



EUROfusion

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To the Members of the General Assembly

Dear colleagues

Subject: Work Plan 2014 – 2018 – Annual Work Plan 2015 Call for Participation in ITER Physics Work Packages

At its 6th meeting on 22 – 23 September 2014, the General Assembly approved the Annual Work Plan 2015 (AWP2015), with a modification and footnote. The AWP2015 includes several tasks for 2015 which are additional to those specified in the Project Management Plans approved by the respective Project Boards.

With the present letter I invite you to submit proposals for the additional tasks in the area of ITER Physics. Details of the overall procedure and specifics on the additional tasks to be performed are indicated in the attached documents:

- *AWP15-IPH-CfP: Call for Participation in ITER Physics Work Packages*
- *AWP15-IPH-Call Response Forms.zip*

Responses will be evaluated by the Project/Task Force Leaders, with the support of the Programme Management Unit, and they will prepare a proposal for the allocation of resources within their Work Packages which shall be discussed at the respective Project Boards. Following approval of the resource allocation by the relevant Project Boards, the final proposal will be submitted by the Programme Manager to the General Assembly meeting of 18th December 2014.

Your reply shall be submitted via the ECoM system no later than midnight of **7 November 2014**. The link to use is: <https://ecom.euro-fusion.org/efda/cons>

As last year, for each Work Package only one single Call response form per Beneficiary shall be uploaded onto ECoM. In addition some information will need to be copied over into an ECoM entry mask. For WP2015 firm figures both for manpower and, where foreseen, hardware expenditure shall be provided. For the period 2016-18, the Research Units shall express indicative figures based on the foreseen profile of manpower and hardware expenditure included in the attached Call response forms.

Information on costs shall be provided as follows:

Manpower costs

The Research Units are asked to provide the average salary of their staff. This average will have to include the eligible direct costs only (no indirect costs). The average salary costs may vary depending on the Work Packages and the categories of the staff involved. For each Work Package one single entry with the average salary costs is therefore required. As



information on Project Leaders/TFLs and Deputies has already been ascertained in previous Calls, no data is required here.

Hardware costs

The Research Units are asked to indicate the global costs for procurements (hard/software, external services), costs for the use of facilities and consumables directly linked to the implementation of the Work Package/Project.

The following selection criteria will be applied:

- *Matching of responses to the competencies defined*
- *Sufficient level of commitment to avoid sub-critical contribution*
- *Best allocation of available resources*

Should you have any questions, please contact the persons given on page 5 of the attached document *AWP15-IPH-CfP*.

For any problems with the use of ECoM, please contact Jennie Humphreys (jennie.humphreys@euro-fusion.org).

Yours sincerely

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