



Annual accounts 2017

Vereniging European Polar Board
at The Hague

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Table of contents

	<u>Page</u>
<u>Report of the Board 2017</u>	1
 <u>Financial statements</u>	
A. Balance sheet as at 31 December 2017	10
B. Statement of income and expenditure	11
C. Cash flow statement	12
D. Accounting policies	13
E. Notes to the balance sheet	16
F. Notes to the statement of income and expenditure	19

Report of the Board 2017

General information

Legal name: European Polar Board (EPB)
Legal residence: The Hague, The Netherlands
Legal status: Dutch association
Objective of the Association

The Association has as its object:

- a. to be the voice of the European polar research;
- b. to facilitate cooperation in all fields of polar science in its Member states across Europe;
- c. to perform all other actions related to the above in the broadest sense of those terms, or which could be beneficial to these.

The EPB Articles of Association were created during the reporting period, but have not subsequently been changed.

Organization of the Association

The organization of the Association comprises:

- the Board (Executive Committee)
- the Plenary Meeting
- the Secretariat

Governance structure

The Plenary is the highest decision-making organ within the EPB, followed by the Board (Executive Committee) and then the Chair.

Members of the Board as of 31st of December 2017:

- Kirsi Latola (Chair)
- Jane Francis
- Nicole Biebow
- Timo Koivurova
- Antonio Quesada
- Renuka Badhe (Executive Secretary)

Members of the Financial Committee (as per 31st of December 2017):

- Kirsi Latola
- Maaïke Vancauwenberghe
- Dick van der Kroef
- Renuka Badhe

Members of the Association (as per 31st of December 2017):

- Austrian Science Research Fund (FWF), Austria
- National Fund for Scientific Research (FNRS), Belgium
- Research Foundation Flanders (FWO), Belgium
- Belgian Science Policy Office (BELSPO), Belgium
- Bulgarian Antarctic Institute (BAI), Bulgaria
- Danish Agency for Science and Higher Education (DASHE), Denmark
- Estonian Academy of Sciences (EAS), Estonia
- Thule Institute, University of Oulu, Finland
- Arctic Centre, University of Lapland, Finland
- National Centre for Scientific Research (CNRS), France
- French Polar Institute Paul Emilie Victor (IPEV), France
- Helmholtz Association (HGF), Germany
- Icelandic Centre for Research (RANNIS), Iceland
- Italian National Research Council (CNR), Italy
- National Programme for Research in Antarctica (PNRA), Italy
- Polar.lu, Luxembourg
- Netherlands Organisation for Scientific Research (NWO), Netherlands
- The Research Council of Norway (RCN), Norway
- Institute of Marine Research, Norway
- Polish Academy of Sciences, Poland
- Foundation for Science and Technology (FCT), Portugal
- Council for Scientific Research (CSIC), Spain
- Ministry of Economy and Competitiveness (MINECO), Spain
- Swedish Polar Research Secretariat (SPRS), Sweden
- Swedish Research Council (VR), Sweden
- Swiss National Science Foundation (SNF), Switzerland
- Natural Environment Research Council (NERC), UK

Secretariat:

- Renuka Badhe (Executive Secretary)
- Joseph Nolan (Junior Policy Officer)
- Sherida Soeleman (Administrative Assistant)

Summary statement of income and expenditure per reporting date with budget 2017

	Actual 2017	Budget 2017
	€	€
Income		
Income from grant ESF	0	0
Income from membership fees	167,750	167,750
Income from hosting party	50,000	50,000
	<u>217,750</u>	<u>217,750</u>
Total income	<u>217,750</u>	<u>217,750</u>
Expenditure		
EPB Committee Meetings	19,596	20,000
Direct Science Activity	21,656	62,766
Communication & Outreach	13,358	41,500
Operational costs	135,279	272,000
	<u>189,899</u>	<u>396,266</u>
Total expenditure	<u>189,899</u>	<u>396,266</u>
Balance income and expenditure	<u>27,861</u>	<u>-178,516</u>

Activities and financial perspective

For the period 2017, the EPB had a budgeted balance of income and expenditure of -/- € 178,516 and realised a balance of income and expenditure of € 27,861.

For the period 2017, the EPB had a budgeted expenditure of € 396,266, and realised a total of € 189,899. The total expenditure is lower than budgeted, because of finalization of Dutch legal entity process, and other internal administrative issues that the Secretariat's work was focused on during this period.

Several unrealized direct science activities are carried forward to the budget of 2018.

Taxes

As of 2017 the Tax Administration designated European Polar Board as an institution for General Benefit (Algemeen Nut Beogende Instelling or ANBI). Donations to the Foundation can therefore be deducted from income tax, as well as from company and inheritance tax.

Report of activities (summary)

The EPB's Spring 2017 Plenary Meeting was held in Prague, Czech Republic, on 31st March parallel to the 2017 Arctic Science Summit Week (31st March to 7th April).

The EPB's 2015-2016 Statement of Expenditure was reviewed and approved during the Spring 2017 Plenary Meeting. The EPB's budgets for 2017 and 2018 were reviewed and approved at the Spring 2017 Plenary Meeting.

