

Minutes of the NKS coordination meeting at DTU Risø Campus 20-21 November 2014

Participants:

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

Program:

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| (day 1) | DTU Risø Campus | 11:00 - ca. 17:00 | Coordination meeting (incl. lunch) |
| (day 1) | Restaurant, Roskilde | 19:00 | Working dinner |
| (day 2) | DTU Risø Campus | 9:00 - ? | Coordination meeting |

Agenda:

Minutes:

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| 1 | Approval of the agenda. Secretary for this meeting. Going through the minutes of the meeting 8-9 May 2014. | SMM welcomed the participants. FP was appointed meeting secretary. The agenda was approved with one addition - an orientation was given by SMM about possible NKS participation, co-sponsorship etc. in the NSFS conference in August 2015. During today's meeting a meeting with participation of the coordination group was scheduled with two representatives of NSFS. The minutes of the May meeting were approved. |
| 2 | Board meeting 10 June 2014 – follow-up. | Actions from the June board meeting: A: The implementing of the noted wishes for adjustments in future accounts. – FP informed, that both the auditor and SEK had made note of these adjustments to be carried out in the 2014 accounts during February and March 2015. B: The wording "Contracts signed, but not paid" has already been brought into use in the programme specifications. SMM proposed to include the same wording in the financial status document: "Rest budget incl. contracts signed, but not paid". – FP will take care of this. |

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| | | <p>C: Some wording adjustments in "This is NKS", upcoming pamphlet and "Handbook for NKS applicants and activity leaders". – In "This is NKS" FP had made a first adjustment and erased "Physics and" in "Reactor Physics and Safety". KA will reconsider this, because reactor physics actually is an on-going activity.</p> <p>KA will also consider the harmonization of the research areas for the above mentioned texts and present a proposal to the board at its next meeting.</p> <p>SMM proposed to exchange "organisations" with "participation" in the handbook's new sentence: "Non-Nordic participation in NKS activities is possible, but NKS funding of Non-Nordic organisations is not possible". Besides including this new sentence in the handbook FP had also erased "Please contact the secretariat for information". FP will present SMM's proposal and this update to the board at the January meeting.</p> <p>D: Total funding figures for the individual activities. – KA proposed, that the activity leaders must pass on these figures in the e-mail to the PC, when passing on the final report to the PC. – KGA will present this proposal to the board at its next meeting.</p> <p>E: New text for CfP 2015 material – OK!</p> <p>F: Members for seminar program committee – OK!</p> |
| 3 | <p>Financial situation 2015</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 2015 contributions and asked for a possible raise in contributions compared to 2014. As stated in the minutes of the June board meeting "the expectation is that the contributions of 2015 will be at least the same as in 2014". From Finland it has been confirmed that two of three co-financiers will raise their contribution in 2015.</p> <p>It was recognised that the financial situation next year looks quite good.</p> |
| 4 | <p>Financial status report November 2014.</p> | <p>FP presented and described the present financial situation, which is quite good. The reserve through 2014 has been at a level of ca. 1,26 – 1,27 MDKK. The finances follow the budget very much as planned.</p> |
| 5 | <p>Brief administrative status report from R and B incl. Call for Proposals.</p> <ul style="list-style-type: none"> • should the handbook for applicants and activity leaders be part of the CfP material? <p>Budget frames for new R and B activities 2015.</p> | <p>KA presented the status of current activities of the R-part and the CfP for 2015: Concerning CfP 2013 activities all final reports but one (POOLFIRE) have been received and only invoices from two activities are missing. Concerning 2014 all activities are running as planned and two activities (DIGREL and L3PSA) have planned seminars in January 2015. Two young scientists (from CTH) have requested and been granted travel support. – All in all everything is concluded to be running very much as planned.</p> |

CfP 2015 includes 16 proposals (11 new and 5 continued). The requested CfP funding is 7,817 MDKK. All evaluations received. KA has not yet made her final funding recommendation, and KA will approach some evaluators for supplementary information. KA is aiming at using the reserved funding of 3,75 MDKK through grants for 8 or 9 activities. KA's experiences from the CfP 2015 process had brought forward the question: how are the (board member) evaluators chosen? – SMM will bring up this question for the board in order to achieve more clarity to the process.

KGA presented the status of the B-part: None delayed activities before 2014 – CfP 2014 activities are running as planned. 3 seminars have been carried out in 2014: SEMUNARS, THYROIDSEM and GammaUser. SMM asked for more information about THYROIDSEM and KGA will bring forward web material from this seminar.

CfP 2015 includes 13 proposals (7 new and 6 continued). The requested CfP funding is 5,130 MDKK. All evaluations received. KGA will recommend the funding of 10 activities with 3,75 MDKK.

