



GUIDELINES FOR RESPONDERS

CONSORTIUM WORK PLAN

2021-2025

1. Introduction

This document shall be used in conjunction with the EUROfusion IMS System in order for a Beneficiary to respond to the Call for Participation in Consortium Work Plan 2021 – 2025.

The purpose of this document is to guide you through the application process using the attached application form (Call Response Form) and the associated resources to be entered in the IMS, namely:

- To set out the required roles and associated competencies that are foreseen to execute this Work package (WP).
- To allow Beneficiaries to indicate where and how they have resources with a good fit to the role profiles described herein.
- To allow Beneficiaries to indicate a proposed resource level against each role for 2021.
- To allow Beneficiaries to propose an on-going resource profile in each WP area for the period 2022 to 2025.
- To allow Beneficiaries to propose involvement in the activities foreseen in some WP areas (equipment and other goods and services/ use of facilities).
- Where appropriate, to allow Beneficiaries to propose the involvement of industry.

Please note that no provision for allocation of mission resources is made in the present Call. These will be allocated following the definition of detailed Annual Work Plans.

2. Referenced documents

Among the annexes of the call explaining the process and supporting the Beneficiaries to answer, the Project Leaders are free to include a document, i.e. Annex 7, providing a more detailed description for

the technical content, key deliverables, milestones, foreseen facilities, opportunities for industrial innovation and training/development opportunities for each Work package.

3. Notes for submission of the call response form

The following notes describe the procedure for completing the Call Response form (annexed to the call) and the related IMS submission:

1. Fill in the information where required in section 1
2. Read the relevant sections (see referenced documents above) of the Consortium Work Plan and other relevant Documents.
3. Identify WP areas to define the sub-chapters of chapter 2, i.e. 2.x, and fill the WP area information as required by the below instructions.
4. All budgetary proposals, highlighted by blue fonts in the below lines, shall be introduced to IMS (i.e. lines 9, 12, 13c, 14c, 15b).

Roles & Competencies of human resources within the WP area → Call Response Form section 2.x.1

5. In section 2, indicate for each role the proposed competencies and available relevant skills and experience within your Beneficiary.
6. Indicate the names of the Linked Third Parties¹ (also industrial LTPs) that might contribute to provide the competencies in column 5 of the Call Response Form.
7. Name candidates for the lead roles (highlighted in light red background), and provide a brief CV using the template annexed to the call.
8. For each role, indicate in IMS a proposed resource level - Beneficiary and/ or LTP separately - in PM for the period 2021 to 2025 (indicate the role title in description field).

Potential industrial subcontracting within the WP area → Call Response Form section 2.x.2

9. In column 1 the PL/ TFL describe the list of activities for industrial subcontracting and in column 2 their indicative budget for the period 2021 to 2025. If you foresee industrial involvement through subcontracting by your Beneficiary, indicate in column 3 the name and experience of the potential companies in the field.
10. In column 4 describe the experience of the Beneficiary in the field of the activity.
11. Indicate in IMS the subcontracting resources proposed under cost category "Industry sub-contract" and broken down to years for the period 2021 to 2025 indicating the activity title - as in column 1 - in the description field for identification.

Equipment and other goods and services within the WP area → Call Response Form section 2.x.3

12. For each WP area where procurement of equipment and other goods and services is foreseen:
 - a. In column 3 indicate which activity you would be interested in participating by briefly describing the relevant experience available to your Beneficiary and how this fits with the identified R&D topic.

¹ The term "Linked Third Party" will in FP9 be replaced by "Affiliated Entities". However for the call the old term is used to ease understanding.

- b. In column 4 indicate a proposed contribution to the field in terms of procurement of equipment and/ or providing other goods or services.
- c. In IMS report the proposed resources for equipment and/or other goods and services broken down to years for the period 2021 to 2025. For Equipment indicate the depreciation for the various years, if known. Note: For reference, an indicative procurement budget profile for the period 2021 to 2025 is provided in column 2.

Use of facilities within the WP area → Call Response Form section 2.x.4

13. For each topic where use of facility is foreseen:
- a. In column 3 indicate which topic you would be interested participating in by briefly describing the relevant facilities available or planned (to build new) by your Beneficiary and how this fits with the identified topic.
 - b. In column 4 indicate the proposed annual availability of the facility for this topic (EUROfusion share). Note: For reference, an indicative facility use total budget for the period 2021 to 2025 is provided by the PL/ TFL in column 2.
 - c. In IMS report the facility operational cost proposal under cost categories “Manpower (PM)” for personnel running the facility and “Equipment and other goods and services” for the other costs broken down to years for the period 2021 to 2025 indicating the name of the facility in the description field for identification.

Facility investment within the WP area → Call Response Form section 2.x.5

14. For each topic where use of facility is foreseen:
- a. In column 1 describe the proposed facility, in column 2 indicate whether it is newly built or an upgrade of an existing one, in column 3 list the objectives of the facility, in column 4 include the schedule of the facility construction (new/ upgrade).
 - b. In IMS report the proposed resources for facility investment broken down to the following cost categories: manpower; equipment & other goods and services, also distributed among the years. Indicate the name of the facility in the description field for identification. Note: these facilities will appear also under Use of facility chapter.

Relevant publications relating to the addressed WP area → Call Response Form section 2.x.6

15. Summarise any relevant publications from the last 5 years for each WP area in the table provided. List maximum 5 major publications.

Indicative List of Potential Contributors → Call Response Form section 2.x.7

16. Complete the table in section 2.x.7, if applicable, list the proposed potential contributors from your Beneficiary and/or LTP to this WP area.

Additional Comments and Requirements → Call Response Form section 4

- 17. Please add additional comments or describe special/ specific requirements that your Beneficiary might have in order to participate in this WP.
- 18. Once this document is finalised, attach an MS Word format document to your IMS proposal.