

IDM UID <b>7AHAL5</b>
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EXTERNAL REFERENCE / VERSION

### MQP Level 3

## List of Deliverables Working Instruction

This working instruction defines the usage of the form supporting the list of Document Deliverables to be exchanged:

\* between IO and DA as described in ITER\_D\_35BVQR - IO/DA Documentation Exchange and Storage

\* between IO and In Cash Contractors as described in ITER\_D\_G8UMB3 - IO / In-Cash Contractor Documentation Exchange and Storage Working Instruction.

It also provides clarification about the meaning and the objective of each field to be filled out in the template for technical and for non-technical documents..

Approval Process			
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Read Access	GG: MAC Members and Experts, AD: ITER, AD: External Collaborators, AD: External Management Advisory Board, AD: OBS - Quality Management Division (QMD), AD: DA, AD: Auditors, AD: ITER Management Assessor, project administrator, RO, AD: IO_Director-General, AD: IDM_Controller, AD: OBS - Document Contr...		

Change Log			
List of Deliverables Working Instruction (7AHAL5)			
Version	Latest Status	Issue Date	Description of Change
v0.0	In Work	03 Jan 2012	
v1.0	Approved	05 Jan 2012	Document created as per MQP document creation request 6YTWZ8 v1.1
v2.0	Revision Required	16 Mar 2020	As per approved MPQ Doc Request 2N55UP, the list of changes are: The scope of the document stated clearly that there are no new requirements for DAs or In-cash contractors; The list of references is corrected; The workflow is adjusted; The responsibilities chapter (RACI) is corrected; The outputs chapter (9) contains the definition of a document type used for the Contractors' Lists of deliverables; The practical instruction on how to fill-in IDM metadata is moved from the document and is inserted in the template. The comparison v1.0 versus v2.0 is attached.
v2.1	Approved	01 Jul 2020	Minor wording, typo corrections. Adjustment of references.
v3.0	Signed	17 May 2024	As per approved MQP doc Request AXMRAB. This working instruction is updated following the global document management simplification decision. The main change concerns the removal of the provisions related to the planning of technical documents through 3DX (previously known as PLM Matrix). The list of changes is below: General change: usage of the latest version of the MQP Template. Chapter 1 Purpose, page 2 of 5: change of wording from specific types of procurement to generic terms. Chapter 2 Scope, page 2 of 5: change of wording from specific types of procurement to generic terms. Chapter 3 Definitions and acronyms, page 2 of 5: removal of unused acronyms and definitions, mainly concerning the planning of technical documents through 3DX. Removal of acronyms related to specific procurement (being replaced by generic terms). Chapter 4 References, page 2 of 5: removal of superseded document (QYTN6D) related to the document exchange for Project Teams. The provisions of this document are incorporated in the generic procedure for IO/DA Document exchange (35BVQR). Removal of the working instruction related to the planning of technical document through 3DX. Chapter 5 General principles, page 3 of 5: replacement of specific procurement types by the generic terms. Removal of provisions related to the planning of technical documents through 3DX. Chapter 6.1 Flowchart, page 3 of 5: Removal of provisions related to the planning of technical documents through 3DX. Chapter 6.2 Responsibilities, page 4 of 5: removal of responsibilities related to the planning of technical documents through 3DX. Chapter 7, page 5 of 5: addition of the SOA table, minor adjustments of record table. General change to chapters 6.1, 6.2, 7: Replacement of specific functions by generic terms A comparison file is attached together with the draft.
v3.1	Approved	14 Jun 2024	Page 2 of 5, Chapter 3. Definitions: Addition of terms "DA", "Procurement Arrangement" in the definition for the List of Deliverables.



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## 1 Purpose

The purpose of this Level 3 MQP Document belonging Documents and Records Process is to define the implementation of the List of Deliverables within the execution of any In-kind or In-cash procurement falling under [1] or [2].

## 2 Scope

This working instruction applies to all stakeholders involved in the documentation exchange described in [1] and [2], during all execution phases for which any document is defined as a deliverable of an In-kind or In-cash procurement. This document does not contain any additional requirements for DAs, ITER Members or In-cash contractors.

