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## Technical Specifications (In-Cash Procurement)

# Technical specifications for In-Kind assistance 2017 - 2018

The purpose of this Technical Specification is to define the workload for in-kind procurement management assistance service task.

## Table of Contents

|           |   |          |
|-----------|---|----------|
| <b>1</b>  | <b>PURPOSE</b> .....  | <b>2</b> |
| <b>2</b>  | <b>SCOPE</b> .....  | <b>2</b> |
| <b>3</b>  | <b>DEFINITIONS</b> .....  | <b>2</b> |
| <b>4</b>  | <b>REFERENCES</b> .....   | <b>3</b> |
| <b>5</b>  | <b>ESTIMATED DURATION</b> .....                                     | <b>3</b> |
| <b>6</b>  | <b>WORK DESCRIPTION</b> .....                                       | <b>3</b> |
| 6.1       | PA Database Maintenance.....  | 3        |
| 6.2       | Reporting.....  | 4        |
| 6.3       | Support to Procurement Arrangement Responsible Officers (PARO)..... | 4        |
| <b>7</b>  | <b>RESPONSIBILITIES</b> .....                                       | <b>5</b> |
| <b>8</b>  | <b>LIST OF DELIVERABLES AND DUE DATES</b> .....                     | <b>5</b> |
| <b>9</b>  | <b>ACCEPTANCE CRITERIA</b> .....                                    | <b>6</b> |
| <b>10</b> | <b>SPECIFIC REQUIREMENTS AND CONDITIONS</b> .....                   | <b>6</b> |
| <b>11</b> | <b>WORK MONITORING / MEETING SCHEDULE</b> .....                     | <b>6</b> |
| <b>12</b> | <b>DELIVERY TIME BREAKDOWN</b> .....                                | <b>7</b> |
| <b>13</b> | <b>QUALITY ASSURANCE (QA) REQUIREMENT</b> .....                     | <b>7</b> |

## 1 Purpose

The purpose of this Technical Specification is to define the scope of work and requirements for the in-kind Procurement Arrangement assistance activities within the Project Control Office (PCO) department of the ITER Organization.

## 2 Scope

The scope of work consists in contributing to the following activities:

- Support of the day-to-day in-kind administration activity, that is managed by the in-kind team;
- Provision of data maintenance of the PA database, in order to ensure its reliability and effectiveness.

## 3 Definitions

**Domestic Agency (DA):** The parties to the ITER Agreement, the ITER Members, are China (CN), European Union (EU), India (IN), Japan (JA), Korea (KO), Russian Federation (RF), and the United States (US); Each Member's contribution is provided via its "Domestic Agency".

**ITER Organization (IO):** The IO leads the project and has overall responsibility for Construction, Operation, and Deactivation. The purpose and functions of the ITER Organization are defined in the ITER Agreement and associated Articles.

**Project Control Division (PCO):** The IO Project Control Division together with Finance and Budget Division is responsible for the preparation and execution of policies, processes, procedures and systems for establishing, developing and maintaining an integrated scope, schedule and cost baseline.

**Procurement Arrangement (PA):** A Procurement Arrangement is signed between the IO and a DA and governs the implementation of a procurement in kind, which can be plant systems, components, buildings and site construction related activities. Each Procurement Arrangement contains the technical specifications, legal requirements and the management requirements, such as scheduling, reporting, milestones, safety regulations and quality assurance, as well as deliverables and their acceptance criteria.

**Responsible Officer (RO):** The IO lead persons responsible for the assigned areas.

**CAS Milestone:** A CAS (Credit Allocation Scheme) milestone is a key milestone in the PA to which a credit value has been assigned. Credit is allocated based on point values, which means that credit is only granted upon achievement and acceptance of the related deliverable. The lump sum value in credit allocated to a defined PA is broken down and distributed to milestones over the lifecycle of the PA allowing for performance measurement.

**Detailed Work Schedule (DWS):** The Detailed Work Schedule is a detailed schedule or a "project in P6" developed for each system/component of the ITER machine, using the ORACLE Primavera P6 software. There are currently circa 60 DWS for the IO and 130 DWS for the DAs in the P6 database. Each DWS contains approximately 700-750 activities on average over the next 10 years.

