



ADMINISTRATIVE BOARD MEETING

[status = Final, 10 January 2023]

Meeting Minutes
(CRR/EAN/AB/37)
(at CEPN, Fontenay-aux-Roses, France, 6 December 2022)

Distribution:

EAN Administrative Board members;
EAN Steering Group members

Document:

Provisional account 2022 and Budget for 2023, Nicolas Stritt (EAN Treasurer).

1. EAN 2022 RESULTS

1.1. Operating costs

The total amount for the 2022 operating costs is **57,180 €** with a total workload for the management of the Network of 51 days.

➤ For coordination (CEPN):

- 13 days of Project Leader;
- 28 days of Senior Researcher.

At the last AB, 37 days were presented and the extra-days include attendance of Project Leader to ROOMS conference (Bergen, Norway, September 2022, 1 day), ICRP SLO (Estoril, Portugal, October 2022, 1 day) and to work in EAN A-RAW working group (2 days). The total workload of 41 days (**47,280 €** 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 €** have been paid to UKHSA

1.2. Other costs

- The Project Leader from CEPN and the Assistant Coordinator from UKHSA attended the ERA ROOMS conference in Bergen, Norway in September 2022. The travel and subsistence (T&S) costs are respectively 1,263.68 € for CEPN and 1,138.63 € for UKHSA.
- The cost for the T&S of the Assistant Coordinator from UKHSA to attend the EAN meeting in December is estimated to be 589.33 €.
- The costs for the EAN diner (5 December) and lunch (6 December) are estimated to be 400 €.
- Finally, the costs for the web-domain, the banking fee and audit are 738,32 € (also subject to minor changes).

The total for the other costs is **4,129.96 €**

1.3. Resources

The total amount of the 2022 EAN fees, coming from 10 Administrative Board Members is **57,795 €**. At the date of the AB meeting, the fees from Belgium, Spain and The Netherlands have not been received, but are expected to be transferred soon. The amount of the fees from Belgium could be less than estimated (4,800 €). It should be highlighted that the fees from Germany have been received, which illustrate the renewal of the EAN-BfS contract. With the inclusion of the financial incomes (184.31 €), the total resource is **57,979.31 €**

1.4. Result

The Annexe A presents the details of the cost and resources. The 2022 budget presents a negative result of **3330.65 €**, which has been deducted from the reserve. The budget has been accepted by all the Members.

1.5. Comments

The costs for the 2022 budget might still undergo some changes and the final budget will be presented at the next AB meeting.

It should be highlighted that all Members provided in-kind contribution by taking part to the EAN activities during the year and by bearing the costs of their travel and subsistence to attend the EAN meeting in December and also to conferences to represent the EAN.

2. EAN 2023 PROVISIONAL BUDGET

2.1. Operating costs

➤ For coordination (CEPN):

The planned workload for CEPN is the following

- 12 days of Project Leader;
- 28,5 days of Senior Researcher

Hence a total of 40,5 days, representing **46,350 €** with VAT. N.B. The CEPN daily cost might evolve in 2023 and the budget will be adapted.

➤ For Assistant coordination (UKHSA):

The payment to UKHSA for its Assistant Coordinator role is 10 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 €, hence a total of **9,900 €**.

2.2. Other provisional costs

- The costs for the participation of two CEPN members to the EAN workshop n°20 are set at 1200 €.
- The workshop planning and logistic are set to 10,000 €.
- The cost for the T&S of the Assistant Coordinator from UKHSA: 550 €;
- The costs for reception (lunches, diner etc.): 800 € (planning two in-person meeting).
- The costs for the banking and web domain: 800 € (increasing because the cost of web domain has increased and a change of bank).

The total for the other costs is: **13,350 €**.

The total costs are **69,600 €**.

2.3. Resources

The estimated fees for 2023 are presented in the table below. No issue with regard to the transfer of the fee has been reported so far. The CEPN accountant will send the call for fees at the beginning of 2023.

Organisation	Amount
Belgian contributors: SCK•CEN Mol, FANC, BVS-ABR	4,800 €
France (CEA/INSTN)	4,000 €
Germany (BfS)	8,000 €
Ireland (EPA)	4,000 €
Norway (DSA)	5 000 €
Spain (CSN)	7,000 €
Sweden (SSM)	7,000 €
Switzerland (SFOPH)	6,500 €
CERN	7 000 €
The Netherlands (NRG)	495€
United Kingdom (UKHSA)	4,000 €

The resources from the fees is 57,795 €. With the inclusion of the financial income (100 €) and the registration fees from the EAN workshop (12,500 €), the total resources are **70,395 €**.

2.4. Result

The Annexe B presents the details of the cost and resources. The 2023 budget presents a provisional positive result of **795 €**.

2.5. Comments

During the AB meeting and the day, the following elements came to light:

- The organization of the EAN workshop and the collection of the registration fees will be carried out by AGES who indicated that any potential benefit will be given to EAN. The costs for the workshop planning and the registration fees can be deleted from the budget and a provisional benefit of 1,000 € set.
- Considering that the registration fees for the EAN workshop will be between 250-300 € and the T&S to Austria, the costs for the participation of two CEPN members to the EAN workshop n°20 could be increased to 1600 €.
- The cost for the T&S of the Assistant Coordinator from UKHSA is increased to 1,100 €. This is a maximum limit set to cover the costs which will be paid afterward based on supporting documents (invoice, ...).
- Given the above change, one day of CEPN Project Leader is deleted to present a balanced result of 1,225 €.

The Annexe C presents an updated vision of the costs and resources for EAN 2023 budget. The costs for the 2023 budget might continue to undergo changes and an updated budget will be presented at the next AB meeting.

3. MEMBERSHIP AND SUPPORT OF THE NETWORK

Expanding the EAN is key to supporting and fostering the EAN's activities. The actions addressed to the Mining Institute of Katowice, Orano and TRAD during the last years have not resulted in any membership.

The EAN has established tentative contacts with ITER organization since 2018 and ITER has expressed more interest recently by participating to the EAN Steering Group Meeting (see Meeting Minutes, CRR/EAN/SG/52). Further contact and collaboration might develop.

Fernand Vermeersch has proposed to send a letter addressed to the members of the EAN who are not currently paying fees informing them that (1) the EAN budget was not equilibrated in 2022, (2) that every contribution is welcome and matters to support networking activities and (3) that some members are currently supporting the EAN with reduced fee (ex. NRG, The Netherlands). The Administrative Board has expressed its agreement. **Fernand Vermeersch** and **Sylvain Andresz** will draft a letter and send it in 2023 to the EAN members who are not paying fees.

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 date of the next Administrative Board meeting is planned in June 2023 at CEPN, Fontenay-aux-Roses, France. A survey will be prepared to find the date.

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

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

Fontenay-aux-Roses, 6th December 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 2022 OPERATING COSTS AND RESOURCES

EAN 2022 OPERATING COSTS (PROVISIONAL)									
EAN COSTS	Items	Workload days	Workload days paid	Daily cost /AT exclude €	Total cost VAT exclude €	Total cost VAT included 20 % €	T&S and others €	Subtotal F €	Total €
COORDINATOR (CEPN)									
EAN Steering Group & Managem	General management (project manager)	5	5	1200,00	6000,00	7200,00		7200,00	
	Assistance (senior researcher)	7	7	850,00	5950,00	7140,00		7140,00	
EAN Webinar/Workshop	Workshops/Webinar preparation	4	4	1200,00	4800,00	5760,00		5760,00	
	Workshops/Webinar preparation (senior rese	8	8	850,00	6800,00	8160,00	1263,68	9423,68	
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	2	2	1200,00	2400,00	2880,00		2880,00	
	Realisation (senior researcher)	8	8	850,00	6800,00	8160,00		8160,00	
EAN website	Maintenance, upgrading (senior researcher)	0	0	850,00	0,00	0,00		0,00	
									45663,68
Others	Web domain (ean.eu), banking, audit certification...						738,32	738,32	
	Mission costs for Members						0,00	0,00	
	Workshop planning/logistic								
Reception	Lunches, dinner (AB, SG)						400,00	400,00	
									1138,32
Contacts with intl. Organisations	ICRP/AIEA	2	2	1200,00	2400,00	2880,00		2880,00	
	EUTERP/EFOMP/EFRS/EFNDT	0	0	850,00	0,00	0,00		0,00	
									2880,00
EAN COST for coordination	subtotal 1 - subtotal 2	41	41		39400,00	47280,00	2402,00		49682,00
ASSISTANT COORDINATOR (UKHSA)									
Assistance	Participation to SG, coordination work, participation to EAN Newsletter etc.	10	10	990,00	9900,00	NA	1138,63	11038,63	
Travel to SG meeting	Travel costs and accomodation				0,00	NA	589,33	589,33	
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 coordina	subtotal 5 - subtotal 4	12	10		9900,00		1727,96		11627,96
Support for participating to EAN activities									
EAN COST for support							0,00		0,00
TOTAL EAN COORDINATION		53,0	51			57180,00	4129,96		61309,96

ANNEX B. EAN 2023 PROVISIONAL BUDGET

EAN 2023 OPERATING COSTS (PROVISIONAL)									
EAN COSTS	Items	Workload days	Workload days paid	Daily cost AT exclude €	Total cost VAT exclude €	Total cost VAT included 20 % €	T&S and others €	Subtotal F €	Total €
COORDINATOR (CEPN)									
EAN Steering Group & Management	General management (project manager)	5	5	1200,00	6000,00	7200,00		7200,00	
	Assistance (senior researcher)	6	6	850,00	5100,00	6120,00		6120,00	
EAN Webinar/Workshop	Workshops	4	4	1200,00	4800,00	5760,00	600,00	6360,00	
	Workshops (senior researcher)	12	12	850,00	10200,00	12240,00	600,00	12840,00	
EAN Working Group	Participation	0	0	1200,00	0,00	0,00		0,00	
	Assistance (senior researcher)	1	1	850,00	850,00	1020,00		1020,00	
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)	0,5	0,5	850,00	425,00	510,00		510,00	
									43650,00
Others	Web domain (ean.eu), banking, audit certification...						800,00	800,00	
	Mission costs for Members						0,00	0,00	
	Workshop planning/logistic						10000,00	10000,00	
Reception	Lunches, dinner (AB, SG)						800,00	800,00	
									11600,00
Contacts with intl. Organisations	ICRP/AIEA	2	2	1200,00	2400,00	2880,00		2880,00	
	EUTERP/EFOMP/EFES/EFNDT/PIANOFORTE	1	1	850,00	850,00	1020,00		1020,00	
									3900,00
EAN COST for coordination	subtotal 1 - subtotal 2	40,5	40,5		38625,00	46350,00	12800,00		59150,00
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 (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	10450,00
Support for participating to EAN activities									
EAN COST for support							0,00	0,00	0,00
TOTAL EAN COORDINATION		52,5	50,5			56250,00	13350,00	10450,00	69600,00

EAN 2023 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								100,00	
Workshop registration								12500,00	
								12600,00	
TOTAL EAN RESOURCES								70395,00	
RESULT		EAN resources - EAN costs							795,00

ANNEX C. EAN 2023 UPDATED PROVISIONAL BUDGET

EAN 2023 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)	6	6	850,00	5100,00	6120,00		6120,00	
EAN Webinar/Workshop	Workshops	4	4	1200,00	4800,00	5760,00	800,00	6560,00	
	Workshops (senior researcher)	12	12	850,00	10200,00	12240,00	800,00	13040,00	
EAN Working Group	Participation	0	0	1200,00	0,00	0,00		0,00	
	Assistance (senior researcher)	1	1	850,00	850,00	1020,00		1020,00	
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)	0,5	0,5	850,00	425,00	510,00		510,00	
									42610,00
Others	Web domain (ean.eu), banking, audit certification...						800,00	800,00	
	Mission costs for Members						0,00	0,00	
	Workshop planning/logistic						0,00	0,00	
Reception	Lunches, dinner (AB, SG)						800,00	800,00	
									1600,00
Contacts with intl. Organisations	ICRP/AIEA	1	1	1200,00	1200,00	1440,00		1440,00	
	EUTERP/EFOMP/EFRS/EFNDT/PIANOFORTE	1	1	850,00	850,00	1020,00		1020,00	
									2460,00
EAN COST for coordination	subtotal 1 - subtotal 2	38,5	38,5		36225,00	43470,00	3200,00		46670,00
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	11000,00
Support for participating to EAN activities									
EAN COST for support							0,00	0,00	0,00
TOTAL EAN COORDINATION		50,5	48,5			53370,00	4300,00	11000,00	57670,00

EAN 2023 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									100,00
Workshop registration									1000,00
									1100,00
TOTAL EAN RESOURCES									58895,00
RESULT	EAN resources - EAN costs								1225,00
