

Minutes of the 21st meeting of the Steering and Overview Committee of the Swiss-Norwegian Beamlines.

The meeting took place at Gruyère (Switzerland) on Thursday 5th and Friday 6th December 2002.

Present :

SOC Members :	D. Nicholson (Chairman) C. Baerlocher (New Chairman), G. Chapuis, R. Cerny, E. Hough, K. Knudsen, H-P Weber
Observer	N. Maras A. Scheidegger
Technical Advisor	P. Pattison
Meeting's Secretary	C. Heurtebise

Absent : Bruce Patterson apologizes for his absence due to business commitments on Thursday 5th December.

The Chairman welcomed everyone to the meeting.

1. Approval of the Agenda.

The changes suggested by Christian Baerlocher were approved.

2.A. Approval of the Minutes of June 3-4, 2002 meeting

The minutes were approved

2B. Review and results of actions decided at last meeting

20.2.1. SLS contract of Philip Pattison. Gervais Chapuis to obtain a written confirmation regarding the exact date of the extension of the contract and the amount of the funding. Reissued as 21.2.1

Gervais Chapuis confirmed that the amount had to his knowledge been transferred to UNIL.

21.2.1. Gervais Chapuis is to communicate the exact date and amount transferred from SLS for year 2001/2002. Amount reached UNIL on 27/08/02, but was not deposited in the SNBL account until <u>31/11/02</u>

20.2.3. Budget presented in new format for 21st SOC meeting. The new format will be discussed later on.

20.2.4. Report from Standing Committee. Ed Hough requested that this action be deleted. This was approved by SOC

20.2.5. Activity Report. Done

19.4.1. Long Term Proposals are to be encouraged. This to be mentioned in circular to Users.

Long Term Proposals and BAG proposals will not be available via the WEB for the CRG beamlines until Autumn 2003. Users have to be informed **.Reissued as 21.12.1**

20.3.1. Hans-Peter Weber to work out a scheme to **implement payment per shift from Users for Helium**. The minimum should be 50% of the real cost. To be presented by Hans-Peter Weber at next SOC meeting. **Reissued as 21.2.2.**

21.2.2. Hans-Peter Weber to work out a scheme to implement payment per shift from Users for Helium. The minimum should be 50% of the real cost. To be presented by Hans-Peter Weber at 22nd SOC meeting

20.3.2. Another accurate budget forecast for 2002-2003 is to be issued together with the salary policy. The budget has been issued. Salary policy see point 16 under "Other Matters".

20.3.3. It was decided that a committee including Hans-Peter Weber, Philip Pattison and Chantal Heurtebise should discuss the implementation of the increase. Done

20.12.1. Budget 02/03, additional funds needed (CHF 83,400) to eliminate predicted budget shortfall . The deadline to find this additional money has been set for 31st March 2003.

At 20th SOC meeting, the Beamlines Director had informed SOC that he would not order any of the capital equipment listed in the 02/03 budget, unless this additional money had been provided.

Nils Maras informed SOC that the Norwegian extra money was now available providing the Swiss side produce with their additional money.

Gervais Chapuis mentioned that the Swiss side is still in the process of discussing this with BBW. Both Gervais Chapuis and Christian Baerlocher agreed that the additional funds had not yet been found by the Swiss partner.

20.15.1. Company car. A comparison of costs between a company car, a rental car and a private car to be drawn by Hans-Peter Weber. This action is deferred till later, **see point 14.D.**

20.15.2. A circular to users to be sent by 01/09/2002 in which should be mentioned that Hans-Peter Weber needs assistance regarding the Activity Report. Done

The Activity Report for 2000 is now ready and will be available for distribution as soon as the CD-ROM has been written.

21.2.3. The Activity Report for 2000 will be ready by the end of December 2002. Hans-Peter Weber. **Due to delay from CD-ROM supplier, it will be ready by end of January. Done**

21.2.4. Ed Hough suggested that the Activity Reports be available on the WEB. Chantal Heurtebise. Deadline 30/01/03.**Done 03/02/2003.**

20.15.3.The deadline for the first Draft of the minutes (20th SOC meeting) 17/06/2002. Done

20.15.4. The 21st SOC meeting will take place on Thursday 5th and Friday 6th December. Done.

3.Election of new SOC Chairman.