**Master Schedule (MS):** The Master Schedule is a set of major milestones selected from the DWS, in order to allow the senior management of IO and DAs to monitor the overall progress of the ITER schedule and to control changes in the project schedule baseline. The MS is a separate project developed in the P6 database. The MS milestones are mapped to the DWS

activities, and the MS dates are stated every month based on the progress update of the DWS.

## 4 References

- [1] [Guidelines for the Management of Procurements In Kind \(26J2MM\)](#)
- [2] [Procedure for the Preparation, Review, Approval and Award of Procurement Arrangements \(2W4F7A\)](#)
- [3] [Procurement Arrangement Related Documentation Access and Storage Conventions \(2DKFR2\)](#)
- [4] [Procedure on Procurement Documentation Exchange Between IO, DAs and Contractors \(35BVQR\)](#)
- [5] [Work Instruction for the Storage of PAs \(32HSJL\)](#)
- [6] [PA Template Main - Special Conditions \(28B3QC\)](#)
- [7] [PA Template Annex A - General Conditions \(28B3RU\)](#)

## 5 Estimated Duration

The duration of the services is one year from 1<sup>st</sup> March 2017 to 28 February 2018

## 6 Work Description

The IO Project Controls Division (PCO) is in charge of the management of in-kind activities, which comprises finalisation, signature, implementation and execution of the Procurement Arrangements, in accordance with the Baseline Scope, Cost and Schedule.

The overall work description of the in-kind assistance services comprises the following activities:

- PA Database maintenance;
- Reporting;
- Support to Procurement Arrangement Responsible Officers (PARO).

### 6.1 PA Database Maintenance

The Contractor shall maintain and update on a daily basis the PA Database to ensure reliability and accuracy of PA Data and information.

This activity includes but is not limited to the following tasks:

- Act like main Point of Contact to the IO and DAs regarding any required information on PA Database usage;
- Enter basic information on credit, e.g. total credit distributed in few Interim Milestones, for not signed PAs;
- Update CAS for PAs ready to be signed;
- Upload and link /update PA documents, following PA signature;

- Update CAS according to change procedure, following approved Credit Change for signed PAs;
- Update PA General Information (PA Title, PA Project Team and alignment with ROs Matrix of PA Coordination Team, Tracking of PCRs, Credit values, Credit Released value, organisation, PA Spec type and package information);
- Update and maintain PA Status Report;
- Check status of the RO change request and notification;
- Support PA documentation storage;
- Input the chain of DA Suppliers and related DA Contracts information;
- Maintain, update and track PA Applicable Documents list;
- Assist in upgrading of the PA Database.

## **6.2 Reporting**

The Contractor shall prepare PA Status Reports periodically for IO high level Boards, Finance and Budget, Technical Departments, Communication, etc.

This activity includes but is not limited to the following tasks:

- Report PA Progress per Technical Department (Forecast / PA signature status, graphs and tables, main issues, action plans);
- Provide data and input to presentations to report about PA Progress Status, as needed, e.g. CCB, CTMB, etc.;
- Provide PA credit values and accrual per DA, for quarterly Finance and Budget Reporting;
- Provide PA Progress Status, as required;
- Provide PA Status of updated PA credit values and CAS Tables for implementation of approved Credit Changes;
- Attend PA Status Report Meetings: prepare PA Status Summary Report, update Actions Plans and produce Minutes of Meeting.

## **6.3 Support to Procurement Arrangement Responsible Officers (PARO)**

The Contractor shall provide daily assistance to the PARO for administrative matter regarding PA preparation and follow-up.

This activity includes but is not limited to the following tasks:

- Upload and track PA documentation for review and approval;
- Prepare and organize PA signature;
- Maintain the PA documentation archive;
- Inform and liaise with all relevant parties regarding the PA signature process;
- Upload and track PA Amendments, when needed.
- Support horizontal actions in relation to the PA process, e.g. Change Control, PA Amendments, etc.;
- Support in maintaining overall consistency between schedule, credit and CAS of signed PAs;
- Support in updating of PA Procedures [2, 3, 5] and Templates [6, 7];
- Assist in corporate reporting and actions in relation to audit/assessment bodies, e.g. FAB, Management Assessment, external and internal Audits, External Review Committees;

- Maintain and update of the In-Kind IDM Area.

