



ADMINISTRATIVE BOARD MEETING
November 30th, 2016 – CEPN (France)

Meeting Minutes
(CRR/EAN/AB/25)

Participants:

ANDRESZ Sylvain	CEPN	France
CROÛAIL Pascal	CEPN	France, EAN Vice-chairman
HEFNER Alfred	Seibersdorf Laboratories	Austria
LARSSON Camilla	SSM	Sweden
MULAS-PEREZ Arturo	CSN	Spain
NOVAKOVIC Mladen	EKOTEH	Croatia
SAXEBOL Gunnar	NRPA	Norway
MORGAN Julie	PHE	United Kingdom, EAN Secretary
STRITT Nicolas	SFOPH	Switzerland, EAN Treasurer
SYNNOTT Hugh	EPA	Ireland
VERMEERSCH Fernand	SCK•CEN	Belgium, EAN Chairman

Apologies for absence:

KROPACEK Jan	SUJB	Czech Republic
LIVOLSI Paul	CEA/INSTN	France
SCHMITT HANNIG Annemarie	BfS	Germany
...

Diffusion:

EAN Administrative Board members
EAN Steering Group members

1. EAN RESULTS

1.1. 2016 Final Account (Annex A)

- Operating costs

The total amount of the 2016 operating costs is **64,244.93 €**.

The total workload for the management of the network is 54.5 days – that is to say 3 days more than in 2015, mainly due to the preparation of EAN workshop 17.

- Coordinator (CEPN):

- 18,5 project leader person.days,
- 21 junior researcher person.days.

36.5 person.days (39.684 k€ VAT included¹) will be paid to CEPN: 16,5 project leader person.day, 20 junior researcher person.day. This is the same amount paid to CEPN in 2015. There are 3 days of CEPN in-kind contribution.

T&S to EAN workshop 16 in March 2016 (Bern, Switzerland) and to EAN Workshop 17 Programme Committee Meeting in October 2016 (Oxford, United Kingdom) represents 3,833.43 €

- Assistant coordinator (PHE):

- 15 person.days.

15 person.days (19 k€) were paid to the assistant coordinator (PHE). This includes workload (15 days) and T&S costs.

Other costs (web domain, banking and audit certification) represent 624.36 €.

Lunches and dinners at the occasion of the Administrative and Steering Groups meetings represent 1,103.14 €.

In addition, it has to be noticed that all Members have provided in-kind contribution to the Network. For instance, the Members also bear all the costs and expenses to participate the EAN meetings.

¹ Former VAT rate was at 19,6 % and is 20 %.

² BfS usually pays EAN fees at year N+1. 2016 fees are expected in March 2017.

- Resources

Belgian fees have been received in December 2016 and German² contribution in January 2017. Finally, the 2016 EAN fees, received from 11 Administrative Board Members corresponds to 62,300 €.

In addition,

- the financial incomes are 63.11 €;
- the final EC contribution corresponding to Trasnusafe project activities is 2,682,62 €;
- Extra-fees from Belgium (unexpected fees in 2014 and 2015) are 1,700€;
- The EAN 16th workshop at Bern generated a benefit of 8,461.30 €;

The total of extra-resources is 12,907.03 € leading to a total resources of **75,207.03 €**.

Result

The 2016 accounts present a positive result of **10,962.10 €** and will be added to EAN financial reserve.

Conclusion

EAN faces a constant diminution of the fees since 4 years:

Year	Fees	Day paid to CEPN
2013	78.800 € [14 AB members]	55 days (of 86.5)
2014	64.800 € [12 AB members]	42.5 days (of 54.5)
2015	65.500 € [12 AB members]	36.5 days (of 36.5)
2016	62.300 € [11 AB members]	36.5 days (of 39.5)

- As a result, the number of workload days paid to CEPN has diminished. To continue ensuring the coordination of the Network and the organization of workshops, the variable of adjustment is currently CEPN in-kind contribution only.
- New administrative board members should be actively searched (N.B. contact have been made with representative of former RECAN network).
- As fees diminished, projects (EU) and benefits from workshops have proven to be valuable sources of income to ensure the balance of the budget of EAN.

