



ADMINISTRATIVE BOARD MEETING

[status = final, 15 January 2024]

Meeting Minutes
(CRR/EAN/AB/39)
(online)

Distribution:

EAN Administrative Board members;
EAN Steering Group members

Document:

Final account 2023 – Provisional account 2024, Nicolas Stritt (EAN Treasurer).

1. EAN 2023 RESULTS

1.1. Operating costs

The total amount for the 2023 operating costs is **58,113.82 €** with a total workload for the management of the Network of 50.75 days.

➤ For coordination (CEPN):

- 8.75 days of Project Leader;
- 31.5 days of Senior Researcher.

The total workload of 40.75 days (**45,240 €** with VAT) will be paid to CEPN.

➤ For Assistant coordination (UKHSA):

The assistant coordinator role is based on a 10 person.days workload for support and general assistance and this represents **9,900 €** with VAT that will be paid to UKHSA.

1.2. Other costs

- One Project Leader from CEPN and the Senior Researcher in charge of coordinating the network attended the EAN 20th Workshop from 2–4 October 2023 in Vienna, Austria and the travel and subsistence (T&S) costs was 1,904.53 €.
- The costs for the EAN meals (in June 2023) were 446.50 €.
- The costs for the web-domain, the banking fee and audit was 622.79 €.

The total for the other costs is **2,973.82 €**.

1.3. Resources

The total amount of the 2023 EAN fees, coming from 11 Administrative Board Members is **57,795 €**.

The fees from Belgium have been collected by SCK CEN (the amount is 4,800 € from CK CEN: 2,500 €, BVS: 300 €, FANC: 1,000 € and NIRAS: 1,000 € [Umicore, Belgoprocess and AVN are no longer contributing]) and are about to be transfer to CEPN.

The fee from SSM (Sweden) has not been received yet, the reasons being that SSM has set up a new online platform to deal with financial matters and invoice and CEPN cannot access the platform so communicate with SSM by postal mail. The first mail has been lost and a new mail has been posted a few days ago).

The financial incomes are tentatively set at 100 € (to be confirmed) and with the exceptional contribution of 1,000 € from AGES coming from the benefit of the EAN workshop No. 20, the total resource is **58,895 €**

1.4. Result

The Annex A presents the details of the cost and resources. The 2023 budget presents a positive result of **781.18 €** (N.B. a result of 795 € was planned at the AB meeting in December 2022). The budget for 2023 has been accepted by all the Members.

1.5. Comments

The T&S set at 1,100 € for UKHSA has not been utilized 2023 as the Assistant Coordinator of UKHSA did not attend the EAN meetings in person. The cost for the diner has also been limited (445,50 € while 800 € were budgeted) because the Members attended the EAN meeting in-person in June only. These reductions in the costs and the extra-resource provided

by AGES have been transformed in 2.25 days of work of Senior Researcher to draft an article summarizing the EAN workshop. This article is currently reviewed by the co-authors and will be later submit to the Journal of Radiological Protection.

In line with the decision from EAN/AB/38, **Sylvain Andresz** has prepared time sheet to help Julie Morgan to formalize and track the time spend on EAN to actuate the payment for the assistant coordination to UKHSA (9,900 €). The timesheet has been sent back by Julie Morgan (19 December 2023) and need to be double-signed by UKHSA to be finalized. The timesheet will be presented to the external audit service in the first semester 2024.

Nicolas Stritt has noted that the number of AB members and the resources from the fees have stabilized which is a good sign for the stability of the resources of the EAN and the sustainability of the network.

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 2024 PROVISIONAL BUDGET

2.1. Operating costs

➤ For coordination (CEPN):

The planned workload for CEPN is the following

- 12 days of Project Leader;
- 27 days of Senior Researcher, inclusive of 9 days for 'Workshop' representing the planning of EAN 'mini-workshop' in the ENA conference in May 2024, the beginning of the planning of EAN workshop 21 and support for the representation of EAN at the '*Journées ALARA*' in Saint Malo in June 2024. The workload also includes 2 days of 'Working group' for the coordination of the recently-set-up EAN Task Group (TG) on NORM whose activities could relate to activities of the International Commission for Radiological Protection (ICRP) TG-127 on the types and categories of exposures.

Hence a total of 39 days, representing **43,200 €** 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 meeting planned in conjunction with the European NORM Association (ENA) conference in May 2024 in Rome is set at 1,600 € (inclusive of the registration fee, the travel and subsistence).
- The cost for the T&S of the Assistant Coordinator from UKHSA to attend EAN meeting has been set to 500 €.
- The costs for reception (lunch, diner, etc.) for the Members: 800 €.
- The costs for the banking and web domain: 650 €.

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

The total costs are **57,150 €**.

