

Big
Science
Business
Forum
2018

PROCUREMENT HANDBOOK

BSBF
2018

GETTING STARTED

When getting started as a supplier to the Big Science market a number of steps can be taken to initiate contact with Big Science organisations, monitor calls for tenders and establish collaborative platforms for bidding. This document provides an easy-to-read introduction to Big Science organisations and their procurement procedures. However, businesses and organisations wishing to engage are encouraged to additionally study the rules of the specific Big Science organisation on the organisation's website. This short introduction for existing or potential Big Science suppliers lists a number of important information on:

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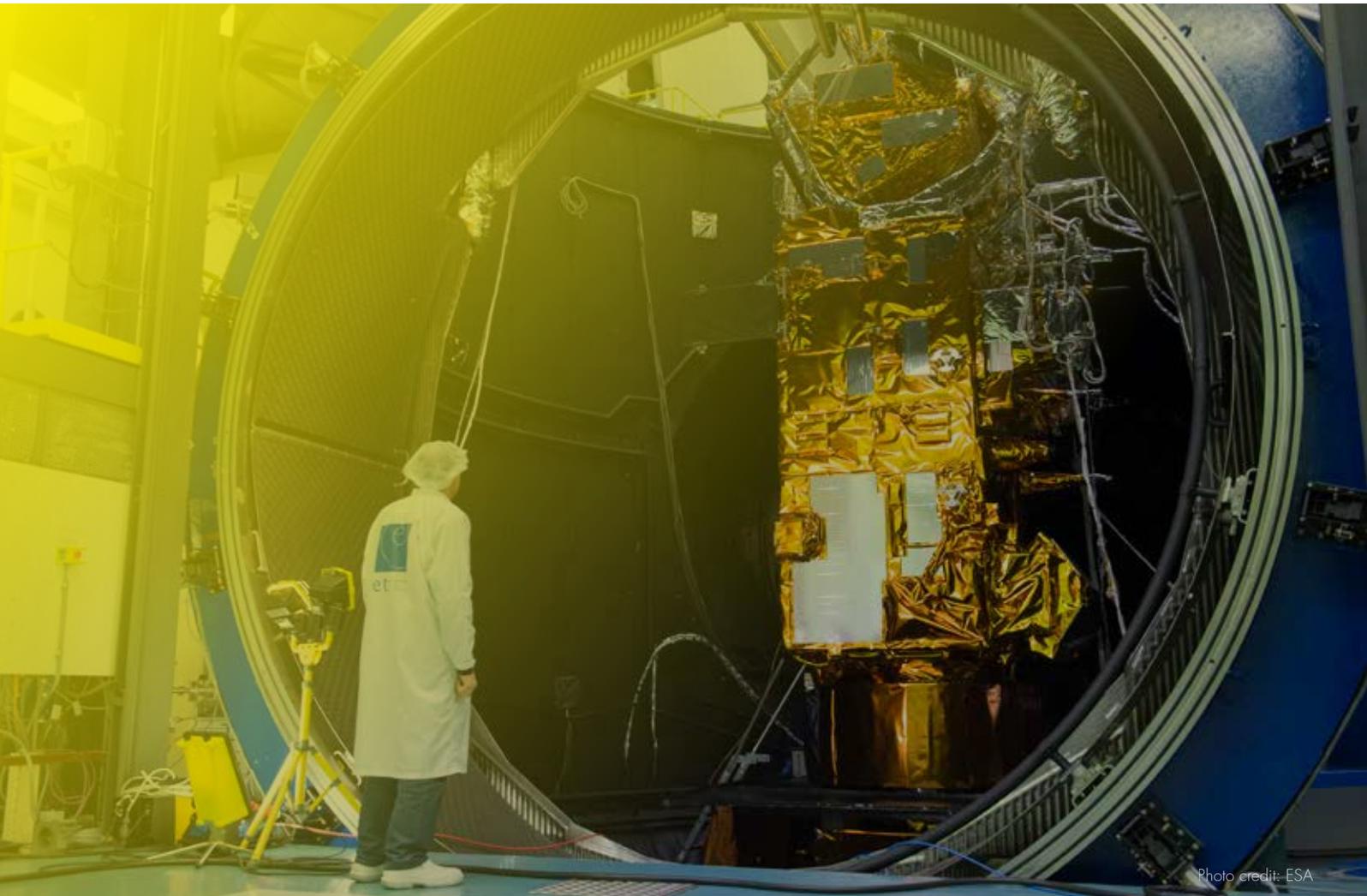


Photo credit: ESA

EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH (CERN)

ABOUT

CERN is one of the world's leading laboratories for particle physics. At CERN, physicists and engineers use the world's largest and most complex scientific instruments to study the fundamental particles and laws of the universe. In 2012, two experiments at CERN - ATLAS and CMS - announced the discovery of the elusive Higgs boson, until then the missing piece in the Standard Model, which encapsulates our best understanding of the behaviour of all fundamental particles in the universe. CERN has over 60 years' experience in delivering state-of-the-art particle accelerators, including the world's highest energy particle collider - the Large Hadron Collider (LHC) - and beam facilities from the lowest to the highest energies available, which enable research at the forefront of human knowledge.

To build its accelerators and detectors, CERN develops cutting-edge technology in various domains (e.g. super-conductivity, microelectronics, cryogenics, big data and ultra-high vacuum) and half of its annual budget of 1.1 billion CHF returns to industry through procurement for a wide range of goods and services. The knowledge generated at CERN and the technological innovations driven by its scientific research have and still do contribute to other areas of society beyond high-energy physics, namely in medical applications, in energy and in safety. Indeed, CERN is an exemplary showcase of knowledge transfer: it gave the world the World Wide Web and has been a pioneer in other technologies.

PROCUREMENT

CERN has developed its own procurement procedures, which comply with the principles of transparency and impartiality while aiming to achieve a balanced industrial return for all its Member States. Member States with a balanced industrial return are considered well balanced. Member States not achieving balanced industrial return are considered poorly balanced.

CERN contracts are awarded following price enquiries or invitations to tender, depending on the estimated amount of the contract. Price enquiries are made for supplies below

200.000 CHF. For a price enquiry, only a limited number of firms will be contacted. All requirements expected to exceed 200.000 CHF are announced on the CERN Procurement website. To participate in an invitation to tender procedure, bidders first have to be qualified on the basis of their replies to a market survey. As a rule, CERN's procedures are selective, limited to firms established in its Member States and do not take the form of open invitations to tender or price enquiries.

