



## **ADMINISTRATIVE BOARD MEETING**

**[status = final]**

**Meeting Minutes  
(CRR/EAN/AB/32)**

**Distribution:**

EAN Administrative Board members  
EAN Steering Group members

**Welcome to the new Members.**

The Administrative Board welcomes the attendance of two new Members: Mrs. Petra Hansson now represents the Swedish SSM (taking over Mrs. Camilla Enkvist) and Dr. Ulrike Kulka represents the German BFS (taking over Mrs. Annemarie Schmitt-Hannig who retired in February).

**1. EAN 2019 RESULTS**

**1.1. EAN 2019 Account (Annex A)**

**1.1.1. Operating costs**

The total amount of the 2019 operating costs is **60,565.68 €** (was 50,207.00 € in 2018) and the total workload for the management of the Network is 51.5 days (was 50 days in 2018).

➤ **Coordinator (CEPN):**

- 6 Project Leader person.days;
- 0.5 Senior Researcher person.days;
- 35 Junior Researcher person.days.

The 41.5 person.days (33.9860 €, VAT included) will be paid to CEPN. The workload is elevated compared to the last years due to the planning of workshops 18 and 19 in the same year.

Travel & subsistence (T&S) represents 2,444.79 € and are distributed as follow:

1. The participation of a Project Leader and a Junior Researcher to EAN Workshop 18 at Marcoule, France, from 11-13 March 2019;
2. The participation of a Project Leader and a Junior Researcher to EAN Workshop 19 at Athens, Greece; from 27-28 November 2019;
3. The representation of EAN by a Project Leader at ICRP Special Liaison Organisations Meeting at Nuclear Energy Agency premises, Boulogne-Billancourt, France, 17<sup>th</sup> September 2019.

➤ **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 €, plus 1,100 € for T&S.

➤ **EAN Members:**

**It has to be noted that all Members have provided in-kind contribution to the Network** through their time and participation in the activities and projects of the EAN.

➤ **Other costs:**

Other costs are:

- 684.00 € for web domain, banking and audit certification and including 137 € of bank expenses whose reimbursement has been requested;
- 544.28 € for the mission costs of the German Member of EAN;
- 272.05 € for the lunch and dinner of the Members at the occasion of the Administrative and Steering Groups meetings in June;
- In addition, 6,582.56 € has been allocated to the EAN Workshop 18's planning and logistics (hire of the rooms and food/refreshments for participants).

An **exceptional charge** of 5,000 € has been added as "*allowance for doubtful account*" and this represents the annual fees from DSA (Norway) that have not been paid.

**1.1.2. Resources**

The 2019 EAN fees, received from 9 Administrative Board Members is **51,300 € (the same in 2019)**. The fees from DSA (Norway) have been kept in the resources (although they have not been paid in 2019).

In addition to the EAN Members fees,

- the financial incomes are 74,77 €
  - the registration fees from participants to EAN Workshop 18 are 8,800 €
- Leading to a total resource of **60,1740.77 €**.

### 1.1.3. Result

The 2019 budget presents a negative result of **390.91 €**. This is due to the absence of fee from DSA (Norway).

### 1.1.4. Result of the audit

Renaissance Audit performed an audit of the EAN 2019 accounts in April 2020 and concluded that *“we do not have significant remark to formulate on this account in particular concerning the CEPN financial management of the EAN”*. The results of the audit are presented in Annex A.

### 1.1.5. Comments and perspectives

EAN faces a regular diminution in the number of AB members and amount of fees since a few years (cf. Table below). This continued in 2019 with the default of payment from DSA (Norway).

Year	Fees
2013	78,800 € [14 AB members]
2014	64,800 € [12 AB members]
2015	65,500 € [12 AB members]
2016	62,300 € [11 AB members]
2017	57,300 € [10 AB members]
2018	51,300 € [9 AB members]
2019	51,300 € [9 AB members] and including 5,000 € of fee from DSA that are not expected to be received

In 2019, the deficit has been limited and the budget is almost balanced thanks to the re-arrangement of CEPN’s workload during the year and the profit coming from EAN Workshop 18 (2217.44 €). **This is very challenging for the coordination.**

Another issue is the **delay in the payment of the fees and the lack of visibility on the budget**. In 2019, the CEPN Accountant has taken the lead for collecting the EAN fees and contacted directly the Accounting Department of the member organization’s of the EAN. This procedure has been reconducted in 2020.

