

An overview of the scientific and administrative activities of the PC's

Scientific tasks:

Information

- Presentations of NKS programmes and their results at many seminars.
- Using personal network and opportunities at conferences, workshops, work meetings, etc. (which often have no direct relation to NKS) to promote NKS internationally as well as in the Nordic area. Promoting synergetic effects in Europe that are of benefit to Nordic organisations.
- Arranging and executing the Stockholm seminars in 2013 and 2016 (e.g., in liaison with a seminar program group, NEP group and others). Being a driving force in many meetings to ensure consensus about, e.g., scope, session topic sequence, topics of individual presentations, structure, contents, target groups, input facilitating discussions, invited speakers balancing a number of aspects (usually takes many meetings and discussions about content). Writing program booklet texts and proceedings texts. NOTE: prior to 2012, much less effort was put into arranging joint R/B seminars. We have tripled the audience since then.
- Issuing NewsLetters NewsFlashes and LinkedIn updates including scientific content.
- Writing texts about the Nordic strengthening of capacities, Nordic common view, securing competence and knowledge for the future, etc. for NKS website, pamphlets, programs and handbooks.
- Writing publications explaining and disseminating the overall results of NKS in Nordic and global forum. NOTE: this is an optional extra introduced in recent years without any extra financing. It was – at least until recently – warmly supported by the board, but if it is now not wanted, we can stop doing it.

Pre CfP

- Contacting people who can write a good proposal and are known to deliver good work, and persuade them to send in an application for a CfP. Often scientific ideas have been 'planted'. Discussing scientific ideas that could become a NKS proposal at various meetings and by phone or email. Leading role in general in call for proposals.

Check points

- Screening incoming proposals before sending to evaluators for evaluation
- Prepare CfP evaluation report for January board meeting
- Preparing status reports and presentations to board and coordination meetings twice a year (including scientific evaluations of status).
- Communicating with activity leaders checking continually that activities are run in accordance with the contract and NKS interests and proposing ways to handle problems so that the value of the work is not jeopardised.
- Participating in a number of NKS activity seminars/exercises/workshops each year, and presentation to the board of the scientific value of and Nordic interest for participation in these.
- Reading and approving (or delivering advice for revision of) NKS activity final reports.

Post CfP

- Writing contracts for new NKS activities and ensuring that details are compliant with applications.

Meetings

- Participating in two board meetings and two coordination meetings each year, informing about the status, agreeing on tasks for the future period that are for the benefit of NKS, and once a year proposing a package of new activities.
- Participation in other meetings (e.g., NKS work groups)

Scientific support/facilitation

- Writing recommendations for applicants and activity leaders, using experience from participation in project work over decades to avoid pitfalls and smoothly obtain the best possible results.
- Addressing special requests from the board (e.g., compiling material for an evaluation)
- Participating and coordinating in ad hoc work, such as the coordination of planning and execution of an external NKS activity paid by Nordic Council of Ministers on radioactive waste handling in the Nordic countries, including work meetings and report writing.

Administrative tasks

Information

- CFP administration – prepare call, handling of incoming proposals, prepare for evaluation
- Providing individual solutions to different organisations in contract writing and final reporting (actually not purely administrative - this work could be done by activity leaders, but the burden and cost would then be transferred as well, although in an intransparent way)
- General support is received from the organisation of the PC (PC's depend on this, which adds to the overhead cost of the PC)
- Smallish NKS web tasks (actually not purely administrative).
- Parts of NewsLetters and NewsFlashes.

Data processing

- Annual summary calculation of the board's recommendations following the CFP.

Internal check points

- Keeping own accounts of the NKS activities running.
- Dealing with invoices and young scientist travel claims.

It is estimated that somewhere between 80 and 90 % of the PC's time on NKS tasks is spent on scientific tasks.

On average (over seminar and non-seminar years) the NKS time spent in a year by a PC clearly exceeds the number of accountable hours in a half year at DTU.