



2nd MEETING OF THE SNX COUNCIL

The meeting took place at the ESRF, Grenoble,
Thursday 2nd December and Friday 3rd December 2004

Present :

SNX Council Members :	R. Abela (Chairman) D. Nicholson (Vice-Chairman) E. Hough, K. Knudsen (Norwegian Members) G. Chapuis, R. Cerny (Swiss members)
Observers	N. Maras (NSR) J.-P. Ruder (BBW)
Technical Advisors	P. Pattison, H. Emerich
Advisors	J.-D. Grunwaldt
Meeting's Secretary	C. Heurtebise

December 2nd.

The Chairman welcomed everyone.

1. ADMINISTRATIVE ASPECTS

In Attendance: SNX Council, SNBL Administrative Manager, Observers from funding agencies.

1.1. Approval of the Agenda

The Agenda is approved.

1.2. Approval of the minutes of the 1st SNX Council

Comments and changes to be recorded:

Page 6: Point 2. Report of the Manpower Committee

Beamline B, the Minutes of the 1st SNX meeting read "two senior scientists", it should read "two scientists", the word "senior" is to be deleted.

Page 12, Point 3.6. Budget 2005

the Minutes record an amount of CHF 1'450.000.00 for the budget 2005. Appendix 4 shows a different number, namely CHF 1'587'130.00. The numbers should be the same.

Appendices

They should appear in the chronological order as recorded in the Minutes.

Approval of the Minutes by the SNX Members before the final version is printed and sent out. The question of whether this is a necessary step was raised. It was suggested that once a decision has been made, it should be recorded.

The minutes are approved, containing the above mentioned modifications.

1.3. Review and results of actions decided at last meeting

1.1.1. Rafael Abela will coordinate a “brainstorming” meeting within the Council Members regarding the future research to be done at the SNBLs.

This action is reissued.

2.1.1. Rafael Abela will coordinate a “brainstorming” meeting within the Council Members regarding the future research to be done at the SNBLs.

1.1.2 Jean-Pierre Ruder asked for a copy of the letter from the authority in Bern, approving the Foundation. Copy to be sent to Jean-Pierre Ruder and to Nils Maras. **Done June 2004.**

1.1.3. Rafael Abela asks for the master copy of the legal documents, concerning the SNX Foundation to be kept in Grenoble.

1.3.2. An improved version of the Budget 2004, including the extra items (representing a value of CHF40'000.00), will be provided by **Hans-Peter Weber** by June 15th

1.4.1. Hans-Peter is to e-mail Sine Larsen, with a copy to **Rafael Abela**, to clarify the composition of the review panel, namely two members are chosen by SAC from amongst the SAC members and two members are selected by the Research Directors from the list provided by SNX.

1.4.2. Rafael Abela is to provide the dates of the ESRF Review. **Done.**

1.4.3. Rafael Abela and **Hans-Peter Weber** to coordinate the preparations of the Review Committee Meeting and keep the SNX Council Members informed.

1.4.4. Rafael Abela is to coordinate the collection of ideas regarding mid-term activities.

1.5.1. A draft of a Bi-Annual Report 2003/2004 is to be ready by next SNX Meeting. The final version to be ready by March 2005. This was agreed by all.

This action is reissued.

2.1.2. It was agreed that a Bi-Annual Report 2003/2004 should be issued, the final draft to be ready by March 2005. **To be done by Vladimir DMITRIEV.**

1.7.1. A request will be sent to the ESRF to reduce the number of shifts given to the ESRF for 2005. **Hans-Peter Weber.**

This action is reissued:

2.1.3. A request will be sent to the ESRF to reduce the number of shifts given to the ESRF for 2005. **To be done by Vladimir DMITRIEV.**

1.7.2. Information has to be sent to SNBL users explaining that there will be a serious reduction of shifts in 2005. **Hans-Peter Weber**. Deadline end of July 2004.

This action is reissued.

2.1.4. Information has to be sent to SNBL users explaining that there will be a serious reduction of shifts in 2005. **Te be done by Vladimir DMITRIEV**.

1.7.3. Policy on long term proposals will be discussed at next SNX Meeting. Suggestions by Council Members to be sent to **Rafael Abela** before next SNX Meeting.

1.7.4. The deadline for submitting proposals will be set on the same dates as the ESRF from next round.. **Done**.

2. A. Report of SNX Director on SNX and ALLSN operations

This item is not recorded in the minutes.
Report on Technical Matters, *see Appendix A*.