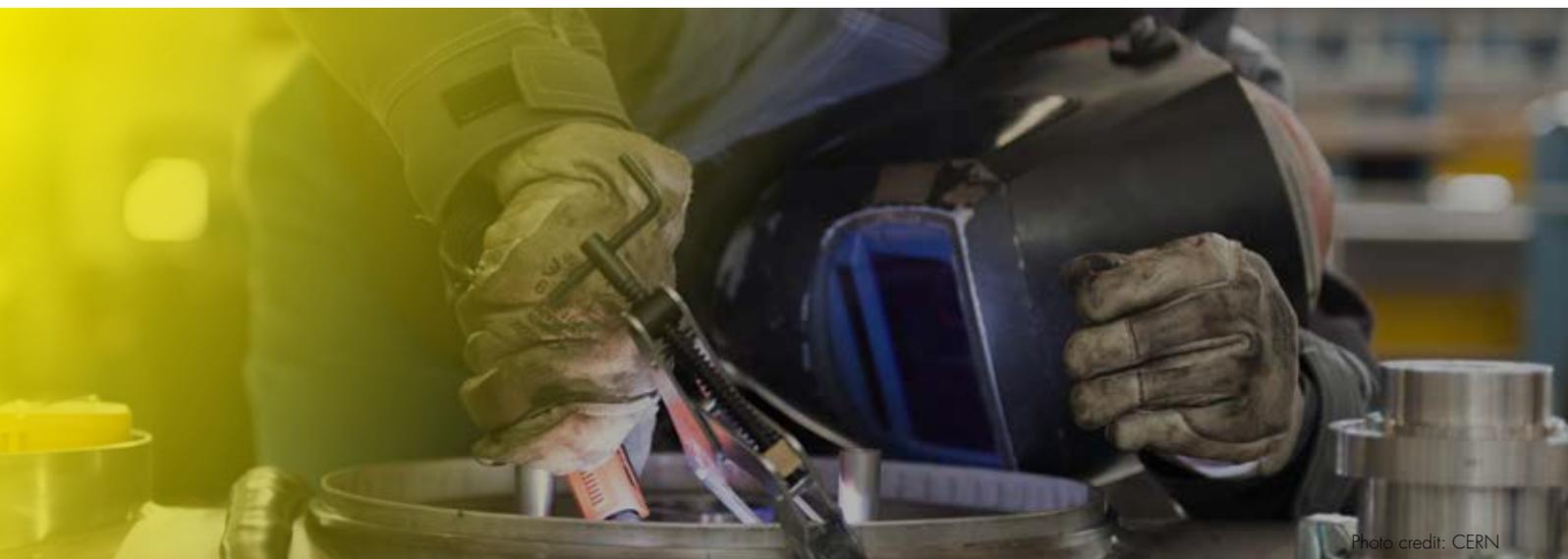
Contracts for supplies are awarded to the firm whose bid complies with the technical, financial and delivery requirements and which offers the lowest price on a Free Carrier (FCA) basis. However, for requirements exceeding 100.000 CHF, an alignment rule applies which provides an advantage to a bidder if at least 60% of its supplies originate from poorly balanced Member States. The country of origin is defined as the country where the supplies are manufactured or undergo their last major transformation. Contracts for services are adjudicated on a Best-Value-for-Money basis taking into account the technical quality of the bid as well as the price. The country of origin for services and civil-engineering work is defined as the country in which the bidder is established.

COUNTRY ELIGIBILITY

Businesses based in the following countries are eligible for bidding on CERN call for tenders: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, India, Israel, Italy, Lithuania, Netherlands, Norway, Pakistan, Poland, Portugal, Romania, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkey, Ukraine and United Kingdom.

MORE INFORMATION

- [CERN website](#)
- [Doing business with CERN](#)
- [CERN Supplier Database](#)
- [Forthcoming market surveys and calls for tenders](#)



THE EUROPEAN MOLECULAR BIOLOGY LABORATORY (EMBL)

ABOUT

The European Molecular Biology Laboratory (EMBL) is one of the world's leading research institutions and Europe's flagship laboratory for the life sciences. Established in 1974 as an intergovernmental organisation, EMBL is supported by over 20 member states. It is led by the Director General, currently Professor Iain Mattaj, appointed by the governing body, EMBL Council. It operates from six sites across Europe:

1. Heidelberg, Germany - Main laboratory
2. Hinxton, UK - European Bioinformatics Institute (EMBL-EBI)
3. Grenoble, France - Research and services for structural biology
4. Hamburg, Germany - Research and services for structural biology
5. Rome, Italy - Epigenetics and neurobiology
6. Barcelona, Spain - Tissue biology and disease modelling

The cornerstones of EMBL's mission are to perform basic research in molecular biology, train scientists, students and visitors at all levels, offer vital services to scientists in the member states, develop new instruments and methods, actively engage in technology transfer, and to integrate European life science research. The annual budget amounted to 238 million EUR in 2016. In the coming five years EMBL will invest in light and electron microscopy, computing infrastructure for IT Services (compute, storage, connectivity, data security), beamline detectors and instrumentation

PROCUREMENT

EMBL is not subject to EU or public procurement procedures. It applies its own purchasing rules and regulations.

Any acquisition of goods or services is made in accordance with the following rules:

- All purchases including a single item costing over 12.500 EUR shall be demonstrably competitive unless the purchase request justifies in writing non-competitive acquisition.
- Invitations to tender shall normally be limited to manufacturers and contractors located within the territories of member states, contracts shall be awarded to the firm whose tender is the lowest which satisfactorily complies with the technical and delivery requirements.

In issuing invitations to tender and entering contracts the Director General shall ensure that satisfactory conditions exist in relation to applicable law, performance and specification, delivery, price, guarantees, insurance, contractor's obligations, intellectual property and patent rights, arbitration, and penalties for non-performance.

