

Minutes of the 22nd meeting of the Steering and Overview Committee of the Swiss-Norwegian Beamlines.

The meeting took place at Tromso (Norway) on Thursday 26th and Friday 27th June 2003.

Present :

SOC Members :	C. Baerlocher (Chairman) D. Nicholson , G. Chapuis (present until Item 10), R. Cerny, E. Hough, H-P Weber
Observer	N. Maras J-P Ruder
Technical Advisor	P. Pattison
Meeting's Secretary	C. Heurtebise

Absent : Bruce Patterson apologizes for his absence.
K.Knudsen cannot attend the meeting due to illness.

The Chairman welcomed everyone to the meeting.

On Friday morning, Gervais Chapuis requested Radovan Cerny to represent him for the rest of the meeting as he had to leave at 9.30.

1. Approval of the Agenda.

Nils Maras moved that point 12 D be removed. This was approved.

Hans-Peter Weber moved that point 14 be deleted and that instead Christian Baerlocher and himself meet in private.

It was resolved that Christian Baerlocher and Hans-Peter Weber talk together.

Jean Pierre Ruder supporting Nils Maras, moved that point 14 should be entitled "Implementation of SOC working guidelines". This was approved.

22.1.1. A new agenda is to be issued and sent to SOC members and the two observers. Chantal Heurtebise. **Done 01/07/2003**

The new agenda is approved by SOC.

2. Minutes of 21st SOC meeting (December 5-6, 2002)

2.A. Approval of the Minutes

According to Christian Baerlocher, appendix 11 attached to the minutes of the 21st SOC meeting is the wrong version of the SOC working Rules. Hans-Peter Weber stressed that the document attached was the version approved by SOC. Although Hans-Peter Weber objected to the new version, it is attached to these minutes (*see appendix 1*).

The minutes are approved.

2B. Review and results of actions decided

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. Done**

20.12.1. Budget 02/03, additional funds needed (CHF 83,400) to eliminate predicted budget shortfall. **Deadline to find this additional money has been set for 31st March 2003. Additional funds provided only by the Norwegian Party.**

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.**

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. **Done.**

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

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

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

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. **See later on.**

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

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**

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

21.16.2. The Agenda should be issued two to three weeks before next SOC meeting. Hans-Peter Weber. **Done by Christian Baerlocher.**

3. Reports, 1st semester 2002-2003

3.A. Report of SOC chairperson

Christian Baerlocher delivered a report. SOC and the Observers requested that it is not to be included in the minutes.

3.B. Report of Beamlines Director

The beamlines director chose not to present a report as he felt that all topics to be reported on would be discussed at the strategic points.

3.C. Operational Status of SNBL

SNBL status report (*see appendix N° 2*).

Philip Pattison commented that experiments were becoming increasingly complex and that users should come in good time before the experiment takes place.

Gervais Chapuis suggested that beam time granted should be subject to manpower being provided by the users before the experiment takes place.

4. Manpower

4.A. Current situation

See 4.B.

4.B. Changes/improvements needed

Hans-Peter Webe compared the present situation at SNBL with the ESRF CRG beamlines and underlined that more manpower was needed because of the increased complexity and turnover of experiments. (*See appendix N° 3*).

Ed Hough requested that SOC re-examine the staffing positions. It should be made clear who is entitled to get research time and who is not.

To which Hans-Peter Weber replied quoting from a recent survey by Hewitt Associates. This survey was carried out to bring to light what made certain companies great places to work in. It turned out that one of the essential conditions was the willingness and capacity of the companies to “grow their employees”.

Hans-Peter Weber presented a possible level of SNBL staffing consistent with the ESRF norms as follows :

XAFS Powder	SX MAR
3 (2 scientists + 1 post doc)	3 (2 scientists + 1 post doc)
1 + 1 Technicians 1 Administrative Manager 1 Beamline Director	

This would represent a staff level of 10 employees instead of the present 8.

Christian Baerlocher wondered whether one should not distinguish between research staff and service staff, whereas David Nicholson would rather like to see the Beamlines Director's needs covered.

Jean-Pierre Ruder confirms the higher staffing levels at the ESRF and the CRG beamlines as presented by the beamlines director. He paid a tribute to the SNBL staff's efforts because of the staff shortage reality.