B. ESRF:SNBL Contract

Jean-Pierre Ruder reported that the ESRF council decided on Tuesday 30th November to prolong the contract with ESRF/SNBL up to 2009. It was pointed out that a one year notice is to be given if a party wishes to withdraw.

It is decided that the contract will be signed by the Chairman of the SNX Foundation.

2.2.1. **The Chairman** is to inform Bill Stirling that the contract should be sent to Rafael Abela (Chairman of the SNX Foundation) for signature on behalf of the SNX Foundation. **Done December 2004**.

3. Financial matters

3.1. Income 2004 (payments by funding agencies, other income)

The "compte d'exploitation" was presented showing the contribution according to contract. The amounts "hors-contrat" are not shown on this document.

All the income has to be shown on an income sheet, including:

- Refurbishment programme
- Contributions to the EXAFS equipment
- BBW contribution in November 2004 for an amount of CHF 16'080 to cover the legal expenses regarding the creation of the SNX Foundation, this amount comes from an account in "hibernation".
- NSR contribution in November 2004 for an amount of CHF 16'080 to cover the legal expenses.
- (plus indicate the CHF 8'000 from Gervais)
- Plus see Steurer's money with Wouter, when it was granted, and when it was all spent.

Nils Maras suggested that a 'formal' agreement should be done in writing when extra-funds are sent to the SNX Foundation, giving the purpose for spending these amounts.

2.3.1. A table showing all the income for 2004 has to be updated by **Chantal Heurtebise**. **Done on 07/12/2004** , see *Appendix No 1*.

3.2 Spending 2004 as of October 2004 (compte d'exploitation)

The "compte d'exploitation" as of October 2004 was presented showing all the expenses related to income according to contract, see *Appendix 2*.

A spending sheet was shown as of November 2004, in order to point out that we got two large invoices this year from the ESRF, as the last quarter bill See *Appendix No 3*.

2.3.2. A spending sheet for 2004, showing ALL the income, is to be sent to Nils Maras and Jean-Pierre Ruder in February 2005. **Chantal Heurtebise**

3.3 Audit Issues

The final report from the Audit Company, concerning period October 2001 to September 2002, was received in November 2004 a copy of which was sent to Nils Maras and Jean-Pierre Ruder.

Jean-Pierre Ruder pointed out that the audit report has to be presented to the SNX board members who have to approve this document. A document prepared by Jean-Pierre Ruder "Sequence of events and deadlines" summarizing all the actions and deadlines to be met, was produced at the meeting. See *appendix No.4*.

The audit for 2002/2003 and for year 2004 will have to be finished by April 2004 for approval by SNX Board Members at the next SNX meeting.

It was mentioned at this point that the first draft of the balance, period October 2002 to December 2003, was sent this week by BfB.

2.3.3. The balance and the Audit report for period October 2001 to September 2002 will be sent, with no comments, to the SNX Board Members week starting 6th December 2004, for approval. **Chantal Heurtebise**. **Sent for approval on 07/12/2004**.

3.4 Budget and Income 2005

The baseline budget is of CHF 1'450.000, the budget is of CHF 1'587'130.

Income from BBW: CHF 681'000, including BBW's share for the Research Contract for Hans-Peter Weber. It might be decided to re-inject the remaining fund from the "hibernation" account once the audit report has been received.

Income from NSR CHF 800.000, plus CHF 62'000 for a 50% new position, which brings the total amount to CHF 862'000. NSR is prepared to provide the extra amount to match the amount from BBW regarding the Research Contract (CHF 31'500).

The name next to the Director position will have to be changed once the new Director has been selected.

Nils Maras inquired whether the Swiss side had also managed to secure money for the 50% new post-doc position (CHF 62'000), to which **Rafael Abela** replied that for the time being, this was not so. The Swiss side tried to get some funds from the ETH Zurich, but this was not

possible due to the general situation in Switzerland. One third from Switzerland is secured until Hans-Peter Weber's retirement (21 months). This amount will be paid to Philip Pattison, which means that this amount will be deducted from the budget for Philip Pattison and therefore the amount will be available for the new post-doc position. This will have to be shown on the budget 2005, showing a percentage of around 70% for Philip Pattison. Gervais Chapuis mentioned that the contract is not yet signed. This 30% might be paid directly to Philip Pattison by EPFL. If the money is paid directly to the SNX foundation, it will have to be recorded as extra-fund. The exact details still have to be clarified.

The total income at this stage is CHF 1'543'000, the budget is CHF 1'587'000, an amount of CHF 44'000 is still missing.