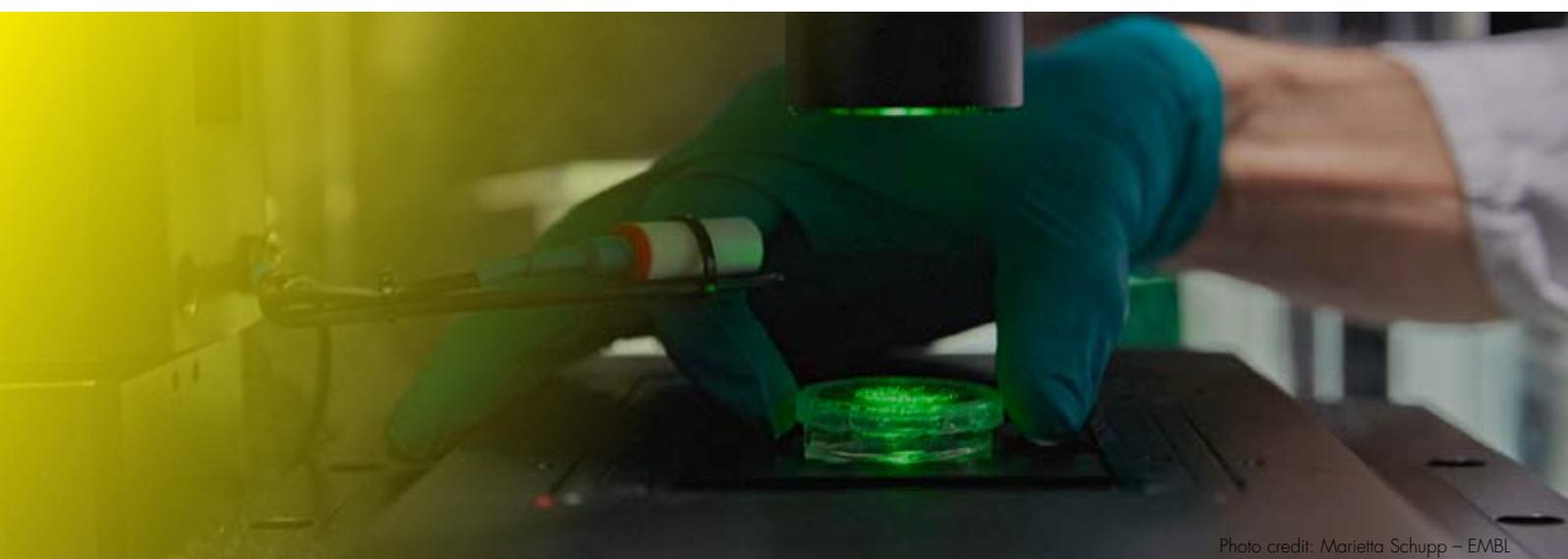
No equipment or building and engineering works purchased under EMBL funds, valued at more than 1.000.000 EUR shall be awarded without the prior approval of the Finance Committee. For such equipment purchases, the appropriate member(s) of the Scientific Advisory Committee shall be consulted and their advice made available to the Finance Committee.

COUNTRY ELIGIBILITY

Businesses from all countries can bid on EMBL procurements.

MORE INFORMATION

- [EMBL Website](#)



THE EUROPEAN SPACE AGENCY (ESA)

ABOUT

ESA is Europe's gateway to space. Its mission is to shape the development of Europe's space capability and ensure that investment in space continues to deliver benefits to the citizens of Europe and the world. ESA's job is to draw up the European space programme and carry it through. ESA's programmes are designed to find out more about Earth, its immediate space environment, our Solar System and the Uni-verse, as well as to develop satellite-based technologies and services, and to promote the competitiveness of European industries. ESA also works in close cooperation with the EU and other European organisations as well as space organisations outside Europe. ESA's open call for tenders are published at ESA's Electronic Mail Invitation to Tender System, EMITS.

PROCUREMENT

ESA has put in place its own procurement regulations and procedures, fully compliant with international procurement standards and tailor-made to the complexity and variety of procurement for space ranging from a few 100.000 EUR R&D studies and technology development to several 100 million EUR satellites missions.

Procurement are as a rule subject to open competitive tendering with, in some justified exceptions, restricted competition or direct negotiations with European economic operators. Also, ESA uses permanent call for proposals, open to initiative of companies willing to develop new technologies or space derived application services in partnership with ESA. Procurement in ESA is actively promoting industrial policy considerations targeting in particular an equivalent industrial return to its member states contractors, whether for mandatory programs (Science and basic R&D) or optional programs (Earth Observation, Human Space-flight, telecommunication, Navigations, etc) . A number of calls for tenderers are favoring SMEs and

non-primes and potential suppliers are encouraged to sign up in the ESA Suppliers and/or dedicated SME database.

COUNTRY ELIGIBILITY

ESA procurements are generally open to its Member States, or part of them only depending on the participation to the relevant Optional Programme. ESA Member States are 20 EU States (Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Luxembourg, Netherlands, Poland, Portugal, Romania, Spain, Sweden, United Kingdom), Switzerland and Norway. Slovenia is an Associate Member. Canada takes part in some programmes under a long-standing Cooperation Agreement. Six other EU states have Cooperation Agreements with ESA: Bulgaria, Cyprus, Latvia, Lithuania, Malta and Slovakia. Discussions are on-going with Croatia.

MORE INFORMATION

- [ESA website](#)
- [ESA SME database](#)
- [EMITS \(calls for tenders\)](#)
- [ESA procurement process](#)
- [ESA Procurement Regulations and its annexes](#)



Photo credit: ESA-Anneke Le Floc'h

THE EUROPEAN SOUTHERN OBSERVATORY (ESO)

ABOUT

ESO designs, builds, operates and maintains telescopes in Chile, allowing the astronomical community to carry out in depth scientific research. ESO operates three unique world-class observing sites in the Atacama Desert region of Chile: La Silla, Paranal and Chajnantor.

The yearly procurement budget of the organisation is currently 300 million EUR. At the moment the majority of this budget is spent on construction contracts for the Extremely Large Telescope (ELT). ESO's main project, the ELT is considered one of the highest priorities in ground-based astronomy. The ELT will be "the world's biggest eye on the sky" — the largest optical/near-infrared telescope in the world. It will address many of the most pressing unsolved questions in astronomy. First observations from the ELT are expected in 2024.

PROCUREMENT

ESO has its own procurement process that is subject to public procurement principles and its own financial rules and regulations. Current contracts are awarded on the basis of the lowest priced compliant bid principle. From 2019 onwards, contracts will be awarded on either the best value for money principle or the lowest priced compliant bid principle, depending on the characteristics of the procurement.

