

NKS(20)1  
2020-06-25



## Minutes of the board meeting in Helsinki 22 January 2020

Present: Sigurður M. Magnússon (Chair, IRSA), Anneli Hällgren (SSM), Carsten Israelson (DEMA), Pia Vesterbacka (STUK), Annelie Bergman (SSM), Mikael Meister (Vattenfall), Nici Bergroth (Fortum), Ole Reistad (IFE), Petri Kinnunen (VTT), Christian Linde (SSM), Ari Leppänen (STUK) and Finn Physant (meeting secretary, FRIT).

Apologies: Ole Harbitz (DSA), Astrid Liland (DSA), Mette Øhlenschläger (SIS), Jens-Peter Lynov (DTU) and Kasper Andersson (DTU)

### 1 Opening

The Chair opened the meeting and welcomed the participants. Thanks were given to the hosts Pia Vesterbacka and STUK. The Chair noted that this would be a historic NKS meeting because of the new Rules of Procedure that are expected to be approved at this meeting. On a more personal note the Chair noted that 2020 was his 35th year of NKS work.

### 2 Practical remarks

Practical remarks about the meeting were given by Pia Vesterbacka and the Chair. Finn Physant was appointed meeting secretary.

### 3 Approval of the agenda

The agenda was approved.

### 4 Minutes of last board meeting (Copenhagen, 4 June 2019)

The minutes were approved. Actions A to F noted in the appendix of the minutes of the last board meeting will be noted in parenthesis in these minutes when handled during this meeting. All actions had been carried out.

Annelie Bergman noted that the policy document (approved at the June 2019 board meeting) didn't reflect that STUK acts as Finnish owner on behalf of the Ministry of Economic Affairs and Employment. The Chair and Finn Physant will make an adjustment in the document accordingly.

## 5 News since last board meeting

### a. Report from the owners' group meeting

The Chair informed of the outcomes of the NKS owners meeting (21 January 2020):

- The owners feel that the Rules of Procedure can be approved at this board meeting and enter into force when approved.
- The owners decided that Sigurður M. Magnússon continues as Chair of NKS for one period of three years after his term as Chair comes to an end at the end of 2020. A new chair will take over at end of 2023.
- The owners decided to revise Appendix 7 of the Administrative Handbook primarily as regards the roles and responsibilities of the NKS Board and Chair. Anneli Hällgren and Sigurður M. Magnússon to lead.

Carsten Israelson asked that the minutes of the board meeting reflect that he had not expected a decision on the Chair at the owners meeting and that he preferred a shorter continuation than three years since there may well be other candidates.

Sigurður reminded that in the call for an owners meeting it had been stated that the focus of the meeting was NKS after 2020 and the chairmanship was an important part of NKS after 2020.

Sigurður reminded also that the process this time was consistent with how the chair issue has been addressed previously i.e. in January 2018 there was a decision that he would continue as chair for a period two years after the present term coming to an end at the end of 2018. In the Rules paper the period for chair is 3 years and that is what had been decided at the owners meeting.

### **Addendum 15 June 2020:**

Shortly after the January owners meeting it was agreed that a procedural error had been made at the owners' meeting. Decisions regarding NKS Chair after 2020 and invitations of non-funding organizations to the Advisory Group (AG) made at the owners' meeting were cancelled as these were decisions for the "new" NKS board to take and not the "old" owners' group. These issues were addressed at a tele meeting of the new NKS board on 10 June where Sigurður was appointed NKS Chair for a period three years, 2021-2023, and the AG, based on nominations from owners and co-financiers, was appointed. Minutes from the 10 June NKS board meeting will be sent, for information, to members of the old NKS board and posted on the NKS web site.

### b. News from board members' organisations

The members informed each other about relevant news.

### c. Administrative news

Finn Physant informed the board that only last week the secretariat had received the good news about Danske Bank's approval and opening of NKS' new Danish business bank

account. Finn Physant thanked the board members for their assistance during the bank's ID process, which lasted almost two years.

The new policy document "This is NKS" was uploaded shortly after the June 2019 board meeting (Action A). The document will be adjusted according to the conclusion of meeting item 4 in these minutes.

The "Handbook for NKS applicants and activity leaders" in the July 2018 version is still valid and will be updated as needed.

