

**F4E Document**
**F4E-OMF-0847: Agenda Info Day - 17th July 2020**

v0

| Approval Process              |  |                     |             |
|-------------------------------|--|---------------------|-------------|
|                               | Name   | Action              | Affiliation |
| Author                        | Brichard B.  | 16 July 2020:signed | ITERD       |
| Co-Authors                    |  |                     |             |
| Reviewers                     |  |                     |             |
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| RO: Guardia Ayala David (F4E) |  |                     |             |
| Read Access                   | LG: PFPO1 Design FwC, LG: IO Reviewers, LG: F4E-OMF-0847_Call prep team_OC_EC, LG: DG EXT PPM, AD: IDM_F4E, GG: IAC, project administrator, RO |                     |             |

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| <i>Change Log</i>  |                      |                   |  |
|--|----------------------|-------------------|--|
| <b>F4E-OMF-0847: Agenda Info Day - 17th July 2020 (2NEMBU)</b> |                      |                   |  |
| <i>Version</i>   | <i>Latest Status</i> | <i>Issue Date</i> | <i>Description of Change</i>   |
| v0.0   | In Work              | 09 July 2020      |  |
| v1.0   | Signed               | 13 July 2020      | agenda infoday OMF-0847  |
| v2.0   | Signed               | 16 July 2020      | updated agenda with slight changes in timing slot to account for availability of F4E staff |



## TECHNICAL MEETING AGENDA

|              |              |      |              |      |            |
|--------------|--------------|------|--------------|------|------------|
| idm@F4E Ref: | F4E_D_2NEMBU | Doc# | F4E-OMF-0847 | Date | 2020-07-16 |
|--------------|--------------|------|--------------|------|------------|

### Meeting details:

|             |  |
|-------------|--|
| Title       | <b>Information day of OMF-0847</b>   |
| Task Area:  | Diagnostics common activities  |
| Objective:  | Information day of OPE-0847 to present the scope and the characteristics of the Call for Tender and contract   |
| Contract ID | F4E-OMF-0847   |
| Date:       | <u>17/07/2020</u>  |
|             | On-line  |
| Location:   | Join using a web browser on a PC, Mac or smartphone device. (Recommended browser: CHROME). Copy & paste the following link in Chrome:<br><a href="https://meet.video/?conference=meetingroom-2-d.f4e@meet.video">https://meet.video/?conference=meetingroom-2-d.f4e@meet.video</a> |

### Agenda:

| #   | ITEM  | Start | Finish Time | Responsible        |
|---|---|-------|-------------|--------------------|
| 0   | Introduction and registration (see “rules” for the meeting below), welcome and preparation to start meeting | 9:00  | 9:15        | Mehdi D            |
| <b>Technical presentation</b>   |   |       |             |                    |
| 1   | Introduction to ITER  | 9:15  | 09:20       | Glenn Counsell     |
| 2   | General Overview of the Framework Contract Scope  | 9:20  | 9:30        | Benoit Brichard    |
|   | Timeslot for questions  | 9:30  | 9:35        |                    |
| 3   | CPTS technical scope overview (First Task Order)  | 9:35  | 10:10       | Laura Sanchez      |
|   | Timeslot for questions  | 10:10 | 10:20       |                    |
| 4   | CXRS technical scope overview   | 10:20 | 10:35       | Frederic Leguern   |
|   | Timeslot for questions  | 10:35 | 10:45       |                    |
| 5   | Bolometer Parts technical scope overview  | 10:45 | 11:00       | Christian Ingesson |
|   | Timeslot for questions  | 11:00 | 11:10       |                    |
| <p><b><u>Important Reminder</u></b></p> <p>Submitted tenders must confirm technical compliance with all requirements.<br/>Accordingly please make sure to submit technical questions / doubts (if any) via Industry Portal <b><u>BEFORE</u></b> the submission deadline</p> |   |       |             |                    |
| 6   | F4E Quality requirements  | 11:15 | 11:45       | María Emidio       |
|   | <i>Break</i>  | 11:45 | 12:00       |                    |
| 7   | How to answer the Call for Tender:<br>- Review of invitation to tender requirements<br>o E-submission       | 12:00 | 12:30       | David Guardia      |

|    |   |       |  |   |
|----|---|-------|--|---|
|    | <ul style="list-style-type: none"> <li>○ Selection and award criteria explanation</li> </ul>  |       |  |   |
|    | <ul style="list-style-type: none"> <li>- Documents that need to be filled-in by Supplier to reply to the tender               <ul style="list-style-type: none"> <li>○ Required documents (Administrative documents &amp; technical and financial offers)</li> <li>○ Importance of Annex 12 (Base document to evaluate selection criteria)</li> <li>○ Required compliance – technical offer content and declarations of compliance to Annexes A and B)</li> </ul> </li> </ul> |       |  |   |
| 8  | Commercial Presentation <ul style="list-style-type: none"> <li>- Payment Terms</li> <li>- KPIs</li> </ul>   | 12:30 | 13:00  | Audrey Verpont  |
| 9  | Contract Presentation <ul style="list-style-type: none"> <li>- Intellectual Property</li> <li>- Main contractual features</li> </ul>  | 13:00 | 13:30  | Audrey Verpont<br>Carmen Casteras/Pablo Mahedero<br>Szymon Wesolowski |
| 10 | Questions and Answers   | 13:30 | Estimated end 14:00, but could take longer if needed |   |

#### Other Info:

|                       |  |
|-----------------------|--|
| Rules for the meeting | <ul style="list-style-type: none"> <li>• <b><u>ID in Teleconference software should be “Company – First Name Surname”</u></b></li> <li>• Instructions on how to use Elisa Videra (please check the video before the meeting):<br/><a href="https://www.youtube.com/watch?v=r3PMCdbKGIY">https://www.youtube.com/watch?v=r3PMCdbKGIY</a></li> <li>• All attendants shall be muted during the duration of the meeting, unless the attendance is allowed to participate.</li> <li>• Questions shall be raised between each presentation/chapter               <ul style="list-style-type: none"> <li>○ To keep register of the questions, these can be written in the meeting chat.</li> <li>○ The questions raised will be answered at the end of each presentation/item.</li> </ul> </li> <li>• Although several persons of the same company can attend to the presentation, however one spokesperson should be designated to interact during the meeting.</li> <li>• All the questions and answers will be later available on the F4E Industry Portal (Call Ref. F4E-OMF-0847).</li> </ul> |
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