A strong recommendation came from the Norwegian side for the Swiss side to come up with the other half of the new post-doc position.

2.3.4. A new version of the Budget 2005 to be issued showing the above remarks ((a) PP salary 70%) plus (b) the changes requested by Jean-Pierre Ruder, plus (c) the income for 2005. **Chantal Heurtebise.** Change done on 15/12/2004 with (b) only. See appendix 5.

The budget for 2005 is approved, including the changes above mentioned.

3.5 Legal Matters (item added during the meeting)

At this stage, **Jean-Pierre Ruder** referred to the changes triggered by the departure of the Director of BBW. Reorganisation covers the area of education, research and space. BBW will stop to exist at the end of the year together with a number of other units. A new unit is created and is called "**State Secretariat for Education and Research, S.E.R.**". This will comprise the activities covered by the Swiss Science Agency, by the Swiss based office and by the Office for Education and Science. This new entity takes over all the responsibilities and obligations the former units had taken in the previous years, which means that the memorandum of understanding signed between BBW and NRS remains valid. S.E.R. steps in without having the need to sign a new memorandum of understanding which is valid until 2007.

Nils Maras pointed out that regarding the Norwegian Synchrotron Research Limited, the Ministry of Education and Research owns 100% of the shares. The shares are nominally distributed between the participating universities. The memorandum of understanding is valid until 2007.

A.L.L.S.N. **Rafael Abela** proposed a discussion on the steps to be taken regarding the ALLSN. The situation is as follows: on the 1st January 2005, we should have a new Director. The present Director is the "Président" (Chairman) of that association. As from the 1st January, the association will have to have a new "Président", it is proposed to have the new Director for this position. If a new Director is not chosen for January, it is proposed to have an interim "Président" of that association until a new Director starts. A decision has to be made before the end of the SNX meeting regarding the nomination of a new Director. At this stage was mentioned that if the new Director is paid by the ALLSN, it is unlikely that he can also be the "Président" of that association.

Facts: The last General Assembly of the ALLSN took place in March 2004. The three new members were elected then for a period of three years. The present "Président" should resign in order to have another "Président" elected by the members attending the next "extra-Ordinary" General Assembly. If the present "Président" does not resign, the majority of the Members of the "Conseil d'Administration" has to request an "extra-ordinary" General Assembly in order to elect a new one.

Decisions: - The SNX Chairman is to ask the present "Président" to resign from the ALLSN.

- It should be checked whether the new Director, if paid by ALLSN, can also be the "Président" of that association.
- During the transition period, a member of the SNX foundation should act as the "Président" of that association, it was suggested that the Vice-Chairman of the SNX Foundation would be welcome to do so.
- It was proposed that all the SNX Members become also members of the ALLSN.

2.3.5. To be checked with a lawyer whether the new Director, if paid by ALLSN, can also be the Président of that Association. **Chantal Heurtebise. Done on 7th December 2004. See answer from lawyer in Appendix No. 6.**

RESEARCH ASPECTS

In Attendance: SNX Council, SNBL Administrative Manager, Observers (both from funding agencies and user communities), BL Scientists.

4. Status of the SNBL operations

4.1. Beamline A

Presentation by Philip Pattison. *See appendix No.7.*

Jon Are Beukes is away from 1st October 2004, Mogens Christensen helped from 1st September 2004, but this will end on 1st February 2005. There will be only one person on BM1A from February. Users have to be alerted to this situation, as the new person, which has not yet been chosen, will still need training.

Ed Hough pointed out that the person who was supposed to come for an interview on Tuesday 30th November 2004, is still interested in that position.

It was agreed by all that a candidate should be found for this position as soon as possible.

4.2. Beamline B

Presentation by Hermann Emerich. *See appendix No.8.*

1 H 20' **Cryostat**. SNX Members decided that quotations should be requested. Once they are available, they will have to be sent to the SNX Committee Members for approval.

The amount mentioned is around EUR 50'000.

Nils Maras underlined that Norway has 50% of this amount available (EUR 27'000).

Changeover. The total amount is around EUR 40'000:

Vessel	8'000
Vacuum components	6'000
Monochromator	10'000

Raman/Raman Spectrometer. Hermann Emerich reported they had a test period in July, and preliminary results are very interesting.

4.3. Refurbishment programme

Presentation from Hermann Emerich. *See appendix No.9.*

To take place in the winter/spring shutdown periods.

The purchase of a gas detector is requested by the ESRF. The price communicated by the Safety Office is around EUR 3'000, for hydrogen and other toxic/explosive gases.

