



## **Status of, and Cooperation between, the Industrial Liaison Officers (ILO's) and ESO:**

### Role:

The role of the Industrial Liaison Officer (hereinafter referred to as ILO) is to establish contacts between ESO and (potential) suppliers and to support ESO in its search for the different suitable suppliers in their respective country in order to maximize the chance to distribute the ESO contracts as fairly as possible amongst suppliers in the different MS.

### Appointment:

Each Member State of ESO (hereinafter referred to as MS) may appoint an ILO. The MS appoints an ILO (or ILO assistant) by announcing the appointment in a letter to the Director of Administration of ESO.

As ILO, an individual from an entity, public or private body or association, can be appointed. However, in order to prevent conflict of interest situations to occur, a given ILO cannot be an ESO staff member. Furthermore, his/her appointment as ILO does not provide him/her with the status of Member State delegate.

Ideally, the ILO has a broad network in the Member States Industry, the interest of a given selected ILO may not conflict with the defined ILO role, the ILO cooperation tasks and the confidentiality requirements described in this document. It is each MS responsibility to ensure that the appointed ILO meets all the requirements set out by their own national laws and practices. Examples of such requirements may include impartiality and fairness among all industrial partners, territorial and any other balances, etc.

### Cooperation

In order to assist the ILO in fulfilling its role and achieve the maximum added value for ESO the following interactions between ESO and the ILO's are established:

- The ILOs are involved at an early stage in the selection phase of the procurement process by giving them the opportunity to suggest suitable suppliers for procurements above 150 K EURO. This is a systematic step in the procurement process before a Preliminary Inquiry or Call for Tender is issued for these procurements. In order to be able to find suitable candidates in their MS the ILO's are provided at this stage with the following information: a synopsis of the project, the major competencies which the potential bidders should have and a list of companies which ESO has identified as potential bidders so far. The synopsis and the required competencies can be shared by the ILO's with potential bidders. The reaction period for the ILO's is three weeks;
- A company presentation at ESO can be proposed and organized by a MS ILO. The aim is to introduce a given MS company to ESO. At the presentations, ESO technical managers and representatives of ESO Contracts and Procurement are present;
- An industry day in a given MS can be organized jointly by the ILO of that MS and ESO. It is targeted to all potential suppliers in that MS.
- Industry days at ESO are organized jointly by ESO and all the ILOs. These are targeted to give to potential bidders more in depth information about a given large and complicated procurement that ESO is planning to do;
- MS @ESO, a one day event at ESO premises, is organized jointly by a given MS ILO and ESO. During this event the companies of that given MS first receive an overview



of ESO and afterwards have 1 on 1 meetings with representatives from ESO working in the field where the company could deliver goods or services.

- A yearly meeting is organized by ESO for all the ILOs at ESO premises in order to discuss: the past years cooperation, upcoming events in the next year and possible improvements in procedures and communication.

#### Confidentiality

The following information is considered confidential between ESO and the ILO and should not be distributed further:

- The bidder list that is provided by ESO in the framework of the consultation of the ILO's for procurements above 150 K EURO;
- Information and statistics about outcome of the tendering procedures as far as it is not made public by ESO;
- Information received from ESO that might be of competitive advantage for potential suppliers as far as it is not made public by ESO;
- Other information that is marked confidential by ESO.

#### GEO return

Industrial geo return monitoring is a measure of the distribution of industrial contracts amongst the different ESO MS. The industrial geo return of each MS is monitored by the Finance Committee via the yearly report on Procurement Statistics and Industrial Return Coefficients. This report also contains a section on the cooperation between ESO and the ILO's.

#### Equal treatment:

ESO shall provide all ILO's with the same extend of information regarding ongoing procurement processes. If ESO is asked for clarification or an extended piece of information regarding certain advance information by any of the ILOs, the response will be send out to all ILO's. During this process private consultations are only acceptable if – and to the extend that – they don't impair the principle of fair competition.