

## **I. CEG Secretariat Activities (October 2007 - September 2008)**

Over the last year the Secretariat has been working according to the guidelines set out by the 21 CEG Plenary Meeting, decisions taken at the workshops, and tasks of the Plan of Actions developed together with the Chairman in November 2007. Summarized below are the main secretariat activities undertaken in implementation specific decisions and tasks.

### **Plenary Meetings**

- The 21<sup>st</sup> CEG meeting was organised and conducted in cooperation with the Belgium's Belgoprocess (5-7 September 2007 in Bruges). The minutes have been agreed and the proceedings disseminated in due course.
- Preparation of the current 22<sup>nd</sup> CEG Plenary Meeting in Paris has been carried out together with the CEA of France. Extensive consultations have been done on the agenda, subjects of the presentations, and also possible venues and subjects of the next workshops, as well as other specific arrangements of the meeting.

### **Workshops**

- Upon decision of the CEG, the Secretariat was involved in organisation and holding a workshop on System for Radioactive Waste Management in the North-West Region of Russia (on 5-7 March 2008 in Oxford), hosted by NUKEM (now NOVIA) and funded by the British BERR.
- The second CEG workshop on Problems of Decommissioning Radioisotope Thermoelectric Generators (23- 25 April 2008 in Moscow) was hosted by the Kurchatov Institute and funded by the US NNSA.

Both were held according the terms of reference, and the proceedings were disseminated to the participants.

According to the Action Plan, short closed sessions (CEG members only) dedicated to co-ordination issues were to be held during the workshops to briefly discuss some CEG issues not related to the subject of the workshop. This was tested at the Oxford workshop and proved to be useful.

### **Preparation of papers for the CEG workshops**

The CEG Secretariat financially supported from its budget the preparation of key papers and participation of Russian experts at two CEG workshops, having arranged 10 contracts and 7 travel grants.

For the CEG plenary meeting and workshops the CEG Secretariat prepared working materials for distribution to participants before the meeting, TORs and agendas, meeting minutes, records of the workshops, and proceedings on CDs. Most of documents were prepared in two languages.

The proceedings were distributed to all participants and the CEG members. The papers presented at the workshops and plenary meeting have been published on the CEG website.

### **RTG Co-ordination Group**

Following the decisions of the last CEG Workshop in Moscow an international Coordination Group for RTG Decommissioning was established on 10 September 2008. The Executive Secretary contributed to the creation of the group by liaising between the donors and the Russian site to agree the details of the meeting, the scope of discussion and group's TOR, and also took part in its first meeting.

### **Working meetings and business trips**

- As agreed at the 21<sup>st</sup> CEG Plenary Meeting, in order to provide continuity of the CEG Secretariat operation the newly selected Executive Secretary worked together with the incumbent Executive Secretary in November 2007 to share experience and write the CEG Plan of Actions.
- The Executive Secretary participated in a working meeting with Russian officials and experts in Moscow in April 2008 to agree arrangements and the agenda of the CEG workshop in Moscow.
- In May the Executive Secretary went to Paris to discuss arrangements for the CEG Plenary meeting and CEG organisational issues with the Chairman.
- In September – visit to Moscow to create the international RTG Coordination Group.

### **Newsletters**

The Executive Secretary started writing CEG quarterly newsletters as agreed at the last plenary meeting. So far two letters have been published. The first appeared in spring and summarised the two CEG workshops and the news on the Rosatom Corporation. The second was written before the plenary meeting. The main current activities of all CEG members were summarised there. It should have been written in summer. However, it took two months to get information from all the members. The next newsletter could be produced in November with the information on the CEG meeting and specific news on members' programmes by the end of the year. In principle, writing four newsletters a year is also possible.

The Action Plan advises the Members to provide a point of contact for information exchanges. So far efficient liaison with contact persons established with a half of CEG members: France, Canada, Russia, UK and US.

### **Database**

The CEG database is being regularly updated since this summer based on the information that the Secretariat receives from member states. However, by now the database is not entirely complete,

especially regarding financial contributions of the states to specific projects. As before, France, Canada, UK were very helpful in updating the database.

