

NKS coordination meeting at Strålsäkerhetsmyndigheten (SSM) 26-27 November 2019

Participants:

Sigurður M Magnússon (SMM), Kasper G Andersson (KGA), Christian Linde (CL), Ari-Pekka Leppänen (APL), Finn Physant (FP).

PC = program managers (KGA, CL). SEK = secretariat (FP).

Program:

(day 1)	SSM, Solna Strandväg 96, SE-171-16 Stockholm	9:00 – ca. 17:00	Coordination meeting (incl. working lunch)
(day 1)	Restaurant, Stockholm	19:00	Working dinner
(day 2)	SSM, Solna Strandväg 96, SE-171 16 Stockholm	ca. 9:00 – ca. 16:00	Coordination meeting (incl. working lunch)

Agenda:

Minutes:

1	Approval of the agenda. Secretary for this meeting. Going through the minutes of the meeting 8-9 May 2019.	SMM welcomed the participants. A special welcome was given to APL as new PC-R replacing CL from 2020 and special thanks were given to CL for arranging this meeting. 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 4 June 2019 – follow-up. <ul style="list-style-type: none"> Action A: This is NKS - meeting item 6 Action B: NKS after 2020 - meeting item 8 Action C: Funding for 10 years - meeting item 3 Action D: 2022 seminar - meeting item 9 Action E: download statistics - meeting item 7 Action F: KTH contract - meeting item 5 	Actions from the June board meeting: <ul style="list-style-type: none"> Action A: This is NKS – see meeting item 6 Action B: NKS after 2020 – see meeting item 8 Action C: Funding for 10 years - see meeting item 3 Action D: 2022 seminar – see meeting item 9 Action E: download statistics - see meeting item 7 Action F: KTH contract – see meeting item 5
3	Financial situation 2020 <ul style="list-style-type: none"> Next year's contributions Funding – contributions/incomes 2009-19 	SMM and FP informed about the status of the financial situation 2020. After some budget discussions and based on the present currency exchange rates the budget figures for the R- and B-part activities in 2020 were set at R: 3.0 MDKK and B: 3.0 MDKK. Concerning the 2020 contributions: Pia Vesterbacka has confirmed a raise

		<p>of the Finnish owner's contribution by 10,000 EUR to 360,000 EUR in 2020. The rest of the owners' contributions in 2020 have been confirmed to be at the same level as in 2019.</p> <p>SMM and FP have received information that the Swedish co-financiers will contribute the same amounts in 2020 as in 2019.</p> <p>SMM has received information that the Finnish co-financiers will contribute the same amounts in 2020 as in 2019.</p> <p>SMM has received information that the Norwegian co-financier contribution is expected to be the same amount in 2020 as in 2019.</p> <p>FP presented "NKS incomes 2009-19" as a response to action C from the June board meeting. After some discussions the conclusion was that FP will revise the presentation and make it ready for the January board meeting after receiving comments from the coordination group.</p>
4	Financial status report November 2019.	<p>FP presented and described the present financial situation, which is quite as planned. The reserve is at a level of ca. 0,58 MDKK. The finances follow the budget very much as planned.</p>
5	Brief administrative status report from R and B incl. Call for Proposals. Budget frames for new R and B activities 2020.	<p>KGA presented the status of the B-part: Overall the work in NKS-B is progressing well. Delayed activities initiated before 2019: none (NORCO II approved in principle (not paid), but report will be extended). For activities commencing in 2019 work is reported to be on schedule. 7 young scientists have requested and been granted travel support (in total ca. 31,000 DKK) to NKS seminar, NSFS seminar, SETAC in Helsinki and ERPW 2019. Final reports received or published on NKS website (since last board meeting): NORCO II (in principle approved, but report will be extended). No NKS-B seminars carried out in 2019 (none planned for).</p> <p>CfP 2020 includes 12 proposals – 3 proposals were for a continued activity. The requested CfP funding was 4,844 MDKK. All evaluations had been received. One funding recommendation was prioritized with a grant proposal of 3.0 MDKK.</p> <p>CL presented the status of the current activities of the R-part: Overall the work in NKS-R is progressing according to plan.</p> <p>Status for the activities from CfP 2019: Contracts signed for all 6 activities (incl. KTH for THEOS – Action F of the June board meeting).</p>

