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Tasks and Draft - Terms of Reference for FAIR ILOs

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Terms of Reference for the Industrial Liaison Officers (ILO) Network Facility for Antiproton and Ion Research in Europe GmbH (FAIR)

1. Preamble

The FAIR Industrial Liaison Officers (ILO) Network, in conjunction with FAIR's partner countries, operates a network of Liaison officers located in each respective country or at the FAIR site in Darmstadt, the main purpose of which is to improve FAIR's access to reliable and effective suppliers for the benefit of FAIR and of the industries and laboratories in FAIR's partner countries with regards to the various opportunities that will arise during the construction and operation of FAIR.

2. Scope

2.1 The aim of the FAIR ILO Network is to provide a transparent and timely information flow between FAIR and:

- potential and existing suppliers, while respecting the German and European procurement rules;
- potential and existing consortia partners, whose bundled competences can address FAIR's current and future needs;
- potential and existing in-kind partners and providers where relevant, in line with current and future in-kind practices.
- Follow-up of existing contracts, where this is explicitly requested by FAIR.
- Curating a list of potential suppliers in the county of the ILO
- Pre-qualification of potential suppliers

2.2 Additionally, the ILO Network has the opportunity to support a transparent information flow between FAIR and:

- potential partners, for cooperation under the FAIR technology transfer framework;
- potential users of the facility, in line with the access policy.

2.3 The ILO Network will keep FAIR informed of suppliers' experiences with FAIR procurement, policies and practices in order to ensure the most efficient cooperation between FAIR and the supplier base. The ILO network will propose improvements to procurement policies and practices.

2.4 The ILO Network shall operate based upon the principles of information sharing and promoting FAIR, supporting companies, and coordinating collaboration between ILOs and between FAIR and ILOs.

3. Composition

3.1 FAIR shall invite each partner country to nominate at least one ILO to the FAIR ILO

Terms of Reference for the Industrial Liaison Officers (ILO) Network Facility for Antiproton and Ion Research in Europe GmbH (FAIR)

FAIR's ILOs and acting ILOs



Country	ILO
Czech Republic	Jiří Janošec
Finland	Not named
France	Arnaud Leservot
Germany	Relevant GSI personnel
India	Subhasis Chattopadhyay
Poland	Gabriela Nowicka
Romania	Daniela Zamfir (interim)
Russian Federation	Victor Varentsov
Slovenia	Janko Burgmar (interim)
Sweden	Anna Hall
United Kingdom	Eileen Forsey

- What is Your experience of ILO work?
- Are you ILO for an other facility?
- How are you organized in Your Country?
- Do you cover Tech Transfer as well?

Terms of Reference (ToR) Lay-out

1. Preamble
2. Scope
3. Composition
4. Tasks
5. Ways of Working between FAIR and the ILO Network

1. Preamble

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2. Scope

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- potential and existing in-kind partners and providers where relevant, in line with current and future in-kind practices.
- Follow-up of existing contracts, where this is explicitly requested by FAIR.
- Curating a list of potential suppliers in the county of the ILO
- Pre-qualification of potential suppliers (Support?)

2. Scope cont.

2. 2 Additionally, the ILO Network has the opportunity to support a transparent information flow between FAIR and:

- potential partners, for cooperation under the FAIR technology transfer framework;
- potential users of the facility, in line with the access policy. (Not all ILOs has “responsibility” for users, Transfer information)

2. 3 The ILO Network will keep FAIR informed of suppliers’ experiences with FAIR procurement, policies and practices in order to ensure the most efficient cooperation between FAIR and the supplier base. The ILO network will propose improvements to procurement policies and practices. (Informing about supplier base as well)

2. 4 The ILO Network shall operate based upon the principles of information sharing and promoting FAIR, supporting companies, and coordinating collaboration between ILOs and between FAIR and ILOs.

3. Composition

1. FAIR shall invite each partner country to nominate at least one ILO to the FAIR ILO Network.
2. Each partner country shall organise the work of their national ILO in the way the country finds most relevant with respect to the role of ILOs as described in section 4 of this Terms of Reference.
3. FAIR shall cover the costs for coordinating the ILO Network in Darmstadt. Each partner country is responsible for covering the salaries and all related expenses of their respective ILO Network representative.
4. FAIR shall organise ILO Network meetings twice per year. Other meetings may be convened on an ad-hoc basis.
5. FAIR management shall appoint a person or persons as “FAIR ILO Coordinator” to coordinate the activities included the communication with the ILO Network.
6. Interested countries and named representatives of other entities may be invited to a limited number of ILO Network meetings as guests on an ad-hoc basis as appropriate.

UK: It is good that also Germany has an ILO

4. Tasks

The ILO Network shall promote the objectives of FAIR procurement in order to build and operate FAIR facility in the most efficient way as possible,

In particular, ILOs shall:

1. Raise awareness and share information with potential suppliers on forthcoming procurement opportunities;
2. Advise potential suppliers on queries relating to FAIR's procurement rules, requirements and ways of working;
3. Support potential suppliers in identifying appropriate procurement opportunities, including setting up joint/consortia bids;
4. Exchange information on procurements tendered by FAIR In-Kind partners or collaboration partners, where appropriate;
5. Promote exchange of information and meetings between FAIR and potential suppliers;
6. Promote innovation by exchange of information, meetings and workshops, with participation from FAIR, potential suppliers and other partners;
7. Encourage long-term participation of industry in FAIR and its research fields.
8. Inform FAIR on ILOs' and suppliers' experiences with FAIR procurement and in-kind practices.

This list is not exhaustive.

Consortia –
difficult when
more countries
are involved.

5. Ways of Working between FAIR and the ILO Network

1. FAIR shall provide information to the ILO Network on forthcoming procurement opportunities or other procurement related information.
2. FAIR shall provide a dedicated communication channel to share and communicate information with and among individual ILOs.
3. FAIR shall respond to requests from ILOs in a reasonable timeframe. Any queries shall be addressed in accordance with the agreed channels of communication.
4. FAIR shall provide bidding, contract and Country of Origin information and statistics to ILOs in order to support their role.
5. FAIR shall provide access for ILOs to the relevant staff and the facility to support these Terms of Reference, in line with FAIR policies and Procurement Rules.

Great with statistics!

How is country of origin defined?

Conclusions and next step

- Our general remarks
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- All ILOs will consider the ToR with their home teams and give feedback to Sonia by 1st May 2021