



## ADMINISTRATIVE BOARD MEETING

[status = **final**]

Meeting Minutes  
(CRR/EAN/AB/34)  
(June 2021)

**Distribution:**

EAN Administrative Board members

EAN Steering Group members

## Welcoming New Members to the EAN Administrative Board.

Before the presentation of the budget, the Administrative Board (AB) invited the two new AB Members to introduce themselves.

Mrs. Malgorzata Sneve is the Director of the Regulatory Protection Programme of the Norwegian Radiation Protection Authority (DSA). After internal re-organization, DSA is re-joining the EAN and is looking forward to mutual benefits in the membership.

Mr. Stephan Roesler is Head of the Radiation Protection Group, at the Health, Safety and Security Unit of the European Centre for Nuclear Research (CERN). The radiation protection staff (80 professionals) are covering 50 km<sup>2</sup> of RP area, shared between France and Switzerland. CERN is an international organization with specific regulatory requirement.

The AB warmly welcomed the new members and underlined that their membership is invigorating the network and their support will help foster the EAN activities.

Nicolas Stritt, the EAN Treasurer, then presented the EAN 2020 and 2021 budgets.

### 1. EAN 2020 RESULTS

#### 1.1. Operating costs

The total amount for the 2020 operating costs is **47,203 €** with a total workload for the management of the Network of 41.5 days over which 39.5 have been paid

➤ Coordinator (CEPN):

- 8 Project Leader person.days;
- 21.5 Senior Researcher person.days.

The workload of 29.5 person.days (31.680 € with VAT) have been paid to CEPN.

➤ Assistant Coordinator (PHE):

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 occurred).

#### 1.2. Other costs

Due to the covid-19 pandemic, the Members met using remote systems in 2020, so no expenses for lunches, dinners and other reception costs.

An "allowance for doubtful account" of 5,000 € was included as a 'cost' to cover the DSA default of payment.

An amount of **623,44 €** was needed to cover the web domain, banking cost and the audit certification.

#### 1.3. Resources

The total amount of the 2020 EAN fees, coming from 9 Administrative Board Members is **51,795 €**. It should be noted that:

- The DSA (Norway) fee was set at 5,000 € (covering exactly the "allowance for doubtful account", see § 1.2),
- The fees coming from Belgian contributors were finally 5,800 €.

With the inclusion of the financial incomes of 80.61 €, the total resource is **46,295 €**

#### **1.4. Result**

The Annexe A presents the details of the cost and resources. The 2020 budget presents a net positive result of **4,672.17 €**

#### **1.5. Comments**

The positive result has been added to the EAN reserve.

The EAN budget needs to be controlled yearly, as requested by the French Law. Renaissance Audit has audited the EAN 2020 account in April 2021. The representative of Renaissance Audit issued a certificate (Annexe A) stating that *"we do not have significant remarks to formulate on this account, in particular concerning the CEPN financial management of EAN"*.

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 2020.

## 2. EAN 2021 PROVISIONAL BUDGET

### 2.1. Operating costs

#### ➤ Coordinator (CEPN):

The planned workload for CEPN is the following

- 9 Project Leader person.days;
- 23,5 Senior Researcher person.days;

Compared to 2020, the daily tarification for CEPN (Project Leader and Senior Researcher) has evolved (increased). However, the workload paid to CEPN remain close to the amount of 2020.

The Members have agreed that it will be possible to adapt (increase) the workload of CEPN if some extra time for the organization of the next workshop is needed.

#### ➤ Assistant Coordinator (PHE):

The payment to PHE 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 'real' meeting at the end of 2021);
- Hence a total of 10,450 €.

### 2.2. Other provisional costs

- The costs for the banking and web domain are tentatively set: 650 €;
- The costs for mission (under contract with BfS) are 450 €;
- The cost for reception (lunches, dinner etc.) are 500 € (planning one 'real' meeting at the end of 2021).

The costs for mission and reception will be adapted if the EAN cannot meet for real at the end of 2021.

The total costs are **48,540 €**.

