

# Minutes from the coordination meeting at Risø 29-30 November 2010

## Participants:

Sigurður M Magnússon (SMM), Karoliina Myllymäki (KM), Patrick Isaksson (PI), Justin P Gwynn (JPG), Finn Physant (FP).  
 PC = programme managers (KM, PI, JPG). SEK = secretariat (FP).

## Program:

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|---------|---------------------------|-----------------------|-----------------------|
| (day 1) | Risø National Laboratory  | ca. 13:00 – ca. 13:30 | Working lunch         |
| -       | -                         | ca. 13:30 – 18:00     | Coordination meeting  |
| -       | Restaurant Mumm, Roskilde | 19:00                 | Working dinner        |
| (day 2) | Risø National Laboratory  | 09:00 - 12:00         | Coordination meeting  |
| -       | -                         | 12:00                 | Working lunch         |
| -       | -                         | After ca. 13:00       | Discussions if needed |

## Agenda:

## Minutes:

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| 1 | Approval of the agenda.<br>Secretary for this meeting.<br>Going through the minutes from the tele-meeting 3 May, 2010. | The agenda was approved without comments. PI was appointed secretary. There was consensus between SMM, FP, JPG and PI that the last tele-meeting was effective and worked well. It was agreed that tele-meeting is an option for the future.<br>Action points from last meeting: FKA has still not paid contribution, TVO has signed contract but still not paid.   |
| 2 | Board meeting 2 June, 2010 – follow-up.  | PI will change the date for the coming board meeting in the minutes from the last board meeting. SMM will contact Atle Valseth and Synnöve Sundell-Bergman regarding the raised funding and contribution from the co-financiers for next year. SMM will also remind Synnöve about the FKA contribution, which still is not paid for year 2010.<br>It was concluded that no issues was raised regarding changes in the travel fund policies, and thus no changes will be made at this stage. |
| 3 | Financial situation 2011.  | SMM has asked the owners about raised funding for next year. Finland will raise the funding, Sweden will not raise the funding next year but will make an extra contribution this year, Denmark and Iceland will not raise the funding next year and from Norway there is so far no news.   |

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|   |  | It was recognised that the financial situation next year is good.  |
| 4 | Financial status report November 2010.   | FP presented and described the present financial situation. The finances follow the budget as expected, and the reserve at present is approximately 1 million DKK.   |
| 5 | Brief administrative status report from R and B incl. Call for Proposals. Budget frames for new R and B activities 2011.   | <p>PI presented the status of current activities in NKS-R and the CfP for 2011. 16 proposals have been received with a requested funding of almost 7 MDKK.</p> <p>JPG presented the status of current activities in NKS-B and the CfP for 2011. 12 proposals have been received with a requested funding of almost 4,5 MDKK.</p> <p>It was decided that PC's should consider and prepare how an extra funding of 300-400 kDKK would be used.</p> <p>SMM will propose to the board that the research funding is raised to a level of 2800 – 3000 kDKK for the coming year.</p>  |
| 6 | <p>Administrative questions:</p> <ul style="list-style-type: none"> <li>• Contracts PC, SEK</li> <li>• The Policy Document</li> <li>• The Administrative Handbook</li> <li>• The list of Acronyms</li> <li>• Other issues</li> </ul> | <p>A new contract has to be prepared for KM and sent to Fortum as well as a contract for JG and sent to NRPA. The contract for the NKS secretariat needs to be renewed until 30.06.12. A new contract has also to be prepared for the auditor.</p> <p>The accounts will from now on be made in English, and it requires an extra task to make the translations. All the financial parts will then be in English. The oral presentations from the auditor will at the board meeting be made in English if possible</p> <p>It was decided that no adjustments were made in the policy document or administrative handbook at this stage.</p> <p>It was decided that the list of acronyms was discontinued as an item point in the agenda. PC will update the acronym list as needed in contact with SEK.</p> |
| 7 | <p>The Website incl. reports.<br/>NewsLetters, NewsFlashes.<br/>Pamphlet.<br/>DVD.<br/>Other information activities.</p>   | <p>FP informed about the activities on the web page. A new hit record of 44 000 hits were registered in October 2010.</p> <p>PI will finalise the search excel sheet before next board meeting.</p> <p>The new DVD which includes reports up to 2009 was presented.</p>  |
| 8 | <p>The 11 January 2011 Board meeting:</p> <ul style="list-style-type: none"> <li>• Agenda</li> <li>• Budget</li> <li>• Material for the Board, schedule</li> <li>• Other questions</li> </ul>  | <p>The board meeting agenda will adjusted on four notes: under other issues "travel fund", "NKS at the IRPA-conference" and "NKS history" will be included; under next meeting "Next meeting 31 of May 2011 as decided" will be included.</p> <p>All material should be at the internal webpage before 4 January, 2011. A</p>  |

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|    |   | NewsLetter will be sent out 4 January and a NewsFlash as soon as possible after the board meeting.   |
| 9  | Young scientists' travels – procedures            | PC will raise the issue of maximum claims that can be made from the travel fund and work out a proposition to the board.   |
| 10 | IRPA 2010   | PC informed about the experiences from the IRPA conference. A memo will be written to the board meeting and put up together with the other material to the board, informing about the experiences. |
| 11 | Any other business.                               | KM can use PI travel means for travel expenses.  |
| 12 | Time and place for the next coordination meeting. | Next meeting was tentatively decided to be 28-29 April 2011  |