ITER Project Associates

Home Institute Proposal Submission

# Purpose

The ITER Organization (IO) is an intergovernmental organization collaborating to build the world's largest tokamak, a magnetic fusion device that has been designed to prove the feasibility of fusion as a large-scale and carbon-free source of energy based on the same principle that powers our Sun and stars.

Calls for Expressions of Interest serve to invite Home Institutes from IO Members having signed a Memorandum of Understanding (MoU)/Cooperation Agreement (CA) or a Memorandum of Agreement (MoA) with the IO in proposing their employees for assignments as ITER Project Associates (IPAs) to the IO.

Interested Home Institutes with no MoU/CA/MoA may nonetheless submit their proposal, and if it is selected they will be contacted by the IO to establish a MoU, CA or MoA, before proceeding further.

# Submission of Proposals and Evaluation

A Home Institute shall submit its proposal in line with the requirements of the call for Expressions of Interest in the form of:

* A - Letter of Application
* B - Home Institute proposal on activities to be performed
* C - Associate– Professional History Form (one form for each proposed Associate)
* D - Financial Support to the Associate(s)
* E - Reimbursement of Costs to the Home Institute

Proposals shall be submitted through the SAP Success Factor portal in PDF format, indicating the title and Reference number and must be submitted before the expiration of the application deadline. Proposals received after the deadline will not be considered.

The IO shall evaluate all proposals received. During the evaluation process the IO may request clarifications on the proposal submitted by a Home Institute.

The selected Home Institute shall be contacted by the IO for the definition and conclusion of an Implementing Agreement, which will be followed by the formal nomination of the IPA(s).

Home Institutes shall be aware that, in order for the IO to ensure fair and transparent procurement processes, the assignment of an IPA may result in the Home Institute being excluded from participating in future ITER Tender procedures for areas related to their IPA’s activities. This decision will be at the IO’s sole discretion and will be irrevocable.

# Disclaimer

The proposed IPAs must be employees of the Home Institute (HI) which can be an IO Domestic Agency or other legal entity within the ITER Members, at the time of submission of the proposal.

Please note that IPAs are not IO staff members and will be responsible for the payment of tax in compliance with applicable national legislation. Home Institutes shall ensure that IPAs benefit, for the entire duration of their assignment with the IO, of an appropriate medical insurance coverage, which shall be at least equivalent to the standard French social security regime. In addition, the Home Institute shall make all efforts to provide the IO with a certificate for civil liability insurance covering the IPA while working on the IO Site. Corresponding insurance certificates shall be provided to ensure continuous coverage for each IPA during their assignment on the IO Site.

Once an Implementing Agreement is established, a Nomination Form is completed and signed by the parties concerned for each IPA, describing details and conditions of assignment.

All payments made by the IO are drawn up in Euro or – in exceptional cases – in United States Dollars.

A - Letter of Application

**Date**: DD MONTH YEAR

**Subject**: Proposal on Call for Expression of Interest for Associate… (Ref. No. IPA/\_\_\_\_/\_\_\_/\_\_\_) *(Full title as published with related reference number)*

Dear Sir/Madam,

This letter is in response to the Call for Expressions of Interest for Associates (Ref. No. IPA/\_\_\_\_/\_\_\_/\_\_\_) published on the ITER website.

This Proposal is submitted by: Home Institute Full Name

Address: Home Institute Full Address

Contacts:

Administrative aspects: Name, Job Title

E-Mail

Telephone

Technical aspects: Name, Job Title

E-Mail

Telephone

Date of signature of the MoU/CA/MoA with the ITER Organization: DD MM YYYY

If not yet signed, please indicate:

* If the signature of a CA/MoA:  - under process  - would need to be initiated
* Home Institute:  - Public  - Private

If Private Home Institute:

* Country of Registration:
* Registration Number:

Date and Signature

*(Complete Name, Job Title of Authorised Representative of the Home Institute)*

B - Home Institute (HI) proposal on activities to be performed

1. **Meeting the purpose/scope and HI detailed proposal on list of activities to be performed**

*Please provide here complete details on how the Home Institute proposes to successfully meet the purpose/scope of the assignment and perform the related activities.*

1. **Compliance to the duration of the Assignment**

*Please indicate here how the Home Institute proposes to successfully meet the requirements related to the duration of the assignment(s).*

1. **Meeting the specific requirements and conditions (if requested)**

*Please indicate here how the Home Institute proposes to successfully meet the specific requirements and conditions related to the list of activities to be performed.*

1. **Proposed resources to be nominated as ITER Project Associate (IPA)**

*Please indicate below the complete name and job title for each of the HI employee resources proposed as IPA in line with the requirements of the assignment(s). Annex C (Associate – Professional History Form) shall be completed for each proposed Associate.*

|  |  |  |
| --- | --- | --- |
| **Family Name, First Name** | **Current Job Title** | **Starting date of employment at the HI[[1]](#footnote-1)** |
| ….. | …. | DD Month YYYY |

1. **Financial aspects**

*Please summarize here any financial support that is requested for the IPA(s) and by the Home Institute which is required in order to successfully meet the requirements and conditions related to the list of activities to be performed. Further details shall be provided in Annex D (Financial Support to Associate(s) and Annex E (Reimbursement of Costs to the Home Institute).*

1. **Contracts of any form between the Home Institute and the ITER Organization or related to the ITER project**

