

Officer for Diagnostics Design Review Support

Technical Specifications

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1 Abstract

This document describes technical needs for an Officer for Design Support of ITER Diagnostics.

2 Background and Objectives

ITER is a major new device that is under construction in Cadarache in Provence, France. This device will study the Fusion concept on a scale previously unequalled on earth.

To study the behaviour of this device, a set of monitoring systems (called Diagnostics) are required. They will provide all the information to show and understand the performance of the tokamak.

The work described below is related to supporting the preparation of the design review process for procurement.

3 Scope of Work

The objective of this contract is to provide an individual to assist the Responsible Officers for Diagnostics in the preparation of the design reviews and all follow-up processes.

4 Estimated Duration

The duration shall be 24 months (440 days) from the starting date of the contract will be fully based at IO.

5 Work Description

Description of the tasks to perform:

- Assist the Responsible Officers to prepare, execute and follow up on the design review meetings.
- Prepare agendas and update the documents generated by the system as required pre and post meeting.
- Arranging support meetings for the projects. The individual would also attend the various meetings and ensure that actions are documented and circulated.

6 List of deliverables and due dates

Subtask	Deliverable	Dates
1	Progress report	At the end of each quarter
2	Final report	End of contract

7 Acceptance Criteria

The selection will be done taking into account the following criteria and an interview:

- | | |
|--------------|-----|
| 1) Expert CV | 70% |
| 2) Price | 30% |

8 Specific requirements and conditions

Role – Design Review process support

- Ability to work with the organisation's processes
- Ability to align work priorities to achieve best results
- Excellence in communication
- Able to support the organisation of design review and other appropriate meetings
- Able to document actions and minutes of meetings
- Attention to detail
- Excellent inter-personal skills and must be pro-active
- Ability to be consistent and work well under pressure
- Works with a team of highly motivated scientists to achieve goals and objectives
- Interface to partners' teams outside the ITER organisation.
- Must be fluent in written and spoken English

Experience

The staff proposed by the bidder to carry out the work described in Section 5 must have proven experience in following areas:

- Familiarity with similar processes in other organisations
- Must have worked in a multi-disciplinary environment
- At least 5 year-experience working with teams

9 Work Monitoring / Meeting Schedule

Meetings and progress reports

The work will be managed by means of Progress Meetings and/or formal exchange of documents transmitted by emails which provide detailed progress. Progress Meetings will be called by the ITER Organization, to review the progress of the work, the technical problems, the interfaces and the planning.

The main purpose of the Progress Meetings is to allow the ITER Organization/Diagnostics Division and the Contractor Technical Responsible Officers to:

- Allow early detection and correction of issues that may cause delays;
- Review the completed and planned activities and assess the progress made;
- Permit fast and consensual resolution of unexpected problems;
- Clarify doubts and prevent misinterpretations of the specifications.

In addition to the Progress Meetings, if necessary, the ITER Organization and/or the Contractor may request additional meetings to address specific issues to be resolved.

For all Progress Meetings, a document describing tasks done, results obtained, blocking points must be written by the engineer. Each report will be stored in the ITER IDM in order to ensure traceability of the work performed.

Every 3 months, the Contractor shall submit to ITER Organization a Progress Report to be issued five working days before the each Progress Meeting so that the report can be reviewed prior to, and discussed at, that Meeting.

The quarterly Progress Report shall illustrate the progress against the baseline work plan and indicate variances that should be used for trending. Performance indicators suitable to measure the progress of the work as compared to the approved work plan shall also be reported in the Monthly Progress Report.

10 Payment schedule / Cost and delivery time breakdown

Interim monthly payments based on approved timesheets.

11 Quality Assurance (QA) requirement

The organisation conducting these activities should have an ITER approved QA Program or an ISO 9001 accredited quality system.

The general requirements are detailed in ITER document [ITER Procurement Quality Requirements \(22MFG4\)](#)

Prior to commencement of the task, a Quality Plan [Quality Plan \(22MFMW\)](#) must be submitted for IO approval giving evidence of the above and describing the organisation for this task; the skill of workers involved in the study; any anticipated sub-contractors; and giving details of who will be the independent checker of the activities.

Prior to commencement of any manufacturing, a Manufacturing & Inspection Plan [Manufacturing and Inspection Plan \(22MDZD\)](#) must be approved by ITER who will mark up any planned interventions.

Deviations and Non-conformities will follow the procedure detailed in IO document [MQP Deviations and Non Conformities \(22F53X\)](#)

Prior to delivery of any manufactured items to the IO Site, a Release Note must be signed [MQP Contractors Release Note \(22F52F\)](#).

Documentation developed as the result of this task shall be retained by the performer of the task or the DA organization for a minimum of 5 years and then may be discarded at the direction of the IO. The use of computer software to perform a safety basis task activity such as analysis and/or modelling, etc shall be reviewed and approved by the IO prior to its use, it should fulfil IO document on Quality Assurance for ITER Safety Codes [Quality Assurance for ITER Safety Codes \(258LKL\)](#).

12 References / Terminology and Acronyms N/A