ITER ORGANIZATION

Document Control Section - Administrative and Functional Support

Summary of the Technical Specifications

1   Abstract

ITER is a joint international research and development project for which construction activities are underway. The project aims to demonstrate the scientific and technological feasibility of fusion power for peaceful purposes.

The aim of ITER is to show fusion could be used to generate electrical power, and to gain the necessary data to design, construct, and operate the first electricity-producing plant. It will generate 500 MW of fusion power for extended periods of time, ten times more than the energy input needed to keep the plasma at the right temperature. It will therefore be the first fusion experiment to produce net power. It will also test a number of key technologies, including the heating, control, diagnostic and remote maintenance that will be needed for a full-scale fusion power station.

The seven ITER Members are the European Union (represented by EURATOM), Japan, the People's Republic of China, India, the Republic of Korea, the Russian Federation and the USA. ITER is being constructed in Europe, at Cadarache, in southern France, where the ITER Organization (IO) has its headquarters.

Further information can be found on the ITER website: http://www.iter.org and also at the web pages of the ITER Domestic Agencies which can be accessed via the ITER website.

2   Document Control Section

The Document Control Section (DOC), part of the General Administration Directorate in the Department for Administration, ensures the application of IO rules and regulations related to document and data management processes and assists various departments in organizing their documentation accordingly.

In order to undertake its responsibilities effectively, DOC will require administrative support services over and above those that can be provided from "in-house" resources. A Framework Contract for Services is therefore envisaged whereby DOC can rely upon qualified external resources. It is anticipated that the external resource will consist of a small core team supplementing the IO team.

3   Scope of Work

Up to four experienced and qualified document controllers provided by the Contractor shall support the requested activities on a full-time basis.

The broad scope of the support to be provided to DOC by the Contractor through the document controllers is as follows:

   - Support the day-to-day document management activities in IO
   - Provide administrative and secretarial assistance for DOC.

4 Estimated Duration

The duration of administrative support services will be for three years (one year plus two one-year options) starting end of April / beginning of May 2015.

5 Work Description

The Contractor's personnel will be a dedicated team to IO, and will be located on IO site at Cadarache.

Non-EU employees of the Contractor are required to obtain a French working visa prior to their arrival in France.

The work description of the support to be provided to DOC by the Contractor is (but not limited to) the following:

- Support document management activities in IO:
    - Prepare reports on Procurement Arrangements (PAs) and the status of other IO documentation;
    - Assist departments in uploading and classifying documentation in IDM (ITER Document Management system) as needed;
    - Assist in ensuring baseline documentation is correctly stored and classified;
    - Support the documentation exchange and storage with the Domestic Agencies;
    - Support the maintenance of databases and IDM documentation related to Intellectual Property, Publications, Library and Archives;
    - Support the development and testing of new IDM features or change requests (testing pre-production system, tickets preparation and follow-up) and the integration of IDM with PLM/engineering databases;
    - Support the correct implementation of all procedures and systems related to IO documentation management through day-to-day support to users, training and preparation of informational material and events (e-training, workshops etc.).

- Secretarial and administrative tasks:
    - Organize meetings and reserve meeting rooms;
    - Draft meeting minutes and follow-up as to actions;
    - Coordinate site access passes for external contributors / visitors;
    - Contribute to the preparation of presentations, documents and papers;
    - Provide support to organize training;
    - Interface between DOC and other IO units;
    - Print and scan documents.

6 Timetable

The tentative timetable is as follows: -

| Call for Nomination | Mid- November 2014 |
| Call for Pre-qualification (if needed) | December 2014 |

Call for Tender	January 2015
Tender Submission	February 2015
Contract Signature	March/April 2015
Start of Contract	End of April/ beginning of May 2015

8   Conflict of interest

The Contractor shall not be party directly or indirectly to any of the IO tender process or contract placed or to be placed for any other kind of support services to the ITER Organization.