KGA presented statistics for national split of B-proposal coordinators for the last respectively 3 and 9 years. KGA will also pass the statistics on to the board at its next meeting.

KGA referred to the following application form text to which an addition has to be made:

*The requested funding for 2015 should be given in thousand DKK, with comma as a separator for decimals. If continuation of the activity is assumed in 2016 (and possibly later), please state the expected requested funding in thousand DKK for subsequent years. **Please note**, NKS will only award funding for **1 year at a time** and additional funding for continuation of an activity must be applied for on a separate basis through subsequent NKS-B Call for Proposals.*

KGA proposed the following addition:

The same proposal form is applied for new and continued proposals, and both proposal types may be completed with a supplementary description of max. 4 pages length. The short summary at the top of the proposal form shall primarily describe the work to be carried out in the work year applied for. For continued proposals the proposed work shall be described in context of the previous results.

KGA presented a new text to be included in "Instructions for Applicants". The text was discussed, and it was concluded that the PC's will continue

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| | | <p>the work on this text before presenting it to the board.</p> <p>KGA also presented the status of the waste activity to be carried out in co-operation with the Nordic Council of Ministers (NCM) – see item 10.</p> <p>KGA had received an invitation to a conference in Japan. – The invitation was discussed, and it was concluded, that it had to be rejected with reference to the fact that NKS is a Nordic platform.</p> <p>KA and KGA will look into the possibility, that the "Handbook for applicants and activity leaders" becomes part of the CfP material, and if this handbook should be split into one for applicants and one for activity leaders.</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 Administrative Handbook • The Handbook for NKS Applicants and Activity Leaders • Note: actions from the June 2014 Board meeting concerning policy documents and the handbook for applicants and activity leaders – follow-up. • Other issues | <p>FP has prepared new contracts for KA/Vattenfall, 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>The PC's will propose updating of both the policy documents (the pamphlet and "This is NKS"). The new edition of the pamphlet should be ready for the June board meeting 2015 for possible use in the NSFS conference in August 2015 and the NKS seminar in January 2016.</p> <p>The Administrative Handbook is still valid and will be updated if needed.</p> <p>KA and KGA will look into the "Handbook for applicants and activity leaders" for needed revision.</p> |
| 7 | <p>The Website</p> <p>Other information activities</p> <ul style="list-style-type: none"> • NewsLetters, NewsFlashes • New 2014/15 pamphlet • Paper in Radiation Regulator 2014 | <p>With reference to the document "Short note on status of the website, NewsLetters etc." FP presented the first two years' statistics for the use of the new version of the website. Especially the clear connection between publishing electronic news and website use shows. Since the June board meeting 3 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 before the June 2015 board meeting.</p> <p>KGA noted, that the coordination group's article on present NKS activities for Radiation Regulator (RR) handed in in February 2014 still hadn't been published. – It was concluded, that KGA will send an e-mail to the publisher stating, that if RR makes use of the article, it should be stated clearly, that it was submitted in February and stating the NKS point of view at that time.</p> |
| 8 | <p>The 13 January 2015 Board meeting:</p> <ul style="list-style-type: none"> • Agenda • Budget | <p>SMM will ask the Finnish owner to issue the formal invitation for the board meeting in Helsinki soon.</p> <p>The draft agenda was discussed and adjustments will be made by FP.</p> |

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| | <ul style="list-style-type: none"> • Material for the Board, schedule • Other questions | <p>The budget proposal of 12 November was discussed, and SMM and FP will continue work on the budget until final upload of board meeting material.</p> <p>All board meeting material should be uploaded: 19 December. NewsLetter to be distributed: 6 January. NewsFlash to be distributed: 20 January.</p> |
| 9 | NKS seminar on current trends in nuclear and radiological safety 2016 | <p>The PC's presented the thoughts of the seminar program committee with reference to the committee's first meeting 11 November. The thoughts were discussed and the PC's will prepare a new concrete proposal for the committee members and as board meeting material 19 December the latest.</p> <p>FP and KGA will prepare a first draft seminar budget for the coordination group.</p> |
| 10 | Nordic Council of Ministers (NCM) | <p>KGA presented the status of the activity. At the moment a draft contract proposed by NCM is being negotiated. KGA and FP are preparing the answer to NCM.</p> |
| 11 | Any other business | <p>Based on the afternoon meeting with two representatives from NSFS the group discussed possible NKS participation, co-sponsorship etc. in the NSFS 2015 conference. SMM will make further inquiries and report back.</p> |
| 12 | Time and place for the next coordination meeting. | <p>To be decided in connection with the January board meeting.</p> |