

23rd Meeting of CEG

CEG Secretariat Report

Executive Secretary of CEG
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IAEA

International Atomic Energy Agency

CEG Secretariat activities (October 2008 – September 2009)

The CEG Secretariat is provided by IAEA and consists of the Executive Secretary and a part time assistant.

The Secretariat has been working in implementation of:

- the decisions of the 22 CEG Plenary Meeting in 2008,
- the Plan of Actions developed together with the Chairman in November 2007.

The Secretariat

- is taking into account the interests of all CEG Members and
- works in close interaction with the CEG Chairman and Vice-Chairman.

Summarized below are the main secretariat activities.

CEG Secretariat activities (October 2008 – September 2009)

Plenary Meetings

- The 22nd CEG meeting was organized and conducted according to the earlier agreed plan and in cooperation with the CEA of France (24-26 September 2008 in Paris).
- Preparation of the current 23rd CEG Plenary Meeting in Rome has been carried out together with the Ministry of Economic Development of Italy. Extensive consultations have been done on the agenda, topics of the presentations, and also possible venues and topics of the next meetings and workshops, as well as other specific arrangements of the meeting.

CEG Secretariat activities (October 2008 – September 2009)

Workshops

- The Secretariat organized and held a workshop on Disposal of Radioactive Waste and Spent Nuclear Fuel – Experience and Plans, 24-26 February 2009, Sweden, together with the Swedish SSM.
- The second CEG workshop was on Management of SNF and RW: Regulatory and Licensing Issues (including a Special Session on the Mayak Plant), St. Petersburg, Russia, 27-28 May 2009, supported by FCNRS of Rosatom and NRPA.

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

The practice of short closed sessions (CEG members only) during the workshops devoted to discussions of various CEG issues has proved to be useful and we plan to employ it in future.

CEG Secretariat activities (October 2008 – September 2009)

Preparation of papers for the CEG workshops and meetings

Executive secretary worked together with Chairman and CEG members in discussing and drafting the new ToR for CEG.

The CEG Secretariat financially supported preparation of key papers and participation of experts at two CEG workshops and meetings, having arranged 9 contracts and 10 travel grants between experts and IAEA.

For the plenary meeting and workshops the CEG Secretariat agreed and prepared: TORs, agendas, working materials, minutes of the workshops and meetings (together with the Chairman), proceedings on CDs and on the CEG IAEA website. All materials were arranged in English and Russian.

Difficulty: many papers were sent in the last few days before printing – challenging for the Secretariat to ensure the right material for discussion and also to help with translations.



Recommendation: please, send your papers three weeks before the meeting. The Secretariat will be able to help you.

CEG Secretariat activities (October 2008 – September 2009)

International Coordination Group on RTGs

Created as a CEG initiative the RTG Group continues to successfully operate. The Secretariat is in touch with the Group leaders regarding the next joint steps.

CEG Secretariat activities (October 2008 – September 2009)

Newsletters

- The newsletters are mainly addressed to the donors.
- The Secretariat writes three newsletters annually. Two on specific news or recent achievements by CEG members with pictures and one more comprehensive newsletter (that includes all activities) before the plenary meeting.
- The Secretariat will be grateful for more information from the partners on their recent activities to share it with other CEG Members.

CEG Secretariat activities (October 2008 – September 2009)

Database

- The CEG database is being regularly updated based on the information that the Secretariat receives from member states. However, the database is not entirely complete, especially regarding financial contributions of the states to specific projects. As before, France, Canada, UK, Germany and Italy were very helpful in updating the database.

Website

- The site was renewed last year, and new update is being prepared now together with other NW sites of IAEA to achieve more conformity.