## 1.2. Income Statement in 2019

### EAN - INCOME STATEMENT AT 31 DECEMBER 2019

CHARGES	2019 €	2018 €	INCOMES	2019 €	2018 €
External services and other external services	60 565,68	50 207,65	Fees	51 300,00	51 300,00
			Charge transfer		
			Subvention		
			Contribution	8 800,00	421,59
<b>Total charges</b>	60 565,68	50 207,65	<b>Total incomes</b>	60 100,00	51 721,59
<b>Financial charges</b>	-	-	<b>Financial incomes</b>	74,77	112,06
<b>Exceptional charges</b>	-	-	<b>Exceptional incomes</b>	0,00	
<b>Benefit</b>		1 626,00	<b>Loss</b>	390,91	
<b>TOTAL</b>	<b>60 565,68</b>	<b>51 833,65</b>	<b>TOTAL</b>	<b>60 565,68</b>	<b>51 833,65</b>

### 1.3 Balance sheet in 2019

#### EAN - BALANCE SHEET 31 DECEMBER 2019

ASSETS	2019 €	2018 €	LIABILITIES	2019 €	2018 €
			Reserve	25 642,64	24 016,64
			Result	-390,91	1 626,00
Fees to be received	16 800,00	17 500,00	Debt due	4 350,70	24 636,10
Other resources to be received		0,00	Fees received in advance		
Cash at bank	12 802,43	32 778,74	Bank accounts payables		
Other current assets			Agios		
<b>TOTAL</b>	<b>29 602,43</b>	<b>50 278,74</b>	<b>TOTAL</b>	<b>29 602,43</b>	<b>50 278,74</b>

## 2. EAN 2020 PROVISIONAL BUDGET

- Operating costs

The planned workload of CEPN is the following:

- 29 person.days for the general EAN management, of which 29 person.days will be paid; this corresponds to 29,480 € (VAT included). The Project Leader workload is 9 days and the Senior Researcher (the former Junior Researcher) is 19 days (daily cost is 800 €) plus 1 day of Senior Researcher (Web Manager) for web maintenance.
- The total workload is reduced compared to 2019.

- Plus 650 € for the banking and web domain, 500 € to cover mission costs from other Members and 500 € for the lunches and the dinners of the Members at the occasion of the Administrative and Steering groups meeting;
- The total is 35,270.00 €

The payment to PHE for its Assistant Coordinator role is 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 €;
- Plus 1,100 € for T&S (that has to be justified with receipts). Given the Covid-19 pandemic, it is expected that this amount will not have to be paid fully to PHE this year (to be confirmed).
- hence a total of 11,000 €.

The total costs are 46,270.00 €.

- **Resources**

The amount of fees and their status are as follow:

Organisation	Amount	Status
Belgian contributors: SCK•CEN Mol, FANC, Belgoprocess, BVS-ABR <sup>a</sup>	5,300 €	SCK•CEN is collecting the contributions
France (CEA/INSTN)	4,000 €	Agreement of principle and processing (update to be provided by Paul Livolsi end of June)
Germany (BfS)	8,000 € (at year N+1)	Processing (under the 3-years contract)
Ireland (EPA)	4,000 €	Already payed
Norway (DSA)	5,000 €	No news
Spain (CSN)	7,000 €	Expected to be paid at the last quarter of the year
Sweden (SSM)	7,000 €	Agreement of principle To be checked by P. Hansson
Switzerland (SFOPH)	6,500 €	Already payed
The Netherlands (NRG)	495€	Invoice to be send by CEPN
United Kingdom (PHE)	4,000 €	Already payed

<sup>a</sup> Umicore will not contribute this year to the EAN.

Including the financial income (expected 50.00 €) the total amount of 2020 resources is expected to be **51,345.00 €**; with a positive result of 5,075.00 € (results designed as such for the sake of security and expecting a default of payment by DSA (Norway)).

### 3. MEMBERSHIP AND SUPPORT OF THE NETWORK

The following actions have been decided:

Potential Contact or Organizations	Actions followed by	Status
Mining Institute of Katowice	C. Nuccetelli	To be contacted again
CERN, France	S. Andresz	CERN interested by EAN after Workshop 19. No news since the confinement and to be contacted again
Orano, France	S. Andresz	Orano interested by EAN after Workshop 19. No news since the confinement and to be contacted again
TRAD, France	F. Vermeersch	TRAD interested by EAN after Workshop 19. No news since the confinement and to be contacted again
DSA, Norway	F. Vermeersch	No representative in EAN and no visibility for the 2020's fee

NRG, The Netherlands	F. Vermeersch and F. Draaisma	NRG has just joined the EAN. F. Draaisma will investigate for other contributors in The Netherlands
AGES, Austria	S. Andrez	S. Andrez will ask F. Kabrt about possible contribution from AGES
Former RECAN countries	S. Andrez	RECAN does not exist as a legal entity. Contact have been made with Mr. Ziliukas to join EAN and shall be contacted again.
National RP societies in Europe	All Members	S. Andrez will investigate with SFRP P. Hansson and U. Kulka have declared they will investigate in their national RP societies

***To assist the Members,***

- *a set of slides presenting the EAN is available for download on the private area of the EAN*
- *an official letter from the Chair is also available upon request.*
- *The set of slides will be updated by S. Andrez to take into account the recent evolution in the EAN.*

**4. NEXT ADMINISTRATIVE BOARD MEETING**

The next Administrative Board meeting is planned at CEPN, France at the end of the year. A poll will be sent during the Summer to find a date.