The sole candidate is Christian Baerlocher; he was voted in unanimously as new Chairman. The former Chairman, David Nicholson, was warmly thanked for his services.

4.Working Rules

This document has been discussed during the pre-SOC meeting and approved. *See appendix 1 "Working Guidelines"*

5.Operational Status of SNBL, 2nd semester 2001-2002

This is discussed together with point 6 below.

6. Instrumentation

6.A. Single-Crystal diffractometer

- Input from Norwegian KUMA Users:
Gervais Chapuis mentioned that a comment was received from a user on the KUMA Diffractometer.. *See appendix 2*
- Recent performance and future commissioning. For details, see presentation by Philip Pattison (*Appendix 3A*).

Philip Pattison commented that the experiments are, in general, becoming more complex and often use several types of instruments. Philip Pattison stressed that both the CCD and the MAR will be used in the future, as they satisfy different experimental requirements.

- Upgrade of SXD: CCD detector. Status Report.
Regarding Report on Oxford Diffraction visit on 28th to 31st October 2002 by Philip Pattison. *See Appendix 3B*
The process of manufacture has started and delivery is planned for March 2003, the deadline fixed for delivery is 20th March 2003. Shutdown is planned from 19th March to 30th April for installation. The number of shifts allocated to the beamline has therefore been reduced. If the installation is completed and working by the end of April, Philip Pattison suggested that for the first two weeks of May the instrument be used for reserved experiments.
It was made clear that the total number of shifts available is considerably reduced and that reserved experiments will be scheduled only in case of availability of beam. Ed Hough commented that although the user availability of the beamlines will be reduced, he believes the users will understand.

At this stage, Ed Hough mentioned that partial payments for the CCD have already been made by UNIL.

Gervais Chapuis suggested the Helijet is working better on ID11. Philip Pattison answered that this was only partly true. A plan of action for improvement of the Helijet performance

was now in place. When the CCD will be running, the operation of the Helijet will be easier because experiments will be performed in less time than presently done.

6.B. Upgrade of XAFS

A quotation was received for the multi element detector and amounted to Euros ~ 200,000. An order has now been placed by the ETHZ, on behalf of the SNBL XAFS Consortium.

Christian Baerlocher asked about the development of SNBL's focusing device. Hans-Peter Weber replied that little progress had been made due to lack of time of the staff involved.

7. SNBL. The future in the Light of the Recent Past.

Ed Hough asked to be relieved of his task as he has no time for this. The request was granted. Both Hans-Peter Weber and Ed Hough are not happy about this state-of-affairs, but no one has a better solution.

At this point, Hans-Peter Weber expressed once more his unhappiness about the continuing lack of user involvement in shaping SNBL's future. He also regretted that at SOC meetings discussions did not much touch upon SNBL scientific future, and he suggested that at each SOC meeting one of the SOC members give a lecture on his research. This was agreed.

8. Publicity SNBL Web site, Activity Reports

The Activity Reports will be available on the WEB. See action 21.2.4

Hans-Peter Weber stressed that Activity Reports are time consuming to put together. Activity Report 2001 will be available end of January 2003 at the earliest, depending on how much time will be needed for the Audit which has not yet taken place.

21.8.1. Availability of Activity Report 2001. Deadline end of January 2003 at the earliest (subject to the conditions mentioned above), Hans-Peter Weber

Activity Report 2002. H-P Weber plans on involving the whole team for the 2002 edition, in order to have, at last, some time to do research. SOC left it up to Hans-Peter Weber to set the deadline.

9. Powder Diffraction Service.

Denis Machon is in charge of the Powder Diffraction Service. So far, there were four orders as follows :

ETH Zuerich, Trondheim, Novartis (Hauback, Kjeller, has not been invoiced as the data collected was not useful).

David Nicholson mentioned that there should be an agreement on how one words the invoices for this service because of VAT problems in Norway. VAT is supposed to be added for "services".