CEG Secretariat activities (October 2008 – September 2009)

CEG and IAEA

- **The Executive Secretary has regular consultations with the IAEA representative in CEG regarding the subjects and organization of CEG meetings and workshops.**
- **IAEA experts take part in all CEG meetings and workshops. (This includes not only the Waste Technology Section but also safety and security sections).**
- **The Executive Secretary contributed articles on CEG activities to the IAEA Newsletters and made a presentation on CEG work at the WATEC meeting in IAEA.**
- **Executive Secretary regularly contributed to IAEA Director General briefings on CEG members activities.**

CEG Secretariat activities (October 2008 – September 2009)

CEG Membership

Japan formally joined CEG in September 2008.

The following countries and organizations which take part in CEG activities through other countries' programmes may formally join the Group as suggested by the 22nd Plenary Meeting:

- the Republic of Korea,
- Australia,
- New Zealand and
- EBRD

Membership of IIASA



CEG Secretariat activities (October 2008 – September 2009)

Relations: Secretariat and hosts of CEG meetings/workshops

Very good level of cooperation and understanding on division of responsibilities with all hosts is achieved.

The Secretariat is responsible for general organisation and ensures that the objectives and topics of the meeting are fully covered: prepares agenda and working materials; invites experts etc.

Hosts provide premises for the meeting, printing of material, interpreting, technical tour, transport, dinner etc.

CEG Secretariat activities (October 2008 – September 2009)

Practical steps to improve the work of CEG (from the secretariat point of view)

- It will be very helpful if each CEG Member appoints a person who will be in regular contact with the Secretariat.
- More actively informing partners via CEG (website, newsletter etc.) on their nuclear safety and security programmes in Russia and elsewhere.
- Don't hesitate suggesting topics and ideas that you would wish to discuss at our future workshops.

Financial Report of the CEG Secretariat

Expenditures in 2008	Euro
Executive Secretary (ES)	133 439
Assistant (part time)	35 250
Assignment grant for ES	13 020
Removal of households of ES	5 895
Repatriation grant of former ES	10 858
Commutation of accrued annual leave of former ES	12 092
Removal of households of former ES	7 763
Travel provisions of ES	9 626
7 consultants travel grants to CEG workshops	15 136
10 contracts for papers for CEG workshops	19 874
Other costs (DHL, translations, printing etc)	1 301
Total expenditure	264 253

Financial Report of the CEG Secretariat

The budget is bigger than in 2007 by some 50 K Euro due to payments related to repatriation of the former and arrival of the new Executive Secretary.

2008 - first year when the accounting is done in Euro.
11 CEG Members contributed 10 K Euro (Japan - since 2009). The IAEA is the largest contributor (see next page).



Financial Report of the CEG Secretariat

Income in 2008	Euro
Balance brought forward from 2007	21 350
Contribution of CEG 11 Members in 2008	113 022
Contribution from IAEA regular budget 2008	187 604
Total income	321 976
Expenditure in 2008	- 264 523
Balance by end of 2008	57 723

- In 2008 IAEA contributed more than in 2007. That was done in anticipation of higher expenses and also the necessity to create a reserve for additional spending in future (repatriation and widening of the geography of trips).
- The question of 7% tax on Members contribution for general IAEA management (some Members have received letters on that) was resolved in favour of the donors: the sums up to 10K Euro are not taxed.

Financial Report of the CEG Secretariat

Estimates for the CEG budget in 2009

	Euro
Executive Secretary (ES)	140 000
Assistant (part time)	36 000
Travel provisions of ES	6 000
10 consultants travel grants to CEG workshops	15 000
9 contracts for papers for CEG workshops	18 000
Printing services	900
General operating costs (DHL, translations etc)	600
Expected spending in 2009	216 500

Financial Report of the CEG Secretariat

Estimates for the CEG budget in 2009

Income in 2009	Euro
Balance brought forward from 2008	57 723
Contribution of CEG 12 Members in 2009	120 000
Contribution from IAEA regular budget in 2009	88 000
Total income	265 723
Expected spending in 2009	- 216 500
Expected balance by end of 2009	49 223

The financial report of the CEG Secretariat for the year 2008 is to be approved by the CEG.

