

Governing Board

**47th Governing Board Meeting,
9-10 July 2020
Video Conference**

Draft Terms of Reference for the 9th Annual Assessment of Fusion for Energy

The Governing Board is invited to adopt the Terms of Reference for the 9th Annual Assessment of Fusion for Energy.

Approval Process			
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Read Access	LG: GB Representatives, LG: GB Experts, LG: Project Office, LG: Assistants, LG: Office of Director, LG: WP, LG: GB Alternate, LG: IAS, LG: GB Secretariat, AD: IDM_F4E, project administrator, RO		



FUSION FOR ENERGY

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

TERMS OF REFERENCE FOR THE 9th ANNUAL ASSESSMENT OF FUSION FOR ENERGY

I. BACKGROUND

In its July 2010 conclusions concerning ITER¹, the Council of the European Union ruled that a yearly assessment of Fusion for Energy (F4E) shall be made and presented to the Council, as follows:

F4E will report to the Council at least once a year on the progress achieved in implementing the cost containment and savings plan as well as on the performance and management of the Agency and the ITER project. It will also report once a year on the fulfillment of the scheduled activities within its annual budget [...] The F4E Governing Board will appoint an independent expert who will assess the project progress on the basis of existing reports and will submit this opinion to the Governing Board and to the Competitiveness Council once a year

Furthermore, the April 2018 Council Conclusions on the Reformed ITER Project confirmed the need to have an annual assessment and defined the areas where the assessment should focus:

The Council CALLS on all stakeholders to pay utmost attention to both risk management and improved cost control, including appropriate provisioning for risks and contingencies so as to avoid any further delays in the future. The Council URGES the management of the ITER Organization and Fusion for Energy to adopt further cost containment and risk reduction measures, also with respect to other activities than the in-kind contribution to the ITER project, and RECALLS that design should follow budget with full respect of the intended purpose of the facility.

The Council REITERATES that the independent annual assessments of the progress of ITER have to be continued and intensified with a focus on the performance and project management, including cost containment, schedule project control as well as risk management. The Council CALLS FOR a consistent implementation of the respective recommendations of the assessments. The Council also STRESSES that the reporting duties of Fusion for Energy as laid down in the 2010 Council conclusions remain unchanged.

...

The Council RECOMMENDS that Fusion for Energy considers ways to address the different levels of industrial participation of the different Member States in the implementation of the ITER project, including by increased information on procurements

The F4E Governing Board (GB) has also indicated that it would appreciate to receive guidance and recommendations drawing on the findings of the assessment.

II. GENERAL TERMS OF REFERENCE:

Considering the procedure established by the GB for the assessments in 2012-2017 and the 2018 requests from the Council of the European Union concerning cost containment, risk reduction, schedule control, and geographical distribution of the industrial participation, the 2020 assessors should assess the status of F4E's contribution to the ITER project with a focus on the following items:

1. Cost containment and schedule control:

1.1 Evaluate the effectiveness of F4E's 2019 cost containment policy² and assess F4E's ability to deliver the European contribution to ITER within the set budget and timetable. The report should substantiate possible saving opportunities and highlight any potential trade-offs in terms of quality, safety, and schedule.

1.2 Assess the cost implications of COVID 19 associated delays and the cost containment measures taken by F4E to mitigate this.

1.3 Assess the contribution of F4E to the recovery of the European economy in the meaning of:

- Has F4E taken the necessary measures?
- What are the recommendations for the immediate future?

2. Risk control:

2.1 Assess the risk management of F4E against internationally recognized risk management standards.

2.2 Assess the risk allocations and their potential correlations: is the provision for risks adequate for a first-of-a-kind project?

2.3 Evaluate the risk posed by Covid-19 and the effectiveness of the risk management measures taken by F4E.

The assessors shall provide a written assessment to the GB for onward submission to the Council of the European Union.

The Panel shall present their findings to the July 2021 GB and provide guidance and recommendations to the GB drawing on the conclusions of the report.

The implementation of the recommendations will be tracked through the RAPID system of F4E and therefore should be:

- *Specific* – target a specific area for improvement;
- *Measurable* – quantify or at least suggest an indicator of progress;
- *Achievable* – specify who will do it;
- *Realistic* – state what results can realistically be achieved, given available resources;
- *Time-bound* – specify when the result(s) can be achieved.