10. In House Research

The following projects have been performed as in-house research:

Period March – Sept 2002:

- “*Chemical decomposition mechanism of amorphization in $\text{Eu}_2(\text{MoO}_4)_3$* ” (3rd to 5th February 2002). (6 shifts). Dmitriev et al.
- “*High-temperature phase transformations in nanocrystalline WO_3* ” (7th and 8th June 2002). (6 shifts). Dmitriev et al.
- “*Kinetics of the reconstructive DHCP to FCC phase transitions and DHCP-FCC heterophase structure in La, Pr and Ce metals*”. (9th to 15th June 2002). (15 shifts). Kuznetsov et al.

Period October 2002 – March 2003

- “*Structural phase transition in manganese oxide Mn_2O_3* ” “ (Nov. 2002). Wouter Van Beek.
- “*High-pressure study of a phase transition in LiAlH_4 with a huge volume collapse*” (6 shifts) Jon Are Beukes. (Jan 2003).

Philip Pattison mentioned that his proposals went through the normal channel so as to leave in-house beamtime for the post-docs.

Christian Baerlocher commented that Hans-Peter Weber and Philip Pattison should maybe try to organize work so that time is available for research by the team working in Grenoble. He proposed that such beamtime be granted on a regular basis. Philip Pattison replied that this was difficult to do on a regular basis because of varying workload.

Philip Pattison recommended to SOC not to focus on beamtime as this is not the problem; problems arise for SNBL staff when the data needs to be analyzed. Staff simply does not have enough time to do a proper job.

Hans-Peter Weber stressed that the lack of time problem was more severe for the two Physicist-Engineers than for the Post-Docs.

11. SNBL Highlights Meeting 2003 in Tromso, June 2003.

Ed Hough booked 40 rooms in hotels from 22nd June to 26th June. The meetings will take place at the University. The final bookings will have to be confirmed four weeks before the event takes place.

Program: Sunday evening is devoted to a reception. The program has not yet been fixed for Monday and Tuesday.

Funding: Speakers’ expenses will be covered by Norway. Three to four speakers will be invited. Should they be directly related to SNBL activity? SOC members are expected to send suggestions to Ed Hough regarding speakers.

Organization of the meeting: Edward Hough, Bjorn Hauback, Astrid Lund Ramstad.

Costs: To give a rough idea, the following figures have been mentioned :

- travel Geneva to Tromso : CHF1,200
- Hotel : CHF 150 per night

The total cost would amount to approximately CHF 2,000 per person coming from France or Switzerland.

SOC meeting: Will take place either before or after this event. This will be discussed in point 16. The general schedule is as follows :
 one day for a trip
 two days for speakers
 two days for SOC

21.11.1. Preliminary announcement of the Highlights Meeting and a letter of intention are to be sent out by Ed Hough. Deadline 15th January 2003. **Done 5th Feb 2003**

12. Discussion of Proposals

Christian Baerlocher proposed that Hans-Peter Weber not try to assign the shepherding of proposals of nationals from one country to SOC members from the other country; he felt that this rule put undue constraints on the selection of shepherds.

André Scheidegger is recognized by SOC as an observer and is requested to be one of the shepherds from the next SOC meeting onward.

Number of shifts available 102 shifts plus 2 weeks for reserved projects to be used during the first two weeks of May.

BAG and Long Term Proposals. The users should be invited to consult the ESRF web pages so as to make sure they know the procedures which are the same for CRG beamlines. It is mentioned again at this stage that BAG and Long Term Proposal forms will be available via the WEB to CRG beamlines in the fall 2003.

21.12.1 The option of submitting Long Term Proposals and BAG proposals via the web will not be available for CRG beamlines until Autumn 2003. Users have to be informed via the WEB .Chantal Heurtebise. **Done 03/02/2003**

Due to unexpected problems (technical difficulties) with the cryostat on the powder diffractometer, some experiments requiring low temperature will have to be postponed until next round (whether these experiments are from the ESRF or from SNBL is immaterial). SOC agreed unanimously that this was a fair decision to be taken now. Philip Pattison will however contact Andy Fitch to check whether some of these low temperature experiments could be carried out on his beamline.