## 7 Responsibilities

### 7.1 The IO is responsible for:

- Providing the Contractor with all input documentation needed to execute the work;
- Providing the Contractor with a badge for site access, office equipped including a desk, a chair and a computer with access to the internal IT network;
- Providing the Contractor with specific access to PA Database, as required for the task;
- Organising a monthly meeting on work performed;
- Informing the Contractor about the rules applicable to on-site workers.

### 7.2 The Contractor's responsibilities include (but are not limited to):

- Executing the work that is described in section 6;
- Preparing the reports and other deliverables described in section 6;
- Storing documents and emails in PCO/In-Kind Group Folder to ensure good audit trail;
- Contractor's Personnel shall possess the qualifications, professional competence and experience to carry out In-Kind assistance services in accordance with IO In-Kind Procedures [2, 3, 5] and Templates [6, 7];
- Reporting to PA Coordinator on any issues that might cause delay;
- Respecting all the terms of the Contract;
- Respecting the rules and regulations applicable to on-site workers.

## 8 List of deliverables and due dates

The monthly service deliverable consists of a service report of the work performed according to the specification in Section 6 including detail of all tasks performed with respect to:

- Maintenance of PA Database with reliable PA data and information;
- In-kind assistance tasks in support to preparation, signature and follow-up of the Procurement Arrangements by the PAROs, in a timely manner;
- In-kind assistance tasks in support to horizontal activities by the PA Coordinator, as required;
- Reports, as requested;
- Identification and report on potential issues;
- Proper filing.

In addition to the monthly service report above, other periodical reports are part of the deliverables, e.g.:

a) Bi-weekly reporting on activities / pipeline of actions needed to maintain the PA Database up-to-date, as described in Section 6.1;

- b) Bi-early (after ITER Council) status of update of PA credit update, due to implementation of PAR on affected PAs, as described in Section 6.2;
- c) Reports and other deliverables, as described in Section 6.2 and 6.3, as required;
- d) Identification and report on any issues, regarding PAs under the PARO's responsibility.

## **9 Acceptance Criteria**

The tasks to be performed shall comply with all the requirements described in this technical specification and the requested milestones. The reports and other deliverables provided by the Contractor shall demonstrate full compliance with the IO In-Kind Guidelines [1], Procedures [2, 3, 4, 5] and Templates [6, 7]. A specific validation process will be agreed with the Contractor upon signature of the Contract.

## **10 Specific requirements and conditions**

The work requires the presence of one full time equivalent for the duration of the task (excluding normal holiday and closure days).

The work will be executed on ITER site, under the supervision of the IO Contract Responsible Officer.

The services shall be performed by skilled and experienced personnel holding suitable experience in the following areas:

- Experience in assistance to procurement and/or project management in the industry and/or large construction projects;
- Knowledge of in-kind procurement practices and processes would be an advantage;
- IT skills: SAP and Pack office (Word/Excel) knowledge, as well as Databases administration;
- Other skills: Organisational skills, proven capability of analysis, critical minded, Respect of deadlines, Ability to work under pressure.
- The personnel shall be fluent in English (written and spoken), since this is the working language within ITER, and all documentation must be clearly understood by native and non-native English readers alike.
- The work will be executed on ITER site, under the supervision of the IO Contract Responsible Officer.

## **11 Work Monitoring / Meeting Schedule**

Monthly meetings will be organised for the management of the Contract.

Any other meeting shall be organised at the request of PCO or the Contractor as needed. The IO Contract Responsible Officer is supervising and monitoring the work of the Contractor.

## **12 Delivery time breakdown**

The work is recurring monthly services and should be regularly delivered, with exception of IO Closure days and agreed vacation periods.

All documents shall be delivered on time:

- PA Database shall be maintained as stipulated above;
- In-Kind assistance tasks shall be delivered as stipulated above;
- Reports shall be delivered as stipulated above;
- Filing and archiving shall be processed in due course.

## **13 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 Procurement Quality Requirements \(ITER\\_D\\_22MFG4\)](#).