

Minutes of the NKS coordination meeting at DTU Risø Campus 9-10 April 2013

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. 10:00-ca. 12:00	Coordination meeting
-	-	ca. 12:00-ca. 13:00	Working lunch
-	-	ca. 13:00 – ca. 17:30	Coordination meeting
-	Restaurant, Roskilde	19:00	Working dinner
(day 2)	DTU Risø Campus	09:00 – 12:00	Coordination meeting

Agenda:

Minutes:

1	Approval of the agenda. Secretary for this meeting. Going through the minutes of the meeting 3-4 December 2012.	The agenda was approved. FP was appointed secretary. The minutes of the December meeting were approved.
2	Board meeting 8 January 2013 – follow-up.	The actions from the board meeting (appendix B of NKS(13)1, 2013-02-06) – follow-up: A: The new pamphlet has been uploaded to the website. FP will present this to the board at the May meeting (11 – Information activities) B: The overview of on-going/unfinished R- and B-activities for the last 4 years will be presented by the PC's at the May board meeting (8 – R-part: status and 9- B-part: status) C: Revision of the proposal template concerning "cross-over" activities. The PC's will give this more thoughts and raise this at the May board meeting. The "cross-over" term is likely to disappear from the template (13 – Research activities in 2014 – CfP) D: PONPP2 - see this meeting's item 7 (KGA) E: Promotion of NKS work and CfP – see this meeting's item 7 (and 8,9 and 12) F: Agreement with Swedish co-financiers – see this meeting's item 6 G: NKS and social media – see this meeting's item 9 H: Fukushima seminar survey – see this meeting's item 8 I: Translation of Bo Lindell's books – see this meeting's item 10

		Besides this "2012" will be exchanged with "2013" on the front page top of the minutes and "the chair will inform the board about the development of the translation project" from the actions will be copied (back) to the end of item 12 of the minutes.
3	Accounts, annual report and auditing 2012.	SMM and FP presented the auditor's documents: the financial statements and the long-form audit report. The conclusion was that nothing was to be noted from the 2012 accounts. The auditor will present the accounts of 2012 based on these documents at the board's May meeting.
4	Financial status report March 2013.	FP presented and described the present financial situation, which is very good. The reserve is now ca. 2.6 MDKK and this is the reserve after the board's January decision on a budget for 2013 with expenses ca. 0.1 MDKK bigger than incomes.
5	Financial situation 2013.	See item 4.
6	Financial situation 2014 <ul style="list-style-type: none"> • Next year's contributions • New agreement with Swedish co-financiers 	<p>To be handled under item 13 Research activities in 2014 – Preliminary budget 2014 – and – Funding 2014 - during the upcoming board meeting. SMM will ask both owners and co-financiers for a possible 3% raise in contributions in 2014 compared to 2013.</p> <p>It was recognised that the financial situation next year looks good and SMM will propose activities' budgets in 2014 of 3.75 MDKK for both R and B – meaning total activities' budgets in 2014 of more than EUR 1,000,000.</p> <p>SMM will contact both the new coordinator of the Swedish co-financiers Olga German and the former coordinator Synnöve Sundell-Bergman about a new agreement with the Swedish co-financiers.</p>
7	Brief administrative status report from R and B incl. <ul style="list-style-type: none"> • Short presentations by the PC's - R and B • Call for Proposals Autumn 2013. • Budget frames for new R and B activities 2013-14. • Schedule. 	<p>KL presented the R status: for 2012 five of nine final reports have been received. For 2013 all contracts have been signed.</p> <p>KGA presented the B status: for 2012 five of nine activities are completed. For 2013 all contracts have been signed except one – EMSEM.</p> <p>KGA noted that the decision about carrying out the PONPP2 activity or not will be made very soon and presented to the board at its May meeting. KGA also presented different ideas for having positive responses to the CfP in the Autumn of 2013.</p> <p>CfP: SMM repeated that he will propose activities' budgets in 2014 of 3.75 MDKK for both R and B.</p> <p>CfP announcement to be made 2 September with deadline for proposals 14 October. The board will be requested to return their evaluation to the PC's no later than 15 November.</p>

8	<p>Fukushima seminar 2013</p> <ul style="list-style-type: none"> • Presentations and video documentation • Survey • Reactions • Missing Swedish participants • Conclusion 	<p>KL presented the status of the seminar presentations and the video documentation. SMM, KGA and FP were all impressed by the result of KL's video documentation initiative. KL will contact the invited speakers, who still haven't responded to the request for permission to upload their video presentations to the NKS website (one follow-up contact will be made by KGA). FP will contact Webhouse for setting-up a read-only / no-downloading website for the video presentations. KL will present the result to the board at the May meeting.</p> <p>FP presented the result of the survey. The group agreed that the result of the survey is very positive and encouraging as was the carrying out of the seminar itself. FP will present the result (one question per slide and comments grouped) to the board at the May meeting.</p> <p>The group exchanged comments received from a number of seminar participants and agreed that these reactions in general were very positive and satisfactory.</p> <p>A question concerning missing Swedish participants has been passed on to SSM.</p> <p>SMM concluded that all group members will carry out presentations during the May board meeting (item 10 – Fukushima seminar):</p> <ul style="list-style-type: none"> • Presentation of scientific/technical seminar results by KGA • Video documentation presentation by KL • Survey result presentation by FP • Conclusion by SMM
9	<p>SOME – NKS and social media</p>	<p>KL has opened an NKS Facebook site and an NKS LinkedIn group site. KL made a presentation of the sites, which are developing quite rapidly. Some different facilities/aspects were put forward: sharing of links, telling who you are, group members acknowledging each other etc. The status of the sites will be presented by KL to the board at its May meeting.</p>
10	<p>The Bo Lindell translation project</p>	<p>SMM informed about the development of the translation project. In the May meeting SMM will inform the board about the project status.</p>
11	<p>Administrative questions:</p> <ul style="list-style-type: none"> • The documents replacing the Policy Document including the articles for Radiation Regulator • Handbook for NKS Applicants and Activity Leaders • The Administrative Handbook • Other issues 	<p>Since the January board meeting the pamphlet and "This is NKS" – both on the website – constitute the policy document of NKS. – An example - of how the policy and history of NKS are presented to scientific colleagues - is the articles for Radiation Regulator.</p> <p>Both handbooks were updated in 2012 and they will be updated if and when the need for updates occur.</p>
12	<p>The Website incl.</p> <ul style="list-style-type: none"> • Fukushima seminar 	<p>A short presentation of the status of the website (including the status of seminar information and reports and the new pamphlet) will be given by</p>

	<ul style="list-style-type: none"> • Reports. <p>Other information activities</p> <ul style="list-style-type: none"> • NewsLetters, NewsFlashes, new pamphlet etc. 	<p>FP at the May board meeting.</p> <p>A NewsLetter will be distributed on 17 May – in due time before the board meeting – and a NewsFlash will be distributed during the week after the board meeting.</p> <p>Other information activities to be part of the board meeting as the presented "Short note..." including new website statistics.</p>
13	<p>The 28 May 2013 Board meeting:</p> <ul style="list-style-type: none"> • Agenda • Material for the Board, schedule • Other questions 	<p>The draft agenda was discussed and adjusted during the meeting.</p> <p>Material for the board – schedule: the internal website should be fully uploaded by Tuesday 21 May.</p>
14	Any other business.	None.
15	Time and place for the next coordination meeting.	3 and 4 December have been reserved for the next meeting at DTU Risø Campus.