The go-ahead is given by the SNX Members for the quotations as money is still available from the reserves.

The SNX Council pointed out the importance of this programme. The team should proceed with the work as fast and efficiently as possible.

2.4.1. It was decided that if there is a wish for a change to the amount/s budgeted for the purchase of specific items, a request should be made to the Funding Agencies.

5. Review of the SNBL through ESRF: Outlook/Conclusions

Hans-Peter Weber was thanked for the work done on the Report.

The Chairman mentioned that another review is to be carried out by the ESRF in three years time.

Report from the ESRF, see *Appendix No.10.*

The Chairman reported that the committee was impressed by the very nice presentations from the team, who seems to be very enthusiastic.

Comments from **the Chairman** on the summary of the recommendations:

Point 1. The variety of experimental activities. The comment is “try to concentrate on your strength”. The comment from users is that SNBL has a very good infrastructure. Overbooking is much bigger from the ESRF users than from Swiss and Norwegian users, which means that the outside users very much appreciate the work done on the Swiss Norwegian beamlines. All the CRG beamlines are not overbooked by outside users. On the ground of the interest outside users have on the SNBL, they should be encouraged to collaborate with the team. The name of the staff member participating in the experiment should be mentioned on the publication. This was decided in the 22nd SOC meeting, see action 22.7.2. (*One way of improving this situation and at the same time attracting temporary and permanent staff would be to have the name of the staff member assisting the users as co-author if assistance exceeds two days. This decision is deferred until the next SOC meeting in December 2003. It was decided to add immediately a sentence to this effect on the letter advising beamtime allocation, without mentioning any condition.*)

Jean-Pierre Ruder commented that the funding agencies would like to fund a first class facility which might require concentration on a few techniques.

Nils Maras pointed out that the techniques should be broad enough to accommodate a broad number of users.

Gervais Chapuis stressed that the variety of techniques could also be reached by hiring staff with different skills.

Point 2. Examples of future work. This was discussed together with point 1.

Point 3. Maintaining the number of staff. It was never mentioned in previous meetings that it was planned to reduce the number of staff, on the contrary.

Point 4. In-House Research by the team. It is normal for the staff to have In-House research time on top of the collaborations they might have with other users. That is why it was decided to increase the number of staff in order to give the staff more in-house research time.

Point 5. A reasonable quantity of in-house research. This might concern the rumour that post-docs in SNBL get no publications. It takes time for a publication to come out. It was concluded that SNX will have to keep an eye on this.

Point 6. Better relationship with SLS, with Max Lab and other facilities. At this stage, the complementary of these institutions was stressed.

Point 7 and 8. It is normal to attract more people from home laboratories, this takes time.

The document from Hans-Peter Weber regarding a “new SNBL” cannot be commented upon at this stage as this was never presented nor discussed during the SOC/SNX meetings. The strategy will have to be discussed in 2005 and this document should be used for the discussions.

Conclusion regarding this report. The contract ESRF/SNBL has been renewed for another period of five years. The ESRF management decided to have a review in three years time.

6. Midterm planning of the SNBL 2005 – 200...

See action **2.1.1.** on brainstorming (RA).

*(2.1.1. **Rafael Abela** will coordinate a “brainstorming” meeting within the Council Members regarding the future research to be done at the SNBLs).*

7. In-House Research

See In-House Research reports in *Appendix No.11.*

- ***In-situ RAMAN-XRPD kinetics characterization of the crystallization of a SAPO-34 from a lamellar ALPO-kanemite***, Wouter Van Beek, Hermann Emerich.
- ***Local structures in supercritical water***, Denis Testemale.
- ***Beamtime report***, Mogens Christensen.
- ***Localization of watersorbed in sodium exchanged zeolites at several loadings.*** Bernard Mentzen, Hermann Emerich (took place in December 2004, report not yet available). I

In Attendance: SNX Council Members only (but without the presence of the BLD).

8. Discussion on the candidates for the position of the Beamline Director

This was discussed on Thursday 2nd and Friday 3rd December 2004.

The SNX council has decided to enter negotiations with Vladimir Dmitriev for the position of Director. Philip Pattison is named Deputy Director.

December 3.

RESEARCH ASPECTS (Cont'd)

In Attendance: SNX Council, SNBL Administrative Manager, Observers (from funding agencies and user communities), BL Scientists. Because of the change of dates of this meeting, Jean-Pierre Ruder could not attend on Friday 3rd December.