The "NKS Administrative Handbook" has been updated in November 2019 and includes now the two new appendices 9, NKS privacy policy and 10, How NKS uses cookies.

"Appendix 7 – Areas of responsibility and duties" will be revised according to the owners' decision – see meeting item 5 a.

The NKS pamphlet has been updated with new logos of main financiers and co-financiers. The board took note of the administrative news.

## 6 NKS after 2020

After discussions about both the discussion paper and Rules of procedure document the board approved the Rules of Procedure document attached to these minutes in appendix D (Action B).

The Rules of Procedure document is a living document and will be reviewed and revised as needed at the 2021 NKS board meeting. Co-financing organizations will be invited to provide input to the review/revision.

The first meeting of the Advisory Group with the NKS board will take place in January 2021 in connection with the NKS board meeting.

In the joint meeting the PC's will present status of ongoing projects and their recommendations for funding based on the evaluation, of the proposed projects, by the Advisory Group. Other topics on the agenda for the first joint meeting may include strategic issues, impact of and future needs of research, emerging technologies and competence building, possible changes in policy and rules of procedure documents, the research program for next year and the evaluation process, as well as other issues the participants wish to raise.

It was proposed, later in the board meeting, to consider having a seminar on the evaluation process in the afternoon the day before the joint meeting.

### **Addendum 15 June 2020:**

#### **From the minutes of the 10 June tele meeting of the new NKS board:**

The board decided to have a seminar on the evaluation process in the afternoon of the day before the joint meeting of the NKS board and the AG in Oslo in January 2021. Astrid, Carsten, the NKS Chair and the PC's plan the seminar. The group is to investigate the feasibility of arranging a webinar with the AG prior to the evaluation process, scheduled for 16 October – 16 November.

## 7 Financial status

Finn Physant presented the distributed material: Financial status report and financial programme specification, both dated 11 December 2019. At this date the reserve was estimated to approximately 575,000 DKK - in accordance with last year's budget decision of 17 January 2019. The Chair concluded that the financial status was as planned. – The board took note of the financial situation.

## 8 Agreements

The following four agreements were prepared for the board's decision:

- R-part programme manager 2020 with STUK
- B-part programme manager 2019 with DTU Environment
- Secretariat from 1 August 2020 to 31 July 2021 with FRIT and
- Auditing of the accounts for 2019 with Dansk Revision.

All these agreements were approved by the board.

## 9 R-part: status and new activities

Christian Linde made a presentation of the status of the ongoing R-part activities. Overall the work in NKS-R is progressing according to plan. Status for the activities from CfP 2019: Contracts signed for all 6 activities (incl. KTH for THEOS) and no major delays have been reported. All activities from 2017 and 2018 are completed. A project seminar will be carried out the day after this board meeting in the activity PROSAFE. Travel assistance has been granted to two young scientists.

As suggested by the board at the last June meeting, a revised R-contract had been developed by SSM Legal Department, Christian Linde and Anneli Hällgren (representing owners). KTH signed the contract for THEOS on 3 July (Action F). Christian Linde recommended to apply the revised template for new R-contracts in 2020. The board took note of this recommendation.

Ari Leppänen presented the evaluation results and funding recommendations for CfP 2020. NKS-R received 11 proposals this year (four continued and seven new proposals), with a total funding request of 6055 kDKK. Three funding alternatives were presented based on the evaluations with a total budget equal to 3061 kDKK. After some discussions, the board favoured one of these funding alternatives and agreed to fund the following six activities in 2020 (all amounts in kDKK):

BREDA-RPV	487
COCOS	584
THEOS	584
PROSAFE	487
WPS-MAF	530
POMMI	389

The total budget for these six activities is 3061 kDKK.

## 10 B-part: status and new activities

Due to apologies from Kasper Andersson the Chair made this presentation.

The Chair presented a status report for ongoing activities. In an overall view the work in NKS-B is progressing well. Delayed activities (initiated before 2019): none (NORCO II approved in principle (not paid), but report will be extended shortly). Activities commencing in 2019: nearly all work reported to be on schedule – one delayed activity, NANOD, which is expected to be finally reported in a few months. 9 young scientists had been supported by travel grants. The cost was ca. 48,000 DKK and the scientists participated in the NKS R & B seminar, NSFS seminar, SETAC Helsinki, ERPW 2019 and an NMBU course. No NKS-B seminars were carried out in 2019 (none planned for).