## 3 Definitions and acronyms

Term	Acronym	Definition
External Entity		Any organisation with which IO has an In-kind or In-cash procurement.
ITER Document Management System	IDM	ITER Official Electronic Document Management System
ITER Organization	IO	International Fusion Energy Organization
List of Deliverables		Deliverable list (or List of Document Deliverables) describes the document deliverables expected by the requester and provided by a “supplier”/DA. It is the result of a given effort identified by a Work Package. The “contract” can be formal (for example, procurement agreement, contract, Procurement Arrangement) or implicit for an internal work.
Management and Quality Programme	MQP	Quality management system of ITER Organization
Responsible Officer	RO	N/A
Unique Identifier	UID	Six-digit “number”, automatically assigned to an ICP object (1A2B3C).

## 4 References

[1]	<a href="#">ITER_D_35BVQR - IO/DA Documentation Exchange and Storage</a>
[2]	<a href="#">ITER_D_G8UMB3 - IO / In-Cash Contractor Documentation Exchange and Storage Working Instruction</a>
[3]	<a href="#">ITER_D_73MVYS - List of Deliverables Form</a>

## 5 General principles

The List of Deliverables shall be established between IO and the relevant procurement counterpart (Domestic Agency/ITER Member/In-cash Contractor) prior to the execution of the procurement activities defined for a specific development stage (Project Review Gate, Milestone, etc.).

The List of Deliverables is a living document and shall be updated as and when required during the procurement execution. The List of Deliverables established for a specific In-kind or In-cash procurement phase/milestone shall be submitted in the relevant folder under [Documentation Exchange Area](https://user.iter.org/?uid=Q4NSE2) (<https://user.iter.org/?uid=Q4NSE2>).

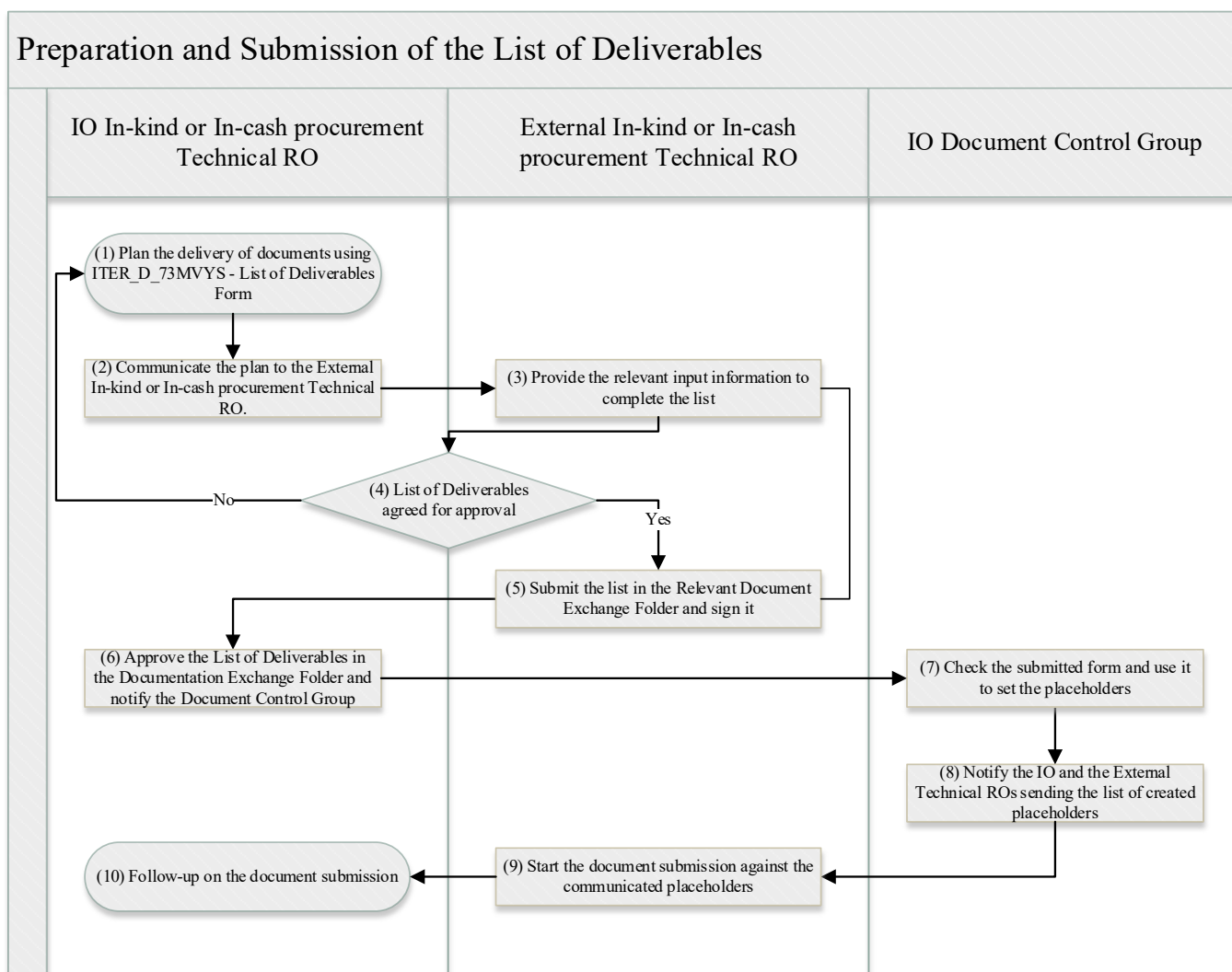
The updated versions shall be submitted as new versions of the existing document.

