

NKS coordination meeting at Strålsäkerhetsmyndigheten (SSM) 20-21 November 2017

Participants:

Sigurður M Magnússon (SMM), Kasper G Andersson (KGA), Christian Linde (CL), Finn Physant (FP).
PC = program managers (KGA, CL). SEK = secretariat (FP).

Program:

(day 1)	SSM, Solna Strandväg 96, SE-171-16 Stockholm	10:00 – 12:00	Gathering
(day 1)	SSM, Solna Strandväg 96, SE-171-16 Stockholm	12:00 - ca. 17:00	Coordination meeting (incl. working lunch)
(day 1)	Restaurant, Stockholm	19:00	Working dinner
(day 2)	SSM, Solna Stranväg 96, SE-171 16 Stockholm	9:00 – ca. 17:00	Coordination meeting (incl. working lunch and visits to possible seminar venues).

Agenda:

Minutes (draft):

1	Approval of the agenda. Secretary for this meeting. Going through the minutes of the meeting 9-10 May 2017.	SMM welcomed the participants. Special thanks were given to CL for meeting arrangements. FP was appointed meeting secretary. The agenda was approved. The minutes of the May meeting were approved and it is hereby noted that all actions specified from the May meeting have been carried out.
2	Board meeting 8 June 2017 – follow-up.	<p>Actions from the June meeting:</p> <p>A: Both PC's had presented their draft articles to the board. KGA had also presented a proposal of which journal to publish the B-article in. CL will present proposal(s) of which journal(s) to publish the R-article in at the January board meeting (meeting item 8).</p> <p>B: The PC's will soon contact the seminar committee members for comments and inputs for an advanced draft seminar proposal to be presented at the January board meeting. The new proposal should contain more focus on present and future NKS activities (meeting item 9).</p> <p>C: SMM will soon ask the board members for their text on future</p>

		directions of NKS (meeting item 10).
3	<p>Financial situation 2018</p> <ul style="list-style-type: none"> • Next year's contributions 	<p>SMM and FP informed about the status of the financial situation 2018: Due to fluctuations in currency exchange rates the budget figure for R- and B-part activities in 2018 had been changed from 3,10 MDKK (proposal from the June board meeting) to 2,95 MDKK (see meeting item 11 – the 2018 draft budget dated 15 November 2017).</p> <p>Concerning the 2018 contributions: the owners' contributions of 2018 are expected to be at the same level as in 2017. Karin Andgren has confirmed a raise in OKG's, FKA's, and RAB's contributions in total of 280 EUR to a total of 38,500 EUR in 2018. About the other co-financiers 2018: information is expected soon.</p>
4	Financial status report November 2017.	FP presented and described the present financial situation, which is quite as planned. The reserve is at a level of ca. 0,81 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 2018.	<p>CL presented the status of the current activities of the R-part: Overall the work in NKS-R is progressing as planned. All activities started in 2016 and earlier are completed. During 2017: 14 NKS-R reports have been published on the website (incl. the revised report from ATR-2015). About activities commencing in 2017: all contracts have been signed and work is carried out on schedule except for HYBRID for which a delay has been announced. One young scientist travel had been granted the amount of 10,000 DKK.</p> <p>CL presented the status of this year's CfP of the R-part: CfP 2018 includes 15 proposals (5 continued and 10 new). The requested funding is 8,396 MDKK. The sum of the continued activities is 2,822 MDKK. All evaluations hadn't been received. Funding recommendations not yet final.</p> <p>It was noted that the NKS-R report NKS-395 from the SPARC activity had been downloaded almost 500 times during approximately 3 months after publishing.</p> <p>KGA presented the status of the B-part: Overall the work in NKS-B is progressing well. Delayed activities initiated before 2017: none. In activities commencing in 2017 work is reported to be on schedule (some small delays). 4 young scientists have requested and been granted travel support (in total ca. 18,000 DKK). 3 final reports had been received or</p>

