

Guideline (not under Configuration Control)

CAD Manual 03 - DO Organization and Responsibilities

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ITER CAD Manual

Section 3 - DO Organization and Responsibilities

Abstract

This document describes the Organization and Responsibilities of the IO DO.

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Major Changes

Version	Date	Location	What
1.5	13-12-06		New Document template only
2.0	25-03-07	3.7	Job descriptions added
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5.1	11-09-09		Reviewers added New logo

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3 DO Organization and Responsibilities

3.1 Missions and Responsibilities.

3.1.1 IO DO

The IO DO is a service provider to the ITER Project. It is responsible for developing and updating the CAD data required for the various phases of the Project within the ITER organizational context. Its mission and responsibilities include:

- A) To provide the resources (Designers and CAD system) and assistance to the IO Responsible Officers for the fulfilment of the design tasks.
- B) To organize the checking of the CAD documents in collaboration with relevant ITER Members.
- C) To implement and monitor the CAD data changes.
- D) To contribute to and monitor collaboration schemes within the ITER Team (Site and DA) and with the external ITER delocalized Contributors, including the interface management.
- E) To plan and monitor the IO DO resources in relation with the ITER objectives.
- F) To contribute to the ITER Project progress monitoring.
- G) To define the ITER CAD design standards, CAD tools and methodologies to meet the production output and quality objectives, to keep this CAD Manual up to date.
- H) To organize actions to improve the current standards and processes, including the assessment of new software.

3.1.2 DA DO

Refer to sections 0.2.2 and 1.4.2 of the [Draft protocol of design collaboration](#) for the DA DO missions and responsibilities.

3.2 Quality Assurance and Nuclear Regulation requirements.

The IO DO should comply with the requirements of the ITER Project Quality Assurance Plan. *The following section is not part of the CAD Manual, but the related requirements should be fulfilled by it.*

This implies for the IO DO that:

- A) A system is set up to deliver and maintain the requested quality at all phases of the Project.
- B) It is run based on written procedures.
- C) These procedures should be improved to address possible deviations.
- D) Its actions, output and associated changes are checked, recorded and traceable at any time.
- E) Quality related design activities performed by ITER or Contractors should be identified.
- F) Contracted design tasks should be performed according to written procedures aimed at an adequate level of quality and monitoring.
- G) The basic requirements for obtaining and maintaining the quality level must be defined for each quality related activity, taking into account its safety role.

3.3 Main design areas covered by the IO DO

The different PBS/WBS are assigned to the three IO DO Sections as shown in table 3.3-1.
The IO DO Support provides services and assistance to all areas of the IO DO.

PBS	WBS	Description	Mech	Plant	Config/Control	
					Config	Simulation
10		TOKAMAK	X		X	
11		MAGNETS	X		X	
15		VV	X		X	
16		BLANKET	X		X	
17		DIVERTOR	X		X	
18		FUELLING				
19		PLASMA				
21		M/C LAYOUT	X		X	
22		M/C ASSY	X		X	X
23		RH EQUIP	X		X	X
24		CRYOSTAT	X		X	
26		CWS		X	X	
27		TS	X		X	
31		VAC PUMPING		X	X	
32		TRITIUM		X	X	
34		CRYOPLANT		X	X	
41		COIL PS & D		X	X	
42		H&CD PS		X	X	
43		SSEPN		X	X	
45		CODAC				
46		SAFETY				
47		POLOIDAL FC		X	X	
51		ICH & CD	X*	X**	X	X
52		ECH & CD	X*	X**	X	X
53		NBH & CD	X*	X**	X	X
54		LHH & CD	X*	X**	X	X
55		DIAGNOSTICS	X*	X**	X	X
56		TBM	X		X	
60		SITE & FACILITY			X	
61		SITE			X	
62		RC BUILDINGS			X	
63		SF BUILDINGS			X	
64		RAD PROTECTION				
65		L & G DIST		X	X	
	71	DES REQUIRE				
	73	SYST ENG & ANALYSIS				
	74	DES STDS	X	X	X	
	75	CONF MANAGEMENT				
	76	DRG MANAGEMENT				

* Mech = In-Cryostat.

