

## **Technical Document 4**

### **attached to the European XFEL Convention**

#### **Basic rules and procedures for in-kind contributions**

- (1) In-kind contribution might cover
  - a technical component as well as personnel needed for its installation and integration on site, or
  - personnel made available for specific tasks during the construction phase.
- (2) Special attention has to be paid to the allocation of responsibility, the calculation of the monetary / financial value of the contribution, the problem of under- and over-spending, and the resolution of disputes.
- (3) The in-kind-contribution agreement for each task will contain *inter alia*
  - a technical description and specifications,
  - time schedules and milestones,
  - deliverables,
  - quality control issues,
  - performance testing, acceptance and commissioning,
  - technical and financial control systems,
  - appointment of responsible technical personnel,
  - intellectual property right issues.
- (4) An In-kind Review Committee is set up, composed of one representative per Contracting Party and the Project Team, to propose to the XFEL Management the allocation of in-kind tasks to specific partner institutes for decision by Council.
- (5) The Review Committee seeks to take the best profit of available expertise at DESY and throughout Europe and identifies to this end the possible / potential work packages for in-kind contributions as a function of the available expertise and independent of the location.
- (6) The Review Committee, when evaluating possible allocations of in-kind contributions, will take into account the willingness of the partner institute to make available personnel and experts for the installation and integration of the delivered system as well as for its operation. The conclusion of long-term maintenance contracts may be envisaged.
- (7) The Review Committee will define very early in the process the necessary interface specifications and common standards, in order to extend the field of potential in-kind contributions to any task which has a clear interface with another task, element or component.
- (8) Central coordination for each of the elements is essential and will have to be located where the relevant expertise is available.