



# 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 Executive 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 several new members of its Executive 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 the international ITER 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 Executive Committee**

The Executive Committee (ExCo) assists the [Governing Board](#) (GB) in the preparation of its decisions and carries out any other tasks which the GB may delegate to it. In particular the ExCo:

- Reviews F4E's procurement strategies and approves the award of contracts and grants in accordance with F4E's financial rules;
- Comments and makes recommendations on the project plan, work programme, resource estimates plan, annual budget and accounts.

The ExCo is composed of 13 members appointed by the GB from among persons of recognised standing and professional experience in scientific, technical and financial matters. One of the members is Euratom represented by the European Commission (see [here](#) for further information).

The term of office for members of the ExCo is two years renewable once. Every two years at least half of the members are replaced. The ExCo Chair and Vice-Chair are appointed by the GB for a period of two years, renewable once. The ExCo Chair is expected to attend meetings of the GB.

Rule 1 of the ExCo's [Rules of Procedure](#) stipulates that the ExCo members shall not be bound by any instructions and that they shall be completely independent in the performance of their duties, in the general interest of F4E.

The ExCo meets at least six times per year usually at the headquarters of F4E in Barcelona, Spain.

All documents and reports of the ExCo are in English, which is the working language of the ExCo.

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

Every two years at least one half of the ExCo members are replaced. By mid- 2013, several members of the Executive Committee are due to be replaced or reappointed. F4E is therefore publishing this call for expressions of interest to establish a reserve list from which the replacement ExCo members may be appointed by the GB and ready to start their participation in September 2013.

### **4. Selection Criteria**

The GB is inviting expressions of interest from:

**experts with recognised standing and professional experience in scientific, technical and financial matters relating to the management of public procurement ideally for high technology projects or facilities. In this context, technical experience is considered to include legal and administrative matters.**

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

- In depth knowledge and experience in the management of public procurement procedures will be considered essential;
- Experience in the management of public and/or industry procurements for high technology projects or facilities will be considered advantageous;
- A university degree and post-graduate qualifications in Law, Finance, Economics, Business Administration or equivalent will be considered advantageous;
- Knowledge of technical and engineering aspects of the ITER project and of related activities will be considered advantageous;

- Professional experience in a multidisciplinary environment, preferably in an international context will be considered to be advantageous;
- Very good proven written and oral communication skills in English and experience of participation in meetings of experts and committees will be considered essential.

## **5. Selection Process**

A selection committee established by the GB, chaired by the GB Chair or Vice-Chair and also composed of a representative of Euratom and the ExCo Chair, will review the expressions of interest and draw up a short list of the most suitably qualified experts that are 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 GB.

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

In accordance with to Article 6(3)(c) of the Statutes annexed to the Council Decision (Euratom) No 198/2007, the GB will appoint the ExCo members, Chair and Vice-Chair by two-thirds majority from among those experts in the short-list. ExCo members are appointed by the GB 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 ExCo nor discarded in the selection may be retained on a reserve list at the discretion of the GB. The experts on this reserve list may be invited to fill any vacancies that arise. However, inclusion in the reserve list does not create an entitlement to become a member of the ExCo. 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 and hotel accommodation costs incurred by members of the ExCo in connection with meetings relating to their mandate shall be reimbursed. ExCo members shall also be entitled to a daily subsistence allowance which currently stands at EUR 87 per day (for Spain).

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

The appointment of ExCo members 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 participation, ExCo members shall provide the declarations laid down in the [GB's decision F4E\(07\)-GB01-04.6 of 28<sup>th</sup> June 2007 on confidentiality, independence and the management of 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 than **17h00 on 7<sup>th</sup> June 2013** (the date of receipt shall be taken as a proof). Applications are to be sent via e-mail to the following address:

**[ExCo-Candidates@f4e.europa.eu](mailto:ExCo-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 GB Secretariat [gb-secretariat@f4e.europa.eu](mailto: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 outcomes of the selection and appointment process.