The List of Deliverables shall be established for any document defined as a deliverable of an In-kind or In-cash procurement.

The upload of files must be done against a specific placeholder set in IDM.

## 6 Workflow

### 6.1 Flowchart



## 6.2 Responsibilities

R - Responsible which has to do the things,

A – Accountable which is in charge,

C – for Consulted ones who provide support or advice,

I - for Informed ones who must be aware.

	IO In-kind or In-cash Technical RO	External In-kind or In-cash Technical RO	Document Control Group
Step 1: Plan the delivery of documents	A/R	C	
Step 2: Communicate the plan to the External In-kind or In-cash Technical RO	A/R	C	
Step 3: Provide the relevant input information to complete the list	A	R	
Step 4: List of Deliverables agreed for approval	A/R	I	
Step 5: Submit the list in the relevant Documentation Exchange Folder and sign it	I	A/R	
Step 6: Approve the List of Deliverables in the Documentation Exchange Folder and notify the Document Control Group	A/R		I
Step 7: Check the submitted form and use it to set the placeholders			A/R
Step 8: Notify the IO and the External Technical ROs sending the list of created placeholders.	I	I	A/R
Step 9: Start the document submission	I	A/R	
Step 10: Follow-up on the document submission	A/R		

## 7 Records

Output	Author(s)	Reviewer(s)	Approver	To be informed
List of Deliverables	External or Technical In-kind or In-cash RO	N/A	IO In-kind or In-cash Technical RO	Document Control Group

Output	Template	Place to store	Doc type	Naming convention	Retention period <sup>1</sup> , years
List of Deliverables	[3]	Individual document exchange folder under <a href="https://user.itec.org/?uid=Q4NSE2">https://user.itec.org/?uid=Q4NSE2</a>	<a href="#">[F]-DA List of deliverables</a> or <a href="#">[PH]-Non Technical Contract Deliverable</a> (depending on whether the procurement falls under [1] or [2])	List of Deliverables for [milestone/purpose] _Procurement number	Until all the documents that are foreseen by the List of deliverables are delivered

## 8 Interactions with other processes

Creation of an exchange folder as defined in [1] or [2] is the input for the execution of this instruction. The placeholders set as per the List of Deliverables is the output of the execution of this instruction.

<sup>1</sup> The retention period may be governed by external standards and regulations.