22.4.1. SOC decided to set up a committee to look into the manpower requirements of the SNBL and to develop models for a future structure of the SNBL team. The committee will be composed of 4 persons, one from each side, the beamline director, and a chairman. Each side is to nominate a person. The chairman of SOC is to contact Francesco Sette and Sine Larsen to find someone from the ESRF who would act as chairman of this committee. Deadline : end of July 2003. (Due to the resignation of the SOC Chairman, David Nicholson volunteered to contact ESRF).

Gervais Chapuis informed SOC that UNIL will not any more contribute the beamlines director 35% position to SNBL.

5. Instrumentation

5.A. Single-crystal diffractometer

The project is not yet completed but substantial progress is being made. No extra commissioning time is requested.

5.B. XAFS Upgrade

Philip Pattison has already discussed the upgrade (Point 3.C). The financing for this upgrade is as follows :

- CH contribution : CHF 300,000
- N contribution : NOK 1,500,000 from NTNU spread over a two year period.

Norway will apply for more money if needed.

At this stage it was mentioned that an invoice should be sent to David Nicholson for XAFS upgrade, up to NOK 1,500,000.

In order to implement this XAFS upgrade, more staff is needed.

Hans-Peter Weber informed SOC that deadlines will be met only once manpower situation improves.

5.C. Commissioning Time

Since this point was covered in point 3.C., there was no further discussions.

5.D. Plan(s) for the future

This point has been covered.

6. Publicity

6.A. Activity Reports (HPW)

22.6.1. The Activity Report 2002 should be ready by **end of September 2003** (-/+ one month) for SOC approval. **Hans-Peter Weber.**

6.B. SNBL Web site (HPW)

Upgrades to be announced on the WEB.

Abstracts of the Highlights meeting in Tromso, will be on the WEB. See Ed Hough regarding the link/s to the appropriate WEB site.

6.C. Newsletter

News will be on the WEB. The users will be advised by e-mail on news updates.

7. Research by SNBL staff

7.A. In-house Research (HPW)

22.7.1. Hans-Peter Weber to forward by e-mail to SOC members the list of in-house research done on the beamlines.

7.B. Policy for collaborations (HPW, KK)

SNBL post-docs suffer from a lack of publications, as they are (almost) never mentioned as co-authors when assisting users.

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.

8. Services

8.A. Powder Diffraction Service (HPW, PP)

This service has generally been satisfying.

8.B. Other services (HPW, PP)

A service for collecting protein crystallographic data is planned. A staff member from SNBL should be trained to do this. This point will be discussed again, as this involves extra manpower

8.C. He costs

Until now no charge has been made as commissioning experiments have not been successful. The real cost per day is around Euros 600 for helium, but sound data is lacking.

22.8.1. It has been decided by SOC members to charge as follows :
 - the full price for successful experiments, namely Euros 600 per day
 - half price for unsuccessful experiments, namely Euros 300 per day

9. Survey 2003 of SNBL Users

9.A. Results (ChB)

Christian Baerlocher is to send the results of the survey to the users.

22.9.1. Philip Pattison is to send to Christian Baerlocher an e-mail giving the reasons why scheduling cannot always avoid weekends together with feedback on beam modes. **Done**

22.9.2. Beamline documentation is to be put on the WEB by SNBL team.

At this stage, Jean-Pierre Ruder insisted that personal remarks should be removed from the survey report, such as for example, point 10 in the survey.

Christian Baerlocher was thanked for doing the survey.

9.B. Actions needed

This point was not discussed

10. Audits, Controlling

10.A. Audit 2001 (HPW, ChB)

Recommendations from Audict :

- page 2. *"We also recommend that refunding should be done on the basis of the original invoice rather than a copy"*. This is now the case for almost all the invoices

- page 3. *"In order to be able to determine the total of the charges and products integrated under 'cumulated', we recommend that you compare them with the accounts of the ALLSN"*. SOC decided that this was not needed as all the invoices paid by ALLSN are reimbursed by UNIL.

- page 4 and top of page 5. *"We draw your attention that the account numbers of charges in the fund (NAP) are not the same as in the operating result (SAP) which could increase the risk of errors."*

It would be easier if the account number on the invoice corresponded to the cost center of the operating statement 'cumulated'". This problem will disappear as from 1st October 2003 as NAP numbers will no longer be used.

- page 5. *"The calculations of refunded expenses must be authorized by a third person and not by the receiver"*. This recommendation was dropped as there seems to be some misunderstandings.

Page 5. *"We noted that Mrs. Seferiadis signed for fund above her authorized amount"*. In the future, make sure that the authorized signature/s are on the invoice.