### 2.3. Resources

The fees and their status are as follow:

Organisation	Amount	Status
Belgian contributors: SCK•CEN Mol, FANC, Belgoprocess, BVS-ABR	5,300 €	OK a priori. Will be paid at the end of 2021
France (CEA/INSTN)	4,000 €	Paid 19/03
Germany (BfS)	8,000 €	OK a priori. Will be paid in January 2022 under the 3-years contract
Ireland (EPA)	4,000 €	Paid 10/02
Norway (DSA)	5 000 €	Processing

Spain (CSN)	7,000 €	Paid 19/02
Sweden (SSM)	7,000 €	OK a priori but with delay*
Switzerland (SFOPH)	6,500 €	Paid 15/02
CERN	7 000 €	Paid 02/02
The Netherlands (NRG)	495€	OK a priori but to be checked
United Kingdom (PHE)	4,000 €	Paid 10/02

\* Petra Hansson informed that SSM is under re-organization and this situation has slowed the payment of fees for 2021. The participation of SSM in the next years budget needs to be clarified.

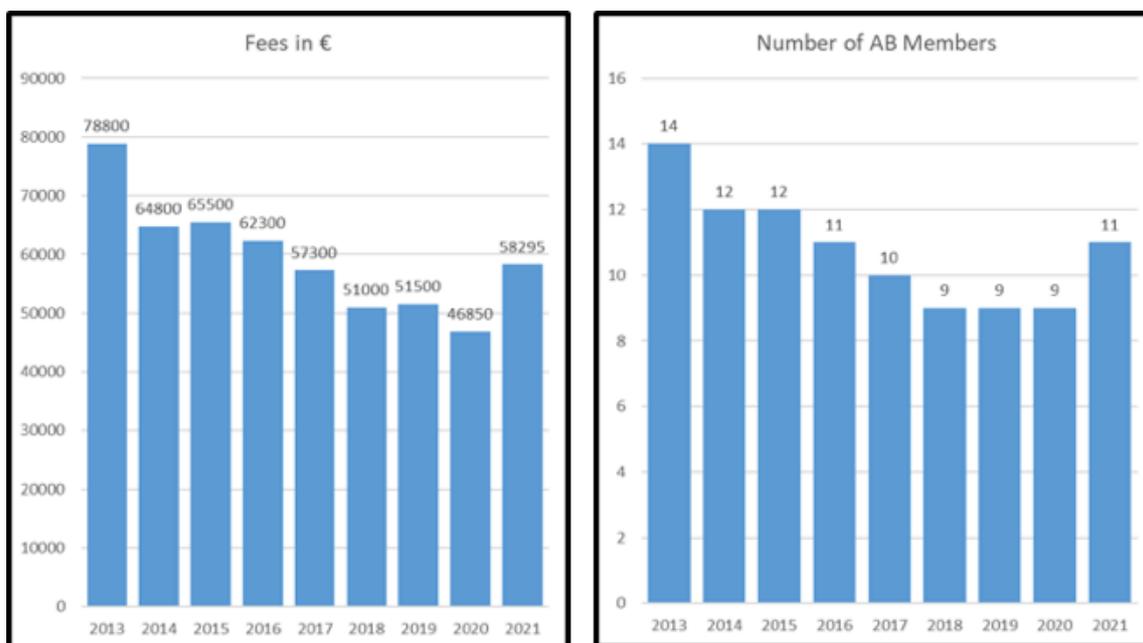
The total of the fees is 58,295 € and by including the financial income (expected 50 €) the expected resources for 2021 are **58,345 €**.

#### 2.4. Result

The 2021 budget presents a positive result of **9,805 €**. This positive result is mainly brought by the new membership of DSA and CERN (which were not expected in the first version of the 2021 budget).

### 3. MEMBERSHIP AND SUPPORT OF THE NETWORK

N. Stritt has presented the evolution of the fees and AB Members since 2013 (cf. charts below).



After long decreases in both indicators, it seems that the trend has been reversed. A healthy level of membership 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
DSA	T. Schneider and S. Andresz	Done
CERN	N. Stritt and S. Andresz	Done
Mining Institute of Katowice	C. Nuccetelli and S. Andresz	Last mail from Mr. Boguslaw Michalik: was in February 2021
ITER, France	S. Andresz	Last mail: September 2020 No news from M. Loughlin since
Orano, France	S. Andresz	Last mail: November 2020 No news from M. S. Chagneau since (he transferred the mail to his Management)
TRAD, France	F. Vermeersch	No news from TRAD and to be contacted again
AGES, Austria	F. Kabrt and S. Andresz	F. Kabrt answered that a financial contribution from AGES is currently not possible.
French national RP Society	P. Croüail	The financial situation of the society is currently fragile
Belgian national RP Society	F. Vermeersch	1 <sup>st</sup> approach seemed positive
Other National RP societies in Europe	All Members	All Members are requested to contact their national RP Society and investigate about potential collaboration/contribution

Members were reminded that typically 1 representative per country should attend the Administrative Board; bringing the views of the different member organizations in the country (ex. F. Vermeersch is representing the 4 Members from Belgium).