13.Organisational Matters

13.A. Funding flow at SNBL

Hans-Peter Weber presented the funding flow. *See appendix 4.*

13.B. Scientific and financial Reports

Scientific Reports

The SNBL team should strive to issue the Annual Activity Reports on time and to send them to the parties involved (SSC and NSR)

It was mentioned that a review of the SNBL by the ESRF takes place every 5 years, it is anticipated that such a review will take place either in 2003 or 2004.

Financial Reports

In the past two years, Hans-Beat Buergi issued annual Financial Reports. Hans-Peter Weber suggested consulting an accounting firm to advise both Chantal Heurtebise and Hans-Peter Weber on how to write such an annual report in a professional manner. David Nicholson wholeheartedly endorsed his proposal.

13.C Selection of a Controller

SOC members were provided at the meeting with a one-page summary (extracted from a textbook) on the role of the controller in the corporate world.

It was suggested that discussions take place (regarding the role of a controller at SNBL) with the accounting firm hired to advise Chantal Heurtebise and Hans-Peter Weber on proper financial reporting (see paragraph above). Gervais Chapuis suggested that SOC draw up a list of requirements for the controller. *See appendix 5 for a list of suggestions from Hans-Beat Buergi.*

An **auditing company** fulfils a different role to that of a controller since it verifies the accounts after accounting is completed.

Some (rough) costs:

- Outsourcing SNBL accounting would cost around CHF 4,500 [For comparison: UNIL has started charging SNBL 3% on all incoming funds, except Swiss NSF. This amounts to annually CHF ~40,000 !]
- Auditing company : Quotation from *Audict Fiduciaire* CHF4,500 to CHF5,000 plus VAT. *See appendix 6.*
- Cost of controller: N/A

21.13.1. Hans-Peter Weber is to contact a controller in order to negotiate a contract with job description. Approved by SOC.

Hans-Peter Weber stressed once again the paramount importance of financial reports being easily understandable for SOC and the science agencies.

Deadlines :

Financial report : 30th May of each year
 Audit : 30th March of each year

14. Budgetary Matters.

14A. Spending 2001-2002, as of 30th Sept 2002

There was some confusion about the term deficit used in the budget 2001-2002. H-P Weber explained that this was not a deficit in the proper sense of the term, but a funding shortfall, being the difference between approved budget and originally available funds. H-P Weber

stressed that partners were responsible for the supply of these additional funds. [It turns out that the Norwegian partner already transferred his share of additional funds in spring 2002]

14.B. Audit: Preliminary Report

Hans-Beat Buergi sent this in an e-mail to his Swiss colleagues (*see Appendix 7*).

The audit is to be carried out by the firm “Audict Fiduciaire”.*See quotation in Appendix 6.*

14.C Future budget (Oct 2003 – Sept 2004)

Hans-Peter Weber proposed that SOC should not aim for a large capital investment program during 2003-2004, but give first priority to the proper commissioning of equipment yet to be delivered (CCD; XAFS detector, image plates and ancillary gear). Instead, H-P Weber suggested to SOC to use part of the funds reserved for one purchase of capital equipment to hire an additional post-doc to relieve the workload in Grenoble. Edward Hough pointed out that this could be difficult.

At this point H-P Weber briefly discussed the manpower situation in Grenoble. He emphasized that the SNBL are working well not because the beamlines are adequately staffed, but because most staff members work long, overtime hours and do little, if no R&D..

21.14.1 Proposal of budget 03/04 with a strategy option, **with or without additional manpower**, will be submitted to SOC by the end of February 2003. Hans-Peter Weber. Answer expected from SOC, three weeks later.

14.D. SNBL car

Christian Baerlocher mentioned that this topic had been discussed at the last SOC meeting and that some SOC members had voiced the wish for more information. It turned out that Hans-Peter Weber and Christian Baerlocher still disagreed about the completeness of the already available information.

Hans-Peter Weber pointed out again that a new car would cost around CHF 34,000, that the present car had lasted 12 (twelve) years, and that seen in the light of this record, the expense for a new car did not seem outlandish.

To cut the discussion short, SOC was asked to answer the following question:

Does SNBL need a car? In case the answer is affirmative, it is left to the Director of the beamline to choose whether to buy or hire a car.