Procurements are conducted on a competitive basis whenever possible. In principle only Member State industries are invited for the ESO procurements.

All competitive procurements above 150.000 EUR are announced on the ESO website (see the link below). Potential suppliers can express their interest in a certain procurement either through this website or through their Industrial Liaison Officer. The same website also provides the option to register as a potential supplier or maintain an existing

registration. For procurements below 150.000 EUR, this database is one of ESO's main sources of identification of potential suppliers.

COUNTRY ELIGIBILITY

Businesses based in the following countries are eligible for bidding on ESO call for tenders: Austria, Belgium, Brazil, Chile, Czech Republic, Denmark, Finland, France, Germany, Italy, Netherlands, Poland, Portugal, Spain, Sweden, Switzerland and United Kingdom.

MORE INFORMATION

- [ESO website](#)
- [Doing business with ESO website](#)
- [ESO procurement process](#)
- [ESO procurement website](#)
- [ESO supplier database](#)
- [ESO supplier database \(Chile\)](#)



THE EUROPEAN SYNCHROTRON RADIATION FACILITY (ESRF)

ABOUT

The European Synchrotron Radiation Facility (ESRF) is the world-leading source of synchrotron X-rays, an international research infrastructure supported by 22 countries. Since 2009, the ESRF is undergoing an ambitious 330 million EUR modernisation programme, the Upgrade Programme, encompassing two phases: the UPI phase and the Extremely Brilliant Source (ESRF-EBS) project.

The ESRF-EBS represents an investment of EUR 150 million over the period 2015-2022, centred on the construction of a new storage ring with unique properties. It also comprises the construction of four new experimental stations (beamlines) and an ambitious instrumentation and data management and analysis programme. ESRF has a yearly operation budget of about EUR 87 million.

PROCUREMENT

At ESRF, purchases exceeding 50.000 EUR are subject to Calls for Tender. ESRF is not subject to public procurement rules and calls for tender are not published on the ESRF website. ESRF publishes its calls for tender through its purchasing advisors (see list of ILO's and similar), who can direct the call to relevant potential suppliers, who are then invited to bid.

Calls for tender above 300.000 EUR are subject to a double envelope process, with a technical and commercial evaluation done independently. Calls for tender above 500.000 EUR must be approved by ESRF Administrative and Finance Committee, acting as a "purchasing committee", and for calls above 5 million EUR the Council of the ESRF must approve. The "fair return" principle is a part of the ESRF legal framework. Current calls for tender involve:

- Instrumentation for the new beamlines such as mirrors, motion systems and complete mechanical assemblies, vacuum components, electronics, and x-ray detectors.
- Some components which remain to be procured for the construction of the new accelerator such as magnets and corresponding mechanical support structures for undulator x-ray sources.

COUNTRY ELIGIBILITY

Businesses from all countries can bid on ESRF procurements.

MORE INFORMATION

- [ESRF website](#)
- [ESRF industry](#)



Photo credit: ESRF - Stef Candé

THE EUROPEAN SPALLATION SOURCE (ESS)

ABOUT

The European Spallation Source (ESS) ERIC is based in Lund, Sweden, with its data analysis center located in Copenhagen, Denmark. It will be a multi-science research facility using neutrons, and will be the most powerful neutron source in the world when it is completed. ESS will enable scientific breakthroughs in research related to materials, energy, health, and the environment in order to address some of the most important societal challenges of our time.

The ESS is organised as an ERIC (European Research Infrastructure Consortium). It is a collaborative European project, currently with 15 member and observer countries, with Sweden and Denmark as the host countries. It is currently under construction with a construction budget of 1,843 billion EUR. In addition to work in Lund and Copenhagen, ESS works with partner institutes across Europe and beyond in order to realise the ESS facility. The launch of the user programme is expected in 2023. There will be approximately 550 employees in operations, as well as 2.000-3.000 visiting scientists and researchers per year.

PROCUREMENT

The ESS has its own Procurement Rules. The Procurement Rules follow the EU treaty principles of transparency, proportionality, mutual recognition, equal treatment and non-discrimination, and support the objectives of value for money, publicity, integrity, innovation, and sustainability. Depending on the value of the procurement, ESS may issue an open procedure, a restricted procedure (in two phases), a competitive procedure with negotiation, or a request for quotation.

ESS uses its website as the platform for publishing procurement procedures, and may use other media, as appropriate. The ESS Procurement Rules, which include descriptions of the procedures, are available on the ESS website.

COUNTRY ELIGIBILITY

Businesses from all countries are eligible to participate in ESS procurement processes.

MORE INFORMATION

- [ESS website](#)
- [ESS business profile](#)
- [ESS procurements](#)
- [ESS website for industrial suppliers](#)