2.3. Resources

The estimated fees for 2024 are presented in the table below. No issue with regard to the transfer of the fee has been reported so far.

Organisation	Amount	Status
Belgian contributors: SCK•CEN Mol, FANC, BVS-ABR, NIRAS/ONDRAF	4,800 €	End of the year 2024
France (CEA/INSTN)	4,000 €	OK
Germany (BfS)	8,000 €	OK (with the 3-years annual contract)
Ireland (EPA)	4,000 €	OK
Norway (DSA)	5 000 €	OK (to be confirmed)
Spain (CSN)	7,000 €	OK

Sweden (SSM)	7,000 €	OK (to be confirmed)
Switzerland (SFOPH)	6,500 €	OK
CERN	7 000 €	OK
The Netherlands (NRG)	495€	OK
United Kingdom (UKHSA)	4,000 €	OK

The resource from the fees is 57,795 €.

With the inclusion of the financial income (100 €), the resources are **57,895 €**.

2.4. Result

The Annex B presents the details of the cost and resources. The 2024 budget presents a provisional positive result of **745 €**. No comment has been expressed by the Members.

3. MEMBERSHIP AND SUPPORT OF THE NETWORK

Nicolas Stritt has indicated that his workload will no longer allow him to participate to EAN activities and that a new Treasurer will be elected at the next renewal of the Bureau in May 2024.

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 **14 May 2024** in Rome, Italy. Cristina Nuccetelli has proposed to find the EAN members a room at ISS premises, where the ENA workshop will take place 15-17 May.

The meeting space within the CEPN office has been significantly reduced, so the next EAN meeting will have to take place in a meeting room outside the CEPN office (still located in the same building) to be rented in advance for a reasonable cost.

The next Administrative Board after the Rome meeting will take place in December 2024 either at CEPN or at SCK CEN in Brussels.

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

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

Friday 15th December 2023

Handwritten signature of Mr. Fernand Vermeersch in black ink.

Mr. Fernand Vermeersch
Chair

Handwritten signature of Mrs. Julie Morgan in black ink.

Mrs. Julie Morgan
Secretary

Handwritten signature of Mr. Pascal Croüail in black ink.

Mr. Pascal Croüail
Vice-Chair

Handwritten signature of Mr. Nicolas Stritt in blue ink.

Mr. Nicolas Stritt
Treasurer

ANNEX A. FINAL EAN 2023 BUDGET

EAN 2023 OPERATING COSTS - PREVISIONAL									
EAN COSTS	Items	Workload days	Workload days paid	Daily cost VAT 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)	4	4	1 200,00	4 800,00	5 760,00		5 760,00	
	Assistance (senior researcher)	6	6	850,00	5 100,00	6 120,00		6 120,00	
EAN Webinar/Workshop	Workshops	3	3	1 200,00	3 600,00	4 320,00	977,10	5 297,10	
	Workshops (senior researcher)	15	15	850,00	12 750,00	15 300,00	927,43	16 227,43	
EAN Working Group	Participation	0	0	1 200,00	-	-		-	
	Assistance (senior researcher)	1	1	850,00	850,00	1 020,00		1 020,00	
EAN Newsletters	Editorial board	0,75	0,75	1 200,00	900,00	1 080,00		1 080,00	
	Realisation (senior researcher)	8,5	8,5	850,00	7 225,00	8 670,00		8 670,00	
EAN website	Maintenance, upgrading (senior researcher)	0,5	0,5	850,00	425,00	510,00		510,00	
									44 684,53
Others	Web domain (ean.eu), banking, audit certification...						622,79	622,79	
	Mission costs for Members						-	-	
	Workshop planning/logistic						-	-	
Reception	Lunches, dinner (AB, SG)						446,50	446,50	
									1 069,29
Contacts with intl. Organisations	ICRP/AIEA	1	1	1 200,00	1 200,00	1 440,00		1 440,00	
	EUTERP/EFOMP/EFRS/EFNDT/PIANOFORTE	1	1	850,00	850,00	1 020,00		1 020,00	
									2 460,00
EAN COST for coordination	subtotal 1 - subtotal 2	40,75	40,75		37 700,00	45 240,00	2 973,82		48 213,82
ASSISTANT COORDINATOR (UKHSA)									
Assistance	Participation to SG, coordination work, participation to EAN Newsletter etc.	10	10	990,00	9 900,00	NA	-	9 900,00	
Travel to SG meeting	Travel costs and accomodation				-	NA	-	-	
Extra work (in-kind)	In case of extra work	0	0	990,00	-	NA		-	
Extra work (payed)	<i>Paid only if in-kind extra work > 3 days</i>	2	0	990,00	-	NA		-	
EAN COST for assistant coordina	subtotal 5 - subtotal 4	12	10		9 900,00		-	9 900,00	9 900,00
Support for participating to EAN activities									
EAN COST for support							-	-	-
TOTAL EAN COORDINATION		52,8	50,75			55 140,00	2 973,82	9 900,00	58 113,82