The Chair presented the evaluation results and funding recommendation for CfP 2020 – a total of 12 (of these 3 are continued) proposals were received. The total amount requested was 4844 kDKK from a budget of 3150 kDKK. One funding recommendation and four alternatives were presented with total budgets of up to 3150 kDKK. After some discussions the board agreed to fund the recommendation including the following 8 activities in 2020 (all amounts in kDKK):

SHIELDMORC	421
GAMMARAY X	419
SLIM	471
RAD-MERDE	396
ECOFOOD	491
DTM-DECOM	424
CRESCENT	321
NUCSEM	207

The total budget for these 8 activities is 3150 kDKK.

11            **Budget for 2020**

Finn Physant presented the distributed budget proposal of 2 January 2020. - This proposal was approved by the board and it is attached to these minutes in appendix A.

12            **NKS R and B seminar 2022**

The Chair opened the meeting item by presenting the slide prepared by Kasper Andersson. Some initial ideas – such as the title – were discussed. A seminar planning committee has to be thought of and established during this year. The PC's will take the lead (Action D).

**Addendum 15 June 2020:**

**From the minutes of the 10 June tele meeting of the new NKS board:**

The seminar will take place in the week of 17 January 2022 at Finlandshuset, Stockholm. It was agreed that the PC's will lead the planning of program assisted by the NKS Secretariat and a virtual advisory group consisting of one member from each country bearing in mind balance between gender and program areas. The PC's will select members, in consultation with the NKS Chair from the pool of recent active NKS project participants. There will be no face to face meetings. Tele meetings and e-mails to be used as needed. The PC's are to establish the virtual advisory group ASAP and present a mature draft program at the January 2021 board meeting.

13            **Information activities**

Finn Physant informed the board about the website, newsletters etc. – Website visitor statistics were presented concluding that the level of use of the website has been quite normal during the last part of 2019. As a new part of this meeting item – as suggested by Mikael Meister – a list of the top 10 downloads of reports from the website 1 August to 31 December 2019 was presented. Top of the list is “The Sword of Damocles” (uploaded July 2019), part II of the Bo Lindell Books, with almost 1000 downloads, but on the rest of the list very old reports (more than 5 years old) show up. From the first experiences download counts are obtained as one count per IP address per day. The new statistics were discussed and will be provided again (Action E).

Since the last board meeting 3 NewsFlashes have been distributed. The first of June 7 included the summary report of the June board meeting. The second of September 2 announced the CfP 2020 and the third of September 26 was a reminder of the CfP 2020. Besides this a NewsLetter was distributed 15 January including an overview of the CfP 2020 proposals and young scientist travel assistance.

There is a list of more than 540 e-mail addresses, to which NKS electronic letters are distributed. NKS now has 64 LinkedIn followers.

14            **Other issues**

Finn Physant presented NKS financial info 2009-19 as requested by Nici Bergroth at the June 2019 board meeting. The contributions received / incomes over the years from both owners and co-financiers were presented. The development of the involved currency exchange rates over the period was presented. A conclusion was: besides the size of the grants another main factor determining the year's incomes is – the exchange rates. Nici Bergroth asked for more detailed information about the contributions from the individual financiers. An initial document showing this was presented and is attached to these minutes in appendix B. The document has also been uploaded to the meeting material website for this meeting as: "14a – Financial info / Contributions 2009-2019 – detailed" (Action C).

15            **Next meeting**

Next meeting will be held in Oslo in January 2021.

16            **End of meeting**

Thanks for a good meeting were expressed by the Chair, who thanked all the members now leaving the NKS board for their many important contributions and good co-operation through the years.

The Chair also thanked Pia Vesterbacka and STUK for all the meeting arrangements. Special thanks were given to Christian Linde for all his work, enthusiasm and cooperation as the NKS-R Manager over the last 3 years with the best wishes of good luck for the future.