### **Website**

The Action Plan required making the CEG website more attractive and easy to access. The site has been renewed, and links to GP members' sites have been established. Reciprocally some members set up links to the CEG site. The newsletters have been placed on the first page of the website.

### **Discussion paper on future of CEG**

As requested by the Chairman and following brief discussions on the possible evolution of CEG activities in future at the 21<sup>st</sup> Plenary Meeting, the workshop in Oxford and subsequent deliberations the CEG Secretariat produced a paper expressing various views on this subject for discussion at the current Plenary Meeting.

### **Stronger IAEA participation**

According to the Action Plan, the Executive Secretary is to fully inform the IAEA about the GP programme and CEG activities, and discuss the possibility of sharing the experience with other countries. The Executive Secretary has had regular consultations with CEG member for IAEA. In 2008 IAEA experts took part in every CEG workshops. Executive secretary wrote an article on the workshop in Oxford to the IAEA Newsletter and contributed to the Director General briefing. Sharing experience with other countries needs to be discussed at CEG.

### **CEG Membership**

The CEG Chairman wrote a formal letter of invitation to Japan to become a CEG member. In September 2008 a positive reply was received from the Japanese side. Other potential candidates: the Republic of Korea, Australia and New Zealand and EBRD may be formally approached as suggested by the Plan of Actions.

As agreed at the 21<sup>st</sup> Plenary Meeting, the cooperation activities of CEG partners should be fully reported to the member states. In this respect timely nomination of representatives from states to the CEG at sufficiently high level is important. The CEG Chairman wrote to Rosatom on this issue. The Russian member was nominated.

### **Dealing with the Press**

Press representatives attended the RTG workshop in Moscow. Later an article about the workshop was published. Executive secretary gave an interview to the Nuclear News Magazine (the article will be published in October) and wrote an article to the IAEA Newsletter.

## II. Financial Report of the CEG Secretariat

### Actual expenditures in 2007

Expected and actual expenditures of the CEG Secretariat budget in 2007 are given in Table 1 below.

*Table 1*

### Expenditures in 2007

<i>Items of expenditures</i>	<i>Expected in 2007, K US\$</i>	<i>Actual in 2007, K US\$</i>
<b>Executive Secretary (P-5)</b> including overheads, payments to pension and health insurance funds	<b>182</b>	<b>183</b>
<b>Secretary (0.5 G-4)</b> including overheads, payments to pension and health insurance funds	<b>36</b>	<b>37.5</b>
<b>Travel Provisions</b> (CEG Secretariat)	<b>17</b>	<b>17</b>
<b>Additional expenses*</b> including: - CEG workshop in London (April 2007) - CEG workshop in Vladivostok (May 2007) Additional expenses (repatriation travel)	<b>43</b>	<b>50</b>   <b>2.5</b>
<b>Total,</b> including - CEG part: - IAEA part	<b>278</b>  163 (58%) 115 (42%)	<b>290</b>  156 (54%) 134 (46%)

\* Note: Additional expenses in 2007 cover travel of 8 non-staff experts in the amount of **22.5 K**, 5 contract service agreements for preparation of papers in the amount of **10 K**, printing, video interviews, etc, (**12.5 K**), and a consultancy to prepare plan of actions (**5 K**).

Changes between expected and actual expenditures in 2007 were caused by the decline in the US dollar vis-à-vis the Euro. Proportion between extra budgetary part and the regular budget part is close to the usual one 60% to 40% that was always kept in the past.

Expenditures in 2007 were covered by the following sources:

- regular budget of the Agency **134 K**,
- extrabudgetary contributions of the CEG members **156 K**.

Amount of money spent from the regular budget (charges in €) was higher due to the weakening of the US dollar (in 2006 – 107 K).

**In total, the income for 2007 Budget constitutes 266 K**, i.e. **132 K** from the CEG member-countries plus **134 K** from the regular budget of the Agency.

## CEG Account

CEG account at the beginning of 2008 is given at the bottom of Table 2.