** Plant = Ex-Cryostat + services.

Table 3.3-1 IO DO section responsible for the PBS/WBS

The IO DO covers the following CAD design areas:

3.3.1 Mechanical design *This section to be developed*

3.3.1.1 Conceptual, feasibility, pre-detailed and detailed design

3.3.1.2 ITER mechanical standard parts Catalogs

3.3.1.3 Preparation of the call-for-tender documents

3.3.2 Plant design *This section to be developed*

3.3.2.1 Conceptual, feasibility, pre-detailed and detailed design

3.3.2.2 ITER Equipment and Systems Catalogs

3.3.2.3 Preparation of the call-for-tender documents

3.3.3 Contribution to Design Integration *This section to be developed*

3.3.3.1 Data structuring, identification system, design changes

3.3.3.2 Up-dating of the ITER Digital Mock-Up (DMU)

3.3.3.3 Interface checking, clash detection

3.3.3.4 Coherence with other relevant documentation

3.3.3.5 Assembly maturity management

3.3.4 Simulation of machine assembly and maintenance operations: *This section to be developed*

3.3.4.1 Machine assembly simulation

3.3.4.2 Maintenance and refurbishment simulation

3.3.5 Other design activities *This section to be developed*

3.3.5.1 Preparation of models for analysis input

3.3.5.2 Public relations

3.4 Main IO DO support activities

3.4.1 CAD data export and import *This section to be developed*

3.4.2 Definition of collaboration schemes with ITER Suppliers

(See [Protocol of Design Collaboration](#))

3.4.3 Assessment, selection, customization and deployment of new CAD tools

In order to improve its efficiency and level of quality, the IO DO, in collaboration with the IO Information Technology Group:

- A) Identifies new software that may benefit the Project.
- B) Performs a preliminary assessment based on available information.
- C) Organizes, if suitable, pilot tests including documented test programs and success criteria.
- D) Develops adequate methodologies, completes test reports, and informs the ITER management about the opportunity to deploy the new software across or partially across the ITER Project.
- E) Deploys for production, if required, the new software, including:
 - i. The settings, customization, installation and testing.
 - ii. The preparation of the training materials.
 - iii. The training and coaching of the CAD Users.
 - iv. The up-dating of the ITER CAD Manual.
 - v. The communication of the results to the relevant ITER Partners.
 - vi. The storage of the relevant materials inside the ITER Document System (IDM).
 - vii. The implementation, when suitable, of new releases or up-grading of the software.

3.5 Interface relations between the IO DO and other ITER contributors *This section to be developed*

3.5.1 IO DO and IO Responsible Officers and Engineers

3.5.2 IO DO and IO Integration Responsible Officers

3.5.3 IO DO and IO Quality Assurance Group

3.5.4 IO DO and IO Information Technology Group

3.5.4.1 Design Office CAD system administration

- A) If the IO DO cannot work, due to a severe system problem with the server or network, then the problem must be solved as soon as possible.
- B) If the servers and network are running with no severe problems and the IO DO is able to work normally, system software modifications, testing, rebooting of servers etc, that could affect CATIA V5 or ENOVIA should be avoided during the normal IO DO working hours (07-00 to 19-00).

- C) If the above cannot be met, before any interruption of service, the IT member(s) in charge should personally warn (by phone) at least one of the DOSL giving at least 30 minutes notice to enable the saving of work and the DESR to log off. In addition an e-mail notification should be sent using the 'Design Office' distribution list.
- D) When the system is available again, the IT member(s) in charge should personally inform (by phone) at least one of the DOSL that the Design Office can log on and continue their work. Whenever possible, the DOSL should be informed of any problems that may be caused by the modification. In addition an e-mail notification should be sent using the 'Design Office' distribution list.

3.5.5 IO DO and the DA DO

3.5.5.1 DA DO Collaboration Coordinator- Function description

Main responsibilities:

- A) Contact person for IO DO Collaboration Coordinator
- B) Supports the development of collaboration techniques on DA side, in coordination with IO DO collaboration coordinator
 - i. Construction of metrics and evaluation of collaboration processes
 - ii. Coordinates the CAD/PLM deployment on DA side
 - iii. Interfaces with the DA IT specialists
 - iv. Evaluates and reports to the IO about the efficiency and possible improvements to the collaboration techniques in the context of the DA tasks.
- C) Responsible for the application of the agreed collaboration methodologies and processes at the DA location
 - i. Data exchanges with IO and Tier2 suppliers
 - ii. Evaluates the DA user needs on education and coaching related to the collaboration processes
 - iii. Participate to the user training/education
 - iv. Participate to the trace-ability and QA assessments at the DA location
- D) Processes (or delegates to designers under his responsibility) the data exchanges
 - i. Reception of design data, related trace-ability
 - ii. Organises and processes the contextual data downloads, related trace-ability
 - iii. Organises the database replication packages, related data structure and maintains the replication queues, coordinated by the IO
- E) Assists the DA professionals and designers on DO collaboration matters
 - i. Defining the suitable collaboration scheme per design study - Design collaboration implementation form
 - ii. Design reviews and progress meetings, collaboration related aspects
 - iii. Maintains the DA user access with up-to-date information (how-to's, processes descriptions...)

