F. Vermeersch will continue to be in contact with these representatives and support their interest if they want to join the EAN.

Reminder: a “**Membership kit**” is available on the EAN website^{1,2} to highlight to potential Members the benefits in joining the EAN.

4. NEXT ADMINISTRATIVE BOARD MEETING

The next Administrative Board meeting is planned 6 December 2022 at CEPN, Fontenay-aux-Roses.

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

A handwritten signature in black ink, appearing to read 'Vermeersch F.'.

Mr. Fernand Vermeersch
Chair

A handwritten signature in black ink, appearing to read 'J Morgan'.

Mrs. Julie Morgan
Secretary

A handwritten signature in black ink, appearing to read 'Croüail'.

Mr. Pascal Croüail
Vice-Chair

A handwritten signature in blue ink, appearing to read 'N Stritt'.

Mr. Nicolas Stritt
Treasurer

ANNEX A. EAN 2021 OPERATION COSTS AND RESOURCES

EAN 2021 OPERATING COSTS									
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 researcher)	0	0	850,00	0,00	0,00		0,00	
									31170,00
Others	Web domain (ean.eu), banking, audit certification...						667,77	667,77	
	Mission costs for Members						0,00	0,00	
Reception	Lunches, dinner (AB, SG, Workshop PC)						0,00	0,00	
									667,77
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	667,77		33349,77
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 accomodation				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 coordinati	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	667,77		43249,77

Renaissance Audit

2 rue de la Renaissance - 92184 Antony cedex
Tél. : 01 46 66 06 06

Cédric BASTIEN
Christine LANTY
Philippe SZAFIR
Jean-Philippe THOLAS
Commissaires aux Comptes

C E P N

Bâtiment Expansion 10000
28, rue de la Redoute
BP 48
92263 FONTENAY-AUX-ROSES CEDEX

Réf. : CB/CP/112.2022

Antony
05 May 2022

Association
05 May 2022

In our capacity as auditor of association CEPN, we carried out a control of the accounts of this association as of and for the year ended 31 december 2021.

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

Pour la Société RENAISSANCE AUDIT

Membre de la compagnie
Régionale de Versailles

Cédric BASTIEN



EAN - INCOME STATEMENT AT 31 DECEMBER 2021

CHARGES	2021 €	2020 €	INCOMES	2021 €	2020 €
External services and other external services	43 249,77	47 203,44	Fees Charge transfer Subvention Contribution	50 295,00	51 795,00
Total charges	43 249,77	47 203,44	Total incomes	50 295,00	51 795,00
Financial charges	-	-	Financial incomes	104,79	80,61
Exceptional charges	-	-	Other incomes	211,42	0,00
Benefit	7 361,44	4 672,17	Loss		
TOTAL	50 611,21	51 875,61	TOTAL	50 611,21	51 875,61

EAN - BALANCE SHEET 31 DECEMBER 2021

ASSETS	2021 €	2020 €	LIABILITIES	2021 €	2020 €
			Reserve	29 923,90	25 251,73
			Result	7 361,44	4 672,17
Fees to be received	5 795,00	21 000,00	Debt due	16 279,28	29 643,54
Other resources to be received			Fees received in advance		
Cash at bank	47 769,62	38 567,44	Bank accounts payables		
Other current assets			Agios		
TOTAL	53 564,62	59 567,44	TOTAL	53 564,62	59 567,44


SARL RENAISSANCE AUDIT
 Société de Commissariat aux Comptes
 2, rue de la Renaissance – Bât. A
 92184 ANTONY CEDEX
 Tél. 01 46 66 06 06 – Fax 01 46 66 42 60
 SIRET 853 776 087 00010 – Code APE 6920 Z


SARL RENAISSANCE AUDIT
 Société de Commissariat aux Comptes
 2, rue de la Renaissance – Bât. A
 92184 ANTONY CEDEX
 Tél. 01 46 66 06 06 – Fax 01 46 66 42 60
 SIRET 853 776 087 00010 – Code APE 6920 Z

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	
	Workshop planning/logistic								
Reception	Lunches, dinner (AB, SG)						400,00	400,00	
									1130,00
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	2330,00		43430,00
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	550,00	550,00	
Extra work (in-kind)	In case of extra work	0	0	990,00	0,00	NA		0,00	
Extra work (paid)	<i>Paid only if in-kind extra work > 3 days</i>	2	0	990,00	0,00	NA		0,00	
EAN COST for assistant coordinator	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		49,0	47			51000,00	2880,00		53880,00

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
RESULT	EAN resources - EAN costs							3965,00
