

Minutes of the NKS coordination meeting at DTU Risø Campus 24-25 April 2012

Participants:

Sigurður M Magnússon (SMM), Karoliina Ekström (KE), Kasper G Andersson (KGA), Finn Physant (FP).

PC = programme managers (KE, KGA). SEK = secretariat (FP).

Program:

(day 1)	DTU Risø Campus	ca. 12:00-ca. 13:00	Working lunch
-	-	ca. 13:00 – ca. 17:30	Coordination meeting
-	Restaurant Gusto Giusto, Roskilde	19:00	Working dinner
(day 2)	DTU Risø Campus	09:00 – ca.12:00	Coordination meeting

Agenda:

Minutes:

1	Approval of the agenda. Secretary for this meeting. Going through the minutes of the meeting 29-30 November 2011.	SMM wanted the agenda to include a separate point "Short presentations by the PC's – both R and B" under item 7. Meeting item 9 should include as a point "Handbook for NKS Applicants and Activity Leaders". Both points were included in the agenda. FP was appointed meeting secretary. The minutes of the November meeting were approved.
2	Board meeting 11 January 2012 – follow-up.	The proposal of having three administrative documents will be addressed under item 9: policy document, users handbook and administrative handbook. About the use of the two terms "rest" in the financial documents: "rest" in the financial programme specification will be named "rest budget" and "rest" in the financial status document will be exchanged with "reserve". Furthermore "contracts" in the financial programme specification will be exchanged with "signed contracts". Listing of the amount of the last 5 years' co-financiers' contributions will be presented in a document for the board and uploaded for the next board meeting (FP). Two corrections to the draft minutes of the 11 January meeting: Fukushima seminar in January 2013 – not 2012 and in Appendix A activities of the B-part to be DKK 3.320.000 – not 3.300.000. – To be mentioned by SMM and/or FP during the May board meeting under item 6 Minutes of the last board meeting.

3	Accounts, annual report and auditing 2011.	SMM and FP presented the auditor's documents: the financial statements and the long-form audit report. Nothing to be noted from the 2011 accounts. The auditor's board meeting presentation will include an adjustment of the wording: "We are not in a position to say whether the individual projects could be carried out in a more economical manner". The exchange of "rest" with "rest budget" and "contracts" with "signed contracts" in the financial programme specification will also be presented.
4	Financial situation 2012.	See item 5
5	Financial status report April 2012.	FP presented and described the present financial situation, which is very good. The reserve is now ca. 1.8 MDKK and this is the reserve after the board's January decision on a budget for 2012 with expenses ca. 1.0 MDKK bigger than incomes.
6	Financial situation 2013 <ul style="list-style-type: none"> • Next year's contributions 	To be handled under item 12 Research activities in 2013 – preliminary budget 2013 – and – funding 2013 - during the upcoming board meeting. SMM will ask both owners and co-financiers for a possible 3% raise in contributions in 2013 compared to 2012. It was recognised that the financial situation next year looks good and SMM will propose activities budgets in 2013 of 3.5 MDKK for both R and B.
7	Brief administrative status report from R and B incl. <ul style="list-style-type: none"> • Short presentations by the PC's – both R and B • Call for Proposals Autumn 2012. • Budget frames for new R and B activities 2012-13. • Schedule. 	KGA presented the B status: contracts for all new 2012 activities have been signed, but PONPP2 has not yet been signed. KGA will carry out follow up for the following three activities: PONPP2, MARENUC and RADPAST. KE presented the R status: for 2011 five of eight final reports have been published/received – the one for RASTEP not due before June. For 2012 contracts have been signed for seven out of nine new activities. AIAS and RASTEP are not yet signed. As the financial situation is good SMM informed that he would propose to the board budget frames for new R and B activities in 2013 at 3.5 MDKK for each programme. CfP announcement to be made 1 September with deadline for proposals 15 October. The board will be requested to return their evaluation to the PC's no later than 15 November.
8	Fukushima seminar 2013	The PC's proposal for an NKS Fukushima Seminar was discussed thoroughly. – The conclusion was that the PC's now will present a revised draft proposal to the board and the work group. The commented and revised new draft will then be presented at the May board meeting.

9	<p>Administrative questions:</p> <ul style="list-style-type: none"> • Contracts PC, SEK • The Policy Document • Handbook for NKS Applicants and Activity Leaders • The Administrative Handbook • Other issues 	<p>No contract questions to be adressed at this meeting.</p> <p>The policy document: "An introduction to NKS – the Nordic Nuclear Safety Research Programme", NKS(12)1 Rev 1 (note we will use NKS(12)6, FP) by the former B programme manager Justin Gwynn was discussed. The conclusion was that SMM will add final comments to this to the PC's and they will finalise the document for the May board meeting.</p> <p>Handbook for NKS Applicants and Activity Leaders, NKS(12)5, 2012-04-19 DRAFT by KE and KGA was discussed . A new draft version with minor adjustments will be part of the materal for the May board meeting and open for the board's comments.</p> <p>NKS Administrative Handbook, NKS(12)3, 2012-04-17, Draft by FP was discussed. A new draft version with minor adjustments will be part of the materal for the May board meeting and open for the board's comments.</p> <p>No other issues.</p>
10	<p>The Website incl.</p> <ul style="list-style-type: none"> • The New Website • Reports. <p>Other information activities</p> <ul style="list-style-type: none"> • NewsLetters, NewsFlashes. • Pamphlet. 	<p>The new website will be presented for the board by KE. – The website is now planned to open on www.nks.org on Monday 30 April, and a NewsFlash to be distributed on the same day will announce the opening. A NewsLetter will be distributed on 22 May – a week 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...".The new pamphlet will be distributed to the board members during their meeting.</p> <p>An NKS poster by KGA for the Glasgow conference in May was very well received.</p>
10	<p>The 29 May 2012 Board meeting:</p> <ul style="list-style-type: none"> • Agenda • Material for the Board, schedule • Other questions 	<p>The draft agenda was discussed and adjustments will be made by FP. Material for the board – schedule: the internal website should be fully uploaded by Wednesday 16 May.</p>
11	<p>Any other business.</p>	<p>None.</p>
12	<p>Time and place for the next coordination meeting.</p>	<p>The 27 and 28 November have been reserved for the next meeting at DTU Risø Campus.</p>