


CORP	Corporate Domain Terms of Reference	
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Mission

The Corporate Domain (CORP) shall support the Director-General (DG) in leading the ITER Organization (IO) to achieve the ITER Project's objectives in compliance with ITER regulations and IO rules through effective and efficient management of *corporate resources*, such as financial resources, human resources, IT resources and externally supplied resources, with in addition the control function of the project performance with reference to the current baseline (scope, schedule and cost of work (*project control*)) as approved by the ITER Council.

Major Responsibilities

Responsibilities of “Corporate Domain” are summarized hereafter:

- To develop the strategies for Project Management, Finance & Procurement, Human Resource and Information Technology, in close collaboration with Office of the Director-General in accordance with Project Strategy, while leveraging Domain-internal and optimizing synergies.
- To manage utilization of corporate resources and execute project controls in an effective and efficient way;
- To develop and maintain all policies, processes, procedures and working instructions in support of leveraging corporate resources and exerting project controls related to their generalized implementation;
- To strengthen the managerial culture suited for the efficient cost effective management of the ITER Project and develop international project managerial best practices at the IO;
- To matrix Corporate Domain staff to other Domains, if and where necessary;
- To report as often as necessary and accurately on corporate resources utilization and project status to senior management stakeholder bodies (the IO DG, the Central Team Management Board, the Executive Project Board, and the ITER Council with its subsidiary bodies (the ITER Council Management Advisory Committee (MAC), the Financial Audit Board (FAB)) as decision-making support;
- To control the key structures linking project controls with corporate resources utilization, by maintaining and integrating the following: the Work Breakdown Structure (WBS), the Organizational Breakdown Structure (OBS) and the Resources Breakdown Structure (RBS); as well as to link them together with e.g. the Plant Breakdown Structure (PBS) and Control Breakdown Structure (CBS) controlled by other Domains; so as to be consistent with the recording and reporting of data on corporate resources utilization and project controls;
- To manage the project's lifecycle costs by means of e.g. annual budgets, Reserve Fund, Central Reserve and Undistributed Budget, in terms of: (a) providing necessary input for decision-making on proposals for allocations; (b) tracking utilization of these means; (c) budgetary and cost baseline implementation of allocations;
- To lead the project's lifecycle cost saving/avoidance activities;
- To provide accounting, ex-ante financial control and verification of transactions;
- To provide financial statements, leading to their certification by the Financial Audit Board (FAB);
- To provide treasury management, safekeeping (including contributions and other income, and payments), and tax management (exemptions and reimbursements processed with the French Administration);
- To continuously further the procurement strategy and good business practices, while implementing competitive, fair and transparent procurement processes conforming to high ethical standards;

- To place contracts and Task Agreements from the expression of needs up to signature, and manage changes in the terms and conditions during contract execution;
- To manage in-kind procurements;
- To support the alignment of the IO resourcing plan with the lifecycle and evolutions of the project scope and schedule, including recruitment, contract renewal and contract management, implementing necessary changes, transfers and/or adjustments to optimize the workforce when necessary;
- To develop and implement a competency model to ensure critical competencies are available for the project, based on the resourcing framework aiming at attracting and retaining the best talents, also ensuring continuity of activity;
- To implement and maintain a performance management framework aligning the staff performance review cycle with the Annual Work Plan, ensuring that the Project's objectives are cascaded down to individual staff member's yearly objectives;
- To manage a reward and recognition scheme, including seniority step advancement;
- To develop and implement the IO's annual training plan and the ITER Academy;
- To administer compensation and benefits of IO staff, and manage statutory rights and obligations;
- To administer and manage the Social Insurance and Pension Plan;
- To develop and implement actions aimed at reinforcing the organization culture, sustaining staff engagement and developing a favourable social climate;
- To manage staff representative relations;
- To establish staff assistance and welfare programs;
- To develop and maintain the IT infrastructure required for the effective and efficient operation of the IO as well as execution of project controls;
- To update and improve the computing capacity and capability, and provide general IT services including personal computers and mobile phones;
- To ensure progress through proactive project management for both the IO and DAs;
- To manage all the economic parameters of the ITER Project;
- To monitor performance of the ITER Project in general through schedule performance measurement, Credit Allocation Scheme (CAS) evolution, and other IC-agreed KPIs, as well as of the IO in particular through Earned Value Management (EVM);
- To manage the Master Schedule, and all associated schedule levels;
- To perform cost estimations in support of formal change control, contract negotiations, etc.,
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- To manage opportunities, issues or risks arising from utilization of corporate resources and project controls, based on up-to-date risk register;
- To advise the IO DG and provide recommendations on any opportunity, risk or issue the Corporate Domain staff would consider as useful for him/her in order to improve project management and ensure the IO fulfils its mission and complies with its obligations in the best conditions;

