

Minutes of the NKS coordination meeting at Vattenfall 26-27 November 2015

Participants:

Sigurður M Magnússon (SMM), Karin Andgren (KA), Kasper G Andersson (KGA), Emma Palm (EP), Finn Physant (FP).
 PC = program managers (KA, KGA, EP). SEK = secretariat (FP).

Program:

(day 1)	Vattenfall, Evenemangsgatan 13, Stockholm	11:00 - ca. 17:00	Coordination meeting (incl. lunch)
(day 1)	Restaurant, Stockholm	19:00	Working dinner
(day 2)	Vattenfall, Evenemangsgatan 13, Stockholm	9:00 - ?	Coordination meeting

Agenda:

Minutes:

1	Approval of the agenda. Secretary for this meeting. Going through the minutes of the meeting 24 April 2015.	SMM welcomed the participants. A special welcome was given to EP as new PC-R from 2016 and special thanks were given to KA for arranging this meeting. FP was appointed meeting secretary. The agenda was approved. The minutes of the April meeting were approved with the remark that there still was no news about the EURATOM alignment question.
2	Board meeting 12 June 2015 – follow-up.	Actions A-H from the June board meeting had all been carried out with the following remarks: B: no further handbook proposals had been received from the board members. G: as mentioned under meeting item 1 still no news about the EURATOM alignment question. H: KA will present proposals for "Young scientist travel support" and definition of evaluation criteria for a "Young scientist" under this meeting's item 12 "Any other business". Board member Annelie Bergman has asked for this definition after the last board meeting.

3	<p>Financial situation 2016</p> <ul style="list-style-type: none"> • Next year's contributions 	<p>SMM has contacted the owners and the board members in contact with the co-financiers about the 2016 contributions and asked for a possible raise in contributions compared to 2015. As stated in the minutes of the June board meeting "the expectation is that the contributions of 2016 will be at least the same as in 2015" even though the 2016 budget is still not completely clear in all the organisations. From Finland it has been confirmed that two of three co-financiers will raise their contribution in 2016.</p> <p>As a part conclusion it was recognised that the financial situation next year looks quite good.</p>
4	<p>Financial status report November 2015.</p>	<p>FP presented and described the present financial situation, which is quite good. The reserve through 2015 has been at a level of ca. 1,1 MDKK, which it still is. The finances follow the budget very much as planned.</p>
5	<p>Brief administrative status report from R and B incl. Call for Proposals. Budget frames for new R and B activities 2016.</p>	<p>KA presented the status of current activities of the R-part: Since the last NKS-R status report (June 2015) 9 final reports have been published on the website. Delayed activities (from before 2014): none. Activities commencing in 2014: all final reports completed. Activities commencing in 2015: all contracts signed, work on schedule, and the Fortum and TVO agreements signed. Workshops/seminars in connection with 5 activities: 4 have been carried out and 3 are planned for December 2015/January 2016 – all according to plan. 4 young scientists have requested and been granted travel support. – All in all everything is concluded to be running very much as planned.</p> <p>EP presented the status of this year's CfP of the R-part: CfP 2016 includes 20 proposals (13 new and 7 continued). The requested funding is 8,542 MDKK. All evaluations received. EP has not yet made her final funding recommendation, which will be ready in due time for the upcoming board meeting. EP is aiming at using the reserved funding of 3,5 MDKK.</p> <p>KGA presented the status of the B-part: none delayed activities initiated before 2015. In activities commencing in 2015 all work is reported to be on schedule. 3 young scientists have requested and been granted travel support. 3 final reports have been published on the website since the last board meeting (June 2015). All 4 NKS-B planned 2015 seminars/workshops have been carried out. - All in all everything is concluded to be running very much as planned.</p> <p>CfP 2016 includes 19 proposals (18 new and 1 continued). The requested CfP funding is 6,809 MDKK. All evaluations received. KGA has not yet made his final funding recommendation, which probably will result in 3</p>