*Table 2*

<i>Items</i>	<i>Income, K US\$</i>	<i>Expenses, K US\$</i>
<b>CEG-members fees</b>	<b>132</b>	
<b>IAEA budget</b>	<b>134</b>	
<b>Salary</b>		<b>220.5</b>
<b>Travel</b>		<b>17</b>
<b>Additional expenses</b>		<b>52.5</b>
<b>Savings from prior years</b>		<b>-24</b>
<b>Result</b>	<b>266</b>	<b>266</b>
<b>CEG account 01.01.2007</b>	<b>58</b>	
<b>Overrun / Under run</b>	<b>-24</b>	
<b>CEG account as of 01.01.2008 in US\$</b>	<b>34</b>	

Since the CEG Secretariat spent more than the income, extra **24 K** were taken from the CEG savings accumulated in the past and transferred from the previous year. Therefore, at the beginning of this year CEG account had **US\$ 34 K**.

**The financial report of the CEG Secretariat for the year 2007 has to be approved by the CEG.**

## Provisions for 2008

As decided by CEG at the last meeting in Bruges (September 2007), contribution of the CEG parties to the CEG Secretariat will be US\$ 15 K. **The contributions received by IAEA in US\$ are being converted to Euro.** Therefore, the extrabudgetary part of the CEG Secretariat budget income in 2008 amounts to approximately **€110,000**.

### Actual Payments by Members for 2008

*Table 3*

<i>Contributing Country</i>	<i>Time of payment</i>
United Kingdom	October 2007
Germany	November 2007
Norway	November 2007
Sweden	November 2007
Canada	December 2007
France	January 2008
Netherlands	January 2008
Finland	March 2008
Belgium	April 2008
Italy	April 2008
United States of America	June 2008

Expected expenditures for 2008 are given in Table 4.

### Estimated expenditures for 2008 in Euro

*Table 4*

<i>Items of expenditures</i>	<i>Estimates for 2008, in €</i>	<i>Actual exp. 2007, K US\$</i>
<b>Executive Secretary (P-5)*</b> including overheads, payments to pension and health insurance funds	<b>€124,000</b>	<b>183</b>
<b>Secretary (part-time G-4)</b> including overheads, payments to pension and health insurance funds	<b>€30,000</b>	<b>37.5</b>
<b>Travel Provisions (CEG Secretariat)</b>	<b>€8,000</b>	<b>17</b>
<b>Additional expenses related to organisation of (workshops, meetings etc.)**</b>	<b>€36,000</b>	<b>50</b>
<b>Additional expenses related to repatriation of the Executive Secretary</b>	<b>€15,000</b>	<b>2.5</b>
<b>Total including:</b>	<b>€213,000</b>	<b>290</b>
- CEG part:	€110,000 (58%)	156 (54%)
- IAEA part	€80,000 (42%)	134 (46%)
- carry-over from 2007 (EB)	€23,000	

\*New Executive Secretary's salary at P-5/01 level (instead of P-5.07).

\*\* Note: CEG Secretariat arranged support for participation of Russian experts in the workshops through 7 travel grants and 10 contract service agreements.

### CEG Account

As it is mentioned above at the beginning of this year we had a carry-over from previous years in the amount of **€23,000**. This gave us the opportunity to start preparations of the CEG workshops early in the beginning of 2008 in a way we did in the past. Contributions of the CEG parties for 2008 constitute **€110,000**. Taking into account estimates for 2008 given above at the end of the year we expect the balance as shown in Table 5.

*Table 5*

<i>Items</i>	<i>Income, €</i>	<i>Expenses, €</i>
<b>CEG-members fees</b>	<b>110,000</b>	
<b>IAEA budget</b>	<b>80,000</b>	
<b>Salary</b>		<b>154,000</b>
<b>Travel</b>		<b>8,000</b>
<b>Additional expenses</b>		<b>51,000</b>
<b>Carry-over from previous years</b>	<b>23,000</b>	
<b>Result</b>	<b>213,000</b>	<b>213,000</b>
<b>CEG account 01.01.2008</b>	<b>23,000</b>	
<b>Overrun / Under run</b>	<b>- 23,000</b>	
<b>CEG account 01.01.2009</b>	<b>0</b>	

The CEG should decide on the of Members' contributions for 2009. Due to decline of the US Dollar it might be expedient to arrange payments and do accountancy in Euro – this practice accepted at IAEA since 2007.