III. APPOINTMENT OF ASSESSORS

The team shall be composed of three assessors, who will work for a total of maximum 85 working days (25 days+25 days+35 days for the Chair).

The Bureau will prepare a shortlist of the most suitable candidates among those responding to a public Call for Expression of Interest that will be launched in July 2020.

The Governing Board will decide on the final composition of the assessment team upon a proposal (shortlist) of the Bureau, at its December 2020 meeting.

² Document F4E_D_2GACXV v2.6

OVERALL SCOPE CONSIDERATIONS

In view of the limited resources that are available to conduct the assessment and in order not to duplicate the outcome of similar assessments, the assessment shall:

- Focus on the activities of F4E in relation to the in-kind contributions for ITER and exclude those associated with the Broader Approach activities;
- Draw as much as possible upon existing reports, assessments and audits that have already been conducted;
- Note and accept the constraints under which F4E operates and focus on F4E's effectiveness within those constraints;
- Minimise, for the sake of efficiency, the need for interviewing other stakeholders e.g. in the ITER Organization, industrial contractors or grant holders.

IV. PROCESS OF WORK: PROCEDURE TO BE FOLLOWED BY THE ASSESSORS AND BY F4E

The GB secretary will act as contact person. He/She will be responsible for coordination between F4E and the assessors, and act as entry point and facilitator for ensuring that the assessors receive all requested documents and explanations.

The GB secretary will be also available to solve practical day-to-day issues encountered by the assessors. He/She should not interfere in any way with the assessment activities and should not place any restrictions on information to be provided.

1) Once the Terms of Reference of their contract are agreed and signed and in any case by the middle of January 2021, the assessors will attend an opening meeting with F4E at which the assessors will present:

- Their understanding of the terms of reference;
- The scope of their enquiries, and the F4E services likely to be concerned;
- The planned timing of the assessment, and of the visits to F4E offices;
- The need for office space and administrative support, including IT.

An assessment Steering Group composed by the Chair of the GB, a representative of the Commission, and two members of the GB appointed by the Chair of the GB will attend the meeting in order to convey the view of the GB on the scope of the assessment and provide any clarifications needed on the Terms of Reference.

At this meeting, F4E will inform the assessors of any constraints.

2) The assessors will conduct a preliminary survey to familiarize themselves with F4E and the ITER project, and to plan their detailed work and information requirements.

3) The assessors will arrange a meeting with F4E management in which to present their detailed work plan and requirements. This plan is not limitative. Further requests for documents, information and explanations should be confirmed in writing to the Secretary.

4) F4E will make every effort to provide the requested documents, information and explanations without delay. Once all the documents have been received, interviews with F4E staff and requests for clarifications should be confirmed within a calendar week.

5) The assessors will undertake a continuous validation process by discussing all findings or critical remarks with the management of F4E as soon as they are drafted in their report or working documents. F4E will provide any complementary information

without delay.

6) The assessors' draft report will be presented at a meeting with F4E's senior management, who will have one week from receipt to provide further explanations regarding the facts presented in the report, and their comments on the proposed conclusions. This report shall be presented within 30 calendar days maximum from the interviews.

V. TIME FRAME OF THE REVIEW

The assessors will complete their draft review by end of March 2021 and a final report by end of April 2021. The assessors will be invited to present their findings to the July 2021 GB.



FUSION FOR ENERGY

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

THE GOVERNING BOARD

Call for expressions of interest for experts to be appointed as members of the 9th Annual Assessment panel 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 three experts as members of the 9th Annual Assessment panel.

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 19th 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 Annual Assessment of F4E

In its July 2010 conclusions concerning ITER, the Council of the European Union (the Council) ruled that a yearly assessment of Fusion for Energy shall be made and presented to the Council at least once a year. The Council specified that the assessment should concentrate on the progress achieved in implementing the cost containment and savings plan as well as on the performance and management of the Agency and the ITER project and on the fulfillment of the scheduled activities within its annual budget.

In April 2018, the Council Conclusions on the Reformed ITER Project reiterated the need to have a yearly assessment of F4E, which should focus on performance, and project management, cost containment, schedule project control and risk management.

