

Minutes of the NKS coordination meeting at DTU Risø Campus 24-25 November 2013

Participants:

Sigurður M Magnússon (SMM), Kaisu Leino (KL), Karin Andgren (KA), Kasper G Andersson (KGA), Finn Physant (FP).
 PC = program managers (KL, KA, KGA). SEK = secretariat (FP).

Program:

(day 1)	Hotel Prindsen, Roskilde	18:00	Working dinner
(day 2)	-	8:00 – ca. 12:00	Coordination meeting (incl. lunch)
(day 2)	DTU Risø Campus	ca 12:00 - 17:00	Coordination meeting

Agenda:

Minutes:

1	Approval of the agenda. Secretary for this meeting. Going through the minutes from the meeting 9-10 April 2013.	SMM welcomed the participants and especially KA as new member of the coordination group as the new PC-R from January 2014. The agenda was approved. FP was appointed secretary. The minutes of the April meeting were approved.
2	Board meeting 28 May 2013 – follow-up.	Actions from the May board meeting: A: the PC's will in their presentations at the January board meeting suggest that activity specific presentations by activity leaders as an agenda item can be tested at the May board meeting 2014. – The concern that such presentations easily can prolong the board meetings with ½-1 hour will also be passed on to the board. B: training courses have already in some cases been part of activities, so if the board or PC's see the need for such activities, they can be carried out as future activities. The PC's will also communicate this conclusion to the board. Actually training courses have constituted major parts of activities generated through the CfP's (e.g., RADIOANALYSIS, GAMMATESTS in 2013), and training courses will undoubtedly remain important ingredients in some activities generated through CfP's. Also if the Board

		<p>or PC's see the need for such activities, this may be addressed in CfP's or following Board decisions.</p> <p>C: KGA didn't have the opportunity to participate in the SSM seminar 24-25 October.</p> <p>D: FP will include the statistics about the use of videos from the website in the "Short note on status of website etc." in an updated version in December for the upcoming board meeting.</p> <p>E: FP has included average time of website visits in the "Short note on status of website etc."</p>
3	<p>Financial situation 2014</p> <ul style="list-style-type: none"> • Next year's contributions • New agreement with Swedish co-financiers 	<p>SMM has contacted the owners about their 2014 contributions. SMM will contact the board members in contact with the co-financiers and ask for a possible raise in contributions 2014 compared to 2013. If a more formal agreement is needed with the Swedish co-financiers, the contract template used together with Fortum and TVO, can be suggested. Unfortunately KSU has decided to stop their contribution to NKS after 2013.</p> <p>It was recognised that the financial situation next year looks good.</p>
4	<p>Financial status report November 2013.</p>	<p>FP presented and described the present financial situation, which is very good. The reserve available for the board is at present approximately 2,93 MDKK. The finances follow the budget very much as planned.</p> <p>SMM noted that the PC's again this year had made only small use of the accounts for their travels, coordination and young scientist travels. It therefore experimentally could be considered to change the yearly future budget figure from DKK 100,000 to DKK 50,000 for all these accounts in 2014.</p> <p>SMM noted that in the list of the B-part activities of 15 November 2013 the activity EMSEM (NKS-B(13)1) was only specified by one overall line and not by one line per activity participant. FP will carry out the forgotten update and report back to the group.</p>
5	<p>Brief administrative status report from R and B incl. Call for Proposals. Budget frames for new R and B activities 2013.</p>	<p>KL presented the status of current activities of the R-part and the CfP for 2014: concerning CfP 2012 activities all final reports have been received and only 3 final invoices are missing. Concerning CfP 2013 activities ENPOOL is having minor delays and 3 first invoices have not been received yet. – All in all everything is concluded to be running very much as planned.</p> <p>CfP 2014 includes 17 proposals (9 new and 8 continued). Hereby the number of proposals is back to normal before last year when there were only 10 proposals. The requested CfP 2014 funding is 8,975 MDKK (CfP</p>