EAN 2023 RESOURCES - PREVISIONAL									
EAN RESOURCES	Members of EAN							Fees €	
	1	Belgium (SCK-CEN Mol, FANC, BVS-ABR, NIRAS/ONDRAF)							4 800,00
	2	France (CEA/INSTN)							4 000,00
	3	Germany (Federal Office for Radiation Protection - BfS)							8 000,00
	4	Ireland (Environmental Protection Agency - EPA)							4 000,00
	5	Norway (Norwegian Radiation Protection Authority - DSA)							5 000,00
	6	Netherlands (Nuclear Research and consultancy Group - NRG)							495,00
	7	Spain (Nuclear Safety Council - CSN)							7 000,00
	8	Sweden (Swedish Radiation Safety Authority - SSM)							7 000,00
	9	Switzerland (Swiss Federal Office of Public Health)							6 500,00
	10	Switzerland (European Organization for Nuclear Research - CERN)							7 000,00
	11	UK (United Kingdom Health Security Agency - Radiation Protection division - UKHSA)							4 000,00
Total fees									57 795,00
Financial incomes									100,00
Workshop registration									1 000,00
									1 100,00
TOTAL EAN RESOURCES									58 895,00
RESULT		EAN resources - EAN costs							781,18

ANNEX B. PROVISIONAL EAN 2024 BUDGET

EAN 2024 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)	4	4	1 200	4 800	5 760		5 760	
	Assistance (senior researcher)	6	6	800	4 800	5 760		5 760	
EAN Webinar/Workshop	Workshops	3	3	1 200	3 600	4 320	800	5 120	
	Workshops (senior researcher)	9	9	800	7 200	8 640	800	9 440	
EAN Working Group	Participation	2	2	1 200	2 400	2 880		2 880	
	Assistance (senior researcher)	2	2	800	1 600	1 920		1 920	
EAN Newsletters	Editorial board	1	1	1 200	1 200	1 440		1 440	
	Realisation (senior researcher)	8	8	800	6 400	7 680		7 680	
EAN website	Maintenance, upgrading (senior researcher)	1	1	800	800	960		960	
									40 960
Others	Web domain (ean.eu), banking, audit certification...						650	650	
	Mission costs for Members						-	-	
	Workshop planning/logistic						-	-	
Reception	Lunches, dinner (AB, SG)						800	800	
									1 450
Contacts with intl. Organisations	ICRP/AIEA	2	2	1 200	2 400	2 880		2 880	
	EUTERP/EFOMP/EFRS/EFNDT/PIANOFORTE	1	1	800	800	960		960	
									3 840
EAN COST for coordination	subtotal 1 - subtotal 2	39	39		36 000	43 200	3 050		46 250
ASSISTANT COORDINATOR (UKHSA)									
Assistance	Participation to SG, coordination work, participation to EAN Newsletter etc.	10	10	990	9 900	NA	-	9 900	
Travel to SG meeting	Travel costs and accommodation				-	NA	500	500	
Extra work (in-kind)	In case of extra work	0	0	990	-	NA		-	
Extra work (payed)	<i>Paid only if in-kind extra work > 3 days</i>	2	0	990	-	NA		-	
EAN COST for assistant coordination	subtotal 5 - subtotal 4	12	10		9 900		1 000	10 400	10 900
Support for participating to EAN activities									
EAN COST for support							-	-	-
TOTAL EAN COORDINATION		51,0	49			53 100	4 050	10 400	57 150

EAN 2024 RESOURCES - PROVISIONAL									
EAN RESOURCES	Members of EAN								Fees €
	1	Belgium (SCK-CEN Mol, FANC, AVN, Belgoprocess, BVS-ABR, Umicore)							4 800
	2	France (CEA/INSTN)							4 000
	3	Germany (Federal Office for Radiation Protection - BfS)							8 000
	4	Ireland (Environmental Protection Agency - EPA)							4 000
	5	Norway (Norwegian Radiation Protection Authority - DSA)							5 000
	6	Netherlands (Nuclear Research and consultancy Group - NRG)							495
	7	Spain (Nuclear Safety Council - CSN)							7 000
	8	Sweden (Swedish Radiation Safety Authority - SSM)							7 000
	9	Switzerland (Swiss Federal Office of Public Health)							6 500
	10	Switzerland (European Organization for Nuclear Research - CERN)							7 000
	11	UK (United Kingdom Health Security Agency - Radiation Protection division - UKHSA)							4 000
Total fees									57 795
Financial incomes									100
Workshop registration									-
									100
TOTAL EAN RESOURCES									57 895
RESULT		<i>EAN resources - EAN costs</i>							745
