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EXTERNAL REFERENCE

Technical Specifications (In-Cash Procurement)

Technical Specifications for Project Coordinator for the ITER Council Secretariat

This document specifies the requirements for the provision of a Project Coordinator to provide services to the ITER Council Secretariat.

Technical Specifications – Project Coordinator for the ITER Council Secretariat

1. Purpose

This document specifies the requirements for the provision of project coordination services to the ITER Council Secretariat filling the gap made by the vacant post of the Assistant ITER Council Secretary.

2. Scope

The scope of work covers that of the ITER Council Secretariat, namely the provision of administrative services to the ITER Council.

3. Definitions

The ITER Organization provides for and promotes cooperation among the Members of the ITER Project, an international project that aims to demonstrate the scientific and technological feasibility of fusion energy for peaceful purposes, an essential feature of which is the eventual achievement of sustained fusion power generation. Its headquarters are located in St Paul-lez-Durance.

The seven Members of the ITER Organization 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.

The ITER Council (hereinafter "Council") is the principal organ of the ITER Organization and is composed of Representatives of the Members. It meets twice a year with the possibility of holding extraordinary sessions. It is responsible for the promotion, overall direction and supervision of the activities of the ITER Organization in accordance with the ITER Agreement. Matters for which the Council's decision is required are listed in Article 6.7 of the ITER Agreement.

Each Member shall appoint up to four Representatives to the Council. The Chair and Vice-Chair of the Council are elected from among its members. The ITER Council Secretary is appointed by the Council from the staff of the ITER Organization.

For abbreviations used, please consult the complete list of ITER abbreviations: [ITER Abbreviations \(ITER_D_2MU6W5\)](#).

4. References

- The ITER Agreement: [Agreement on the Establishment of the ITER Organization \(2EW6RK\)](#)
- The Rules of Procedure of the ITER Council: [ITER Council Rules of Procedure \(2FAC6D\)](#)

5. Estimated Duration

The contract duration shall be for an initial period of six months with two additional options of 6 months each.

6. Work Description

The Project Coordinator's full-time presence at the ITER site is necessary for the effective performance of their duties.

Details of work to be performed by the Project Coordinator will be specified by the ITER Council Secretary (Director of the ITER Council Secretariat) (hereinafter "the ICS Director") as needs arise. Each work task, to be defined by the Director, and a delivery date, will be agreed.

The Project Coordination Services of the ITER Council Secretariat are likely to include but will not be limited to:

- Drafting of policy documents including records of decisions and proposals related to the activities of the Council and its subsidiary bodies in consultation with relevant officers of the ITER Organization, representatives of the ITER Members as well as the Chairs of the Council and its subsidiary bodies;
- Following up of the decisions of the Council to ensure their implementation in liaison with relevant officers of the ITER Organization, representatives of the ITER Members as well as the Chairs of the Council and its subsidiary bodies;
- Coordination of the preparation for meetings of the Council and its subsidiary bodies, including the documentation for these meetings, in close communication with relevant officers of the ITER Organization and Chairs of the ITER Council and its subsidiary bodies.

7. Responsibilities

The ITER Organization will provide the needed information and access to the adequate documents required for executing the tasks. The Project Coordinator must sign a confidentiality agreement/NDA.

8. List of Deliverables and Due Dates

Each package of work to be performed will be discussed with the ICS Director before its commencement, and a specification for the work package, schedule and form of deliverables agreed.

Such deliverables may include (also depending on the starting date of the contract), but will not be limited to, the following:

- 1 April 2015: Draft Agenda and Draft Annotated Agenda of the 19th Meeting of the ITER Council Management Advisory Committee (MAC-19) (26-28 May);
- 10 May 2015: Draft Briefing Note for the MAC Chair in preparation for MAC-19;
- 29 May 2015: Draft Annotated Agenda and Draft Record of Decisions of the 16th Meeting of the ITER Council (17-18 June);
- 30 June 2015: Draft Minutes of the 16th Meeting of the ITER Council;
- 15 August 2015: Draft Agenda and Draft Annotated Agenda of the 20th Meeting of the ITER Council Management Advisory Committee (MAC-20) (27-29 October);
- 13 October 2015: Draft Briefing Note for the MAC Chair for MAC-20;
- 30 October: Draft Annotated Agenda and Draft Record of Decisions of the 17th Meeting of the ITER Council (18-19 November);
- 30 November 2015: Draft Minutes of the 17th Meeting of the ITER Council.

9. Acceptance Criteria

All deliverables will be subject to the approval of the ICS Director.

10. Specific Requirements and Conditions

- University or Master's degree in Political Sciences, International Cooperation, Management or other relevant fields;
- At least five years of work experience in relevant tasks including drafting of policy documents in English;
- Excellent drafting skills in English;
- Strong analytical capabilities and flexibility to carry out tasks accommodating changing situations under pressure;
- Ability to work autonomously and proactively with given resources and schedule;
- Excellent interpersonal skills, including the ability and diplomacy to manage relationships at all levels of the ITER Organization and external entities;
- Ability to communicate effectively;
- Ability to work with discretion when dealing with sensitive and confidential matters;
- Ability to work in a team and to promote team work effectively in a multi-cultural environment;
- Excellent command of English (written and spoken);
- Excellent command of Word, Excel and PowerPoint.

11. Work Monitoring / Meeting Schedule

Completion of work items will be confirmed by the ICS Director. For longer tasks an interim monitoring point may be defined. The Project Coordinator would be invited to participate in the weekly ICS meetings.

12. Delivery Time Breakdown

Each package of work to be performed will be discussed with the ICS Director before its commencement, and a specification for the work package, schedule and form of deliverables agreed.

A monthly progress report shall be submitted and it shall reflect the agreed deliverables for that month.