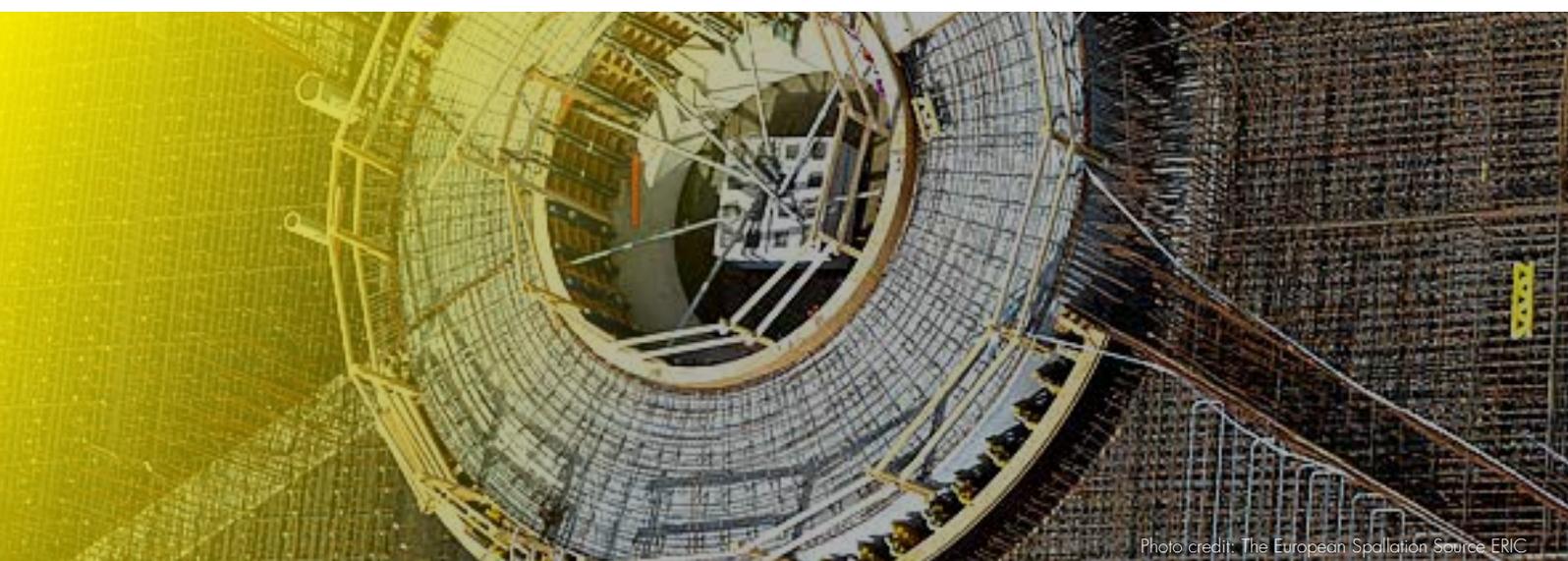


Photo credit: The European Spallation Source ERIC

THE EUROPEAN X-RAY FREE ELECTRON LASER (EUROPEAN XFEL)

ABOUT

The European X-Ray Free-Electron Laser (European XFEL), inaugurated in September 2017, is the largest and most powerful X-ray laser in the world. Denmark, France, Germany, Hungary, Italy, Poland, Russia, Slovak Republic, Spain, Sweden, and Switzerland participate in the construction and operation. The United Kingdom is in the process of joining as the twelfth member state. The 3.4 kilometer-long facility runs from the DESY campus in Hamburg to the town of Schenefeld in Schleswig-Holstein. The European XFEL generates extremely intense X-ray flashes to be used by researchers from all over the world. The flashes are produced in underground tunnels and will allow scientists to map atomic details of viruses, film chemical reactions, and study the processes in the interior of planets, among many other applications.

The annual operation budget for next years is estimated to be 115-130 million EUR. Altogether, the initial configuration of the European XFEL includes three beamlines and six instruments. The European XFEL started user operation in September 2017 at two instruments, with four further instruments expected to be commissioned by the end of 2018. The campus is being developed further, with user infrastructure such as a campus canteen and a guesthouse on the way.

PROCUREMENT

Procurement processes at European XFEL GmbH follow the German national and European public tender rules, laws, and regulations. All calls for tender above the threshold for European wide tenders (> 209.000 EUR for goods and service and > 5.225.000 EUR for construction) are announced on the Tenders Electronic Daily (TED) website and all tenders considered national (below the value of 209.000 EUR) are announced on a national/federal website called "Bundesanzeiger". All awarded tenders are also announced on the European XFEL website. The award of

contracts/tenders follows the "Best-Value-for Money" practice. Some calls for tender related to the linear accelerator, which is operated by DESY, are administrated by DESY's procurement group, in accordance to the operations agreement between DESY and European XFEL. Some calls for tender related to the linear accelerator, which is operated by DESY, are administrated by DESY's procurement group, in accordance to the operations agreement between DESY and European XFEL.

COUNTRY ELIGIBILITY

All businesses worldwide are eligible to participate on tenders performed by the European XFEL

MORE INFORMATION

- [European XFEL website](#)
- [European XFEL procurement](#)
- [European XFEL call for tenders](#)
- [DESY call for tenders](#)
- [TED call for tenders](#)



FUSION FOR ENERGY (F4E)

ABOUT

Fusion for Energy (F4E) is the European Union's Joint Undertaking for ITER and the Development of Fusion Energy. The organisation was created under the Euratom Treaty by a decision of the Council of the European Union. Its Members are the 28 EU Member States, Switzerland and the European Commission.

F4E is responsible for providing Europe's in-kind and in-cash contribution to ITER, the world's largest scientific partnership that aims to demonstrate fusion as a viable and sustainable source of energy. ITER brings together seven parties that represent half of the world's population – the EU, Russia, Japan, China, India, South Korea and the United States.

F4E also supports fusion research and development initiatives through the Broader Approach (BA) Agreement, signed with Japan – a fusion energy partnership which will last for 10 years. Ultimately, F4E will contribute towards the construction of demonstration fusion reactors.

F4E works closely with industry and R&D organisations across Europe to fund the design, construction, manufacturing and testing of technical components for fusion devices. For the period of 2008-2020 (covering roughly 60% of the ITER construction activities), F4E has a budget of about EUR 7 billion for the European contribution to the ITER and BA projects.

F4E is located in Barcelona, Spain, and has offices at the ITER site in Cadarache, France, and in Garching, Germany.

PROCUREMENT

F4E procures components and services according to its own Financial Regulations, which are closely following the General Financial Regulations of European Union bodies. The principles followed for awarding of contracts and for their execution are: transparency, proportionality, equal and fair treatment, widest possible competition, sound financial management.

For most calls for tender incoming offers are evaluated based on price and quality using a combined grading system (best value for money), where the contract is awarded to the highest ranking one. There is no geographical compensation system within Europe, but F4E monitors signs of imbalance between the European member states and encourages inter-European consortia.

COUNTRY ELIGIBILITY

Participation in F4E's procurement activities is open to natural and to legal persons established in the territory of a Member (i.e. Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, United Kingdom). Under specific circumstances participation may also be opened to economic operators from outside the Members.

