



## **FUSION FOR ENERGY**

The European Joint Undertaking for ITER and the Development of Fusion Energy

**THE GOVERNING BOARD**

### **Call for expressions of interest for external experts to be appointed to the Procurement and Contracts Committee of Fusion for Energy**

#### **Summary**

**Fusion for Energy, the European Union's Joint Undertaking for ITER and the Development of Fusion Energy, is organising a call for expressions of interest to appoint a new Chairperson and new members of its Procurement and Contracts Committee.**

#### **1. Fusion for Energy**

Fusion for Energy (F4E) is the European Union's Joint Undertaking for ITER and the Development of Fusion Energy. The main task of F4E is to provide Europe's contribution to ITER, an international project which aims to demonstrate fusion as a viable and sustainable source of energy.

F4E was established on 19<sup>th</sup> April 2007 and has its headquarters in Barcelona, Spain. The tasks of F4E are as follows:

- (a) to provide the contribution of the European Atomic Energy Community (Euratom) to the ITER International Fusion Energy Organisation;
- (b) to provide the contribution of Euratom to Broader Approach Activities with Japan for the rapid realisation of fusion energy;
- (c) to prepare and coordinate a programme of activities in preparation for the construction of a demonstration fusion reactor and related facilities including the International Fusion Materials Irradiation Facility (IFMIF).

#### **2. The Role and Composition of the Procurement and Contracts Committee**

The Procurement and Contracts Committee (PCC) provides the F4E Director with recommendations on the strategies in relation to procurement and grant activities and the award and follow-up of contracts and other related matters. The PCC notably reviews

- important procurements and grants before they are awarded;
- important amendments to existing contracts;
- individual procurement strategies for important procurement or grant procedures;
- overall strategies proposed by F4E for delivering each ITER procurement package;
- draft Procurement Arrangements between Fusion for Energy and the ITER International Organization;

- model procurement contracts, grant agreements.

The Chairperson of the Procurement and Contracts Committee is appointed by the Governing Board for a period of two years, renewable once. The PCC Chairperson also participates in the meetings of the Governing Board.

In addition to the Chairperson, the PCC comprises 5 members appointed by the Governing Board among persons with relevant professional experience in contractual and procurement matters. The members of the PCC are appointed for a period of two years, renewable once.

The PCC members shall not be bound by any instructions and are completely independent in the performance of their duties in the general interest of F4E.

The PCC meets around eight times per year usually at the headquarters of F4E in Barcelona, Spain.

All written and oral communication of the PCC is in English, which is the working language of the PCC.

Further information on the PCC can be found at:

<https://fusionforenergy.europa.eu/aboutfusion/PCC.aspx>

### **3. Purpose of the Call for Expressions of Interest**

At the end of 2019, several members of the PCC are reaching the end of their term. F4E is therefore publishing this call for expressions of interest to establish a reserve list from which the replacement PCC members may be appointed by the Governing Board and ready to start their participation in January 2020.

### **4. Selection Criteria**

The Governing Board is inviting expressions of interest from:

**Experts with recognised standing and relevant professional experience in contractual and procurement matters relating to the management of public procurement, ideally for high technology projects or facilities.**

Applications shall be submitted to a comparative process carried out by the Governing Board's selection committee described below in particular on the basis of the following selection criteria:

- Knowledge and experience in the management of public procurement procedures and contract management (essential);
- Experience in the management of public and/or industry procurements and contracts, including risk management, for high technology projects or facilities (advantageous);
- A university degree and post-graduate qualifications in Law, Finance, Economics, Business Administration or equivalent (advantageous);
- Knowledge of technical and engineering aspects of the ITER project and of related activities (advantageous);
- Professional experience in a multidisciplinary environment, preferably in an international context (advantageous);
- Very good proven written and oral communication skills in English (essential).

## **5. Selection Process**

A selection committee established by the Governing Board, chaired by the Governing Board Chair or Vice-Chair and also composed of a representative of Euratom and the incumbent PCC Chairperson, will review the expressions of interest and draw up a short list of the most suitably qualified experts deemed to possess the qualities referred to in the previous paragraph. The short list will be drawn up to cover, as far as possible, in a balanced way, the needed competences and transmitted to the Governing Board.

