

Minutes of the NKS coordination meeting at Risø 29-30 November 2011

Participants:

Sigurður M Magnússon (SMM), Karoliina Ekström (KE), Justin P Gwynn (JPG), Kasper G Andersson (KGA), Finn Physant (FP).
 PC = programme managers (KE, JPG, KGA). SEK = secretariat (FP).

Program:

(day 1)	Risø National Laboratory	ca. 13:00 – ca. 18:00	Coordination meeting
-	Restaurant Gusto Giusto, Roskilde	19:00	Working dinner
(day 2)	Risø National Laboratory	09:00 – ca. 12:00	Coordination meeting and discussions if needed
-	-	ca. 12:00	Working lunch
-	-	13:00 – ca. 17:00	Website course for KE, KGA and FP

Agenda:

Minutes:

1	Approval of the agenda. Secretary for this meeting. Going through the minutes from the meeting 28-29 April 2011.	SMM wanted the agenda item 5 to include a separate presentation by the PC's of the status of this year's CfP. JPG and KE wanted the agenda to include the use of "samordningsudgifter" as travel expenses. It was agreed to address this question under item 12. - FP was appointed secretary. The minutes of the April meeting were approved.
2	Board meeting 31May 2011 – follow-up.	The outcome of the handling of the VAT question to be reported to the board in January under administrative questions (FP). The participation, outcome and expenses of the NSFS conference to be reported to the board in January (FP). – The expenses of this conference also to be approved by the board (SMM). NB: a sentence in the long-form audit report "We are not in a position to say whether the individual projects could be carried out in a more economical manner" is expected to be adjusted in next year's audit report. FP reminds the auditor.
3	Financial situation 2012.	SMM will contact both owners and co-financiers for a possible raise in contributions 2012. It was recognised that the financial situation next year looks good.

4	Financial status report November 2011.	<p>FP presented and described the present financial situation, which is very good. The reserve through 2011 has been at a level of ca. 2.2 – 2.4 MDKK – at present ca. 2.2 MDKK. The finances follow the budget very much as planned.</p> <p>– Two corrections to be made in the documents: +1.000 DKK printing error for the R-part activity expenses in the programme specification and a B-part activity expense of DKK 30.000 to be transferred from Preparedness to Waste.</p>
5	<p>Brief administrative status report from R and B. R and B Call for Proposals. Budget frames for new R and B activities 2012.</p>	<p>KE presented the status of current activities of the R-part and the CfP for 2012: follow-up for one 2009 activity needed, all 2010 activities finalised, reported and paid for – and contracts for all 2011 activities. CfP resulted in 14 proposals applying for 6.537 kDKK.</p> <p>JPG presented the status of the B-part and CfP for 2012: FOOD finalised, MareNuc and Depestimates not finalised and PONPP2 not yet signed. CfP 2012 includes 14 proposals asking for 4.7MDKK.</p> <p>SMM asked the PC to prepare for the possibility of some additional funding. SMM may propose to the board that the research funding is raised to a level of ca. 3.5 MDKK per programme if motivated by the PC's due to high quality of proposals received that merit funding above the current total of 3.25 MDKK pr programme area.</p>
6	<p>Administrative questions:</p> <ul style="list-style-type: none"> • Contracts PC, SEK • The Policy Document • The Administrative Handbook • Other issues 	<p>FP will prepare a new PC contract for KE / Fortum and KGA / Risø DTU. The contract for the secretariat needs to be renewed until 30.6.13. A new contract has also to be prepared for the auditor. – All contracts in English and all contracts to be uploaded to the board meeting website.</p> <p>It was decided that no adjustments were made in the two policy documents (Swedish and English version) and the Administrative Handbook at present. KGA will read the policy document carefully, both the swedish and the english version, in order to verify that there are no major issues covered in the swedish text that are not covered in the english text. Also to verify that part 1 and 2 of the english text are covered by the web site and that part 3 part fits into the administrative handbook. If KGA comes across a significant issue in the policy handbook that is not covered by either the web site or the administrative handbook he will make a proposal how to deal with it. KGA will report on his findings to the co-ordination group before 4. January 2012. The conclusions of the developments of these documents to be reported to the board under administrative questions.</p> <p>FP will report on the outcome regarding the policy document and JPG will present a proposal concerning the need for a new Administrative Handbook at the board meeting, to be followed up by a written suggestion for subsequent implementation by the coordination group. Aim is to have a draft before the May meeting for information and comments by the NKS board.</p>

