

Minutes of the NKS coordination meeting at DTU Risø Campus 3-4 December 2012

Participants:

Sigurður M Magnússon (SMM), Kaisu Leino (KL), Kasper G Andersson (KGA), Finn Physant (FP).

PC = programme managers (KL, KGA). SEK = secretariat (FP).

Program:

(day 1)	DTU Risø Campus	ca. 9:00 – ca. 17:00	Coordination meeting (incl. lunch)
-	Restaurant, Roskilde	19:00	Working dinner
(day 2)	DTU Risø Campus	09:00 – ca. 13:00	Coordination meeting (incl. lunch)

Agenda:

Minutes:

1	Approval of the agenda. Secretary for this meeting. Going through the minutes from the meeting 24-25 April 2012.	The agenda was approved. FP was appointed secretary. The minutes of the April meeting were approved.
2	Board meeting 29May 2012 – follow-up.	Follow-up to be made regarding the status of the policy and the administrative documents: KGA will present to the board at the January meeting, that "This is NKS" on the website and the pamphlet together replace the policy documents. 2 "z"'s in González – has been corrected. In the minutes of the next board meeting actions from the meeting are to be listed at the end of the minutes.
3	Financial situation 2013.	SMM has been in contact with the persons in contact with the co-financiers, and he will contact both the contact persons and the owners from who no definite answer has been received about a possible raise in contributions 2013 compared to 2012. It was recognised that the financial situation next year looks good.
4	Financial status report December 2012.	FP presented and described the present financial situation, which is very good. The reserve through 2012 has been at a level of ca. 1.80 - 1.85 MDKK – at present ca. 1.85 MDKK. The finances follow the budget very much as planned.
5	Brief administrative status report from R and B incl. Call for Proposals. Budget frames for new R and B activities 2013.	KL presented the status of current activities of the R-part and the CfP for 2013: concerning CfP 2011 activities all final reports have been received

		<p>– follow-up for two activities needed. Concerning CfP 2012 activities: part 1 invoices are only missing for POOLFIRE. New AIAS activity leader has been appointed. 3 young scientists have been granted travel support Autumn 2012. Everything is concluded to be running very much as planned.</p> <p>CfP 2013 includes 10 proposals (5 new and 5 continued). Fewer applications asking for less money than earlier years have been received: CfP 2013 – 4,284 MDKK and CfP 2012 – 6,537 MDKK. All evaluations have been received – all with rather high ranking. KL presented different grant proposals, which will make use of the reserved 3,500 MDKK for new R-activities.</p> <p>KGA presented the status of the B-part: CfP 2012 and 2011 activities running very much according to plan. Special remarks were attached to the following: DepEstimates final report just to be received, reporting finalised for both MareNuc and RadPaste and PONPP2 not yet signed. CfP 2013: includes 8 proposals of which 7 very good. All evaluations received. The 8 applicants are asking for 2,564 MDKK. In a situation with 3,500 MDKK reserved for new B-activities, a workshop or similar could be a relevant extraordinaire activity for attracting new – preferably young – applicants. KGA to analyze participation in activities proposed now compared to previous years.</p>
6	<p>Administrative questions:</p> <ul style="list-style-type: none"> • Contracts PC, SEK, auditor • The Policy Document • The Administrative Handbook • The Handbook for NKS Applicants and Activity Leaders • Other issues 	<p>FP will prepare new contracts for KL/Fortum, KGA/DTU and FP/FRIT. The price index regulation clause of the secretariat contract should be harmonized with and be like the PC contracts with no regulation clause. A new contract also has to be prepared for the auditor. - All contracts are to be uploaded to the board meeting website.</p> <p>Both handbooks were presented to the board in May 2012, and since we didn't receive any comments until 15 August, "draft" will be erased from them.</p> <p>About the Policy Document (both the Swedish and English version) it was decided that there is no need for a new policy document, because the content of the document is covered by the new pamphlet and the website "This is NKS", to where the pamphlet also will be uploaded. KGA will present this to the board during the January meeting. KGA will also revise "Why Nordic cooperation" and the historical overview on the website before the board meeting. - No other issues.</p>
7	<p>The Website incl.</p> <ul style="list-style-type: none"> • Renewal of the Website. 	<p>Some of the results of the website renewal were presented to SMM by KGA, KL and FP: the report search function, the presentation of new reports, upcoming seminars, news etc. QR codes for NKS Mobile reports,</p>

	<ul style="list-style-type: none"> • Reports. • Mobile reports. <p>Other information activities</p> <ul style="list-style-type: none"> • NewsLetters, NewsFlashes. • Pamphlet. • Seminar material. 	<p>news subscription and report search were also presented. One conclusion was that quite some more new website functions and facilities – than planned at the start of the renewal – have been built in to the website today within the budget. SMM is impressed with the website. Since the May board meeting six NewsFlashes have been distributed. A NewsLetter is under preparation for distribution before the board meeting January 2013. A new and updated version of the pamphlet will be published before the January board meeting and Fukushima seminar. Various other seminar materials in production: book of abstracts and roll ups. Besides this filming and photographing are being prepared by KL for the seminar. SMM’s response to this was that the filming sounds both very interesting and new. SMM will ask some of the key speakers about their opinion before proceeding with this. Acknowledgement from the persons, who are going to be filmed, are needed and already prepared by KL.</p>
8	<p>The 8 January 2013 Board meeting:</p> <ul style="list-style-type: none"> • Agenda • Budget • Material for the Board, schedule • Other questions 	<p>The draft agenda was discussed and adjustments will be made by FP. Under "Other issues" a status report will be given by Jack Valentin on the translation project concerning Bo Lindell’s work. The budget proposal of 26 November was discussed and adjustments including regulations of fees will be included by FP. Financing 2013: SMM has been in contact with the persons in contact with the co-financiers, and he will contact both the contact persons and the owners from who no definite answer has been received about a possible raise in contributions 2013 compared to 2012. SMM/FP will continue work on the budget until final upload of board meeting material. All board meeting material should be uploaded: 20 December. NewsLetter to be distributed: 2 January. NewsFlash to be distributed: 15 January.</p>
9	<p>The Fukushima Seminar</p>	<p>A number of practical/logistic question were dealt with:</p> <ul style="list-style-type: none"> -Have all speakers registered? KL, KGA and FP made sure that this was the case. -Did all speakers hand in an abstract? SMM will send an e-mail drafted by KGA to those that have not yet sent an abstract. -Practical/logistic agreements for the production of the book of abstracts KL, KGA and FP. -Name tags KL, KGA and FP. -KL, KGA and FP will meet in Finlandshuset in the afternoon of Monday 7 January in order to prepare for the seminar the following days.

		<ul style="list-style-type: none"> -Press release to be prepared – KGA asks SSM. -KGA and KL will prepare an article on the major outcomes from the seminar in cooperation with the planning group. -Film streaming: taping, pictures etc. will be arranged by KL. -Tuesday evening reception could be in Finlandshuset for up to ca. 150 persons. FP investigates different possibilities. -SMM to write a welcome for the book of abstracts.
10	Any other business	KL suggests that NKS starts working with modern social media like LinkedIn, Facebook, Twitter and/or similar. After a discussion it was decided that KL presents her proposal to the board during the January meeting.
11	Time and place for the next coordination meeting.	The dates 29-30 April and 2-3 May 2013 were reserved for a possible two-day-meeting. Alternatively a "tele"-meeting is a possibility. The next board meeting could be on 28 May or another day in the week 27-31 May 2013.