## **6. Appointment, terms and reserve list**

In accordance with to Article 8b(2) of the F4E Statutes annexed to Council Decision (Euratom) No 198/2007, the Governing Board will appoint the PCC members, Chair and Vice-Chairperson. PCC members are appointed by the Governing Board in a personal capacity and therefore cannot delegate their responsibilities to another member or a third party.

Experts who are not appointed nor discarded in the selection may be retained on a reserve list at the discretion of the Governing Board. The experts on this reserve list may be invited to fill any vacancies which arise. However, inclusion in the reserve list does not create an entitlement to become a member of the PCC. The reserve list shall be valid for a period of two years from its approval; its validity can be extended until a new call for expressions of interest is published.

## **7. Reimbursement of Expenses**

Travel, hotel and subsistence expenses incurred by the PCC chairperson and members are reimbursed by Fusion for Energy in accordance with the rules applied by Fusion for Energy for the reimbursement of expenses to experts. In addition, the chairperson and members are entitled to claim lump sum indemnities for the preparation for and participation in PCC meetings in accordance with the rules applied by Fusion for Energy (EUR 650/day for the chairperson and EUR 450/day for the members).

## **8. Independence and declarations of commitment and interest**

The appointment of PCC members shall be subject to the provision of declarations in which they commit to act independently of any external influence, to be guided by the interest of F4E and to comply with rules of confidentiality. To this effect, prior to commencing their participation, PCC members shall provide the declarations laid down in the Decision of the Governing Board on confidentiality, independence, preventing and managing conflicts of interest:

[http://fusionforenergy.europa.eu/downloads/aboutf4e/meetings/F4E\(15\)-GOVERNING\\_BOARD32-16.2-Revised\\_CoI\\_Rules.pdf](http://fusionforenergy.europa.eu/downloads/aboutf4e/meetings/F4E(15)-GOVERNING_BOARD32-16.2-Revised_CoI_Rules.pdf).

## **9. Handling of personal data in the context of this call for expressions of interest**

Procedures for the handling of all personal information on candidates are set out in the Annex.

## **10. Application procedure**

Applicants are invited to submit a one-page letter expressing their interest accompanied by a CV. The model European CV (recommended) can be downloaded [here](#).

Applications shall be submitted no later than **17h00 on 25/11/2019** (the date of receipt shall be taken as a proof). Applications are to be sent via e-mail to the following address:

[PCC-Candidates@f4e.europa.eu](mailto:PCC-Candidates@f4e.europa.eu)

Applications submitted after the abovementioned deadline or via other means (e.g. via post or fax) shall not be taken into account. Unclear or incomplete applications shall not be considered.

All communication with applicants concerning this call for expressions of interest will be in English.

Applicants must keep the Governing Board Secretariat ([Romina.Bemelmans@f4e.europa.eu](mailto:Romina.Bemelmans@f4e.europa.eu)) informed in writing of any change in their situation or address without delay, so that their application may be kept up to date.

All candidates applying to this call for expressions of interest shall be informed without delay by email about the outcomes of the selection and appointment process.

## Annex: Handling of personal data in the context of this call for expressions of interest

### PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING THE CALL FOR EXPRESSIONS OF INTEREST FOR EXTERNAL EXPERTS TO BE APPOINTED TO THE PROCUREMENT AND CONTRACTS COMMITTEE OF FUSION FOR ENERGY

The objective of this Notice is to inform you about the collection and processing of your personal data in line with the applicable Data Protection Regulation 2018/1725<sup>1</sup>

#### 1. Why does F4E process my personal data? Whose data is processed?

The purpose of the processing is to organise a selection for the Procurement and Contracts Committee (PCC) members, Chair and Vice-Chair and to establish a reserve list - all personal data shall be processed solely for this purpose.

#### 2. What is the justification for the processing?

Processing of your data is necessary for the **performance of F4E tasks** on the basis of the F4E founding instrument or other legal instrument adopted on the basis thereof and for compliance with a specific legal obligation F4E is subject to.