MORE INFORMATION

- [ITER website](#)
- [F4E website](#)
- [ITER supplier database](#)
- [F4E Industry Portal](#)
- [F4E Industrial Policy](#)
- [F4E procurement website](#)

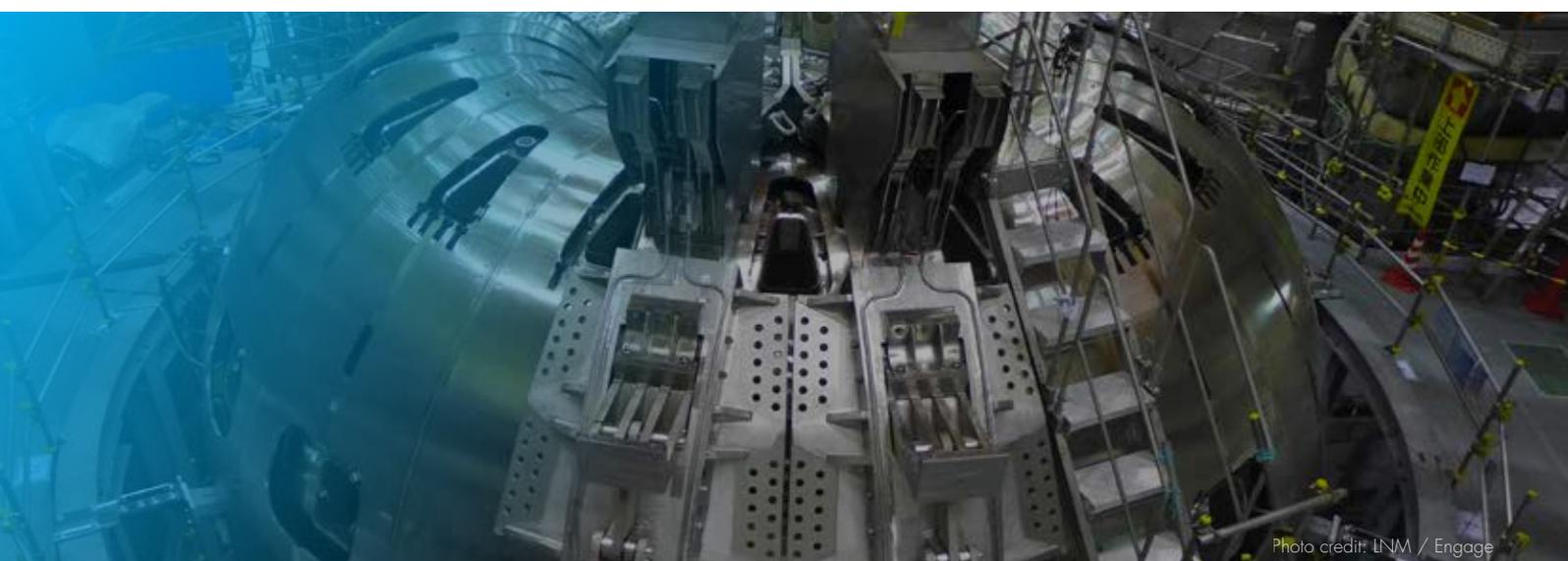


Photo credit: LNM / Engage

THE INSTITUT LAUE-LANGEVIN (ILL)

ABOUT

The Institut Laue-Langevin (ILL) is an international research centre at the leading edge of neutron science and technology, it operates the most intense neutron sources in the world. Since 2007 the ILL has spent EUR 93 million in an ambitious programme to ensure its instruments and nuclear facilities continue to address the challenges of the new millennium.

The ILL operates the most intense neutron source in the world, a 58.3 MW nuclear reactor designed for high neutron flux. This source supplies neutrons to 40 state-of-the-art scientific instruments capable of probing the microscopic structure and dynamics of materials at molecular, atomic and nuclear level. Some 2 000 scientists from 40 different countries come to the ILL every year to use its instruments and benefit from its long experience as a service Institute. Between 2018 and 2026 a further 77 million EUR are to be invested in the ILL's "Endurance" and "Key Reactor Components" programmes, guaranteeing that the Institute will maintain its world-leading position for another decade at least.

ILL purchases goods and services following its own procurement rules. Call for tenders are not published on ILL's webpage, but a list of tenders is sent to the Purchasing Advisors (see list) of member countries. International tenders are issued for all projects from 50.000 EUR. The objective for ILL to balance the geographical return to its member states is acknowledged. Yearly statistics on geographical return are reported to ILL's bodies.

PROCUREMENT

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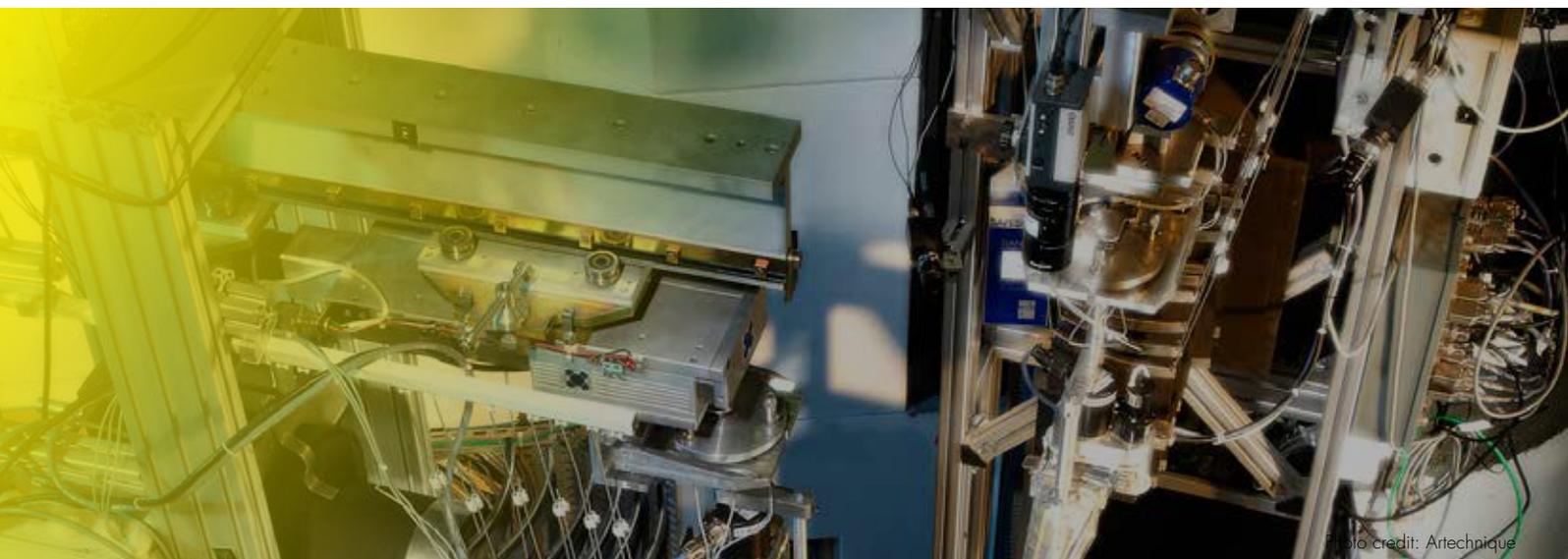
issued for all projects from 50.000 EUR. The objective for ILL to balance the geographical return to its member states is acknowledged. Yearly statistics on geographical return are reported to ILL's bodies.