Sigurður M. Magnússon  
Chairman

Finn Physant  
Meeting secretary

Appendices:

A: Budget decision for 2020 dated 22 January 2020

B: NKS Contributions 2009-2019, 22 January 2020

C: Actions from the board meeting

D: "Rules of procedure for NKS" – approved 22 January 2020

## Appendix A - NKS budget for 2020 - decision 22 January 2020

Budgets	Budget for 2020	Budget for 2020	Budget for 2019
	EUR	DKK	DKK
<b>R-part</b>			
Activities	409.655	3.060.000	3.162.000
Fee PC	61.582	460.000	460.000
Travels PC	4.016	30.000	50.000
Coordination/Young scientists' travel	4.016	30.000	50.000
<b>R total</b>	<b>479.270</b>	<b>3.580.000</b>	<b>3.722.000</b>
<b>B-part</b>			
Activities	421.704	3.150.000	3.240.000
Fee PC	61.582	460.000	460.000
Travels PC	4.016	30.000	50.000
Coordination/Young scientists' travel	4.016	30.000	50.000
<b>B total</b>	<b>491.318</b>	<b>3.670.000</b>	<b>3.800.000</b>
<b>Seminar 2019</b>			
Seminar 2019	0	0	50.000
<b>Seminar 2019 total</b>	<b>0</b>	<b>0</b>	<b>50.000</b>
<b>Common</b>			
Common various according to specification	25.436	190.000	200.000
NSFS meeting/support and ERPW support	0	0	89.608
<b>Common total</b>	<b>25.436</b>	<b>190.000</b>	<b>289.608</b>
<b>Others</b>			
Fee Secretariat	85.862	641.363	654.500
Fee Chairman incl. travels	57.566	430.000	430.000
Travels Secretariat	2.008	15.000	15.000
<b>Others total</b>	<b>145.436</b>	<b>1.086.363</b>	<b>1.099.500</b>
<b>TOTAL</b>	<b>1.141.460</b>	<b>8.526.363</b>	<b>8.961.108</b>
<b>Expected incomes according to app. 1</b>	<b>1.076.807</b>	<b>8.043.425</b>	<b>8.009.996</b>
<b>Surplus</b>	<b>-64.653</b>	<b>-482.938</b>	<b>-951.112</b>

Any deficits to be covered by the reserve available for the board, which according to the financial status report of 11 December 2019 is:	575.537,00
Proposed budget for 2020	-482.937,83
Present reserve and surplus/deficit	92.599,17
Funding reserved for use in 2019, but not used, will amount to ca.:	120.000,00
Gain/Loss due to the development in exchange rates 2019-2020 ca.:	-10.000,00
Not claimed (according to info from STUK):	
NKS-B(17)1-STUK	19.633,00
NKS-B(18)1-STUK	23.173,00
NKS-B(18)3-STUK	5.295,00
Old reservations from before 2017, not claimed, amount to:	368.694,00
<b>Total reserve end of January 2020: ca. DKK:</b>	<b>619.394,18</b>
<b>Total reserve end of January 2020: ca. EUR:</b>	<b>82.920,89</b>

**Specification of "Common" for 2020**

	<b>2020</b>	<b>2020</b>	<b>2019</b>
	<b>EUR</b>	<b>DKK</b>	<b>DKK</b>
<b>Common</b>			
Reports, materials etc.	1.673	12.500	13.750
Postage, fees	2.677	20.000	10.000
Equipment	1.339	10.000	15.000
Internet	9.371	70.000	70.000
Auditing, consulting	7.028	52.500	61.250
Information material	1.339	10.000	15.000
Various expenses	2.008	15.000	15.000
<b>Common total</b>	<b>25.436</b>	<b>190.000</b>	<b>200.000</b>

**Appendix 1 for budget draft for 2020****Pledge for funding in 2020 - Incomes**

	<b>Proposal for 2020</b>	<b>Proposal for 2020</b>	<b>Actual for 2019</b>
	<b>EUR</b>	<b>DKK</b>	<b>DKK</b>
SSM	435.831	3.255.525	3.306.030
TEM	360.000	2.689.092	2.613.555
BRS	50.203	375.000	375.000
GR	24.000	179.273	179.215
DSA	81.256	606.960	598.960
<b>Total EUR / DKK</b>	<b>951.290</b>	<b>7.105.850</b>	<b>7.072.760</b>
SSM contribution SEK	4.550.000		
DSA contribution NOK	800.000		
BRS contribution DKK	375.000		

