***NOTE: All text in blue colour needs to be replaced by specific information before a clean version of the specific addendum is produced for signature!***

**ADDENDUM {*IDENTIFIER*}**

|  |  |  |
| --- | --- | --- |
| **The European Organization for Nuclear Research (“CERN”), an Intergovernmental Organization having its seat at Geneva, Switzerland, and**  **{Name of Participant} (“Participant”)** | | |
| SCENARIO 1: For scientific contributors (retain applicable phrase only):  This Addendum defines a contribution by a Participant under Article 6 of the Memorandum of Understanding for the FCC Study (**FCC-GOV-CC-0004, EDMS 1390795**).  SCENARIO 2: For Third Parties (retain applicable phrase only):  This Addendum defines a contribution by a Third Parties under Article 3 of the R&D Agreement for the FCC Study {R&D Identifier and date, each Third Party concludes separate R&D agreement} | | |
| **Address:** | Address **Suppliers Code:** XXXX, **Address code:** XXXX, **Budget code:** XXXXX | |
| **SCOPE OF WORK** | | |
| {General description of scope of work} | | |
| **PROJECT CONTACTS**  The following contacts may, on behalf of the Contributor and of CERN as the Host Organization, update the contents of this Addendum by issuing, subject to compliance with applicable internal rules and regulations, a revised Addendum that will cancel and replace all previous versions. | | |
| **Contributor Project Contact:** | | {FIRST NAME} {LAST NAME} {e-mail} {phone} |
| **CERN Project Contact:** | | {FIRST NAME} {LAST NAME} {e-mail} {phone} |

***NOTE:*** *Identifiers have the form {3-letter institute letter code}-{work unit code}-{running number within work unit}.*

|  |  |
| --- | --- |
| **Work Units** | |
| **Identifier** | **Title** |
| AAA-BB-n | **{Title}** |
| AAA-BB-m | **{Title}** |
|  |  |

***NOTE:*** *Identifiers have the form {3-letter institute letter code}-{work unit code}-{running number within work unit}.{running number of deliverable}*

|  |  |
| --- | --- |
| **Deliverables** | |
| **Identifier** | **Title** |
| AAA-BB-n.x | **{Title}** |
| AAA-BB-m.y | **{Title}** |
|  |  |

**DETAILED WORK DESCRIPTION**

***Note:*** *The following table is repeated for each individual Work Unit constituting the Scope of Work (i.e. each deliverable, identifier, title, description and planned delivery date).*

|  |  |
| --- | --- |
| **WORK UNIT** | |
| **{Identifier}** | **{Title of work unit}** |
| **Reference:** | {Associated FCC Work Breakdown Structure items} |
| **Objectives:** | {Description of objectives} |
| **Contributor Work Unit Contact:** | {First Name, Last Name, e-mail, phone} |
| **CERN Work Unit Contact:** | {First Name, Last Name, e-mail, phone} |
|  |  |
| **WORK UNIT DELIVERABLE** | |
| **{Identifier}/{Type}[[1]](#footnote-1)** | **{Name of deliverable}** |
| **Contributor’s deliverable:** | {Detailed description of deliverable for which Participant is responsible, which can either be a document, a service or a product in terms of hardware or software} |
| **Required delivery date:** | {Date and time by which deliverable should be provided to CERN for acceptance} |
| **CERN’s support (if any is required)** | {Detailed description of support to be provided by CERN, if any, in respect of the Participant’s deliverable} |
| **Required support date:** | {Date and time by which CERN’s support should be provided to Participant for acceptance} |
| **Acceptance:** | {First Name(s) and Last Name(s) of person(s) in charge of carrying out the acceptance procedures for the Participant’s deliverable} |

**REPORTING**

For each Work Unit Deliverable, the Contributor Work Unit Contact shall provide the CERN Project Contact with a brief report containing the following information twice per calendar year (no later than each of 1st February and 1st September):

* **Deliverable**: name and identifier;
* **Status description**: short report on work achieved, work still to be done, ‘showstoppers’, possible technical and project related risks, reasons for non-acceptance or cancellation;
* **Envisaged** **delivery** **date**

A copy of the periodic reports shall be directly sent by e-mail to [fcc.office@cern.ch](mailto:fcc.office@cern.ch).

**RESOURCES**

The following table lists all resources (personnel, equipment, material, infrastructure, travel, subsistence and services) required for the Participant’s deliverable and CERN’s support (if any), as defined above, and as required to accomplish the defined Scope of Work:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Resources Provided** | **From Date** | **To Date** |
| **Provided by Contributor:** | | | |
| **Personnel** | {Number and expertise of personnel assigned to a Work Unit from indicated date until indicated date} |  |  |
| **Equipment, material and infrastructure** | {Equipment, material and infrastructure supplied from date to date} |  |  |
| **Travel, subsistence and services** | {Travel, subsistence and services supplied from date to date} |  |  |
| **Provided by CERN:** | | | |
| **Personnel** | {Number and expertise of personnel assigned to a Work Unit from indicated date until indicated date} |  |  |
| **Equipment, material and infrastructure** | {Equipment, material and infrastructure supplied from date to date} |  |  |
| **Travel, subsistence and services** | {Travel, subsistence and services supplied from date to date}  Possibility to host Participantscientists, actively involved in the project for limited periods of project-related stays at CERN with the approval of FCC management. During their presence at CERN and if so required by the project, the Participantscientists may be appointed as associated members of CERN’s personnel subject to the conditions set out in CERN’s Staff Rules and Regulations. |  |  |

**PAYMENT CONDITIONS:**

CERN will contribute to the collaboration by supporting the work of the contributor’s experts, including related overheads, through the payment of a lump-sum of XX,XXX CHF, to be paid in XX tranches of XX,XXX CHF on DD MONTH YYYY and XXXX CHF on DD MONTH YEAR after acceptance of the deliverable. No other payments from CERN to the participant are foreseen in the scope of this Addendum.

Payments will be made by CERN within 30 days upon receipt of a correct invoice.

Invoices shall be sent to:

CERN – FAP Department  
Accounts Payable  
CH-1211 Geneva 23

|  |  |  |
| --- | --- | --- |
| **For the European Organization for Nuclear Research (CERN) as the Host Organization** |  | **For “{Name of Contributor}”** |
|  |  |  |
| Michael Benedikt  FCC Study Leader |  | {First Name, Last Name}  {Function} |
| Date: |  | Date: |
|  |

1. Type is one of: Document, Service, Hardware, Software, Data [↑](#footnote-ref-1)