- page 10. *"The entirety and the materiality of the financial movements from SNBLC should be checked and reported"*. This will be done in the autumn of this year when someone from Audict will come to Grenoble and compare the invoices with the instruments on the beamlines.

- page 10. *"In order to respect the principle of separation of function, the joint signature to use the fund is recommended"*. It is now done.

Recommendations from Hans-Beat Buergi.

- point 6.3. *"Improve action plans and corresponding budgets. Make better use of the experience from the years back to 1995/1996"*. This recommendation is dropped.

- point 6.4. *SNBLC must bill ALLSN for the exchange loss"*. SOC agreed that this will not be the case and any loss should be charged to the account item **Financial Losses**.

Gervais Chapuis left at this stage of the SOC meeting due to a pressing engagement.

- point 6.5. *"Overspending should be charged to the reserve 'not earmarked' (see section 5. Reserves, their changes during 2000/2001 and assets outside the immediate perimeter of the audit)"*. This recommendation is approved by SOC.

- point 6.6. *“take CHF7,000 from this amount and the reserve labelled ‘Beam time sold to Synthelabo (CHF21,000) and add them to the ‘general reserves’ (CHF72,000) in order to increase the latter to CHF100,000. Remember that this position is required by the UNIL as the reserve to cover receivables by the VAT authorities should they ask SNBL for VAT”*. The VAT problem is now obsolete as no VAT is due on the funds received either from Switzerland, and we received confirmation from lawyers that Norwegian contributions are not subject to VAT.

22.10.1. The decision on what to do with the reserves has been deferred until next SOC meeting.

- point 6.7. *“do not allocate this position for any specific purpose as long as the situation of ALLSN is not clear”*.

22.10.2. SOC asked that this recommendation be clarified. Chantal Heurtebise to ask Hans-Beat Buergi. **CH sent e-mail to HBB on 02/07/2003. Done. See appendix N° 4.**

- point 6.8. *“Keep separate accounts for the normal running of the SNBL and for the upgrading of the facility”*. This recommendation is approved by SOC.

- point 6.9. *“The beam line director to inform SOC or to resolve the issue within one month of the next SOC meeting, the chairman of SOC to control the action”*. This recommendation is dropped.

- point 6.10. *“SNBLC owes ALLSN CHF~23,000.(CHF 30,000, see section ‘3.bilan 2000’, line 2011001), a little less than in the previous year. As in the period 1999/2000 it is not clear whether or not there is a corresponding credit line in the accounts of ALLSN. My inquiries in this direction have not been answered by the beam line director. In all probability this money may be considered an additional asset of SNBLC.”* Recommendation dropped.

- point 6.11. *“The entirety and materiality”*. This recommendation is already approved (see Audict’s recommendations).

- point 6.12. *“Separate SNBL business from that of the beam line director. Provide transparency for the ALLSN books as also recommended by AUDICT in their audit report for 2000/2001”*. Hans-Peter Weber informed SOC that this is already the case.

22.10.3. SOC Chairman to write a letter to Nils Maras and Jean-Pierre Ruder that the accounts have been approved by SOC and that the deficit of CHF2,441 will be charged to the reserve funds. The same letter should be sent also to the Dr. Paul Burkhard, Swiss SNF, Berne with all the accompanying documents (with the usual copy to SNBL’s Administrative Manager).

10.B. Audit 2002 (HPW)

SOC approved that the Audit should be carried out for the period October 2001 to September 2002.

Hans-Peter Weber has already contacted the Auditing Company, AUDICT, which should be able to carry out the Audit end of July 2003 and have the first draft available in September.

The financial report will be prepared by Hans-Peter Weber and Chantal Heurtebise together with the help and recommendations from the new accounting company in Lausanne (BfB) so as to get professional advice.

According to Jean-Pierre Ruder, in international organizations, the comments and recommendations from the Audit is commented by the Manager of the organization audited.

10.C. Controlling (HPW)

The concept of having a controller is now dropped as the financial report will now be done by Hans-Peter Weber, Chantal Heurtebise and BfB.

Hans-Peter Weber pointed out at first that none of the Swiss university institutes employed a controller and that neither Audict nor BfB (SNBL's Swiss consultant for accounting matters) recommended that a controller be hired for the SNBL.

Hans-Peter Weber underlined

- that from now on SOC was to receive a concise annual report giving reliable financial information.
- that the format will remain the same from one year to the next, so that the figures could be compared.
- That this report will include as its first and major piece of information SNBL's "Compte d'Exploitation" (spending sheet) (Jean-Pierre Ruder assured SOC that its format is acceptable to his agency).
- That the further report will consist of a) a table listing the funds received, and b) a statement of the financial position at the beginning and at the end of the financial year.