9. Discussion of the proposals

It was decided to attach the tables showing the decisions. *See appendix No.12.*

Beamtime available for next round (March to July 2005):

Available shifts	ESRF	68
	SNBL	135
	Refurbishment	-30
Total available for the discussions		110

It was agreed that users will be informed on the decision letter that the service they will get with their beamtime is going to be reduced for the next 6 months because of the availability of the staff.

10. Summary of actions to be taken

2.1.1. **Rafael Abela** will coordinate a “brainstorming” meeting within the Council Members regarding the future research to be done at the SNBLs.

2.1.2. It was agreed that a Bi-Annual Report 2003/2004 should be issued, the final draft to be ready by March 2005. **To be done by Vladimir DMITRIEV**

2.1.3. A request will be sent to the ESRF to reduce the number of shifts given to the ESRF for 2005. **To be done by Vladimir DMITRIEV**

2.1.4. Information has to be sent to SNBL users explaining that there will be a serious reduction of shifts in 2005. **To be done by Vladimir DMITRIEV**

2.2.1. **The Chairman** is to inform Bill Stirling that the contract should be sent to Rafael Abela (Chairman of the SNX Foundation) for signature on behalf of the SNX Foundation. **Done December 2004.**

2.3.1. A table showing all the income for 2004 has to be updated by **Chantal Heurtebise**. **Done on 07/12/2004 , see Appendix No 1.**

2.3.2. A spending sheet for 2004, showing ALL the income, is to be sent to Nils Maras and Jean-Pierre Ruder in February 2005. **Chantal Heurtebise**

2.3.3. The balance and the Audit report for period October 2001 to September 2002 will be sent, with no comments, to the SNX Board Members week starting 6th December 2004, for approval. **Chantal Heurtebise. Sent for approval on 07/12/2004.**

2.3.4. A new version of the Budget 2005 to be issued showing the above remarks ((a) PP salary 70%) plus (b) the changes requested by Jean-Pierre Ruder, plus (c) the income for 2005. **Chantal Heurtebise. Change done on 15/12/2004 with (b) only. See appendix 5.**

2.3.5. To be checked with a lawyer whether the new Director, if paid by ALLSN, can also be the Président of that Association. **Chantal Heurtebise. Done on 7th December 2004. See answer from lawyer in Appendix No. 6.**

2.4.1. It was decided that if there is a wish for a change to the amount/s budgeted for the purchase of specific items, a request should be made to the Funding Agencies.

2.11.1. It was agreed by all that the appendices to the Herbelon meeting be removed from the WEB. **To be done in January 2005.**

2.12.1. An e-mail is to be sent to SNX Members and Observers with the suggested dates. **Chantal Heurtebise. Done on 17th December 2005.**

2.12.2. The decision on the exact date should be known by Friday 10th December 2004, depending on the availability of the Conference Room, availability to be confirmed by **Ed Hough. Done on 20th December 2005.**

11. Any other business

2.11.1. It was agreed by all that the appendices to the Herbelon meeting be removed from the WEB. **To be done in January 2005.**

All the minutes have to be on the WEB.

The two parties are strongly encouraged to discuss within the next 6 months the mid-term and long term developments.

The shepherds should be chosen according to their profile.

12 Concluding Remarks

The next SNX Meeting will take place in Tromsø, it will be organized by **Ed Hough.**

The dates suggested are as follows:

- 24th to 26th May 2005,
- 4th to 6th June 2005,
- 7th to 9th June 2005.

2.12.1. An e-mail is to be sent to SNX Members and Observers with the suggested dates. **Chantal Heurtebise. Done on 17th December 2005.**

2.12.2. The decision on the exact date should be known by Friday 10th December 2004, depending on the availability of the Conference Room, availability to be confirmed by **Ed Hough. Done on 20th December 2005.**

The Chairman thanked everyone for the contributions to the meeting.

Appendices

Appendix A: SNX Director's report on technical matters.

Appendix 1: Income for 2004

Appendix 2: Compte d'exploitation as of October 2004

Appendix 3: Spending Sheet of as November 2004

Appendix 4: Sequence of events and deadlines

Appendix 5: Budget 2005 – New Version

Appendix 6: Letter from French Lawyer – Re. Association

Appendix 7: Beamline A - Presentation by Philip Pattison

Appendix 8: Beamline B -Presentation by Hermann Emerich

Appendix 9: Refurbishment Programme – Presentation by Hermann Emerich

Appendix 10: Report from the ESRF

Appendix 11: In-House Research

Appendix 12: Decisions on Proposals.