It is based on:

- Council Decision of 27 March 2007 “establishing the European Joint Undertaking for ITER and the Development of Fusion Energy and conferring advantages upon it” - 2007/198/Euratom, as last amended by Council Decision of 10 February 2015 (2015/224 Euratom), O.J. L 37, 13.2.2015, p.8, in particular Article 6 thereof;
- Statutes annexed to the Council Decision (Euratom) No 198/2007 “establishing the European Joint Undertaking for ITER and the Development of Fusion Energy and conferring advantages upon it”, as last amended on 10 February 2015, in particular Article 10 thereof;
- Governing Board decision of 6 July 2018 ([F4E D 2CGL86 1.1](#)) approving the amended [Rules of Procedure](#) of the Procurement and Contracts Committee of Fusion For Energy.

#### 3. Which data is F4E processing?

The process concerns the management of personal generic data that is requested to be provided in a Motivation Letter and CV, the latter recommended to follow the model European CV. Candidates are free to give their data on a voluntary basis (e.g. surname, first name, date of birth, gender, address, email address, nationality).

#### 4. To whom are my data disclosed?

The following people have access to your personal data:

- Chair of the GB, Vice-Chair and Members of the GB;
- Chair of the PCC;
- Vice-Chair of the PCC;
- Secretary of the GB;
- Secretary of the PCC;
- GB Secretariat Staff;
- ICT Officer responsible for the dedicated database, if necessary for technical support.

The personal data of the shortlisted individuals shall then be transmitted to the officially nominated Representatives of the GB Members (EU Member States, Switzerland and Euratom). The personal data shall be marked as “Restricted” and the recipients shall be asked to comply with the declarations they have signed concerning confidentiality.

Also, only if appropriate and necessary, for monitoring or inspection tasks, access may be granted to:

- Head of the Legal Service Unit, and/or responsible Legal Officer
- F4E Data Protection Officer and Anti-Fraud & Ethics Officer
- IAC / IDOC

The names and a brief resume of the PCC Chair, Vice-Chair and members appointed by the GB shall be published on F4E’s website and in F4E’s Annual Report.

#### 5. How long does F4E store my data?

The personal data of those persons who are not shortlisted shall be erased six months after the selection process closes. The personal data of those persons who are shortlisted but not appointed by the GB shall be retained in a reserve list for an initial period of two years and afterwards, for two years from the day of the expiry of the reserve list validity. In the case of successful candidates: data will be kept for five years following the expiry of the mandate of the PCC member.

#### 6. Does F4E intend to transfer my data to third countries or International Organizations?

<sup>1</sup> Regulation 2018/1725 of 23 October 2018 “on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data”. O.J 21.11.2018, L295/39. This Privacy Notice is in line with Article 14 and 15 of this Regulation (Principle of Transparency).

F4E does not intend to transfer data to third countries or international organizations for the purpose of this call for expression of interest.

#### **7. What are my rights in relation to my data and how can I exercise them?**

You have the right to access your personal data, to correct any inaccurate or incomplete data, to request restriction or erasure, or to object to the processing, pursuant to Articles 14(3) and 17-23 of Regulation 2018/1725.

Any request to exercise one of those rights should be directed to [PCC-Candidates@f4e.europa.eu](mailto:PCC-Candidates@f4e.europa.eu). Where you wish to exercise your rights in the context of one or several specific processing operations or files, please provide their description and reference(s) in your request.

Exceptions based on Article 25 of Regulation 2018/1725 may apply.

#### **8. Contact details of the Data Protection Officer**

You may contact the Data Protection Officer (DPO) of F4E ([DataProtectionOfficer@f4e.europa.eu](mailto:DataProtectionOfficer@f4e.europa.eu)) with regard to issues related to the processing of your personal data under Regulation 2018/1725.

#### **9. Right of recourse**

You have the right to have recourse to the European Data Protection Supervisor ([edps@edps.europa.eu](mailto:edps@edps.europa.eu)), if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by F4E.