² BfS usually pays EAN fees at year N+1. 2016 fees are expected in March 2017.

1.2. Income Statement for 2016

EAN - INCOME STATEMENT AT 31 DECEMBER 2016

CHARGES	31/12/16	31/12/15	INCOMES	31/12/16	31/12/15
	€	€		€	€
External services and other external services	64 244,93	60 068,26	Fees	62 300,00	64 800,00
			Charge transfer		
			Subvention		
			Contribution	12 843,92	2 881,80
Total charges	64 244,93	60 068,26	Total incomes	75 143,92	67 681,80
Financial charges	-	-	Financial incomes	63,11	74,71
Exceptional charges	-	-	Exceptional incomes	0,00	0,00
Benefit	10 962,10	7 688,25	Loss		
TOTAL	75 207,03	67 756,51	TOTAL	75 207,03	67 756,51

1.3 Balance sheet for 2016

EAN - BALANCE SHEET 31 DECEMBER 2016

ASSETS	31/12/16	31/12/15	LIABILITIES	31/12/16	31/12/15
	€	€		€	€
			Reserve	6 111,51	-1 576,74
			Result	10 962,10	7 688,25
Fees to be received	5 800,00	16 300,00	Debt due	33 975,20	22 915,42
Other resources to be received	12 317,38	3 298,28	Fees received in advance	7 000,00	15 000,00
Cash at bank	39 931,43	24 428,65	Bank accounts payables	0,00	0,00
Other current assets	0,00	0,00	Agios	0,00	0,00
TOTAL	58 048,81	44 026,93	TOTAL	58 048,81	44 026,93

2. EAN 2017 BUDGET

- Operating costs

The planned workload is the following:

- 40 person.days for CEPN, over which 38 person.days will be paid; corresponding to 39,408 € (with VAT at 20 %);
- Plus 4,450 € for T&S (notably due to the participation to EAN workshop 17 at Lisbon, Portugal) and other costs (banking, diners/lunches, web domain, etc.)

The payment to PHE for its assistant coordinator works has been negotiated as follow:

- 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 990.00 €.
- If more work is exceptionally needed (5 person.days maximum), payment to PHE will be made (the first 3 person.days are considered as in-kind contribution).
- Plus 1,100 € for T&S.

Hence a total of 11,000 € (or maximum 12,980 € if 2 person.days of extra work would be paid).

- Resources

EAN is expecting to receive fees from 10 organizations:

Belgian contributors: <i>a priori</i> SCK•CEN Mol, FANC, AVN, Belgoprocess, BVS-AMR, Umicore	5,300 €
Croatia	0 € ^A
Czech Republic (SUJB)	4,000 €
France (CEA/INSTN)	4,000 €
Germany (BfS)	8,000 € (<i>at year N+1</i>)
Ireland (EPA)	4,000 € ^B
Norway (NRPA)	7,000 €
Spain (CSN)	7,000 €
Sweden (SSM)	7,000 €
Switzerland (SFOPH)	6,500 €
United Kingdom (PHE)	4,000 € ^C

^A Croatian contact Member announced that EKOTEH will no longer pay the EAN fees. Contact has been made with Croatian Institute for Medical Research and Occupational Health for a 2,000 € fees. For the sake of precaution, this amount is not added in the budget.

^B Former contribution from EPA was 2,000 €.

^C Former contribution from PHE was 7,000€.

Including the financial income (expected 150.00 €), the total amount of 2017 resources is then expected to be **56,950.00 €**.

EAN's calls for fees have been sent in January 2017. These fees should be paid under the usual conditions.

3. OTHER BUSINESS

Replacement of EAN Members

- Mr. Peter Shaw has changed assignment and left the EAN. Mrs. Julie Morgan has replaced him as EAN Secretary.
- Mr. Gunnar Saxebol announced he will soon retire and left the EAN. He has contact in mind to replace him. He should keep the Bureau aware of the new Member from Norway.