		<p>published since the last board meeting and both two NKS-B 2017 seminars/workshops had been successfully held.</p> <p>CfP 2018 includes 17 proposals (1 from NKS-R) – 4 proposals were for a continued activity. The requested CfP funding was 7,905 MDKK. All evaluations hadn't been received. Funding recommendations not yet final.</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 Handbook for NKS Applicants and Activity Leaders • The Administrative Handbook • Other issues (website access to board meeting material some years back and correction to activity application form for continued activities) 	<p>FP had prepared new contracts: CL/SSM, 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>Concerning the policy documents: only minor update is needed for "This is NKS" (FP will look into this). A new revised version of the pamphlet is planned for 2018 especially aiming at being used for the 2019 seminar.</p> <p>"The Handbook for NKS applicants and Activity Leaders" from April 2016 is still valid and will be updated if needed.</p> <p>About "The Administrative Handbook": FP had made a modernized version of the version approved at the 2017 June board meeting. FP will upload the new version to the website.</p> <p>FP informed that based on a request from board member Nici Bergroth website access had been opened to board meeting material some years back.</p> <p>The "4 digit" calendar year will be erased appropriately in the application forms for continued activities as the continued activity proposal can be more than one year old.</p>
7	<p>The Website</p> <p>Other information activities</p> <ul style="list-style-type: none"> • NewsLetters, NewsFlashes etc. • New 2018 pamphlet for the 2019 seminar • NKS on LinkedIn 	<p>FP presented the document "Information activities". The presentation of present ongoing information activities will be given by FP at the January board meeting.</p> <p>Since the June board meeting 3 NewsFlashes have been distributed. A NewsLetter will be distributed on 11 January – in due time before the board meeting – and a NewsFlash will be distributed after the board meeting no later than 25 January.</p> <p>A new revised version of the pamphlet is planned for 2018 especially aiming at being used for the 2019 seminar.</p>
8	NKS articles	<p>As noted under meeting item 2A: "Both PC's had presented their draft articles to the board. KGA had also presented a proposal of which journal to publish the B-article in. CL will present proposal(s) of which journal(s)</p>

		<p>to publish the R-article in at the January board meeting.”</p> <p>Furthermore KGA’s article had received comments from board member Astrid Liland. KGA will incorporate these comments into the article after the January board meeting.</p> <p>CL’s article had received comments from board members Annelie Bergman and Atle Valseth. CL will incorporate these comments into the article after the January board meeting.</p> <p>Due to other ongoing activities the articles will not be prioritized before the January board meeting.</p> <p>The present draft R and B articles will be presented as meeting material for the board in January. It’s expected that the articles will be published in 2018 including the board’s final comments.</p>
9	NKS R and B seminar 2019	<p>As noted under meeting item 2B: ”The PC’s will soon contact the seminar committee members for comments and inputs for an advanced draft seminar proposal to be presented at the January board meeting. The new proposal should contain more focus on present and future NKS activities.”</p> <p>The PC’s has continued to develop the seminar proposal since the June board meeting and will soon again contact the committee members for comments and inputs. The present draft was developed further on the second day of this coordination meeting.</p> <p>The PC’s will present an advanced draft seminar proposal including new committee comments and inputs.at the January board meeting.</p> <p>On 19 January (the day after the board meeting) the committee will meet again and develop the seminar proposal further – then including comments and inputs from the board from the day before.</p> <p>CL, KGA and FP will look into the possibilities of defining the right seminar venue in Stockholm.</p> <p>FP had prepared a first draft budget for the seminar. CL, KGA and FP will prepare a draft budget to be presented to the board at its January meeting.</p> <p>The week 14–18 January 2019 was proposed for carrying out the seminar. This could mean the two days of 15-16 or 16-17 January.</p>
10	NKS in the future	<p>As noted under meeting item 2C: ”SMM will soon ask the board members for their text on future directions of NKS.”</p> <p>The report from the WG concerning the PC’s will be finalized no later</p>

		than 1 December.
11	<p>The 18 January 2018 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 SMM.</p> <p>The budget proposal of 15 November was discussed, and SMM and FP will continue work on the budget until final upload of board material.</p> <p>All board meeting material should be uploaded no later than: 10 January. NewsLetter to be distributed: 11 January. NewsFlash to be distributed no later than 25 January.</p>
12	Any other business	None.
13	Time and place for the next coordination meeting.	To be decided in connection with the January board meeting. Tentatively 15 and 16 May were reserved for the meeting. Risø and Stockholm were both noted as possible meeting places.