12. JUNI 2020

CRR/EAN/AB/32

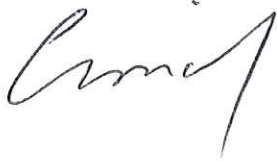

8

Fontenay-aux-Roses, 9<sup>th</sup> June 2020

Mr. Fernand Vermeersch  
Chair

Handwritten signature of Fernand Vermeersch in black ink, written in a cursive style.

Mr. Pascal Croüail  
Vice-Chair

Handwritten signature of Pascal Croüail in black ink, written in a cursive style.Handwritten signature of Julie Morgan in black ink, written in a cursive style.

Mrs. Julie Morgan  
Secretary

Mr. Nicolas Stritt  
Treasurer

Handwritten signature of Nicolas Stritt in blue ink, written in a cursive style.



## ANNEX A. EAN 2019 RESULTS (VALIDATED)

EAN 2019 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	2	2	1150,00	2300,00	2760,00		2760,00	
	Assistance (junior researcher)	4	4	600,00	2400,00	2880,00		2880,00	
<b>EAN Workshops</b>	Workshops organization/participation	12	3	1150,00	3450,00	4140,00	1326,02	5466,02	
	Workshops orga./part. (junior researcher)	16	16	600,00	9600,00	11520,00	1196,77	12716,77	
<b>WG &amp; sub-network management</b>	Management	0	0	1150,00	0,00	0,00		0,00	
	Assistance (junior researcher)	4	4	600,00	2400,00	2880,00		2880,00	
<b>EAN Newsletters</b>	Editorial board	0,5	0,5	1150,00	575,00	690,00		690,00	
	Realisation (junior researcher)	10	10	600,00	6000,00	7200,00		7200,00	
<b>EAN website</b>	Maintenance, upgrading (senior researcher)	1,5	0,5	800,00	400,00	480,00		480,00	
	Maintenance, upgrading (junior researcher)	1	1	600,00	600,00	720,00		720,00	
									35792,79
<b>Others</b>	Web domain (ean.eu), banking, audit certification...						684,00	684,00	
	Mission costs						544,28	544,28	
	Workshop planning/logistic [Marcoule WS]						6582,56	6582,56	
<b>Reception</b>	Lunches, dinner (AB, SG, Workshop PC)						272,05	272,05	
<b>Exeptional charges</b>	Allowance for doubtful accounts - DSA						5000,00	5000,00	
									13082,89
<b>Contacts with intl. Organisations</b>	IAEA/ICRP/...	0,5	0,5	1150,00	575,00	690,00		0,00	
	EUTERP/EFOMP/EFRS/EFNDT	0	0	1150,00	0,00	0,00		0,00	
<b>European project</b>		0	0	1150,00	0,00	0,00		0,00	
		0	0		0,00	0,00		0,00	
									0,00
<b>EAN COST for coordination</b>	<b>subtotal 1 - subtotal 2</b>	<b>51,5</b>	<b>41,5</b>		<b>28300,00</b>	<b>33960,00</b>	<b>15605,68</b>		<b>49565,68</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	1100,00	1100,00	
<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>	Payed if in-kind extra work > 3 days	0	0	990,00	0,00	NA		0,00	
<b>EAN COST for assistant coordinati</b>	<b>subtotal 5 - subtotal 4</b>	<b>10</b>	<b>10</b>		<b>9900,00</b>		<b>1100,00</b>		<b>11000,00</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>61,5</b>	<b>51,5</b>			<b>43860,00</b>	<b>16705,68</b>		<b>60565,68</b>

EAN 2019 RESOURCES		
EAN RESOURCES	Members of EAN	Fees €
	1 Austria (Seibersdorf Labor GmbH)	0,00
	2 Belgium (SCK-CEN Mol, FANC, AVN, Belgoprocess, BVS-ABR, Umicore)	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
	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)	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
<b>Total fees</b>		<b>51300,00</b>
<b>Financial incomes</b>		<b>74,77</b>
<b>Workshop participation (registration fees)</b>		<b>8800,00</b>
		<b>8874,77</b>
<b>TOTAL EAN RESOURCES</b>		<b>60174,77</b>
<b>RESULT</b>	<b>EAN resources - EAN costs</b>	<b>-390,91</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**  
Bâtiment Expansion 10000  
28, rue de la Redoute  
BP 48  
92263 FONTENAY-AUX-ROSES CEDEX

Réf. : CB/CP/223.2020 Antony  
EAN (EUROPEAN ALARA NETWORK) Association 09 May 2020

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 2019.