This process of organization is implemented for the sake of simplicity only and does not prevent any organization financially contributing to the EAN or attending the AB meeting.

A "**Membership kit**" of documents is already available on the EAN website<sup>1</sup> to help highlight to potential Members the benefits they could have by joining the EAN.

- *Experience with networking to support optimisation in practice, a generic presentation of EAN* (ppt and pdf), January 2021 version, including the ALARA Book.
- An article: *The European ALARA Network, activities and outputs*, F. Vermeersch, P. Croüail, J. Morgan, N. Stritt and S. Andresz, communication to national radiation protection societies, SCK•CEN January 7, 2021.
- The ALARA Book can be used as an illustration of the sharing of ALARA practices by the Network to tease potential Members.

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

- Letter from the Chairperson addressed to organization with an interest in ALARA + EAN Terms and Conditions (2019 version)<sup>2</sup>.

#### **4. NEXT ADMINISTRATIVE BOARD MEETING**

The next Administrative Board meeting is planned 8<sup>th</sup> December 2021.

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<sup>2</sup> [https://eu-alara.net/images/stories/EANdocuments/SGmeetings/2019June/2\\_EuropeanALARANetwork\\_in2018.pdf](https://eu-alara.net/images/stories/EANdocuments/SGmeetings/2019June/2_EuropeanALARANetwork_in2018.pdf)

Web-conference, 8<sup>th</sup> June 2021



Mr. Fernand Vermeersch  
Chair



Mrs. Julie Morgan  
Secretary



Mr. Pascal Croüail  
Vice-Chair



Mr. Nicolas Stritt  
Treasurer



## ANNEX A. EAN 2020 RESULTS AND CERTIFICATE FROM THE AUDIT

EAN 2020 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 €
<b>COORDINATOR (CEPN)</b>									
<b>EAN Steering Group &amp; Management</b>	General management	4	4	1150,00	4600,00	5520,00		5520,00	
	Assistance (senior researcher)	7,5	7,5	800,00	6000,00	7200,00		7200,00	
<b>EAN Workshops</b>	Workshops preparation	0	0	1150,00	0,00	0,00		0,00	
	Workshops prepa (senior researcher)	0	0	800,00	0,00	0,00		0,00	
<b>WG &amp; sub-network management</b>	Management	0	0	1150,00	0,00	0,00		0,00	
	Assistance (senior researcher)	5	5	800,00	4000,00	4800,00		4800,00	
<b>EAN Newsletters</b>	Editorial board	1	1	1150,00	1150,00	1380,00		1380,00	
	Realisation (senior researcher)	8	8	800,00	6400,00	7680,00		7680,00	
<b>EAN website</b>	Maintenance, upgrading (senior researcher)	1	1	800,00	800,00	960,00		960,00	
									27540,00
<b>Others</b>	Web domain (ean.eu), banking, audit certification...						623,44	623,44	
	Mission costs for Members						0,00	0,00	
<b>Reception</b>	Lunches, dinner (AB, SG, Workshop PC)						0,00	0,00	
<b>Exceptional charges</b>	Allowance for doubtful accounts - DSA						5000,00	5000,00	
									5623,44
<b>Contacts with intl. Organisations</b>	IAEA/ICRP/...	2	2	1150,00	2300,00	2760,00		2760,00	
	EUTERP/EFOMP/EFRS/EFNDT	1	1	1150,00	1150,00	1380,00		1380,00	
									4140,00
<b>EAN COST for coordination</b>	<b>subtotal 1 - subtotal 2</b>	<b>29,5</b>	<b>29,5</b>		<b>26400,00</b>	<b>31680,00</b>	<b>5623,44</b>		<b>37303,44</b>
<b>ASSISTANT COORDINATOR (PHE)</b>									
<b>Assistance</b>	Participation to SG, coordination work, participation to EAN Newsletter etc.	10	10	990,00	9900,00	NA	0,00	9900,00	
<b>Travel to SG meeting</b>	Travel costs and accomodation	0	0	990,00	0,00	NA		0,00	
<b>Extra work (in-kind)</b>	In case of extra work	0	0	990,00	0,00	NA		0,00	
<b>Extra work (payed)</b>	Paid only if in-kind extra work > 3 days	2	0	990,00	0,00	NA		0,00	
<b>EAN COST for assistant coordinati</b>	<b>subtotal 5 - subtotal 4</b>	<b>12</b>	<b>10</b>		<b>9900,00</b>		<b>0,00</b>		<b>9900,00</b>
<b>Support for participating to EAN activities</b>									
<b>EAN COST for support</b>							<b>0,00</b>		<b>0,00</b>
<b>TOTAL EAN COORDINATION</b>		<b>41,5</b>	<b>39,5</b>			<b>41580,00</b>	<b>5623,44</b>		<b>47203,44</b>

