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Out of Scope: The step of acknowledgement of the Data Exchange Request (DER) is kept out of the scope of the present specification. This step will be exclusively taken over by an IO member, as the classification of the DET (Type 1 or 2 or 3) will be done during this phase of the process, before the DET actions are handed over to the contractor.

5.3 Area of Activity # 2: CAD Collaboration Assistance

The contractor shall provide support for the CAD Collaborations Coordination comprising the following activities:

5.3.1 Assistance to the coordination of the IODO CAD Collaboration activities:

This sub-task consists in the maintenance and coordination of the activities to produce the Design Collaboration Implementation Form (DCIF), as well as the technical writing of the DCIF. It comprises the following actions:

A group of IO staffs and contractors within IODO/CIS has been created to endeavour all CAD collaboration matters. This sub-task for the contractor aims at providing organizational assistance to the management of activities taken over by the IODO/CIS CAD Collaboration team. It consists in the set-up and regular extraction of performance indicators, the preparation of weekly, quarterly, and yearly reports about the CAD Collaboration activities, and the support to the maintenance of CAD Collaboration Team's action tracking, including the improvements and use of action management tools for these activities, the contribution to actions follow-up.

5.3.2 Contribution to the Specification of CAD Collaboration matters:

This sub-task consists in the maintenance and coordination of the activities to produce the Design Collaboration Implementation Form (DCIF), as well as the technical writing of the DCIF. It comprises the following actions:

The Collection, organization and traceability of the information needed to maintain the activity, such as: PA/TA schedule and updates, contracts to be issued. This is formalized by the set-up and maintenance of a PA/TA/Contract dedicated knowledge base providing the overview of all CAD Collaboration cases to the DO management..

The review of the PA, TA and contracts technical specifications and the CAD requirements

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