The detailed scope, methodology, process and timing of the Annual Assessment is defined by the Terms of Reference approved by the Governing Board of F4E (Annex II).

3. Purpose of the Call for Expressions of Interest

This Call for Expression of Interest aims at finding the most qualified candidates to from among experts of recognised standing in the fields covered by the scope of the assessment.

4. Selection Criteria

The Governing Board is inviting expressions of interest from experts of recognized standing and professional experience in engineering, scientific, technical and business administration, with proven knowledge and expertise in one or more of the following areas:

- Public procurement management in the field of engineering, technology and science
- Project performance and budget management
- Financial management
- Risk management
- Management of large international and/or EU funded projects
- Economic analysis, industrial policy, econometric modelling

In order to be able to cover an as broad as possible field of expertise, applications shall be submitted to a comparative process carried out by the selection committee described below in particular on the basis of the following selection criteria:

Essential:

- An in-depth knowledge and experience of at least one of the above-mentioned areas
- Postgraduate qualification and deep knowledge in engineering, physics, economics, business administration or equivalent
- Demonstrated expertise in the drafting of high-level studies, papers and assessments in the fields of engineering, management and economics.
- Professional experience in an international context, preferably in a multidisciplinary environment.
- Proven written and oral communication skills in English.

Advantageous:

- Understanding of the technologies of fusion devices and of the European and international fusion research activities

5. Selection Process

A selection committee chaired by the Governing Board Chair and composed of the two Governing Board Vice-Chairs, a representative from Euratom and the Governing Board Secretary will review the expressions of interest and draw up a short list of the most suitably qualified experts taking also in account gender balance that are deemed to adequately possess 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 will be transmitted to the Governing Board.

6. Appointment, terms and reserve list

The assessors will be 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 as members of the Assessment panel nor discarded in the selection may be retained on a reserve list at the discretion of the Governing Board. The reserve list shall be valid for a period of one year from its approval and may be used fill vacant positions in other expert panels.

7. Entitlements and reimbursement of Expenses

Travel and accommodation costs incurred by members of the panel in connection with meetings relating to their mandate shall be reimbursed.

The experts shall also be entitled to a daily allowance, which currently stands at EUR XXX per day of work.

8. Independence and declarations of commitment and interest

The appointment of the experts shall be subject to the provision of declarations where they commit to act independently of any external influence and to be guided by the interest of F4E and to comply with rules of confidentiality. To this effect, prior to commencing their duties, the experts shall provide the declarations laid down in the [GB's decision F4E\(15\)-GB32-16.2 of 9thJune 2015 on confidentiality, independence, preventing and managing conflicts of interest.](#)

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 DEADLINE: 30 of September 2020 (the date of receipt shall be taken as a proof). Applications are to be sent via e-mail to the following address:

GB-Secretariat@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 GB Secretariat (GB-Secretariat@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 outcome of the selection and appointment process.

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ANNEX II:
PRIVACY NOTICE ON PERSONAL DATA PROTECTION REGARDING
THE CALL FOR EXPRESSIONS OF INTEREST FOR EXTERNAL EXPERTS TO BE APPOINTED
AS MEMBERS OF THE 9TH ANNUAL ASSESSMENT PANEL 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 2018/1725¹

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

The purpose of the processing is to organise a selection of experts to make part of the Annual Assessment Panel of F4E- 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 or 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;
- Council Conclusions of July 2010 concerning ITER (11902/10), in particular
- Council Conclusions on the reformed ITER project of April 2018 (7881/18).

¹ 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).

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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, Vice-Chairs and Members and Secretary of the Governing Board of F4E.
- Chair, Vice Chairs, members and Secretary of the the F4E Committees (AMC, TAP, AC, PCC).
- Governing Board 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:

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

5. How long does F4E store my data?

The personal data of those persons who are not shortlisted shall be discarded one year after the selection process closes. The personal data of those persons who are shortlisted but not appointed by the Governing Board shall be retained in a reserve list for an initial period of one year 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 TAP member.

Processing of the personal data shall commence on the date of the closure of this call for expressions of interest.

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

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 GB-Secretariat@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), if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal