

**PRINCIPLES FOR THE USE OF ART. 6.3 EFDA ORDERS  
IN IMPLEMENTATION OF THE  
JET WORK PROGRAMMES**

This document summarises the different principles which apply to Art. 6.3 EFDA campaign and project related Orders. These principles have generally been applied since the start of the use of JET under EFDA on 1 January 2000, as communicated at several occasions during meetings of the EFDA Committees.

**1. Orders for Campaign related activities**

**a) Activities covered under Orders**

Art. 6.3 EFDA Orders for campaign related work may - subject to appropriate available funds - in particular be used to cover:

- **The campaign related work performed by Associations<sup>1</sup> on the JET site during Campaigns**

In all other cases, Art. 6.3 EFDA Notifications are issued.

**b) Admissible costs under Orders**

The following costs are admissible under Art. 6.3 EFDA Orders:

**(1) Manpower:**

Manpower costs are admissible for work planned to be performed at the Culham site by Association's personnel involved in the S/T Campaigns.

These expenditures have to be foreseen in the Task Agreement and in the Order. The foreseen costs are included in the Task Agreement financial summary and specified in the ceiling of the Order.

- (2) Mission costs are not included in campaigns related Order. For information: Mission costs are either reimbursed under Mobility Agreement or under Art. 9 EFDA subject to the conclusion of a Secondment Agreement (SA). The procedures and terms of a Secondment are set out in the 'Rules for the Secondment of Associate's Staff – Consolidated version May 2000' (EFDA(00)-8/2.1). In case of a Secondment Agreement the reimbursement is restricted to one travel per SA notwithstanding how many stays are included in the SA.**

**c) Reimbursement**

After clearance of the final report, the costs are reimbursed at a rate of 100% (40% Community and 60% Joint Fund) as follows:

**(1) Manpower costs**

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<sup>1</sup> Including UKAEA

The manpower cost is reimbursed at the ceiling cost specified in the Order unless there is any significant variation in days actually attended against foreseen duration of the stay and which have not been adjusted in the Order. In this process the Secondment Rules are taken into account.

(2) Mission costs (For information)

Travel expenses are reimbursed under Art. 9 EFDA. The Secondment Agreement allowance paid by the Commission is meant to cover all the Secondees' daily expenses related to the visit. The basic rate of allowance is fixed by the EFDA Steering Committee. Depending on the duration of the Secondment agreement, this allowance is paid directly to the Secondee by either the Commission, or the UKAEA on behalf of the Commission. It is not incorporated in the Order.

## 2. Orders for Project related activities

This relates to the use of Orders in Enhancement Projects as well as in other Projects implemented within the JET Workprogrammes (e.g. code integration project).

### a) Activities covered under Orders

Art. 6.3 EFDA Orders for project related work may - subject to appropriate available funds - in particular be used to cover:

- **The work performed by Association personnel involved in projects on the Culham site, in the context of a mission or an EFDA Secondment, and or**
- **The work of the Project Leader and for large projects the work of other key managers (e.g. managers of sub-projects of significant size), and or**
- **Mission costs for agreed activities related to the project, and or**
- **External expenditures incurred by involved Associations in the execution of agreed project activities.**

Other activities not executed under Order are generally covered by Art. 6.3 EFDA Notifications<sup>2</sup>.

### b) Admissible costs under Orders

The following costs are admissible under Art. 6.3 EFDA Orders:

(1) Manpower costs:

- (a) Activities of the Project Leader (and other important key managers for large projects) performed for the Project, irrespective of the site where these activities are performed.
- (b) Work of Association's personnel involved in the Project intended to be performed at the Culham site.

(2) Mission costs:

Orders can be used to cover the daily expenses (subsistence) and the cost of travel expenses related to missions performed for the Project in industry, at JET or in other

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<sup>2</sup> Some ITER-relevant activities have been implemented under EFDA Technology tasks Art. 5.1a or 5.1b.

laboratories by any member of the Project. Missions to JET are normally covered by Secondments or Mobility, only exceptionally by an Order.

(3) Other expenditures

Orders can cover other expenditures borne by an Association in support to the Project. Such other expenditures generally relate to procurements in industry and can cover service contracts, when the Association is unable to conduct an activity with its own staff.

All expenditures have to be foreseen in the Task Agreement and in the Order. The foreseen costs are included in the Task Agreement financial summary and specified in the ceiling of the Order. Separate ceilings are defined in the Task Agreements and Orders for manpower costs, mission costs and external expenditures.

**c) Reimbursement**

After clearance of the final report, the costs are reimbursed at a rate of 100% (40% Community and 60% Joint Fund) as follows:

(1) Manpower costs

The manpower costs are reimbursed as specified in the Order.

(2) Mission costs

The reimbursement of travel expenses and of mission daily expenses (subsistence) under Order are at actual costs incurred up to the mission ceiling specified in the Order. For the mission daily expenses, the actual costs incurred can be:

- either the actual costs paid by the person on mission (in this case the basis of reimbursement is made of the bills paid by the person in mission, e.g. catering, hotel, ...), or
- it is done according to the Associations local rules (e.g. daily subsistence paid by the sending Association to the person on mission).

(3) Other expenditure

The reimbursement is at actual costs incurred up to the ceiling specified in the Order.

***Recommendation to the EFDA AFAC***

***The EFDA AFAC is invited to endorse the Principles on the use of Art. 6.3 EFDA Orders, and note that these principles have been applied since the start of the use of JET under EFDA on 1 January 2000.***