

## Frequently Asked Questions about the Foundation and its actions

The ITACET Foundation is to be developed into a center of Excellence for Education and training on Tunneling and underground Space Use and fulfils its mission by notably organise specialised Training Sessions.

### Aims & Means

#### What are the aims of the foundation actions?

To promote knowledge in the field of underground space use and technique by the way of organizing training actions in this field.

As a non-profit organization and thanks to the generous financial involvement of its founder and donors the Foundation is able to provide low cost high value courses aimed chiefly toward the emerging countries;

The Foundation aims its activities chiefly toward the emerging countries, although it may as well organize actions everywhere;

To help technically or financially associations or corporation interested to organize such training actions;

The Foundation grants young engineers of emerging countries some financial incentive to follow Foundations training actions or any ITA-AITES endorsed postgraduate master course;

The Foundation is the organizational arm of the ITA-AITES with the mission to carry on all training activities on its behalf.

#### Who are the people constitute the workforce of the Foundation?

A permanent Secretariat hosted at the EPFL campus, in Lausanne, Switzerland;

It answers any question related to the Foundation and pilot the practical organization of the trainings sessions and seminar organized;

A council of Foundation, constituted by founders, develops and leads the strategy of the Foundation;  
A scientific committee, constituted by ITA-CET committee members, plan and evaluate courses content and lecturers;

Lecturers are selected among the academic and corporate world, active in the field of Underground Space Use. Most of them are active within the ITA-AITES committees or working groups.

#### Are corporate and/or academic institutions involved in the Foundation?

Yes, lecturers are coming from both Academics and from Companies.

Academics constitute the backbone of the network of the Foundation.

In recent years, the Foundation is developing a network among the corporation actives in the field of the underground space use.

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### Actions & services

#### What service does the Foundation provides for the training sessions?

Together with the client, the director of the Foundation prepares a budget and chooses a topic of training session among its Portfolio;

According to the theme chosen, the Director and the scientific committee prepare a program, select and invite the lecturers, organize all practical aspects concerning travel and accommodation for its lecturers;

The secretariat collects the documents needed to prepare the proceedings. The Foundation's webmaster edits them and delivers to the client ready to be printed files and a digital version to be used on electronic media;

If needed it provides to the client, templates of leaflet for the promotion of the event;

The secretariat can also provide support to the client to handle the registration and payment fees of the registered students.

#### Whom should I call if I need information?

The secretariat is able to answer any request or redirect your call to the relevant contact. Working hours of the secretariat are available on the website of the foundation.

#### What should I prepare before to contact the Foundation?

##### **To organize a training session:**

Provide the context and the desired topics of the training session directly to the executive director or the secretariat. He will sort out and explain to you the detail of what is needed in order to start the procedure of organizing the training session.

##### **Young engineer who want to obtain a scholarship for a postgraduate master course**

Follow the link "Scholarship" from the home page of our web site [www.itacet.org](http://www.itacet.org). On this page, the document "scholarship criteria" will give you information on the requested documents and access to an application form.

#### How much time does the Foundation need to organize a training session?

Typically to organize a standard training session, of two days and four lecturers, a minimum of 6 weeks is needed since the first contact with the foundation is taken.

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### Organizing the event

#### **During the preparation of the training session, what form of assistance (technical, logistic, organization) provides the Foundation?**

The role of the Foundation is to coordinate, with ITA-CET Committee and the Client, the preparation of the programme and all pedagogical aspects (choice of the lecturers, collecting the lectures, editing the proceedings, etc.).

The Foundation is also coordinating the logistic aspects of the participation of the lecturers and can participate to the logistic organization of the Event.

#### **Does the Foundation provide specific services or incentive to the ITA-AITES member nation or its corporate members?**

The Foundation was created on the ITA initiative and ITA is one of the main Founders; it means that the Foundation studies in priority all requests sent by the ITA Family members in term of Education and Training

#### **Does the Foundation organize or authorize the video broadcast of the training session?**

Not yet; it is the intention first to organize in the future a video broadcast then to authorize other organization to do it under specific conditions.

### Costs/Finance

#### **What incentives provides the Foundation to its client?**

The Foundation intends to help the client to organize training sessions for the young professionals in his/her country or company; therefore it tries to unload the client with all pedagogical tasks for the success of the session;

The Foundation takes also the financial risk when the client is an ITA member Nation; it means that it advances the international costs (lecturers, editing, etc.) hoping that the success of the session will allow the client to reimburse the Foundation expenses.

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### Costs/Finance *continued*

#### **What will be the cost for my company/institution to have the Foundation organize a seminar?**

If your institution is the national representative to ITA, it will cost you only the local costs for the organization of the seminar; all international costs will be advanced by the Foundation and reimburse only if the seminar is financially successful.

If your institution is a company linked to ITA, you will have to support also the international costs for the administrative preparation (2000 € per day of seminar), the editing costs for the proceedings (around 2000 €), the travel and local costs for 2 lecturers per day of seminar (around 2000 € per lecturer) and a pro labour fee of 200 € per lecture.

#### **Why should I ask the Foundation for help, instead of another private/institutional organism?**

The Foundation was created to promote Education and Training everywhere in the world, in countries which needs such training for young professionals. Some of these countries will not have the financial possibility to organize such events.

Foundation lecturers are from the ITA Family which gathers almost all Tunnelling experts in the world.

#### **My company/institution does not have the resources to fully bear the costs; is there a way to have the Foundation extend its level of support?**

Of course! Let's ask the question and the Council of the Foundation will study the possibility.

### How to contact us

ITACET Foundation c/o EPFL, GC D 402 (Bât. GC) Station 18, CH-1015 Lausanne.

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Secretariat: : Mo - Tu - Fr 08:30 - 12:00 | We closed | Fr 08:30 - 12:30 13:30 - 17:00