(See [Protocol of Design Collaboration](#))

3.5.6 IO DO and the IO CAD / PLM Editors

- A) Monitoring of the distribution and usage of the DS-IBM licenses (CATIA V5, ENOVIA, DELMIA, others). This applies to the licenses applicable to the DS letter of intent (LOI).
- B) Enhancement requests.
- C) Shared assistance.

3.6 Storage of non-CAD DO data in IDM

The DO related non-CAD documents are stored in IDM enabling the ITER Members and Contributors to access to them. The documents are linked to a folder structure to permit retrieval without the need to perform a search. All documents can be found using the following hyperlink [DO IDM Folders](#).

An IDM user account is needed to access these documents.

A request for an IDM account should be submitted to the IO IT group for consideration.

3.7 IO DO Team, Duties and Responsibilities

3.7.1 Organization chart

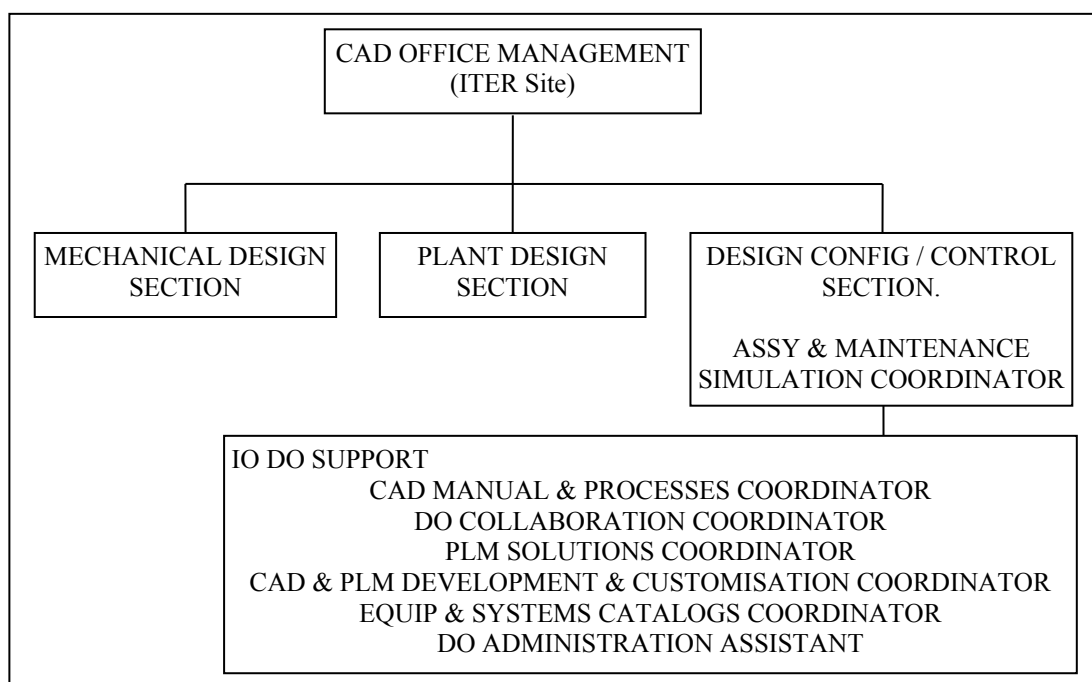


Figure 3.7-1 IO DO Organisation Chart

3.7.2 IO DO Member Duties and Responsibilities

3.7.2.1 IO Design Office Head (DOH)

Reports to the Deputy Director General (DDG) of the Central Engineering and Plant Support Department (CEP).

Responsibility at management level for the following:

- The services provided by the IO DO to the ITER and DA Members.
- The IO DO members.
- The quality the CAD data produced by the IO DO (the technical solutions are the responsibility of the components / systems IO RO).
- The implementation of the CAD management of the geometrical interfaces under the control of the IO DI Group.
- The IO DO Collaboration with the ITER DA.
- The management of the DWO and DWC process.