The terms of reference for the EPB Financial Committee were agreed during the Spring 2017 Plenary Meeting, and M Vancauwenberghe (as EPB Chair), D van der Kroef, Y Frenot and R Badhe (as Executive Secretary) were appointed members.

ACADEMI and DFG, having notified the EPB of their wish to withdraw, and following the Articles of Association of the EPB, these two organisations were relieved of their membership at the Spring 2017 Plenary Meeting. The outstanding Membership fees were written off for both DFG and ACADEMI by Plenary decision.

Elections were held during the Spring 2017 Plenary Meetings for two vacant Executive Committee positions, D van der Kroef (NWO) and Y Frenot (IPEV) had come to the end of their permitted two consecutive terms. A Quesada (MINECO) and T Koivurova (Arctic Centre) were elected to the Executive Committee by Plenary.

At the Spring 2017 meeting, a Plenary decision was made for J Francis (NERC) and B Dahlback (SPRS), both at the end of their first term as Members of the Executive Committee, to continue for a second term, with B Dahlback to step down at the Autumn 2017 Plenary Meeting.

An election as due to be held at the Spring 2017 Plenary Meeting for a new EPB Chair, as M Vancauwenberghe (BELSPO) had reached the end of the permitted two terms in position. As there were no candidates for election as the new Chair, Plenary agreed for M Vancauwenberghe to remain as Chair until the Autumn 2017 Plenary Meeting.

During the Spring 2017 Plenary Meeting, the decision was made to extend the position of Junior Policy Officer in the Secretariat until 31st December 2019 (the end of the current Secretariat hosting agreement with NWO).

During the Spring 2017 Plenary Meeting, the EPB Strategy 2017-2022 was accepted by Plenary.

During the Spring 2017 Plenary Meeting, the EPB signed a Memorandum of Understanding with the Association of Polar Early Career Scientists (APECS), formalising the partnership and cooperation between the two organizations.

As per its Articles of Association, a full external audit of the EPB's 2015-2016 accounts was completed in June 2017. The auditor's report was clear and found the EPB's finances were maintained fully as per Dutch requirements. The 2015-2016 annual accounts and audit report were reviewed by the Finance Committee and approved by the Executive Committee. The next external audit of the EPB's accounts will be completed in 2023.

The EPB opened a savings bank account and in it deposited the EPB Reserve Fund in August 2017.

In November 2017, the EPB received confirmation of its status as a Public Benefit Organisation (PBO), or *algemeen nut beogende instelling (ANBI)*, in the Netherlands. The EPB's ANBI status designation is retroactive from the 1st January 2017.

The EPB's Autumn 2017 Plenary Meeting was held in Bremerhaven, Germany, hosted by the Alfred Wegener Institute (21st to 22nd November).

The EPB's 2015-2016 annual accounts and audit report was presented at the Autumn 2017 Plenary Meeting, having previously been accepted by the Executive Committee. The EPB's Budgets for 2017 and 2018 were also reviewed and accepted at meeting.

Polar.lu (Luxembourg) was accepted as a new Member of the EPB during the Autumn 2017 Plenary Meeting.

Changes to the EPB Chair and Executive Committee election procedure, to try and ensure more candidates are able to stand, were approved at the Autumn 2017 Plenary Meeting.

Elections were held during the Autumn 2017 Plenary Meeting for a new EPB Chair, and for one vacant Executive Committee position, as M Vancauwenberghe and B Dahlback respectively stepped down. K Latola (Thule Institute) was elected as the new EPB Chair, and N Biebow (Helmholtz Association) was elected the Executive Committee.

During the Autumn 2017 Plenary Meeting, changes were made to the members of the EPB Financial Committee. As of the meeting, the EPB Financial Committee consists of K Latola (as EPB Chair), M Vancauwenberghe, D van der Kroef, and R Badhe (as Executive Secretary).

The EPB Implementation Plan 2017-2022 was approved at the Autumn 2017 Plenary Meeting. The Implementation Plan is a living document that will be regularly updated and used to guide the EPB's activities in line with the Strategy 2017-2022.

In December 2017, the EPB launched its updated website.

The EPB was involved in many external relations and communication activities to build international partnerships throughout 2017.

[Policy regarding funds and reserves for continuity](#)

The EPB has a policy regarding funds and reserves for continuity which amounts to one year of operational costs. Plenary decided in the Spring 2016 Plenary Meeting that € 100,000 is the current appropriate level of this reserve. Any results are first added to this reserve if needed, or added to a general reserve.

Treasury policy

All funds are held in a Dutch bank account. This to make certain the EPB can use its liquidity at all times. This reflects the low risk profile of treasury by the EPB.

Communication with external stakeholders policy

The EPB communicates with external stakeholders in a variety of ways. The EPB communicates with other organizations and partners directly through attendance and representation at a variety of relevant European and international meetings, using presentations, workshops and individual face to face contact. Additionally, the EPB utilises a variety of online communication methods, including a website, an email newsletter, an active Twitter account and emails directly to individuals within partner organizations.