EAN 2020 RESOURCES		Fees €
EAN RESOURCES	Members of EAN	
	1 Austria (Seibersdorf Labor GmbH)	0,00
	<b>2 Belgium (SCK-CEN Mol, FANC, AVN, Belgoprocess, BVS-ABR, Umicore)</b>	5800,00
	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
	<b>7 France (CEA/INSTN)</b>	4000,00
	<b>8 Germany (Federal Office for Radiation Protection - BfS)</b>	8000,00
	9 Greece (Greek Atomic Energy Commission - GAEC)	0,00
	10 Iceland (Icelandic Radiation Protection Institute - GR)	0,00
	<b>11 Ireland (Environmental Protection Agency - EPA)</b>	4000,00
	12 Italy (Istituto Superiore di Sanità - ISS)	0,00
	<b>13 Norway (Norwegian Radiation Protection Authority - DSA)</b>	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
	<b>17 Spain (Nuclear Safety Council - CSN)</b>	7000,00
	<b>18 Sweden (Swedish Radiation Safety Authority - SSM)</b>	7000,00
	<b>19 Switzerland (Swiss Federal Office of Public Health)</b>	6500,00
	<b>20 UK (Public Health England - Radiation Protection division - PHE)</b>	4000,00
<b>Total fees</b>		<b>51795,00</b>
<b>Financial incomes</b>		<b>80,61</b>
		<b>80,61</b>
<b>TOTAL EAN RESOURCES</b>		<b>51875,61</b>
<b>RESULT</b>	<b>EAN resources - EAN costs</b>	<b>4672,17</b>

*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**

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Réf. : CB/CP/35.2021

Antony

**EAN (EUROPEAN ALARA NETWORK) Association**

07 May 2021

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 2020.

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 - BALANCE SHEET 31 DECEMBER 2020

ASSETS	2020 €	2019 €	LIABILITIES	2020 €	2019 €
			Reserve	25 251,73	25 642,64
			Result	4 672,17	-390,91
Fees to be received	21 000,00	16 800,00	Debt due	29 643,54	4 350,70
Other resources to be received			Fees received in advance		
Cash at bank	38 567,44	12 802,43	Bank accounts payables		
Other current assets			Agios		
<b>TOTAL</b>	<b>59 567,44</b>	<b>29 602,43</b>	<b>TOTAL</b>	<b>59 567,44</b>	<b>29 602,43</b>

## EAN - INCOME STATEMENT AT 31 DECEMBER 2020

CHARGES	2020 €	2019 €	INCOMES	2020 €	2019 €
External services and other external services	47 203,44	60 565,68	Fees	51 795,00	51 300,00
			Charge transfer		
			Subvention		
			Contribution		8 800,00
<b>Total charges</b>	<b>47 203,44</b>	<b>60 565,68</b>	<b>Total incomes</b>	<b>51 795,00</b>	<b>60 100,00</b>
<b>Financial charges</b>	<b>-</b>	<b>-</b>	<b>Financial incomes</b>	<b>80,61</b>	<b>74,77</b>
<b>Exceptional charges</b>	<b>-</b>	<b>-</b>	<b>Exceptional incomes</b>	<b>0,00</b>	<b>-</b>
<b>Benefit</b>	<b>4 672,17</b>	<b>-</b>	<b>Loss</b>	<b>-</b>	<b>390,91</b>
<b>TOTAL</b>	<b>51 875,61</b>	<b>60 565,68</b>	<b>TOTAL</b>	<b>51 875,61</b>	<b>60 565,68</b>

ANNEX B. EAN 2021 PROVISIONAL BUDGET (AS 8<sup>TH</sup> JUNE 2021)

