

Minutes of the NKS coordination meeting at Risø 28-29 April 2011

Participants:

Sigurður M Magnússon (SMM), Karoliina Myllymäki (KM), Justin P Gwynn (JPG), Finn Physant (FP).

PC = programme managers (KM, JPG). SEK = secretariat (FP).

Program:

(day 1)	Risø National Laboratory	ca. 14:00 – ca. 17:30	Coordination meeting
-	Restaurant Gusto Giusto, Roskilde	19:00	Working dinner
(day 2)	Risø National Laboratory	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, 2010.	SMM wanted the agenda to include the Fukushima incident as part of the agenda for the May board meeting. With this adjustment the agenda was approved. FP was appointed secretary. The minutes of the November meeting were approved.
2	Board meeting 11 January, 2011 – follow-up.	Discussions and final funding decisions for both the RASTEP and PONPP activities will be parts of the PC's status presentations during the May board meeting. - The website is now almost only in English. FP will take care of the last adjustments before the May board meeting.
3	Accounts, annual report and auditing 2010.	SMM and FP presented the auditor's documents, which were part of the coordination meeting material: Financial statements, Letter of Engagement and Long-form audit report. Nothing to be noted from the 2010 accounts except from the fact that all documents now are in English. The auditor's board meeting presentation will also be in English.
4	Financial situation 2012.	To be handled under Research activities in 2012 and Preliminary budget 2012 during the upcoming board meeting.
5	Financial status report April 2011.	FP presented and described the present financial situation, which is very good. The reserve is now ca. 2.4 MDKK. The last year's positive development in the foreign exchange market especially for the Swedish and Norwegian currencies and money not used and returned from earlier activities have added to the reserve.

6	<p>Brief administrative status report from R and B incl.</p> <ul style="list-style-type: none"> • Call for Proposals Autumn 2011. • Budget frames for new R and B activities 2011-12. • Schedule. 	<p>KM presented the R status: the activities are progressing according to plans. There are only minor delays in a few activities. RASTEP will be addressed for funding at the May board meeting. Document will be prepared.</p> <p>JPG presented the B status: all 2011 activities are progressing – NordEx12 not yet signed. The Fukushima incident delays activities. The NordRisk II atlas should be ready for distribution at the board meeting. FOOD is still not finalized. Marenuc is still not complete without the second seminar. PONPP and RASTEP will be addressed for funding at the May board meeting. Documents will be prepared.</p> <p>The financial situation is good and SMM informed that, he would propose to the board budget frames for new R and B activities in 2012 at 3.25 MDKK for each programme.</p> <p>CfP announcement to be made 1 September with deadline for proposals 14 October. The board will be requested to return their evaluation to the PC's no later than 11 November. JPG feels that there is a need to discuss the evaluation process i.e. if the evaluation procedure of last year shall continue and will raise this issue at the board meeting.</p>
7	<p>Evaluation of the frame program 2006-2010.</p>	<p>The discussion on if there was a need for such an evaluation of the 2006-10 research activities was opened by SMM with reference to the earlier 4 year programme period evaluations and "Evaluation of NKS Research Activities during 2002-2005", NKS-145. References were also made to the minutes of the board meetings in Reykjavik, NKS(05)8 and Stockholm, NKS(06)9 including decisions on the last evaluation process and the "Direktiv för utvärderingen", Appendix 1, NKS-145.</p> <p>JPG added that the situation in 2005-6 was different – each activity was now evaluated individually.</p> <p>This issue will be discussed at the board meeting focusing on if there is a need and if so what should be the objective. JPG will prepare a presentation for the board giving the view of the PCs.</p>
8	<p>Administrative questions:</p> <ul style="list-style-type: none"> • Contracts PC, SEK • The Policy Document • The Administrative Handbook • Other issues 	<p>No contracts to be addressed before the January 2012 board meeting.</p> <p>The Policy Document needs to be updated. The board will be asked to comment the existing document during the May meeting. Actual updates can be presented during the January board meeting.</p> <p>The Administrative Handbook has been translated into English and an update is needed. The board will be informed about the on-going update, which will result in a new version to be presented during the January board meeting.</p>
9	<p>The Website incl.</p>	<p>Renewal of the website including redesign, layout and new report facility</p>

	<ul style="list-style-type: none"> • Renewal of the Website • Reports. • Only English <p>Other information activities</p> <ul style="list-style-type: none"> • NewsLetters, NewsFlashes. • Pamphlet. 	<p>will be presented for the board by the PC's. – A budget of DKK 100.000 should be adequate. Ca. DKK 60.000 for the redesign and report facility according to proposal from WebHouse and ca. DKK 40.000 for layout etc. SMM will propose that the board approves DKK 100.000 for renewal of the website.</p> <p>The website is now almost only in English. FP will take care of the last adjustments before the board meeting.</p> <p>A NewsLetter will be distributed on 24 May – a week before the board meeting - and a NewsFlash during the week after the board meeting</p> <p>Information activities to be part of the board meeting as the presented "Short note...". The new approved pamphlet is expected to be distributed to the board members during their meeting.</p>
10	<p>The 31 May 2011 Board meeting:</p> <ul style="list-style-type: none"> • Agenda • Material for the Board, schedule • Other questions 	<p>The agenda for the board meeting was prepared. It now includes Fukushima and evaluation of NKS research activities 2006 – 2010. Research activities in 2012 are now a separate item on the agenda.</p> <p>Schedule: material for the board to be uploaded to the internal website – opening Friday 6 May – aiming at having it fully uploaded by Friday 20 May.</p>
11	NSFS 2011	<p>SMM informed about the conference status: 130 participants have signed up, 70 oral presentation and 20 posters have been announced and 6 exhibitors / vendors have made reservations incl. NKS.</p> <p>During the Monday afternoon of the conference a 90 minutes session has been reserved for NKS activities – during this session both PC's will present their programme part.. Additionally 3 x 15 minutes B part oral presentations have been planned.</p> <p>Normal travel expenses to be paid from the normal travel expenses accounts of the PC's and the secretariat. – Special conference fees etc. to be paid by the 4130 NSFS account.</p> <p>Materials for the NKS conference stand: DVD's, pamphlets, pens and reports: the R-and B-proceedings, NKS-201, the safety culture R-report, NKS-213 and the atlas B-report, NKS-242</p>
12	Any other business.	None.
13	Time and place for the next coordination meeting.	The 29 and 30 November 2011 have been reserved for the next meeting at Risø.