Accordingly SOC votes on these questions, with the following result:

- Ed Hough, Ken Knudsen, David Nicholson in favour
- Gervais Chapuis voted against
- Christian Baerlocher and Radovan Cerny abstained from voting.

The issue is now closed and authorization has been given to the Director to choose whether to buy or hire a car.

15. Legal Matters

15A. The new CH-N Contract

The Beamlines Director commented as follows on the new CH-N Contract:

“The short-term (1 year) CH-N contract was written without any input from me (against the express wish of the SSC). Therefore my general acquiescence of this contract must not be construed as an agreement on my part. In particular, one clause significantly increases the costs of running the SNBL, namely the Euros 10,000 spending limit in France. Accordingly, and in particular because of the present economical constraints, this clause may be difficult if not impossible to follow”

David Nicholson asked whether everybody had read the amendment. As this was not sure, the amendment was read.

See amendment in *Appendix 8*.

21.15.1. Regarding **article 5.1.b of Amendment** Gervais Chapuis is to write a letter to Norsk synkrotronforskning a/s mentioning that SUG has now officially become SSC.

Article 5.2.b. Gervais Chapuis mentioned that the desired goal of having solely one account had not yet been resolved, and that two separate funds might have to be kept until at least Sept 2003.

Nils Maras mentioned that the contract should be rewritten at some stage since the amendments make reading difficult.

Appendix 9: SNBL organigram.

At this stage, Hans-Peter Weber nominated Chantal Heurtebise Financial Manager. This has been approved unanimously by SOC.

21.15.2. The chairman is to write to Gervais Chapuis and Nils Maras to have **article 5.4.c.** modified from “ALLSN can also provide minor financial services, but not exceeding a yearly total of Euros 10,000, for the daily operation of SNBL” to “ALLSN is allowed to spend from Grenoble what is necessary to run the beamlines” **Done 14 February 2003**

15.B Comments of the SNBL Director on Its Implementation.

See above.

16 Other Matters

- Philip Pattison working conditions. See framework suggested by David Nicholson. Document attached in *Appendix 10 (original document)*
- Salary Policy : it was mentioned that as long as the team is happy, SOC is happy too.

21.16.1. The Chairman is to send all SOC Members the SOC Working Rules for the Beamline Scientist. **Done. See appendix 1**

At this stage, Christian Baerlocher mentioned that Jean-Pierre Ruder would like to take part in SOC meetings.

21.16.2. The Agenda should be issued two to three weeks before next SOC meeting. Hans-Peter Weber.

The next SOC meeting is to take place on Friday 27th and Saturday 28th June 2003.

17 Summary of Actions

21.2.1. Gervais Chapuis is to communicate the exact date and amount transferred from SLS for year 2001/2002. **Amount reached UNIL on 27/08/02, but deposited on SNBL account not until 31/11/02**

21.2.2. Hans-Peter Weber to work out a scheme to implement payment per shift from Users for Helium. The minimum should be 50% of the real cost. To be presented by Hans-Peter Weber at 22nd SOC meeting

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21.16.2. The Agenda should be issued two to three weeks before next SOC meeting. Hans-Peter Weber.

18 The Final Word from the Directory

As time was running short, Hans-Peter Weber elected to brief: “I am happy the whole thing is over”.

Christian Baerlocher, the new chairman, thanked everybody for a good meeting and also thanked warmly David Nicholson for the work he has done as Chairman. Christian Baerlocher did not know what to expect as a Chairman but now he is looking forward to the next meeting in Tromsø.

Appendices :

1. Working Guidelines
2. Comment from a user on the Kuma Diffractometer
- 3A. Recent performance and future commissioning – Presentation by Philip Pattison
- 3B. Report on Oxford Diffraction visit by Philip Pattison
4. Funding flow
5. List of suggestions from Hans-Beat Buergi (requirements for the controller)
6. Quotation from Audict Fiduciaire
7. Hans-Beat Buergi’s e-mail to his Swiss colleagues
8. CH-N contract, amendment
9. SNBL organigram
10. Philip Pattison working conditions
11. Comment on B/L Scientist’s presence in Grenoble, from: Norwegian University of Science & Technology