*Please complete the following table and list by contract type as appropriate, including information on past and present contracts, as well as tendering procedures ongoing:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contract ref or tendering procedure ref** | **Other contracting Party (IO, DA…)** | **Scope and role in the contract** | **Start Date / End Date** | **Detail and Relation to proposed IPA activities** |
|  |  |  | dd/mm/yyyy |  |

1. **Other relevant information in support of the proposal**

*Please indicate here any other relevant information to be considered by the IO in support of the Home Institute’s proposal to successfully meet the requirements and conditions related to the list of activities to be performed.*

C - Associate – Professional History Form

|  |
| --- |
| 1. ASSOCIATE PERSONAL INFORMATION   Family Name:  First Name:  Gender: [male/female]  Birth date: DD/MM/YYYY  Nationality:  Country of Abode:  Dependents to relocate near ITER Site: NO  YES  Spouse/Partner  Children  Specify number/age:  Do any of your relatives work for the ITER Project\*? NO  YES    *If yes, please give the name(s) and where they work:*  Name:………………………………. …… Family tie:……………………….. Employer : ……….…………………………  Name:…………………………………….. Family tie:……………………….. Employer: ………………………. …………  \* ITER Organization staff or (sub-)contractor, ITER Domestic Agency staff or (sub-)contractor, ITER Project Associate. |

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| --- |
| 1. ACTIVITIES TO BE ASSIGNED   *Based on the published Call for Expression of Interest, indicate the specific activities to be assigned to the Associate at IO, in the context of the Home Institute Proposal:* |
|  |

| 1. EDUCATION AND QUALIFICATIONS   *Provide education history, including exact names of titles of degrees/qualifications above secondary school, as they appear in the diploma(s) and details of the education establishment.* | | | | |
| --- | --- | --- | --- | --- |
| Month/Year attended | | Degrees or Qualifications  *(provide exact name/ title)* | Main Field of Study | Education Establishment  (University or other)  Name, Place and Country |
| from | to |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *Please indicate if any of the studies specified above are incomplete or in progress. If you wish, provide any other information regarding your education that you consider relevant. In particular, please provide if the proposed IPA is preparing a PhD or envisages to start one during his IPA assignment:* | | | | |

|  |
| --- |
| 1. EMPLOYMENT RECORD   *Starting with the most recent job, list in reverse order every appointment* ***over the last five years****. Use a separate block for each job.* |

|  |  |
| --- | --- |
| From *(Month/Year)* | **Current Job Title:** |
|  |  |
| DESCRIPTION OF DUTIES AT THE HOME INSTITUTE: | |

|  |  |  |
| --- | --- | --- |
| From  *(Month/Year)* | To  *(Month/Year)* | **Job Title:** |
|  |  |  |
| Name, address and country of employer: | | |
| DESCRIPTION OF YOUR DUTIES: | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. ADDITIONAL DETAILS ON PREVIOUS ASSIGNMENTS AT ITER   *If applicable, please provide details on the previous assignment(s) of the proposed IPA at the ITER Organization* | | | | |
| From  *(Month/Year)* | To  *(Month/Year)* | Type of Assignment / Job Title | ITER unit of assignment | Employer during the assignment |
|  |  |  |  |  |

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| --- |
| 1. NUCLEAR SAFETY SKILLS OR RELEVANT TRAINING/CERTIFICATIONS   *Please indicate and comment on your nuclear safety knowledge, relevant training or certifications.* |
|  |

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| --- |
| 1. LANGUAGE SKILLS AND OTHER RELEVANT TECHINCAL TRAINING/CERTIFICATIONS   *Please indicate language skills, and provide any other relevant technical training or certifications awarded.* |
| Mother tongue :  English level, if not mother tongue: Fluent  Intermediate  Beginner  Technical training:  Certifications: |

D - Financial Support to the Associate(s)

Within the limits stated in the Section 9 of the IPA scheme, the IO may decide to grant support to each Associate.

Please indicate below financial support proposed for each Associate for whom a Professional History Form was completed.

| **Associate Name** | **Financial Support Proposed**  **YES/NO** | **If YES, please specify one or more below** | | |
| --- | --- | --- | --- | --- |
| **Living Adjustment Allowance**  **(monthly amount)** | **Installation Allowance**  **(one payment upon arrival)**  **YES/NO** | **Reimbursement of Travel Costs**  **(one reimbursement upon arrival[[2]](#footnote-2))**  **YES/NO** |
| Associate 1-Name |  | €€€€ |  |  |

E - Reimbursement of Costs to the Home Institute

Within the limits stated in Section 6.3 of the IPA scheme, the IO may decide to reimburse the salary and related benefits cost of the Associate to the Home Institute, as well as other administrative costs, as deemed appropriate.

Please indicate a breakdown of costs for which reimbursement is claimed by the Home Institute for each Associate for whom a Professional History Form was completed.

| **Associate Name** | **Type of Cost/reimbursement requested** | **Monthly amount** |
| --- | --- | --- |
| Associate 1-Name | Type of cost A: | €€€€ |
| Type of cost B: | €€€€ |
| Type of cost C: | €€€€ |

1. In completing this form, the HI confirms that the proposed resource is a member of its staff, with a contract of employment with the HI in force at the time of the proposal’s submission, and for whom social contributions are paid by the HI. [↑](#footnote-ref-1)
2. Travel Costs upon departure to be determined at the end of the assignment [↑](#footnote-ref-2)