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 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 6920 Z

**EAN - INCOME STATEMENT AT 31 DECEMBER 2019**

CHARGES	2019	2018	INCOMES	2019	2018
	€	€		€	€
External services and other external services	60 565,68	50 207,65	Fees	51 300,00	51 300,00
			Charge transfer		
			Subvention		
			Contribution	8 800,00	421,59
<b>Total charges</b>	60 565,68	50 207,65	<b>Total incomes</b>	60 100,00	51 721,59
<b>Financial charges</b>	-	-	<b>Financial incomes</b>	74,77	112,06
<b>Exceptional charges</b>	-	-	<b>Exceptional incomes</b>	0,00	
<b>Benefit</b>		1 626,00	<b>Loss</b>	390,91	
<b>TOTAL</b>	60 565,68	51 833,65	<b>TOTAL</b>	60 565,68	51 833,65

**EAN - BALANCE SHEET 31 DECEMBER 2019**

ASSETS	2019 €	2018 €	LIABILITIES	2019 €	2018 €
			Reserve	25 642,64	24 016,64
			Result	-390,91	1 626,00
Fees to be received	16 800,00	17 500,00	Debt due	4 350,70	24 636,10
Other resources to be received		0,00	Fees received in advance		
Cash at bank	12 802,43	32 778,74	Bank accounts payables		
Other current assets			Agios		
<b>TOTAL</b>	<b>29 602,43</b>	<b>50 278,74</b>	<b>TOTAL</b>	<b>29 602,43</b>	<b>50 278,74</b>

  
**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 6920 Z

ANNEX B. EAN 2020 PROVISIONAL BUDGET

EAN 2020 OPERATING COSTS (PROVISIONAL)									
EAN COSTS	Items	Workload days	Workload days paid	Daily cost /AT excluded C	Total cost VAT excluded C	Total cost VAT included 20 % C	T&S and others C	Subtotal F C	Total C
<b>COORDINATOR (CEPN)</b>									
<b>EAN Steering Group &amp; Management</b>	General management	4	4	1150,00	4600,00	5520,00	1000,00	6520,00	
	Assistance (senior researcher)	6	6	800,00	4800,00	5760,00	1000,00	6760,00	
<b>EAN Workshops</b>	Workshops preparation	1	1	1150,00	1150,00	1380,00		1380,00	
	Workshops prepa (senior researcher)	2	2	800,00	1600,00	1920,00		1920,00	
<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)	6	6	800,00	4800,00	5760,00		5760,00	
<b>EAN website</b>	Maintenance, upgrading (senior research	1	1	800,00	800,00	960,00		960,00	
									29480,00
<b>Others</b>	Web domain (ean.eu), banking, audit certification...						650,00	650,00	
	Mission costs for other members						500,00	500,00	
<b>Reception</b>	Lunches, dinner (AB, SG, Workshop PC)						500,00	500,00	
									1650,00
<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</b>	<b>29</b>	<b>26350,00</b>	<b>31620,00</b>	<b>3650,00</b>	<b>35270,00</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	0	990,00	0,00	NA	1100,00	1100,00	
<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>9900,00</b>	<b>1100,00</b>	<b>1100,00</b>	<b>11000,00</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>41,0</b>	<b>39,0</b>			<b>41520,00</b>	<b>4750,00</b>	<b>46270,00</b>	

EAN 2020 RESOURCES (PROVISIONAL)		
EAN RESOURCES	Members of EAN	Fees
		<b>€</b>
	1 Austria (Seibersdorf Labor GmbH)	0,00
	<b>2 Belgium (SCK-CEN Mol, FANC, AVN, Belgoprocess, BVS-ABR)</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
	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
	<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 The Netherlands (NRG)</b>	495,00
	<b>21 UK (Public Health England - Radiation Protection division - PHE)</b>	4000,00
<b>Total fees</b>		<b>51295,00</b>
<b>Financial incomes</b>		50,00
		<b>50,00</b>
<b>TOTAL EAN RESOURCES</b>		<b>51345,00</b>
<b>RESULT</b>	<i>EAN resources - EAN costs</i>	<b>5075,00</b>