COUNTRY ELIGIBILITY

Country eligibility: Suppliers from ILL member countries have priority. However, if no relevant suppliers, technically or economically, can be found in the member countries, suppliers from the rest of the world can be considered for competition. Businesses based in the following countries are eligible for bidding on ILL call for tenders: Austria, Belgium, Czech Republic, Denmark, France, Germany, Italy, Poland, Slovak Republic, Spain, Sweden, Switzerland, and United Kingdom.

MORE INFORMATION

- [ILL website](#)
- [ILL industry website](#)



INDUSTRY LIAISON OFFICERS AND SIMILAR

An easy way to approach the Big Science organisations and obtain information about upcoming procurements is via Big Science Industry Liaison Officers (ILO) or similar (e.g. purchasing advisers). These are available in many countries and work with communicating the calls and procurement procedures on behalf of the Big Science organisations based on country membership.

- CERN: <http://procurement.web.cern.ch/en/who-to-contact-in-your-country>
- ESO: https://www.eso.org/public/industry/cp/docs/ILO_Contact_details.html
- ESS: <https://europeanspallationsource.se/ilo-partner-countries>
- F4E: <http://fusionforenergy.europa.eu/procurementsgrants/ilos.aspx>
- European XFEL: http://www.xfel.eu/organization/staff/bonucci_antonio/

Please note that the following list is compiled of publicly available information on Industry Liaison Officers (ILO) and similar for BSBF2018 Big Science organisations, from the organisation's websites on 24-1-2018, or by written consent from the Big Science organisation or the respective ILOs. The BSBF2018 organisers cannot guarantee that this list fully covers all ILOs. Businesses and organisations are encouraged to, at all time to stay updated on the Big Science organisations websites or via contact with the Big Science organisations.

ILO FOR	NAME	E-MAIL	INSTITUTION
ALL COUNTRIES			
European XFEL	Antonio Bonucci	antonio.bonucci@xfel.eu	European XFEL
AUSTRIA			
CERN	Manfred Schmid	bern@advantageaustria.org	Österreichische Botschaft
CERN and F4E	Georg Weingartner	Georg.Weingartner@wko.at	Wirtschaftskammer Österreich (WKO)
ESO	Michael Love	aussenwirtschaft.technologie@wko.at	Außenwirtschaft Österreich
ILL	Gerhard Krexner	gerhard.krexner@univie.ac.at	UNIVIE
BELGIUM			
CERN	Michel Patteet	michel.patteet@fitagency.com	Flanders Investment & Trade
CERN	Philippe Delcourt	awex.geneva@ties.itu.ch	AWEX Genève
ESO	Sophie Pireaux	sophie.pireaux@belspo.be	Belgian Science Policy Office
ESS	Martine Leclercq	stockholm@awex-wallonia.com	Wallonia Trade & Investment Office
F4E	Christian Dierick	christian.dierick@agoria.be	Agoria vzw
ILL	Laurent Ghys	laurent.ghys@stis.belspo.be	BELSPO
BRAZIL			
ESO	Ruy Ciarlini	ruy.ciarlini@itamaraty.gov.br	Embaixada do Brasil em Santiago
BULGARIA			
CERN	Boyko Vachev	vachev@inrne.bas.bg	Bulgarian Academy of Sciences
CERN	Eleonora Getsova	elor_66@abv.bg	University of Sofia
CHILE			
ESO	Etienne Choupay Magna	echoupay@economia.cl	Ministerio de Economía
CROATIA			
F4E	Marija Sutina Kujundzic	marija.sutina@hup.hr	Croatian Employers' Association
CYPRUS			
CERN	Antonios Ioulianos	aioulian@research.org.cy	Research Promotion Foundation
CZECH REPUBLIC			
CERN	Oldrich Vesely	oldrich.vesely@czechtrade.cz	Czech Trade
CERN	Ivan Lehraus	ivan.lehraus@cern.ch	CERN-PH
ESO and ESS	Jiří Janošec	janosec@tc.cz	Technology Centre ASCR
F4E	Filip Kessler	Filip.Kessler@cvrez.cz	Centrum vyzkumu Rez s.r.o.
ILL	Pavel Svoboda	svoboda@mag.mff.cuni.cz	Charles University