New EAN Members

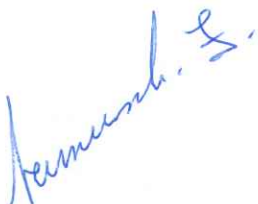
- Connexions with other countries have to be made to expand the EAN Administrative Board. Limited fees (e.g. 2,000 €) can be asked. **ACTION: All**
Formal letter to participate to EAN can be made on request (ask S. Andresz).
- Contact with a RECAN representative should be made and a face-to-face meeting planned. Countries from the RECAN network might be interested to join the EAN. **ACTION: F. Vermeersch**
- The Director of the Italian ISS has recently been replace. Contact should be made with the new Director to see if ISS has the potential to become an EAN Administrative Board Member. **ACTION: C. Nuccetelli**

4. NEXT ADMINISTRATIVE BOARD MEETING

The next Administrative Board meeting is planned the **14th June 2017**. The location will be at CEPN premises, at Fontenay-aux-Roses, France.

Fontenay aux Roses, 30th November 2016

Mr. Fernand Vermeersch
Chair



Mrs. Julie Morgan
Secretary



Mr. Pascal Croüail
Vice-Chair



Mr. Nicolas Stritt
Treasurer



ANNEX A. EAN 2016 RESULTS (AS OF 23 JANUARY 2017)

EAN 2016 OPERATING COSTS									
EAN COSTS	Items	Workload days	Workload days paid	Daily cost VAT excluded €	Total cost VAT excuded €	Total cost VAT included 20 % €	T&S and others €	Subtotal F €	Total €
COORDINATOR (CEPN)									
EAN Steering Group & Management	General management	8,5	8,5	1180,00	10030,00	12036,00		12036,00	
	Assistance (junior researcher)	8	7	680,00	4760,00	5712,00		5712,00	
EAN Workshops	Workshops organization/participation	4	4	1180,00	4720,00	5664,00	2090,51	7754,51	
	Workshops orga./part. (junior researcher)	8	8	680,00	5440,00	6528,00	1742,92	8270,92	
WG & sub-network management	Management	2	1	1180,00	1180,00	1416,00		1416,00	
	Assistance (junior researcher)	0	0	680,00	0,00	0,00		0,00	
EAN Newsletters	Editorial board	2	2	1180,00	2360,00	2832,00		2832,00	
	Realisation (junior researcher)	4	4	680,00	2720,00	3264,00		3264,00	
EAN website	Maintenance, upgrading (senior researcher)	0	0	980,00	0,00	0,00		0,00	
	Maintenance, upgrading (junior researcher)	1	1	680,00	680,00	816,00		816,00	
									42101,43
Others	Web domain (ean.eu), banking, audit certification...						624,36	624,36	
Reception	Lunches, dinner (AB, SG, Workshop PC)						1103,14	1103,14	
									1727,50
Contacts with intl. Organisations	IAEA/ICRP/...	1	0	1180,00	0,00	0,00		0,00	
	EUTERP/EFOMP/EFRS/EFNDT	1	1	1180,00	1180,00	1416,00		1416,00	
European project		0	0	1180,00	0,00	0,00		0,00	
		0	0		0,00	0,00		0,00	1416,00
EAN COST for coordination	subtotal 1 - subtotal 2	39,5	36,5		33070,00	39684,00	5560,93	45244,93	45244,93
ASSISTANT COORDINATOR (PHE)									
Steering Group		3	3	1100,00	3300,00	NA	1200,00	4500,00	
Co-ordination activities		4	4	1100,00	4400,00	NA		4400,00	
Workshop	Assistant co-ordination & recommendations	3	3	1100,00	3300,00	NA	1300,00	4600,00	
ALARA Newsletter	Editorial board	4	4	1100,00	4400,00	NA		4400,00	
Contacts with Intl. Organisations		1	1	1100,00	1100,00	NA		1100,00	
EAN COST for assistant coordination	subtotal 5 - subtotal 4	15	15		16500,00		2500,00	19000,00	
Support for participating to EAN activities									
EAN COST for support							0,00	0,00	
TOTAL EAN COORDINATION		54,5	51,5			56184,00	8060,93	64244,93	