		or 4 recommendation options to be ready in due time for the upcoming board meeting. KGA is aiming at using the reserved funding of 3,5 MDKK.
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 Administrative Handbook • The Handbook for NKS Applicants and Activity Leaders • Note: June 2015 Board meeting items concerning policy documents and the handbook for applicants and activity leaders – follow-up. • Other issues 	<p>FP has prepared new contracts EP/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 updates may be needed for "This is NKS" (FP will look into this) and a new revised version of the pamphlet will be prepared and published in March 2016 – start-up of this asap after the January board meeting.</p> <p>"The Administrative Handbook" is still valid and will be updated if needed.</p> <p>KA will propose changes in part 1.5 of "The Handbook for NKS Applicants and Activity Leaders" to the board in January – see item 12 of these minutes. Comments received from board member Annelie Bergman after the June 2015 board meeting will be included in these changes.</p>
7	<p>The Website</p> <p>Other information activities</p> <ul style="list-style-type: none"> • NewsLetters, NewsFlashes • New 2016 pamphlet • Presentation at NSFS 2015 • Article in Radiation Regulator 	<p>With reference to the document "Short note on status of the website, NewsLetters etc." FP presented the first 3 years' statistics for the use of the present version of the website. A more responsive website might be needed. EP, KGA and FP will look into this in connection with the next coordination meeting together with attending a super user website course. Since the June board meeting 7 NewsFlashes have been distributed. A NewsLetter is under preparation for distribution before the board meeting in January.</p> <p>As already noted under meeting item 6 a new and updated version of the pamphlet will be published in March 2016.</p> <p>A short (one page) exhibitor's presentation at NSFS 2016 had been published and will be presented for the board's January meeting. The article written in 2014 for Radiation Regulator had finally been published after the last board meeting and will be presented for the board's January meeting.</p>
8	<p>The 14 January 2015 Board meeting:</p> <ul style="list-style-type: none"> • Agenda • Budget • Material for the Board, schedule • Other questions 	<p>SMM asked EP to contact her colleague and Swedish owner to issue the formal invitation for the upcoming board meeting in Stockholm. FP will supply EP with needed information.</p> <p>The draft agenda was discussed and adjustments will be made by FP. The meeting venue and two bullitts under board meeting item 13 will be included: "Young Scientists' Travel Support" and "Definition of</p>

		<p>evaluation criteria for young scientists”.</p> <p>The budget proposal of 19 November was discussed, and SMM and FP will continue work on the budget until final upload of board material. All board meeting material should be uploaded: 18 December. NewsLetter to be distributed: 7 January. NewsFlash to be distributed no later than 21 January.</p>
9	NKS seminar on current trends in nuclear and radiological safety 2016 – Inspection of seminar facilities	<p>The draft seminar program was discussed. KGA will carry out the corrections in a new version and ask Ole Harbitz to chair the final session of the seminar.</p> <p>The draft seminar budget was concluded to be OK.</p> <p>The list of registered participants (97 today 2015-12-03) is getting close to the maximum number of 100. – If reaching 105 registered participant a waiting list will be defined.</p> <p>KA and KGA are until 4 December collecting abstracts from the speakers for the seminar book of abstracts.</p> <p>The seminar facilities were inspected.</p> <p>KA has 5 roll-ups present at Vattenfall – OK.</p> <p>The new version of the seminar program shall be uploaded to the website (FP).</p> <p>The book of abstracts, pamphlets etc. will be forwarded from KGA and FP to KA – preferably before Christmas.</p>
10	Nordic Council of Ministers’ (NCM) – follow-up	<p>KGA informed the group that the 2015 waste activity, requested by the Nordic Council of Ministers (NCM), had been successfully reported and finalized. Based on the success it was decided, that KGA will ask NCM, if they are interested in financing the NORMSEM proposal, which is one of the CfP 2016 proposals.</p>
11	NSFS Conference, Roskilde 2015 – follow-up	<p>A short resumé of the NSFS conference:</p> <p>SMM was awarded the Bo Lindell Award.</p> <p>KGA made the exhibitor talk.</p> <p>Oral presentations by: KA, KGA, Jens Havskov Sørensen, Xiaolin Hou, Jixin Qiao and Mikhail Iosjpe.</p> <p>Poster presentations by: Karin Fritioff and Charlotte Nielsen.</p> <p>It was concluded, that NKS due to this conference participation did profit by a very high degree of positive visibility.</p>
12	Any other business	<p>KA presented her proposal for new requirements:</p> <p>Young scientist travel assistance.</p> <p>KA also presented her proposal for adjusted evaluation criteria:</p> <p>Participation of young scientists.</p>

		The proposals were discussed and KA will present the adjusted proposals to the board in January.
13	Time and place for the next coordination meeting.	To be decided in connection with the January board meeting. Tentatively the time could be the last week of April or the last week of May.