		<p>No major delays reported.</p> <p>Status for the activities from CfP 2018: All activities from 2018 are completed. Late reports from FIREBAN and SPARC are published.</p> <p>Status for the activities from CfP 2017: All activities from 2017 are completed. Late reports from FIREBAN and WRANC are published.</p> <p>Published reports since June 2019: FIREBAN, WRANC and SPARC.</p> <p>NKS-R seminars/workshops: PROSAFE interim workshop in December 2019.</p> <p>2 young scientists have requested and been granted travel support.</p> <p>APL presented the status of this year's CfP of the R-part: CfP 2020 includes 11 proposals (4 continued and 7 new). The requested funding is 6,055 MDKK. The sum of the continued activities is 2,245 MDKK. One evaluation was not received yet. APL is working on prioritized funding recommendations with a grant proposal of 3.0 MDKK.</p>
6	<p>Administrative questions:</p> <ul style="list-style-type: none"> • Contracts PC, SEK, auditor • The Policy Document ("This is NKS") • The Handbook for NKS Applicants and Activity Leaders • The Administrative Handbook • Other issues 	<p>FP had prepared new contracts: APL/STUK, 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 document: "This is NKS" was approved by the board at the June board meeting and uploaded to the website ("This is NKS" – 4 June 2019 version). Action A from the June board meeting. "The Handbook for NKS Applicants and Activity Leaders" is unchanged since 2018 and to be updated as needed.</p> <p>About "The Administrative Handbook": FP had made a November version of the handbook and included two new attachments "Privacy policy" and "How NKS uses cookies". FP will upload the new version to the website.</p> <p>A new revised version of the pamphlet was presented. This pamphlet so far only exists as an electronic version including all owners' and co-financiers' updated logos. CL's portrait will be exchanged with APL's in a new revised 2020 version.</p> <p>We are still waiting for a final approval from the Danish bank (Danske Bank) of a business on-line solution. All requested ID, documents and info have been presented/forwarded to the bank.</p>
7	The Website	KGA had received the message from SSM and STUK that the everyday

	<ul style="list-style-type: none"> Phantom Library <p>Other information activities</p> <ul style="list-style-type: none"> Web statistics including download statistics NewsLetters, NewsFlashes etc. 2019 pamphlet NKS on LinkedIn 	<p>running of the Phantom Library had been taken over by STUK from SSM. KGA had received information from STUK that they will run the library for the next 5 years. The future of the library after that period is uncertain. KGA will inform the board about the status of the library at the January board meeting.</p> <p>FP presented the document "Short note on status of the website, NewsLetters etc." The presentation of present ongoing information activities will be given by FP at the January board meeting. The running user statistics had now been focused on the monthly number of visitors. FP presented "www.nks.org top 10 downloads 1 August - 12 November 2019" as a response to action E from the June board meeting. Since the June board meeting 3 NewsFlashes have been distributed. A NewsLetter will be distributed on 15 January – in due time before the board meeting – and a NewsFlash will be distributed after the board meeting no later than 29 January. A new revised 2019 (only electronic) version of the pamphlet was presented. NKS now has 62 followers on LinkedIn.</p>
8	<p>NKS after 2020</p> <ul style="list-style-type: none"> Discussion paper – follow-up Rules of procedure 	<p>SMM informed the participants about the progress of the work concerning NKS after 2020. About the discussion paper the views of the board members had been obtained – only editorial changes had been made – and a further developed document will be presented at the board meeting in January. (Action B of the June board meeting). SMM also informed about the new document "Rules of procedure", which will be developed further and presented at the board meeting in January.</p>
9	<p>NKS R and B seminar 2022</p>	<p>KGA made a presentation of ideas for the upcoming seminar. The ideas were discussed and KGA will accordingly make a revised presentation at the January board meeting. It was noted that the owners each should be asked to recommend a member of the upcoming seminar committee. Action D of the June board meeting.</p>
10	<p>The 22 January 2020 Board meeting:</p>	<p>The draft agenda was discussed and adjustments will be made by FP.</p>

	<ul style="list-style-type: none"> • Agenda • Budget • Material for the Board, schedule • Other questions 	<p>The budget proposal of 19 November (with additional currency info of 25 November) was discussed, and SMM and FP will continue work on the budget until final upload of board material.</p> <p>FP will open the board meeting website on 9 December.</p> <p>All board meeting material should be uploaded no later than: 15 January. NewsLetter to be distributed: 15 January. NewsFlash to be distributed no later than 29 January.</p>
11	Any other business	It was decided – in all upcoming activity contracts – to request invoices to NKS send to nks@nks.org
12	Time and place for the next coordination meeting.	Preliminarily it was decided to plan for the next meeting early or mid June 2020.