	<b>EUR</b>	<b>DKK</b>	<b>DKK</b>
Fortum	27.000	201.682	201.617
TVO	27.000	201.682	201.617
Fennovoima	10.750	80.299	80.273
IFE	12.188	91.044	89.844
Forsmark	13.000	97.106	97.075
Ringhals	13.000	97.106	97.075
OKG	13.000	97.106	97.075
SKB	9.579	71.550	72.660
<b>Total EUR / DKK</b>	<b>125.517</b>	<b>937.575</b>	<b>937.236</b>
<b>Complete EUR / DKK</b>	<b>1.076.807</b>	<b>8.043.425</b>	<b>8.009.996</b>

IFE contribution NOK	120000
SKB contribution SEK	100000

**Exchange rates 2019/20:**

NKS 2020:	
DKK	100,0000
EUR	7,4697
NOK	0,7587
SEK	0,7155
NKS 2019:	
SEK 2019	0,7266
EUR 2019	7,4673
NOK 2019	0,7487



# Contributions 2009-19

Year/ Financier	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
DEMA	EUR 52000+ DKK 200000	EUR 53560	EUR 53560	EUR 55200	EUR 57400	EUR 57400	EUR 57400	EUR 57400	DKK 375000	DKK 375000	DKK 375000
MEAE	EUR 320000	EUR 320000	EUR 330000	EUR 330000	EUR 340000	EUR 340000	EUR 340000	EUR 340000	EUR 350000	EUR 350000	EUR 350000
IRSA	EUR 22500	EUR 23175	EUR 23175	EUR 24000	EUR 24000	EUR 24000	EUR 24000	EUR 24000	EUR 24000	EUR 24000	EUR 24000
DSA	NOK 1200000	NOK 1236000	NOK 1250000	NOK 1250000	NOK 1250000	NOK 1275000	NOK 1275000	NOK 1275000	NOK 800000	NOK 800000	NOK 800000
SSM	SEK 4550000	SEK 4550000	SEK 4710000	SEK 4550000	SEK 4550000	SEK 4550000	SEK 4550000	SEK 4550000	SEK 4550000	SEK 4550000	SEK 4550000
Fortum	EUR 20800	EUR 21500	EUR 21840	EUR 22500	EUR 23500	EUR 24500	EUR 25250	EUR 26250	EUR 26250	EUR 27000	EUR 27000
TVO	EUR 20800	EUR 21500	EUR 21840	EUR 22500	EUR 23500	EUR 24500	EUR 25250	EUR 26250	EUR 26250	EUR 27000	EUR 27000
Fennovoima	EUR 5200	EUR 5400	EUR 7000	EUR 7000	EUR 7000	EUR 7500	EUR 7750	EUR 9000	EUR 10000	EUR 10750	EUR 10750
IFE	EUR 10400	EUR 10750	EUR 10750	EUR 11000	EUR 11500	EUR 11500	EUR 12000	EUR 12360	NOK 110000	NOK 110000	NOK 120000
Forsmark	EUR 10400	EUR 10750	EUR 11280	EUR 12400	EUR 12770	EUR 12770	EUR 13150	EUR 13150	EUR 13150	EUR 13000	EUR 13000
Ringhals	EUR 10400	EUR 10750	EUR 10750	EUR 11825	EUR 12000	EUR 12000	EUR 12000	EUR 12000	EUR 12000	EUR 12500	EUR 13000
OKG	EUR 10400	EUR 10750	EUR 11280	EUR 11280	EUR 11620	EUR 12085	EUR 12450	EUR 13070	EUR 13070	EUR 13000	EUR 13000
SKB	0	0	0	0	0	0	0	0	0	SEK 100000	SEK 100000
KSU	EUR 10400	EUR 10750	EUR 10750	EUR 11825	EUR 12180	0	0	0	0	0	0
NCM	0	0	0	0	0	0	DKK 100000	0	0	0	0

## Appendix C

Actions from the board meeting (if nothing else is mentioned the actions will be carried out by the coordination group)

Action A - ref. item 4: Annelie Bergman noted that the policy document (approved at the June 2019 board meeting didn't reflect that STUK acts as Finnish owner on behalf of the Ministry of Economic Affairs and Employment. The Chair and Finn Physant will make an adjustment in the document accordingly.

Action B – ref. item 5: The owners decided to revise Appendix 7 of the Administrative Handbook primarily as regards the roles and responsibilities of the NKS Board and Chair. Anneli Hällgren and Sigurður M. Magnússon to lead.