- G) The negotiation and supervision of contracts with external Contributors
- H) The schedule monitoring, resource management and the reporting to the Management about possible inadequacy of the resources with regards to the expected output.
- I) The IO DO contribution to the DIDO-CCB2 meeting and Design Reviews.
- J) Advising the ITER Management about the need for new DO tools and processes.
- K) Contribution to technical matters and management interfaces with the DA.
- L) The compliance by the IO DO to the ITER QA requirements.
- M) The ITER CAD Manual.
- N) The technical Library of the IO DO.
- O) Ensuring the efficiency of the IO DO resources.

Supervisory Responsibility for:

- The Mechanical Design Section Leader (MDSL)
- The Plant Design Section Leader (PDSL)
- The Configuration / Control Section Leader (CCSL)
- IO DO Support
- The DO Administration Assistant (DOAA)

Interface Responsibility with:

- The ITER Management
- The Project Office
- The other divisions of the ITER Team
- The DA Responsible Persons for CAD and DO collaboration matters

Contributes to auxiliary IO DO related activities

3.7.2.2 Design Office Section Leader (DOSL)

Reports to the IO DO Head.

Responsibility for the following:

- A) Supervision of a Design Section - Design Coordinators and Designers.
- B) The development, maintenance and checking of the CAD data related to their Design Section.

With particular emphasis on the following:

- i. The monitoring of the ENOVIA data structure.
- ii. The reference geometrical configuration.
- iii. The coherence of the various involved data.
- iv. The design changes and management of alternative designs.
- v. The management of the space reservation and interfaces.
- vi. The development and maintenance of the Catalogs.
- vii. The preparation of the Call-for-Tender drawings.
- viii. The monitoring and checking of the manufacturing and installation studies.
- C) Maintaining the high quality standards of the design processes conducted by the ITER Team.
- D) The distribution of the resources in relation to the project priorities.
- E) The negotiation and supervision of contracts with external design companies.

Contributes in the following areas:

DMU reviews, the production of top level assembly drawings, configuration drawings and BOM, the DWO and DWC process, the DIDO-CCB2 meeting, CAD design collaboration schemes (including interactions with DA Members), scheduling and resource management, public relation documentation, QA implementation, IO DO processes and improvements, ITER CAD Manual, IO DO library and auxiliary IO DO related activities.

The IO DO currently comprises of three sections each with its own section leader:

- A) Mechanical Design (MDSL), with responsibility in the following areas:
First Wall and Limiters, VV, Magnet System, Cryostat, Cryo-Pumps, Diagnostics, Additional Heating Systems, Remote Handling Systems.
- B) Plant Design (PDSL), with responsibility in the following areas:
ITER Site, Buildings, Tunnels, Services / Circuits, Supports, Penetrations, Zoning.
- C) Design Configuration/Control (CCSL), with responsibility in the following areas:
To be defined.

3.7.2.3 Design Coordinator (DECO)

Reports to their relevant IO DO Section Leader.

Responsibility for the following:

- A) Supervising the design activities performed by other Designers on one particular component / system.
- B) Performing coordination and development tasks as a Design Coordinator:
 - i. Following up of at least one mechanical component design - interactions with several Designers, data structure in the data base, data checking, interface analysis, Product Break-down Structure etc.
 - ii. Active contribution to pilot activities to assess, develop and deploy new software and migration (CATIA V5, ENOVIA, analysis codes), coaching, participation to the development of methodologies, guides and CAD Manual sections.
 - iii. Active contribution to: the DWO and DWC process, preparation of the DIDO meetings, design collaboration schemes (including interactions with DA Members), QA implementation, IO DO processes and improvements, IO DO library and auxiliary IO DO related activities.
- C) Performing as a Designer, under the instructions of the relevant ITER Component RO:
 - i. The design and modelling of mechanical or plant systems.
 - ii. The definition of interfaces, integration studies.
 - iii. The compliance with the ITER CAD Manual.
 - iv. The compliance with the IO DO QA rules.
 - v. The development of catalog items.
 - vi. The preparation of drawings, isometrics and BOM.
 - vii. The preparation of room books/assembly drawings.
 - viii. Design integration tasks - interface management, DMU, fitting simulation, clash detection report.
 - ix. The exchange of their CAD data with ITER Partners – export/import/checking.