EAN 2016 RESOURCES		
EAN RESOURCES	Members of EAN	Fees €
	1 Austria (Seibersdorf Labor GmbH)	
	2 Belgium (SCK-CEN Mol, FANC, AVN, Belgoprocess, BVS-ABR, Umicore, Belgonucleaire)	5800,00
	3 Croatia (EKOTEH Dosimetry)	4000,00
	4 Czech Rep. (State Office for Nuclear Safety - SUJB)	4000,00
	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)	2000,00
	12 Italy (Istituto Superiore di Sanità - ISS)	0,00
	13 Norway (Norwegian Radiation Protection Authority - NRPA)	7000,00
	14 Netherlands (Nuclear Research and consultancy Group - NRG)	0,00
	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 UK (Public Health England - Radiation Protection division - PHE)	7000,00
Total fees		62300,00
Financial incomes		63,11
CE - UCL - Trasnusafe coordination work		2682,62
CE - UCL - Trasnusafe administration work		0,00
SCK - fees 2014/2015		1700,00
OFSP - benefit workshop 16		8461,30
		12907,03

ANNEX B. 2017 EAN PROVISIONAL BUDGET

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	6	6	1180,00	7080,00	8496,00		8496,00	
	Assistance (junior researcher)	10	10	680,00	6800,00	8160,00		8160,00	
EAN Workshops	Workshops organization/participation	6	5	1180,00	5900,00	7080,00	1400,00	8480,00	
	Workshops orga./part. (junior researcher)	8	8	680,00	5440,00	6528,00	1400,00	7928,00	
WG & sub-network management	Management	1	1	1180,00	1180,00	1416,00		1416,00	
	Assistance (junior researcher)	0	0	680,00	0,00	0,00		0,00	
EAN Newsletters	Editorial board	1	1	1180,00	1180,00	1416,00		1416,00	
	Realisation (junior researcher)	5	5	680,00	3400,00	4080,00		4080,00	
EAN website	Maintenance, upgrading (senior researcher)	0	0	980,00	0,00	0,00		0,00	
	Maintenance, upgrading (junior researcher)	1	1	680,00	680,00	816,00		816,00	
									40792,00
Others	Web domain (ean.eu), banking, audit certification...						650,00	650,00	
Reception	Lunches, dinner (AB, SG, Workshop PC)						1000,00	1000,00	
									1650,00
Contacts with intl. Organisations	IAEA/ICRP/...	1	0	1180,00	1180,00			0,00	
	EUTERP/EFOMP/EFRS/EFNDT	1	1	1180,00	1180,00	1416,00		1416,00	
European project		0	0	1180,00	0,00	0,00		0,00	
		0	0		0,00	0,00		0,00	
									1416,00
EAN COST for coordination	subtotal 1 - subtotal 2	40	38		34020,00	39408,00	4450,00		43858,00
ASSISTANT COORDINATOR (PHE)									
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	0	990,00	0,00	NA	1100,00	1100,00	
Extra work (in-kind)	In case of extra work	3	0	990,00	0,00	NA		0,00	
Extra work (payed)	Payed 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	15	10		9900,00		1100,00		11000,00
Support for participating to EAN activities									
EAN COST for support							0,00		0,00
TOTAL EAN COORDINATION		55,0	48			49308,00	5550,00		54858,00

EAN 2017 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, Belgonucleaire)	5300,00
	3 Croatia (other contributoris than EKOTEH Dosimetry)	0,00
	4 Czech Rep. (State Office for Nuclear Safety - SUJB)	4000,00
	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 - NRPA)	7000,00
	14 Netherlands (Nuclear Research and consultancy Group - NRG)	0,00
	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 UK (Public Health England - Radiation Protection division - PHE)	4000,00
Total fees		56800,00
Financial incomes		150,00
		150,00
TOTAL EAN RESOURCES		56950,00