Action C – ref. item 6:

### **Addendum 15 June 2020:**

#### **From the minutes of the 10 June tele meeting of the new NKS board:**

The board decided to have a seminar on the evaluation process in the afternoon of the day before the joint meeting of the NKS board and the AG in Oslo in January 2021. Astrid, Carsten, the NKS Chair and the PC's plan the seminar. The group is to investigate the feasibility of arranging a webinar with the AG prior to the evaluation process, scheduled for 16 October – 16 November

Action D – ref. item 12: The Chair opened the meeting item by presenting the slide prepared by Kasper Andersson. Some initial ideas – such as the title – were discussed. A seminar planning committee has to be thought of and established during this year. The PC's will take the lead.

### **Addendum 15 June 2020:**

#### **From the minutes of the 10 June tele meeting of the new NKS board:**

The seminar will take place in the week of 17 January 2022 at Finlandshuset, Stockholm. It was agreed that the PC's will lead the planning of program assisted by the NKS Secretariat and a virtual advisory group consisting of one member from each country bearing in mind balance between gender and program areas. The PC's will select members, in consultation with the NKS Chair from the pool of recent active NKS project participants. There will be no face to face meetings. Tele meetings and e-mails to be used as needed. The PC's are to establish the virtual advisory group ASAP and present a mature draft program at the January 2021 board meeting.

## **Appendix D**

**Approved 22.01.2020**

### **Rules of procedure for NKS.**

#### **NKS Board and NKS chair.**

The owners of NKS constitute the NKS board by appointing one member each to the NKS Board. The Board appoints one board member as chair. A Chair serves for a minimum of three years with a possible extension of another three years. The role of chair rotates between the owners.

The responsibilities of the NKS Board include:

- The NKS business's framework including strategies, budget and finances.
- Approve the research projects to be funded,
- Appoint the Auditor for NKS and approve the annual accounts.

The role and responsibilities of the NKS board are further described in the NKS Administrative Handbook.

The responsibilities of the NKS Chair include:

Chair the meetings of the board and monitor that its decisions are implemented.

Ensure that Board meetings are prepared and the required documentation available.

The role and responsibilities of the NKS Chair are further described in the NKS Administrative Handbook.

The Board shall ensure that NKS lives up to the standards for good public governance and transparency that apply to public sector in the Nordic countries, and that funds are used to run an efficient nuclear safety research program.

The Board shall ensure that NKS is actively engaged in outreach activities such as dissemination of NKS work and results.

#### **Advisory Group**

The NKS Board appoints an Advisory Group. Each owner may nominate up to two members of the Group, one for the B program area and one for the R program area. Each co-financier may nominate one member of the Group for either the B or the R program area. Except for the representatives from the owners there can be at most two members of the Group from each country. If there are more than two co-financiers in one country, they need to agree on a rotation scheme as needed. The co-financiers in a country may choose to be represented by one representative in the Advisory group covering both program areas.

The NKS Board can, by consensus, invite an organisation that does not provide funds to NKS to join the Advisory Group for a limited time.

The main role of the Advisory Groups is to evaluate proposals for research projects and advise the board on the research program.

The Chair of NKS is also the chair of the Advisory Group. The Chair may evaluate proposals keeping in mind that each owner can only make one evaluation of proposals in each program area.

## **Administration and coordination.**

A Secretariat takes care of the NKS administrative issues, including financial issues such as payments and the NKS website. A contract regarding terms of service (time, tasks, payments etc. ) is approved by the NKS board and signed by the chair.

The main task of the Secretariat is to ensure an efficient administrative support function for NKS and careful management of NKS funds.

Program Coordinators (PC's) coordinate the NKS research program. The board appoints the PC's, one for each program area, NKS-B and NKS-R. Extensive competence and overview within the relevant program area is required. A contract regarding terms of service (time, tasks, payments etc.) is approved by the NKS board and signed by the chair.

The main task of a PCs is to recommend a research plan to the Board at the January Board meeting and to ensure that the research programme is implemented in accordance with Board decisions.

The appointment of a PC is for one year and there is an expectation that a PC stays on for a minimum of three years, with a possible extension of another three years. The role of PC's rotates between the countries. Change of PC's is coordinated to ensure continuity in functioning of NKS.

The tasks of the Secretariat and the PC's are further described in the NKS Administrative Handbook.

The Chair, PC's and Secretariat form a Coordination group to prepare Board meetings and to facilitate the work of NKS.