3.7.2.4 Designer (DESR)

Reports to their relevant Design Coordinator.

Responsibility for the following:

- A) Performing, under the instructions of the relevant ITER Component RO:
 - i. The design and modelling of mechanical or plant systems.
 - ii. The definition of interfaces, integration studies.
 - iii. The compliance with the ITER CAD Manual.
 - iv. The compliance with the IO DO QA rules.
 - v. The development of catalog items.

- vi. The preparation of drawings, isometrics and BOM.
- vii. The preparation of room books/assembly drawings.
- viii. Design integration tasks - interface management, DMU, fitting simulation, clash detection report.
- ix. The exchange of their CAD data with ITER Partners – export/import/checking.

Contributing to the following:

- B) The DWO and DWC process.
- C) Preparation of slides for the DDO-CCB2 meetings.
- D) Design collaboration schemes (including interactions with Domestic Agency Members).
- E) QA implementation.
- F) IO DO processes and improvements.
- G) The IO DO library and auxiliary IO DO related activities.

3.7.2.5 CAD Manual and Processes Coordinator (CMPC)

Reports to the IO DO Head.

Responsibility for the following:

- A) The development and maintenance of the ITER CAD Manual and CAD related processes, aiming at:
 - i. The implementation of the ITER QA requirements in the area of CAD design activities.
 - ii. The definition of efficient ITER CAD design and collaboration processes.
 - iii. The sharing of CAD methodologies across the ITER Project / DA.
- B) Encouraging and controlling the application of the ITER CAD Manual with regards to the ITER related CAD design activities and data. With particular emphasis on the following:
 - i. Presentation / communication of the up-dated versions of the ITER CAD Manual
 - i. The testing, setting-up, deployment and maintenance of a Quality Checker software across the internal and external ITER and DA CAD Users
 - ii. The implementation of the required certification for (internal and external) Designers editing into the ITER ENOVIA data-base
 - iii. If needed, the proposition of corrective actions.
- C) The supervision of the CMPC assistants.
- D) The supervision of the development of processes and ITER CAD Manual chapters by Specialists.
- E) The negotiation and supervision of assistance contracts with external companies.
- F) The QA, CAD and data-base best practices in the areas of mechanical design, plant design and simulation, such as: design life-cycle, modelling, drafting, BOM, CAD design collaboration, Catalogs, Identification, naming convention, design changes, document tracking, organization, roles and responsibilities, checking procedures, standards, software testing etc.
- G) Contribution to auxiliary IO DO related activities.

3.7.2.6 Design Office Collaboration Coordinator (DOCC)

Reports to the IO DO Head.

Responsibility for the following:

- A) The development and maintenance of the IO DO collaboration schemes, allowing the various Parties to efficiently contribute to the ITER design in a remote manner,

whilst meeting the ITER CAD QA requirements. Refer to [Protocol of Design Collaboration](#) for details of these collaboration schemes.

- B) The organization, monitoring and tracking of the CAD data exchanges and the needed tools / enablers.
- C) Proposing, specifying and leading the improvements of the quality and efficiency of the ITER design office collaboration schemes after assessing them on a regular basis.
- D) The supervision of the DOCC assistants.
- E) The negotiation and supervision of assistance contracts with external Contributors.
- F) Contribution to QA, CAD and data-base best practices in the area of design collaboration involving mechanical, plant design and simulation, such as: design life-cycle, modelling, drafting, BOM, Catalogs, Identification, naming convention, design changes, document tracking, organization, roles and responsibilities, checking procedures, standards etc.
- G) Contribution to auxiliary IO DO related activities.

3.7.2.7 PLM Solutions Coordinator (PLSC)

Reports to the IO DO Head.

Responsibility for the following:

- A) Ensuring that CATIA V5, ENOVIA LCA – VPM V5 and DELMIA are delivering to the ITER Project Users the expected quality, performances and efficiency.
- B) The administration (settings, People and Organization etc), and the maintenance of CATIA V5 and ENOVIA LCA – VPM V5 at ITER.
- C) The assessment of the use of the software with regards to the data quality, overall data structure, processes, performances and efficiency and proposition of corrective actions.
- D) The definition of the ITER specific processes and development requirements (involving exchanges with the Users through work-shops...), the development monitoring / coordination and the User side validation.
- E) Up-grading / development deployment, training and coaching (recommendations, troubleshooting etc.) and associated documentation (How-To, AVI, FAQ etc).
- F) Interfaces with the ITER IT Office and the PDCC.
- G) The assessment of new software versions and new software (testing, recommendations...) from a User point of view.
- H) The user interfaces with the software Editors, regarding in particular: the fixing of bugs (PRM), enhancement requests aiming at the improvements of the software (up-coming releases), assistance for the settings and documentation etc.
- I) The follow-up of the development of interfaces between the IO DO software and other project software.
- J) The compliance with the QA guide-lines in this area.
- K) The supervision of the trainers and coaches.
- L) The negotiation and supervision of assistance contracts with external IT Partners for training, coaching, testing etc.
- M) Following of the interfaces with the DOCC and the CMPC.
- N) Contribution to QA, CAD and data-base best practices in the areas of mechanical design, plant design and simulation, such as: design life-cycle, modelling, drafting, BOM, CAD design collaboration, Catalogs, Identification, naming convention, design changes, document tracking, organization, roles and responsibilities, checking procedures, standards, software testing etc.
- O) Contribution to auxiliary IO DO related activities.

3.7.2.8 CAD and PLM Development and Customisation Coordinator (PDCC)

Reports to the IO DO Head.

Responsibility for the following:

- A) Development of the IO DO software User interfaces, the supervision of the IO DO software administration and maintenance.
- B) Development of the User interfaces from the IO DO requirements, involving the overall architecture, settings and customization such as attributes, ITER specific functionalities, data base replication, software interfaces...
- C) Supervision of the administration, setting-up, maintenance and of the up-grading process of the IO DO software.
- D) Assessment of new software versions and new software (testing, recommendations etc) from an IT point of view.
- E) Technical interfaces with the software Editors, regarding in particular: the fixing of bugs (PRM), enhancement requests aiming at the improvements of the software (up-coming releases), assistance for the setting and customizing, documentation etc.
- F) Development of interfaces between the IO DO software and other ITER software.
- G) Proposing, specifying and leading the improvements of the IT quality and efficiency of the IO DO software and interfaces.
- H) Compliance with the QA guide-lines in this area.
- I) Supervision of the PDCC assistants.
- J) Negotiation and supervision of assistance contracts with external Contributors.
- K) Following of the interfaces with the DA Collaboration Coordinators.
- L) Contribution to QA, CAD and data-base best practices in the areas of mechanical design, plant design and simulation, such as: design life-cycle, modelling, drafting, BOM, CAD design collaboration, Catalogs, Identification, naming convention, design changes, document tracking, organization, roles and responsibilities, checking procedures, standards, software testing etc.
- M) Contribution to auxiliary IO DO related activities.

3.7.2.9 Assembly and Maintenance Simulation Coordinator (AMSC)

Reports to the Design Configuration/Control Section Leader.

Responsibility for the following:

- A) The supervision the design activities performed by the Simulation Designers.
- B) The development, maintenance and the checking of the Assembly and Maintenance Simulations of the ITER facility, e.g. step-by-step preparation, transport and assembly of the main ITER components including the resources (fitters, equipment such as transporters and jigs, tools etc), sequence of the RH class 1, 2 and 3 equipment requiring maintenance including the resources (fitters, remote handling equipment, tools etc) with a particular emphasis on the monitoring of the associated simulation data inside the data base, the reference assembly and maintenance configuration, the coherence of the various involved data, the design changes, the development of alternative sequences, the interfaces, the clash analysis, the development and maintenance of tooling Catalogs.
- C) The preparation of the Call-for-Tender drawings, the monitoring of the installation and maintenance studies.
- D) The negotiation and supervision of contracts with external design companies in the area of assembly and maintenance simulation.
- E) Contribution to the configuration control of ITER.

- F) Contribution to DMU reviews, fitting simulation (clearances etc), the production of top level assembly and configuration drawings.
- G) Contribution to QA, CAD and data-base best practices in the area of Simulation design, such as: design life-cycle, modelling, drafting, BOM, CAD design collaboration, Catalogs, Identification, naming convention, design changes, document tracking, organization, roles and responsibilities, checking procedures, standards, software testing etc.
- H) Contribution to auxiliary IO DO related activities.

3.7.2.10 Equipment and Systems Catalog Coordinator (ESCC)

Reports to the Plant Design Section Leader.