EAN 2021 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 €
<b>COORDINATOR (CEPN)</b>									
<b>EAN Steering Group &amp; Management</b>	General management (project manager)	4	4	1200,00	4800,00	5760,00	500,00	6260,00	
	Assistance (senior researcher)	5,5	5,5	850,00	4675,00	5610,00	500,00	6110,00	
<b>EAN Workshops</b>	Workshops preparation	1	1	1200,00	1200,00	1440,00		1440,00	
	Workshops prepa (senior researcher)	2	2	850,00	1700,00	2040,00		2040,00	
<b>WG &amp; sub-network management</b>	Management	0	0	1200,00	0,00	0,00		0,00	
	Assistance (senior researcher)	5	5	850,00	4250,00	5100,00		5100,00	
<b>EAN Newsletters</b>	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	
<b>EAN website</b>	Maintenance, upgrading (senior research)	1	1	850,00	850,00	1020,00		1020,00	
									31570,00
<b>Others</b>	Web domain (ean.eu), banking, audit certification...						650,00	650,00	
	Mission costs for Members						450,00	450,00	
<b>Reception</b>	Lunches, dinner (AB, SG, Workshop PC)						500,00	500,00	
									1600,00
<b>Contacts with intl. Organisations</b>	IAEA/ICRP/...	2	2	1200,00	2400,00	2880,00		2880,00	
	EUTERP/EFOMP/EFRS/EFNDT	2	2	850,00	1700,00	2040,00		2040,00	
									4920,00
<b>EAN COST for coordination</b>	<b>subtotal 1 - subtotal 2</b>	<b>31,5</b>	<b>31,5</b>		<b>29575,00</b>	<b>35490,00</b>	<b>2600,00</b>	<b>38090,00</b>	
<b>ASSISTANT COORDINATOR (PHE)</b>									
<b>Assistance</b>	Participation to SG, coordination work, participation to EAN Newsletter etc.	10	10	990,00	9900,00	NA	0,00	9900,00	
<b>Travel to SG meeting</b>	Travel costs and accomodation				0,00	NA	550,00	550,00	
<b>Extra work (in-kind)</b>	In case of extra work	0	0	990,00	0,00	NA		0,00	
<b>Extra work (payed)</b>	<i>Paid only if in-kind extra work &gt; 3 days</i>	2	0	990,00	0,00	NA		0,00	
<b>EAN COST for assistant coordina</b>	<b>subtotal 5 - subtotal 4</b>	<b>12</b>	<b>10</b>		<b>9900,00</b>		<b>550,00</b>	<b>10450,00</b>	
<b>Support for participating to EAN activities</b>									
<b>EAN COST for support</b>							<b>0,00</b>	<b>0,00</b>	
<b>TOTAL EAN COORDINATION</b>		<b>43,5</b>	<b>41,5</b>			<b>45390,00</b>	<b>3150,00</b>	<b>48540,00</b>	

EAN 2021 RESOURCES (PREVISIONAL)		
EAN RESOURCES	Members of EAN	Fees €
	1 Austria (Seibersdorf Labor GmbH)	0,00
	<b>2 Belgium (SCK-CEN Mol, FANC, AVN, Belgoprocess, BVS-ABR, Umicore)</b>	5300,00
	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
	<b>7 France (CEA/INSTN)</b>	4000,00
	<b>8 Germany (Federal Office for Radiation Protection - BfS)</b>	8000,00
	9 Greece (Greek Atomic Energy Commission - GAEC)	0,00
	10 Iceland (Icelandic Radiation Protection Institute - GR)	0,00
	<b>11 Ireland (Environmental Protection Agency - EPA)</b>	4000,00
	12 Italy (Istituto Superiore di Sanità - ISS)	0,00
	<b>13 Norway (Norwegian Radiation Protection Authority - DSA)</b>	5000,00
	<b>14 Netherlands (Nuclear Research and consultancy Group - NRG)</b>	495,00
	15 Portugal (Instituto Tecnológico e Nuclear)	0,00
	16 Slovenia (Slovenian Radiation Protection Administration)	0,00
	<b>17 Spain (Nuclear Safety Council - CSN)</b>	7000,00
	<b>18 Sweden (Swedish Radiation Safety Authority - SSM)</b>	7000,00
	<b>19 Switzerland (Swiss Federal Office of Public Health)</b>	6500,00
	<b>20 Switzerland (European Organization for Nuclear Research - CERN)</b>	7000,00
	<b>21 UK (Public Health England - Radiation Protection division - PHE)</b>	4000,00
<b>Total fees</b>		<b>58295,00</b>
<b>Financial incomes</b>		50,00
		<b>50,00</b>
<b>TOTAL EAN RESOURCES</b>		<b>58345,00</b>