		<p>2013 – 4,282 MDKK). All evaluations received. Based on this KL passed on her funding recommendations to the group aiming at using the reserved funding of 3,75 MDKK.</p> <p>KGA presented the status of the B-part: CfP 2012 and 2013 are running very much according to plan. Special remarks were attached to the following: THYROID is delayed because of the delay in delivery of calibration sources from Russia – final report may be finalized in December 2013. – PUBLUME is also delayed.</p> <p>CfP 2014: includes 18 proposals. All evaluations received. The 18 applicants are asking for 8,194 MDKK (CfP 2013 – 2,564 MDKK). Based on this KGA passed on his funding recommendations to the group.</p> <p>Activities 2014: after some discussions, and with references made to last year’s split/difference in funding to the R- and B-part, and the good present (and next year) financial situation, SMM concluded, that KL and KA should work on with a budget of 3,750 MDKK for the R-part and KGA should work on with a budget of 3,750 MDKK, 4,250 MDKK and 4,500 MDKK for the B-part.</p>
6	<p>Administrative questions:</p> <ul style="list-style-type: none"> • Contracts PC, SEK, auditor • The Policy Documents (the pamphlet and ”This is NKS”) • The Administrative Handbook • The Handbook for NKS Applicants and Activity Leaders • Note: ”Activities involving cooperation with non-Nordic participants with own funding are welcomed” to be included appropriately • Other issues 	<p>FP has prepared new contracts for KA/Vattenfall, KGA/DTU and FP/FRIT. The draft contracts will be forwarded to the involved parties and the final draft will be uploaded to the board meeting website. FP will similarly together with SMM prepare the agreement with the auditor.</p> <p>The policy documents: the pamphlet will be updated in a 2014 version (see meeting item 7). ”This is NKS” will also be updated: KSU to be taken out and the following sentence has already been included: ”In 2013 the contributions of the owners and additional financiers exceeded 9 million Danish crowns (1.2 million euros).”</p> <p>The Administrative Handbook is still valid and will be updated if needed. ”Activities involving cooperation with non-Nordic participants with own funding are welcomed” to be included appropriately in The Handbook for NKS Applicants and Activity Leaders. – This sentence will also be included appropriately in next years R and B ”Instructions for applicants” for CfP 2015.</p>
7	<p>The Website</p> <p>Other information activities</p> <ul style="list-style-type: none"> • NewsLetters, NewsFlashes • New 2014 pamphlet • 3 papers in Radiation Regulator and abstract for ICRER 2014 	<p>With reference to the document ”Short note on status of the website, NewsLetters etc.” FP presented the first year’s statistics for the use of the new version of the website. Especially the clear connection between publishing electronic news and website use shows. Since the May board meeting 5 NewsFlashes have been distributed. A NewsLetter is under preparation for distribution before the board meeting in January. If</p>

		<p>relevant a NewsFlash will be distributed before Christmas.</p> <p>A new and updated version of the pamphlet will be published after the January board meeting. KA will be presented as the new PC-R in this new version and the sentence "Activities involving cooperation with non-Nordic participants with own funding are welcomed" is to be included appropriately. KSU will be erased as co-financier.</p> <p>The 3 Radiation Regulator articles and the ICRER abstract together with similar future material will be uploaded to an appropriate part of the website.</p>
8	<p>The 14 January 2014 Board meeting:</p> <ul style="list-style-type: none"> • Agenda • Budget • Material for the Board, schedule • Other questions 	<p>SMM will soon issue the formal invitation for the board meeting. The draft agenda was discussed and adjustments will be made by FP. The budget proposal of 15 November was discussed and the agreed adjustments will be carried out by FP.</p> <p>Financing 2014: SMM has contacted the owners about their 2014 contributions, and SMM will also contact the board members in contact with the co-financiers and ask for a possible raise in contributions 2014 compared to 2013.</p> <p>SMM and FP will continue work on the budget until final upload of board meeting material.</p> <p>All board meeting material should be uploaded: 20 December. NewsLetter to be distributed: 7 January. NewsFlash to be distributed: 21 January the latest.</p>
9	SOME – NKS and social media	KA will take over the work with social media from KL.
10	The Bo Lindell translation project	SMM informed about the development of the translation project, which is progressing according to the plan.
11	Any other business	<p>KGA will be meeting with representatives from the Nordic Council of Ministers (NCM) on 2 December. NCM has proposed a project for an overview and status of radioactive waste in the Nordic countries. If relevant KGA will pass on ideas and conclusions from this meeting to the board.</p> <p>As this was KL's last coordination meeting, SMM expressed many thanks to KL for her work as PC-R.</p>
12	Time and place for the next coordination meeting.	To be decided in connection with the January board meeting.