With Quality Management Division (QMD) support, CORP ensures that all its activities are in compliance with the requirements of the Management & Quality Program (MQP).

Interaction/Interface with other Domains/Departments/Offices

CORP shall guide, advice, and collaborate closely with all other domains, departments and units in carrying out its required responsibilities, as it centrally provides resources for others activities.

CORP also shall collaborate with ITER Members including ITER Council and its advisory committees, Domestic Agencies and French national authorities in its management of resources and project control.

Delegated Authorities for the Corporate Domain

CORP has the following delegated authority as defined in ITER Organization Delegation of Authority (4AFC6R) and Roles and Responsibilities of Line Manager (9FTXRG):

- Managing performance Baselines as described under its major responsibilities, within the boundary conditions defined in the Baseline
- Line management within CORP, including technical, financial managerial decisions on resource management activities as described under its major responsibilities, within the boundary conditions defined in the Baseline.

Direct Supervisor

Reports to the DG as line manager.

Organization Structure of the Corporate Domain

The CORP is composed of the following subordinate one Office, two Departments and one Division as Chart 1.

- *Project Control Office (PCO):*
 - To control the project performance baseline defined by the scope, schedule and cost of work, including the Work Breakdown Structure (WBS), Organization Breakdown Structure (OBS), Responsibility Assignment Matrix (RAM), risks and opportunities, resources and performance metrics measurements, cost estimation, in-kind management
- *Finance & Procurement Department (FPD):*
 - To provide effective and efficient financial and budgetary management, and in-cash procurement management, and facilitates the activities of other Domains and their units in achieving their goals and objectives in accordance with the Project's budget, stipulated schedules and fair business rules;
- *Human Resources Department (HRD):*
 - To provide effective and efficient human resource management, and facilitates the activities of other Domains and their units in achieving their goals and objectives in accordance with the ITER Organization's human resources strategy and policy
- *Information Technology Division (IT):*
 - To provide effective and efficient Information Technology resource management and facilitates the activities of other Domains and their units in achieving their goals and objectives in accordance with the ITER Organization's IT policy and IT infrastructure.

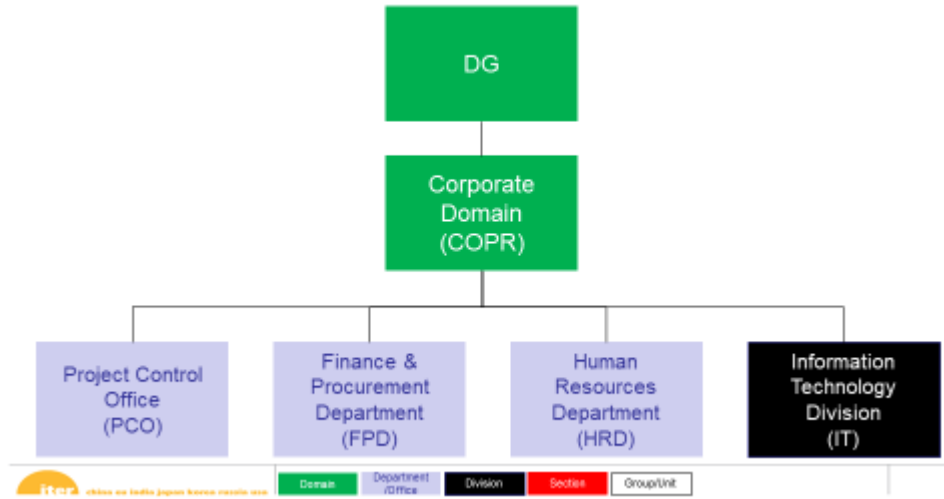


Chart 1: Organization Structure of the Corporate Domain

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