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

All personal information on candidates shall be processed by F4E in pursuant to Regulation (EC) 45/2001 of the European Parliament and of the Council of 18<sup>th</sup> December 2000 concerning the protection of individuals with regard to the processing of personal data by the Community institutions and bodies, and on the free movement of such data<sup>1</sup>.

### Identity of the Data Controller

Raymond Monk, Secretary of the GB, is identified as the controller for the processing of personal data related to the selection procedure based on this call for expressions of interest.

### Purposes of the processing operation

The purpose of the processing is to organise a selection of up to 12 ExCo members, a Chair and Vice-Chairs and to establish a reserve list - all personal data shall be processed solely for this purpose.

### Legal basis

- Council Decision of 27<sup>th</sup> March 2007 establishing the European Joint Undertaking for ITER and the Development of Fusion Energy and conferring advantages upon it - 2007/198/Euratom and the Statutes annexed to the Decision, in particular Articles 6(3)(c) and 7(6).
- GB Decision of 8<sup>th</sup> March 2011 concerning the procedure for the appointment of new Executive Committee and TAP members Ref.: F4E(11)-GB19-Summary.

### Lawfulness of the processing

In accordance with Article 5 (a) and (d) of Regulation (EC) 45/2001, the processing of the personal data is necessary for the performance of F4E tasks carried out in the public interest on the basis of Council Decision (Euratom) No 198/2007 and in the legitimate exercise of official authority vested in F4E and in a third party to whom the data are disclosed and the data subject has unambiguously given his/her consent for the processing.

### Data concerned

The data concerns 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.

### Categories of data

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<sup>1</sup> OJ L 8, 12.1.2001, p. 2.

- Personal identification details – information provided by the candidate to allow themselves to be identified and contacted by F4E (e.g. surname, first name, date of birth, gender, address, email address).
- Selection criteria information – information provided by the candidate to distinguish their suitability and eligibility for the ExCo (e.g. education history, training and professional experience, languages spoken and other related details).

#### Recipients of the data processed

For the purposes of the drawing up the shortlist, information provided by the candidates for the selection procedure will be disclosed to the following:

- Secretary of the GB;
- Chair of the GB;
- Vice-Chair of the GB;
- A representative of Euratom (from the European Commission);
- ExCo Chair;
- Assistant to the Secretariat of the GB.

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, if appropriate, access may be given to:

- Internal Auditor and the Court of Auditors (for audit purposes);
- Legal Advisor of F4E;
- OLAF;
- European Ombudsman;
- Court of Justice of the European Union.

#### Date when the processing starts

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

#### Time limits for storage

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 GB shall be retained in a reserve list for an initial period of two years as described in the second paragraph of section 5 above 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 ExCo member. All paper files will be destroyed immediately following the nomination of successful candidates.

#### Right of access and rectification

Candidates have a right to access their data and to update their identification data by contacting the email address provided in the call for expression of interest before the deadline for submission of the applications elapses. After the deadline for applications has elapsed, this right will be limited to the rectification of identification details and contact information only. Candidates have the right to obtain from F4E the blocking of data. If a candidate contests the accuracy of his/her data, F4E will immediately block the data. In cases when:

- the candidate requires data be blocked because he/she considers the processing unlawful, or
- when data is no longer needed by F4E for the accomplishment of its tasks but may have to be blocked for purposes of proof,

the decision on the blocking will be taken by F4E as soon as possible and in any case not later than within 15 working days from the day the candidate's request reached F4E or the day when the F4E's need of the data ceases.

Candidates shall have a right to recourse at any time to the European Data Protection Supervisor (EDPS) [edps@edps.europa.eu](mailto:edps@edps.europa.eu).

#### Publication

The names of the ExCo Chair, Vice-Chair and members appointed by the GB shall be published on F4E's website and in the F4E's Annual Report.