



ADMINISTRATIVE BOARD MEETING

[status = final, 21 June 2023]

Meeting Minutes
(CRR/EAN/AB/38)
(at CEPN, Fontenay-aux-Roses, France, 6 June 2023)

Distribution:

EAN Administrative Board members;
EAN Steering Group members

Document:

Final account 2022 – Provisional account 2023, Nicolas Stritt (EAN Treasurer).

1. EAN 2022 RESULTS

1.1. Operating costs

The total amount for the 2022 operating costs is **60,875.20 €** with a total workload for the management of the Network of 41 days.

➤ For coordination (CEPN):

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

The total workload of 41 days (**47,280 €** with VAT) has 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 €** that has been paid to UKHSA.

1.2. Other costs

- The Project Leader from CEPN attended the ERA ROOMS conference in Bergen, Norway in September 2022 and the travel and subsistence (T&S) costs was 1,039.40 €.
- The Assistant Coordinator attended the ERA ROOMS conference in Bergen and the EAN meeting in December and the total T&S was 1,595.48 €.
- The costs for the EAN diner (5 December) and lunch (6 December) was 294.56 €.
- The costs for the web-domain, the banking fee and audit was 765.76 €.

The total for the other costs is **3,695.20 €**

1.3. Resources

The total amount of the 2022 EAN fees, coming from 11 Administrative Board Members is **57,795 €**. All the Members have provided their contribution and with the inclusion of the financial incomes (254.31 €), the total resource is **58,049.31 €**

1.4. Result

The Annex A presents the details of the cost and resources. The 2022 budget presents a negative result of **2,825.89 €**, which has been deducted from the reserve. The budget for 2022 has been accepted by all the Members.

The EAN final budget for 2022 has been reviewed and validated by Renaissance Audit 22 May 2023 and the external accountants "*do not have significant remarks to formulate on this account in particular concerning the financial management of EAN*" (see Annex A). Yet, one remark to UKHSA addressed the absence of proof of the work carried out by the agency and, as it stands, this may look like payment on a false invoice.

It is absolutely necessary for 2023 that UKHSA complete time sheets and provide proof of work done in hours/days. Action: **Sylvain Andresz** will prepare a time sheet layout to be fill by Julie Morgan and if this raise question from UKHSA, **the Bureau** will organize a meeting with the UKHSA Manager to explain the reason why this practice has to be introduced.

1.5. Comments

Nicolas Stritt and Fernand Vermeersch noted that the deficit can be absorbed by the reserves but that the remaining reserves (now 34,459.45 €) represent about half a year of operation of

the network and another deficit and diminution of the reserves can put pressure on the operation of the EAN.

The Bureau agreed on to writing a letter inviting the organizations of the network which are not paying fee to consider contributing to the network, even with a small amount because every contribution is welcome and matters to support networking activities and that some members are currently supporting the EAN with reduced fee (ex. NRG). **Fernand Vermeersch** and **Sylvain Andresz** will draft a letter and send it to the identified organizations.

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 meetings.

2. EAN 2023 PROVISIONAL BUDGET

2.1. Operating costs

➤ For coordination (CEPN):

The planned workload for CEPN is the following

- 10 days of Project Leader;
- 28,5 days of Senior Researcher.

Hence a total of 38,5 days, representing **43,470 €** with VAT.

➤ 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 cost for the participation of two CEPN members to the EAN workshop n°20 is set at 2,000 € (inclusive of the registration fee, the travel and subsistence).
- The cost for the T&S of the Assistant Coordinator from UKHSA to attend EAN meetings were 1,000 € and has been reset to 500 € considering the UKHSA representative was not able to travel to the meeting in June.
- The costs for reception (lunch, diner, etc.): 800 €.
- The costs for the banking and web domain: 800 € (with an increase because the cost of web domain has increased and considering a transfer to another bank).

The total for the other costs is: **4,600 €**.

The total costs are **57,470 €**.

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.

In 2022, the representative of CEA-INSTN (Paul Livolsi) has left the organization and CEA-INSTN is currently looking to appoint a new representative to the EAN and has indicated that there the fees are not under reconsideration

Organisation	Amount	Status
Belgian contributors: SCK•CEN Mol, FANC, BVS-ABR	4,800 €	End of the year 2023
France (CEA/INSTN)	4,000 €	Pending
Germany (BfS)	8,000 €	January 2024
Ireland (EPA)	4,000 €	Paid
Norway (DSA)	5 000 €	Paid
Spain (CSN)	7,000 €	In summer
Sweden (SSM)	7,000 €	Pending
Switzerland (SFOPH)	6,500 €	Paid
CERN	7 000 €	Pending

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

The resources from the fees is 57,795 €.

In cooperation with AGES, the EAN is planning the workshop n°20 in Vienna from 2-4 October. The local organization and the collection of the registration fee from the participants and the payments (for lunches, bus transport etc.) is being taken care of by AGES and notably Franz Kabrt. A workshop positive result has been tentatively set at 1,000 € (based on the experience from former workshops) and added to the resources of the EAN and in case the workshop presents a deficit (a worst-case scenario), the EAN will not cover the deficit (these were also discussed by emails 25 May).

With the inclusion of the financial income (100 €), the resources are **58,895 €**.

2.4. Result

The Annex B presents the details of the cost and resources. The 2023 budget presents a provisional positive result of **1,425 €**. No comment has been expressed by the Members.

3. MEMBERSHIP AND SUPPORT OF THE NETWORK

Expanding the EAN is key to supporting and fostering the EAN's activities. 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 will take place **15 December 2023** at CEPN, Fontenay-aux-Roses, France. The next next Administrative Board will take place in conjunction with the European NORM Association workshop that will take place from 15 to 17 May 2024.

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

Fontenay-aux-Roses, 7th June 2023

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. FINAL EAN 2022 BUDGET

EAN 2022 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 & Manager	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 researcher)	8	8	850,00	6800,00	8160,00	1039,40	9199,40	
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	
									45439,40
Others	Web domain (ean.eu), banking, audit certification...						765,76	765,76	
	Mission costs for Members						0,00	0,00	
Reception	Workshop planning/logistic								
	Lunches, dinner (AB, SG)						294,56	294,56	
									1060,32
Contacts with intl. Organisations	ICRP/AIEA	2	2	1200,00	2400,00	2880,00		2880,00	
	EUTERP/EFOMP/EFNS/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	2099,72		49379,72
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	1595,48	1595,48	
Extra work (in-kind)	In case of extra work	0	0	990,00	0,00	NA		0,00	
<i>Extra work (paid)</i>	<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		1595,48		11495,48
Support for participating to EAN activities									
EAN COST for support							0,00		0,00
TOTAL EAN COORDINATION		53,0	51			57180,00	3695,20		60875,20

EAN 2022 RESOURCES								
EAN RESOURCES	Members of EAN							Fees €
	1	Austria (Ministry of Public Health - AGES)						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								254,31
Workshop registration								
								254,31
TOTAL EAN RESOURCES								58049,31
RESULT		<i>EAN resources - EAN costs</i>						-2825,89

ANNEX B. EAN 2023 PROVISIONAL BUDGET

Renaissance Audit

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

Cédric BASTIEN
Christine LANTY
Philippe SAFFER
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/81.2023
EAN (EUROPEAN ALARA NETWORK) Association 22 May 2023

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 2022.

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

SARL au capital de 3.000 Euros - 812 776 037 RCS NANTERRE - Siret 812 776 037 00010 - APE 6920Z
Membre de la Compagnie Régionale des Commissaires aux comptes de Versailles

EAN - BALANCE SHEET 31 DECEMBER 2022					
ASSETS	2022 €	2021 €	LIABILITIES	2022 €	2021 €
			Reserve	37 285,34	29 923,00
			Result	-2 825,89	7 361,44
Fees to be received	4 800,00	5 795,00	Debt due	19 107,92	16 279,28
Other resources to be received			Fees received in advance		
Cash at bank	48 767,37	47 769,62	Bank accounts payables		
Other current assets			Agios		
TOTAL	53 567,37	53 564,62	TOTAL	53 567,37	53 564,62


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 812 776 037 00010 - Code APE 6920Z

EAN - INCOME STATEMENT AT 31 DECEMBER 2022					
CHARGES	2022 €	2021 €	INCOMES	2022 €	2021 €
External services and other external services	60 875,20	43 249,77	Fees Charge transfer Subvention Contribution	57 795,00	50 295,00
Total charges	60 875,20	43 249,77	Total incomes	57 795,00	50 295,00
Financial charges	-	-	Financial incomes	254,31	104,79
Exceptional charges	-	-	Other incomes	0,00	211,42
Benefit		7 361,44	Loss	2 825,89	
TOTAL	60 875,20	50 611,21	TOTAL	60 875,20	50 611,21


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 812 776 037 00010 - Code APE 6920Z

ANNEX B. PROVISIONAL EAN 2023 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 & Manager	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	1000,00	6760,00	
	Workshops (senior researcher)	12	12	850,00	10200,00	12240,00	1000,00	13240,00	
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	
									43010,00
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/PIANOFORT	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	3600,00		47070,00
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	500,00	500,00	
Extra work (in-kind)	In case of extra work	0	0	990,00	0,00	NA		0,00	
<i>Extra work (payed)</i>	<i>Paid only if in-kind extra work > 3 days</i>	2	0	990,00	0,00	NA		0,00	
EAN COST for assistant coordin	subtotal 5 - subtotal 4	12	10		9900,00		500,00	10400,00	10400,00
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	4100,00	10400,00	57470,00

EAN 2023 RESOURCES (PROVISIONAL)									
EAN RESOURCES	Members of EAN								Fees €
	1	Austria (Ministry of Public Health - AGES)							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 income									1000,00
									1100,00
TOTAL EAN RESOURCES									58895,00
RESULT	EAN resources - EAN costs								1425,00