7	<p>The Website incl.</p> <ul style="list-style-type: none"> • Renewal of the Website. • Reports. <p>Other information activities</p> <ul style="list-style-type: none"> • NewsLetters, NewsFlashes. • Pamphlet. 	<p>KE presented the new website (still test website). It was agreed that it looks as if it meets all the expectations through the year of a fresh, serious, user friendly etc. new website. – Still for instance the report part and the internal site are missing. The goal is that the board shall be able to visit the new site prior to the board meeting – 4 January the latest.</p> <p>Since the May board meeting four NewsFlashes have been distributed. A NewsLetter is under preparation for distribution before the board meeting January 2012. A new and updated version of the pamphlet "Nordic Nuclear Safety Research" will be published in 2012.</p>
8	<p>The 11 January 2012 Board meeting:</p> <ul style="list-style-type: none"> • Agenda • Budget • Material for the Board, schedule • Other questions 	<p>The draft agenda was discussed and adjustments will be made by FP.</p> <p>The budget proposal of 21 November was discussed and FP will look into why the Actual budget for 2011 shows a difference between B Activities (kDKK 2.900) and R Activities (kDKK 3.450). SMM will write to owners requesting a 3 % increase in contribution to NKS in 2012. FP is to send SMM an overview of tillægsfinanserere and name of contact in the NKS board. SMM will then write to contacts and request a 3 % increase in contribution to NKS. All requested to reply before 15. December. SMM/FP to continue work on budget after 15. December.</p> <p>Material for the board must be uploaded to the internal meeting site no later than 4 January.</p> <p>Comments on the budget2011:</p> <p>Very simply the numbers after the board meeting in January 2011 were NKS-R 3050 kDKK and NKS-B 2600 kDKK... after the May board meeting these numbers were NKS-R 3450 kDKK and NKS-B 2900 kDKK... 400 kDKK for RASTEP to the R accounts (but 200 kDKK from the B budget) and 300 kDKK for PONPP2 to the B account... so that actual amounts to NKS-R and NKS-B in 2011 were 3250 kDKK and 3100 kDKK respectively...</p>
9	<p>Evaluation of NKS research activities 2006-2010</p>	<p>After a thorough discussion SMM concluded: If we are to undertake an external evaluation we need to be clear how and why and against which criteria. Added value or benefit is not quite clear, since we now have much more checks and balances than in the old system. The NKS board evaluates applications and the PC's evaluate the final reports for their programme area. In a way an external evaluation would be an evaluation of the work of the NKS board and the PC's. One issue to be considered in an external evaluation is how we have taken into account recommendations of the last evaluation. On balance we do not see the need for an external evaluation at the present. Propose to keep an open mind and return to the issue next year.</p>

10	Fukushima Seminar 2012	<p>Some part conclusions during the discussions: SMM: it must be a joint R and B seminar mixed as well as possible. Time and duration: second half of 2012 – January 2013 the latest. Maximum two days – one afternoon + next day until afternoon KE and KGA will prepare a proposal for the board meeting. The PC's will set up the ideal workgroup involving the NEP group and NSFS. Proposed headlines: safety improvements and stress tests in different Nordic power plants/organisations, differences in use of iodine tablets, handling of the media, communication, source terms, released amounts, chemical/biological aspects, harmonisation between Nordic countries in general and the possibility of mutual access to analysis results through uploading on a common site (something that has been suggested in the European NERIS framework and is therefore also relevant to discuss in a Nordic forum). More concrete plans to follow.</p>
11	NSFS 2011	<p>It was decided that the KE and JPG will make a presentation to the board informing about the experiences and outcomes from the scientific / technical point of view. The participation, other outcomes and expenses of the conference to be reported to the board by FP and SMM</p>
12	Any other business – use of samordningsudgifter	<p>In general travel costs for non-Nordic participants are not covered by NKS. An exception is, that travel costs can be covered for invited non-Nordic speakers to seminars. Such costs are a part of the activity budget. - The conclusion was that there is no need for changing rules or practice. Clarification of this issue, if needed will be dealt with in the revision of the Administrative Handbook...</p>
13	Time and place for the next coordination meeting.	<p>Time and place to be decided when the May/June 2012 board meeting is scheduled. SMM proposes the board to meet on 29 May and the next coordination meeting to take place on 24-25 april.</p>