

IT Department Computer Donations Summary of procedure for Future Beneficiary

Please note this guide is intended as a general outline for information only, and timelines mentioned are approximate. The actual procedure and duration will vary according to individual circumstances.

Take note:

- While CERN does not apply any charges on a hardware donation, be aware that you (as Future Beneficiary) must pay for associated costs - eg. shipping from CERN to destination country, any applicable customs taxes and duties, installation, and operation at the destination etc.
- Upon receipt of the ProForma Invoice (see procedure) we recommend you approach a global shipping company (eg. DHL, UPS, Maersk, any other trusted shipping supplier... etc) in your home/destination country and ask for quotes based on the ProForma.
- You should also discuss with your local Import/Customs bureau so you are aware of what import duties or other taxes you might be liable for.
- Be aware that CERN cannot provide any technical support for installation or configuration of the equipment. The Future Beneficiary must therefore also have access to technical competences within the institution.
- To reduce delays in obtaining signature for the Donation Agreement, we strongly advise that the Future Beneficiary has obtained backing from their hierarchy all the way up to the institute governance, before submitting a request to CERN.

Hardware will not be released for shipping if Donation Agreement has not been signed by both parties

Preliminary phase

Informal request between you (as Future Beneficiary) and CERN IT Department in order to discuss what is wanted and what IT Department has available.

Agreed list generated by CERN and shared with Future Beneficiary, to be used in formal procedure.

Formal procedure

- Donation request letter sent from Requestor to IT Department Donations contact.
 - Formal headed letter from institute/entity.
 - Please detail:
 - who Future Beneficiary is (e.g. school, institute, library etc) and where;
 - Future Beneficiary mission (e.g. education institute, research, what kind etc);
 - what the equipment will be used for (educational or research aims, future WLCG Tier centre etc.);
 - Contact names.
 - Include agreed hardware list in Annex to letter.

- CERN internal administrative processes to release earmarked equipment: legal checks, inventory/availability, export/usage restrictions if applicable, and release permissions, including associated internal administration (~2-3 months)
- CERN creates ProForma Invoice (~2-3 weeks) so Future Beneficiary can prepare shipping quotes.
- Draft Donation Agreement created by CERN IT Department, revised ready for signature by CERN Legal Service (~4 weeks)
 - Shared with Future Beneficiary for feedback in preparation for signature.
 - [Example donation agreement](#) ¹
- If Donation Agreement draft is accepted, CERN Legal Service provides final version of Donation Agreement for signature by both parties (~4-6 weeks)
- Short (~10 minutes) photo session of outgoing equipment for Outreach and Future Beneficiary communications.
 - Representative for Future Beneficiary in attendance if desired. This representative can be the Future Beneficiary, or a CERN or Embassy representative. (NB. CERN does not pay Future Beneficiary travel or trip costs).
- Hardware then shipped according to dates agreed with Beneficiary.

At Beneficiary, photograph of received equipment + equipment installed in place to prove Donation Agreement has been respected. (Can also be made a photo/outreach opportunity for CERN and/or Beneficiary)

Contacts

For IT/computing hardware: Cath Noble (admin manager), Eric Sallaz (technical manager)

¹ <https://cernbox.cern.ch/s/J5NyKfPgwcDYOMC>