Responsibility for the following:

- A) The coordination, development, deployment and maintenance of the ITER Equipment and Systems Catalogs for a range of disciplines: liquids, gases, vacuum, HVAC, electrics, wave-guides, signals, supports / hangers, penetrations, embedded plates etc..
- B) The coordination of the key contributors to the development and maintenance of the Catalogs:
 - i. The engineering data managers in charge of collecting and structuring the engineering documentation from the process engineers etc.
 - ii. The PRM manager in charge of administering the ITER Process Resource Management (PRM)
 - iii. The catalog development Designers responsible for the data creation in CATIA V5.
 - iv. The IO DO Collaboration Coordinator.
- C) Providing the required assistance, training and coaching to the Contributors.
- D) The technical interfaces with the software editors in the catalog area, regarding in particular: the fixing of bugs (PRM), enhancement requests aiming at the improvements of the software (up-coming releases), assistance for the setting and customizing, documentation etc.
- E) The development of interfaces between the Catalogs and other ITER software.
- F) The compliance with the QA guide-lines in this area.
- G) The supervision of the ESCC assistants.
- H) The negotiation and supervision of assistance contracts with external Contributors.
- I) The negotiation and supervision of collaborative tasks with the DA in the area of catalog development.
- J) Dealing with a range of CAD and engineering practices in the area of Equipment and Systems Catalogs development, such as: 2D symbols, 3D Parts, line-IDs, equipment, pipes and fitting, multi-discipline connectors, attributes and values, design rules, specifications, design life-cycle, modelling, drafting, BOM, identification, naming convention, design changes, document tracking, organization, roles and responsibilities, checking procedures, standards, design office design collaboration techniques etc.
- K) Contribution to auxiliary IO DO related activities.

3.7.2.11 Design Office Administration Assistant (DOAA)

Reports to the IO DO Head.

Responsibility for the following:

- A) Performing, under the instructions of the IO DO Head:

- i. The administration of the DWO and DWC: registration, approval process, circulation, maintenance of the monitoring list, etc.
- ii. Contribution to the DIDO-CCB2 Meeting: preparation, minutes, document registration, etc.
- iii. Contribution to the monitoring of the IO DO resources (staff, budget, library etc.)
- iv. Contribution to the preparation of presentations, memos...
- v. Registration of IO DO related documents and contribution to the circulation of the technical information (design collaboration...)
- vi. Contribution to the interface relations between the IO DO and internal ITER Members / Groups and external organizations
- vii. Contribution to the management of privilege accesses and maintenance (ITER IT interfaces)
- viii. The organization of the missions of the IO DO Members
- ix. The organization of meetings and assistance to the hosting of Visitors
- x. Various administrative and logistics related missions
- xi. Contribution to auxiliary IO DO related activities

3.8 ENOVIA People and Organization (P&O)

3.8.1 Groups *This section to be developed*

3.8.2 Roles *This section to be developed*

3.9 IO DO Meetings

3.9.1 TCM Meeting

The TCM meeting is the tool used by the IO DO to inform the project of the current status of the design work. The meeting is held monthly (when possible).

Each IO DO Section Leader makes a presentation of the current design tasks in their design section, graphically describing the work carried out since the last meeting.

The IO DO head makes a presentation on IO DO management topics (when suitable).

The meeting is described in more detail in [Section 4.1.10 - Technical Coordination Meeting \(TCM\) = 249WHA](#)

3.9.2 DWO Approval Meeting

The meeting is organized by the IO DO to review and approve the DWO received from the RE. The meeting is normally held every Monday afternoon. The attendees include the IO DO Head, IO DO Section Leaders, Design Integration members, RE, Interfacing RO, DOAA.

After review at the meeting the DWO is sent to ITER management for approval before commencing work with an IO member or requesting a quotation from the external engineering companies.

The DWO Process is shown in the following document:

[DWO Process = 283FBR](#)

The DWO process is described in more detail in [Section 4.1.1 - DWO Process = 249WHA](#)
The DWO Procedure is in preparation.

3.9.3 IO DO Coordination Meeting

The meeting is organised for communication between members of the IO DO management.
The attendees are the IO DO head, IO DO Section leaders, IO DO Coordinators and the IO DO Administrative assistant.

Topics include:

- Presentation by the DOH of IO DO relevant topics from the ITER project progress meeting.
- Preparation for up-coming meetings.
- General staff items & possible issues/solutions.
- Allocation and scheduling of tasks to the attendees and/or others.
- etc