	ILO FOR	NAME	E-MAIL	INSTITUTION
	DENMARK			
	CERN and ESO	Juliette Forneris	jfor@dti.dk	Danish Technological Institute
	ESA	Dennis Kristensen	djdk@ufm.dk	Danish Agency for Science and Higher Education
	ESS	Arne Jensen	arnje@dtu.dk	Technical University of Denmark
	F4E	Søren Bang Korsholm	sbko@fysik.dtu.dk	Technical University of Denmark
	European XFEL, ESRF and ILL	Nikolaj Zangenberg	nzg@dti.dk	Danish Technological Institute
	ESTONIA			
	ESA	Silver Lätt	Silver.Latt@etag.ee	Estonian Research Council
	ESS and F4E	Ott Rebane	ott.rebane@ut.ee	University of Tartu
	FINLAND			
	CERN, ESA ESO and F4E	Hannu Juuso	hannu.juuso@tekes.fi	Tekes
	ESO	Antti Heikkila	antti.heikkila@cern.ch	CERN/PH
	FRANCE			
	CERN and ESS	Antoine Dael	antoine.dael@cern.ch	CEA/DSM/Irfu/SACM
	ESO	Gabriel Marquette	gabriel.marquette@cnrs-dir.fr	Institut National des Sciences de l'Univers
	F4E	Sabine Portier	sabine.portier@cea.fr	Secrétaire général du Comité Industriel ITER / ILO France
	ILL	Laurence David	Laurence.david2@cea.fr	CEA
	GERMANY			
	CERN	Wolfgang Erdt	wolfgang.erdt@cern.ch	CERN
	CERN	Friedrich Haug	Friedrich.Haug@cern.ch	CERN
	ESO	Wilfried Löhr	wilfried_loehr@yahoo.de	Bundesministerium für Bildung und Forschung
	ESS	Ghaleb Natour	g.natour@fz-juelich.de	Central Institute of Engineering,
	F4E	Kurt Ebbinghaus	kurt.ebbinghaus@orange.fr	Deutsches ITER Industrie Forum (DIIF)
	ILL and ESRF	Walther Kaiser	walther.kaiser@wanadoo.fr	DESY
	GREECE			
	CERN	Michele Barone	michel.barone@cern.ch	National Center for Scientific Research
	CERN	Constantinos Fountas	Costas.Fountas@cern.ch	University of Ioannina
	F4E	Dimitri Bofilios	d.bofilios@inasco.com	INASCO
	HUNGARY			
	CERN	Tivadar Kiss	tivadar@cerntech.hu	CERNTECH
	ESS	József Molnár	jmolnar@atomki.hu	ATOMKI
	F4E	Vámosi János	vamosi.janos@evopro.hu	Evopro Ltd.
	IRELAND			
	F4E	Sue O'Neill	sue.oneill@dcu.ie	Dublin City University
	ISRAEL			
	CERN	Eitan Kuperstoch	Eitan.Kuperstoch@economy.gov.il	Ministry of Economy and Industry
	ITALY			
	CERN	Mauro Morandin	ilo@pd.infn.it	University of Padua
	ESO	Corrado Perna	perna@inaf.it	National Institute for Astrophysics
	ESRF	Elisabetta Narducci	elisabetta.narducci@cnr.it	Istituto SPIN - CNR
	ESRF	Francesco D. Acapito	dacapito@esrf.fr	ESRF
	ESS	Sandro Centro	centro@pd.infn.it	University of Padua
	F4E	Paolo Acunzo	paolo.acunzo@enea.it	ENEA
	ILL	Alessandro Longo	alessandro.longo@esrf.fr	ESRF
	LATVIA			
	F4E	Juris Balodis	jbalodis@latnet.lv	State Education Development Agency
	LITHUANIA			
	ESS	Rolandas Urbonas	rolandas@mail.lei.lt	Lithuanian Energy Institute

	ILO FOR	NAME	E-MAIL	INSTITUTION
	MALTA			
	F4E	Richard Blundell	richard.blundell@gov.mt	Malta Council for Science and Technology
	NETHERLANDS			
	CERN	Robert Klöpping	klopping@nikhef.nl	bigscience.nl
	CERN	Jan Visser	cern-ilo@nikhef.nl	bigscience.nl
	ESO	Wilfried Boland	boland@strw.leidenuniv.nl	NOVA
	ESRF	Rob Klöpping	klopping@nikhef.nl	Nikhef
	ESS and F4E	Toon Verhoeven	A.G.A.Verhoeven@differ.nl	Dutch Institute for Fundamental Energy Research
	NORWAY			
	CERN, ESRF and ESS	Ole Petter Nordahl	opn@technologygroup.no	NTNU
	PAKISTAN			
	CERN	Khalid Mansoor Hassan	khalid.mansoor.hassan@cern.ch	Heavy Mechanical Complex
	POLAND			
	CERN	Sylvia Wójtowicz	sylvia.wojtowicz@technologypark.pl	Wroclaw Technology Park
	ESS	Dariusz Bocian, Ph.D.	dariusz.bocian@ifj.edu.pl	Polish Academy of Science
	F4E	Sylvia Wójtowicz	wojtowicz@technologypark.pl	Wroclaw Technology Park
	PORTUGAL			
	CERN, ESA and ESO	Emir Kadir Sirage	Emir.Sirage@fct.pt	FCT - Fundação para a Ciência e a Tecnologia
	ESS and F4E	Bruno Soares Gonçalves	bruno@ipfn.tecnico.ulisboa.pt	Instituto de Plasmas e Fusão Nuclear
	ROMANIA			
	CERN	Gabriel Alexandru Popeneciu	Gabriel.popeneciu@cern.ch	National institute for Research and Development of Isotopic and Molecular Technologies
	SERBIA			
	CERN	Djordje Vukovic	ilo@ipb.ac.rs	Institute of Physics
	SLOVAK REPUBLIC			
	CERN	Stefan Molokac	molokac@saske.sk	CRYSOFT
	CERN	Lubomir Cergel	tte002@bluewin.ch	N/A
	ILL	Jozef Buday	buday@evpu.sk	EVPU
	SLOVENIA			
	CERN	Samo Tuma	Samo.tuma@cern.ch	CERN
	SPAIN			
	CERN, ESS and ILL	Manuel Moreno Ballesteros	manuel.moreno@cdti.es	Centre for the Development of Industry Technology
	CERN	Miguel Castaño Arqués	miguel.castano.arques@cern.ch	Centre for the Development of Industry Technology
	ESO	Javier Echávarri Delmás	javier.echavarri@cdti.es	Department of Aerospace Programs
	F4E	Ana Belen del Cerro	delcerro_anabelen@cdti.es	Centre for the Development of Industry Technology
	SWEDEN			
	CERN, ESO, ESS, F4E and ILL	Nataša Pahlm	natasa.pahlm@vinnova.se	Vinnova
	SWITZERLAND			
	CERN, ESO, ESS, F4E and ILL	Michel Hübner	michel.hubner@epfl.ch	EPFL
	TURKEY			
	CERN	Hakan Kiziltoprak	hakan.kiziltoprak@tobb.org.tr	The Union of Chambers and Commodity Exchanges of Turkey
	UKRAINE			
	CERN	Borys Grynyov	borigrin@yahoo.com	State Found for Fundamental Research of Ukraine
	UNITED KINGDOM			
	CERN and ESRF	Allanah Baylis	allanah.bayliss@stfc.ac.uk	Science and Technology Facilities Council
	CERN	Alan Silverman	Alan.silverman@cern.ch	CERN
	ESO	Sandi Wilson	sandi.wilson@stfc.ac.uk	Science and Technology Facilities Council
	ESS and ILL	Laura Sewell	laura.sewell@stfc.ac.uk	Science and Technology Facilities Council
	F4E	Martin Townsend	martin.townsend@ukaea.org.uk	United Kingdom Atomic Energy Authority