Members of Board, financial committee and Governance

Tasks and responsibility of Board members

The Board is charged with the management of the Association. Its duties include the adoption of a current policy plan that provides insight into the work to be carried out by the Association in the pursuit of its object, the manner in which income is to be acquired, the management of the capital of the Association and the deployment thereof. The Board shall ensure that the administration expenses of the Association shall be in reasonable proportion to the expenditure for the purposes of its object.

The Board is not authorised to resolve to enter into agreements for the purchase, alienation or encumbrance of registered properties or agreements in which the Association commits itself as guarantor or a joint and several debtor, stands surety for a third party or commits to provide security for a third party's debt.

Remuneration policy

Members of the Board shall receive no remuneration, either directly or indirectly, for the work they perform for the Association in that capacity. Members of the Board will receive a reasonable, non-excessive compensation for direct costs incurred for the benefit of the Association.

The Executive Secretary is a member of the Board (Executive Committee) and is head of the EPB Secretariat. The Executive Secretary receives a salary for their work as head of the EPB Secretariat.

Composition, appointment and resolution of members of Executive Committee

Name	Role	Date appointment	Term
Kirsi Latola	EPB Chair	November 2017	1 st
Renuka Badhe	EPB Executive Secretary	January 2015	N/A
Nicole Biebow	EPB ExCom Member	November 2017	1 st
Jane Francis	EPB ExCom Member	December 2014	2 nd
Antonio Quesada	EPB ExCom Member	March 2017	1 st
Timo Koivurova	EPB ExCom Member	March 2017	1 st

Before January 1st 2015 the EPB was part of the European Science Foundation. The EPB formed a non-governmental body under the auspices of the European Science Foundation. The EPB Board was composed of several Executive Committee Members. Terms of current Executive Committee Members include this previous period as well.

Overview of current other positions of members of Executive Committee

Name	Organization	Position
Kirsi Latola	Thule Institute, University of Oulu	Research Coordinator
Renuka Badhe	European Polar Board	Executive Secretary
Nicole Biebow	Alfred Wegener Institute	Head, International Cooperation Unit
Jane Francis	British Antarctic Survey	Director
Antonio Quesada	Universidad Autónoma de Madrid	Professor
Timo Koivurova	Arctic Centre, University of Lapland	Director

Future

A strategic plan for 2017-2022 was adopted by the Plenary in the Spring Plenary 2017.

Preview 2018

The Spring 2018 Plenary Meeting will be held in Davos, Switzerland on 15th June 2018, parallel the POLAR2018 conference.

A decision on the hosting of the EPB Secretariat from 1st January 2020 to 31st December 2024 is to be made in 2018.

Budget 2018

Budget fiscal year 2018 per budget item (Autumn 2017 Plenary Meeting)

Items	<u>2018</u>
	€
Budgeted income	
Income from membership fees	167,750
Income from hosting party	<u>50,000</u>
Total income	<u>217,750</u>
Budgeted expenditure	
EPB Committee Meetings	25,000
Direct Science Activity	52,000
Communication & Outreach	35,000
Operational costs	<u>105,000</u>
Total expenditure	<u>217,000</u>
Balance income and expenditure	<u><u>750</u></u>

Risk

The EPB has a strong position in Europe. The EPB is solely addressing the voice and facilitator of European polar research. Entry to this is subjected by the need of vast network of participants involved. Members of the EPB need relevancy from their memberships and have committed themselves to a 5-year program 2017-2022.

As an organisation which interacts as a communication channel and facilitator for members and polar research in general compliance and reputation risks are at hand. Entering into agreements and/or connections with other parties in this high political environment could damage the reputation of the EPB. The EPB is very cautious in entering into a relationship with any organization, being a new member, possible collaboration or connection. Decisions on this are made by Plenary and/or Executive Committee.

The EPB is exposed to financial risks by not receiving the membership fee in time or at all. Members are expected to pay every year during the first quarter of that year, but due to several reasons not every member is able to cope with this. This risk is minimised by personal contact by the Executive Secretary with the applicable member, contact with other Executive Committee members and reporting on the status of payments during Plenary meetings.

Operational risks are realistic, because of the challenges of a small organization, relatively young, and a high dependency on human interaction. In 2016 a Junior Policy Officer was added to the team of the EPB and in 2017 bookkeeping and payment process has been partly outsourced.

The EPB has a continuity reserve of € 100,000 to cope with unexpected losses.

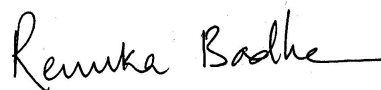
Risk profile of the EPB is acceptable and risks were adequately controlled during 2017/2018.

In the coming next years the EPB is expecting to evolve with the organisation, different processes and staff.

The Hague, 17 May 2018



Kirsi Latola
Chair



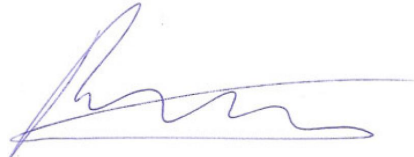
Renuka Badhe
Executive Secretary



Nicole Biebow
Member



Jane Francis
Member



Antonio Quesada
Member



Timo Koivurova
Member