Hans-Peter Weber has gathered from discussions with both Audict and BfB that irregularities can be avoided to a large extent by:

- enforcing the principle of two signatories of the invoices.
- By the auditor spot checking the existence of instruments, equipment bought . (*Principe de matérialité*).
- by keeping the same auditor for about five years.

SNBL have invited both the auditor and their new Swiss accountant, BfB, to visit the SNBL in Grenoble. This accountant's visit will take place this September.

Jean-Pierre Ruder confirmed that the controller at his agency has many more duties besides supervising the accounting operations of his agency. Jean-Pierre Ruder agreed that a controller was not needed for a company the size of the SNBL.

11. Budgets

11.A. Budget 2002/2003 (HPW)

SOC agrees that a revised budget 2002/2003 is not needed and urges Hans-Peter Weber not to overspend, namely the total amount budgeted minus the shortfall from Switzerland which amounts to roughly CHF42,000.

Regarding the bridging loan from NTNU, Hans-Peter Weber is very happy about receiving this offer, but he cannot accept it as a loan. The matter is dropped.

11.B. The interim period Oct – Dec 2003

The funding Agencies (BBW and NSF) are prepared to transfer CHF150,000 each by 15th September. See a copy of the letter from the two funding agencies in *appendix 5*.

This interim period is an extension of the present CH-N contract.

Christian Baerlocher thanked the two parties for the smooth running of this agreement.

An interim report for period October 2003 to December 2003 will be sent to the two funding agencies. The « compte d'exploitation » will be for a period of 15 months.

At this point, Nils Maras mentioned that if the Swiss Party came with extra money, the Norwegian Party would match the amount.

22.11.1. Jean-Pierre Ruder will ask Gervais Chapuis, who has left the meeting, to send a formal letter to BBW to request the money for the interim period, namely an amount of CHF150,000. To be done as soon as possible.

22.11.2. Hans-Peter Weber is to send the same request to Nils Maras concerning the amount of CHF150,000 for the interim period. To be done as soon as possible.

11.C. Budget 2003/2004 (HPW)

As to the question raised regarding individual salaries being hidden on the budget, Jean-Pierre Ruder stated that as the beamlines Director is the CEO, he is given a block sum for salaries which he uses to pay individual salaries according to the rules of the company. SOC is not involved in setting individual salaries – This is the prerogative of the Director.

Regarding incomes, Jean-Pierre Ruder informed SOC that BBW has applied to parliament for an amount of CHF2.9 million for the four year period, The budget should be established on this amount divided by four, although the money is planned to be transferred as follows :

CHF 600,000 for 2004
 CHF 650,000 for 2005
 CHF 800,000 for 2006
 CHF 850,000 for 2007

The parliamentary decision on the principle and the amount is expected for September or December 2003.

Nils Maras informed SOC that NSR (Norwegian Synchrotron Research as) will provide an amount of CHF 650.000 for 2004 and has received letters of intention from its shareholders that they in total will contribute with CHF 650.000 per year in the period 2005-2007.

For the 2003/2004 budget, it was decided that the budget for the 15-months period should be considered as an indicative budget on which some items should be marked as 'blocked' so as to match the amount which is sure to come, namely CHF 150,000 multiplied by two for the interim period. For 2004, CHF 650,000 is expected from N and CHF 600,000 from CH. The details of the budget were not discussed.

22.11.3. Jean-Pierre Ruder is to send a letter to Nils Maras and to the Chairman of SOC giving the income which will be granted by BBW for the four year period.

22.11.4. Hans-Peter Weber is to issue an indicative budget showing the blocked amounts. Deadline : end of August 2003.

Jean-Pierre Ruder mentioned that indicative budgets are used by EMBL, the European Space Agency etc.

12. Contract between CH and N for the years 2004-2007

12.A. Overview, important changes (JPR, NM)

Jean-Pierre Ruder explained that the Contract contains three layers :

- one concerns the agreement between the Swiss-Norwegian sides, which is general enough to last for the four year period.
- one middle layer which concerns the appendices
- one lower layer which concerns the contractual documents.

There are three parties involved in this contract :

- two from the Swiss side (the funding partner and the user partner)
- one from the Norwegian side (which is at the same time the funding and the user partners)

Regarding the content list, appendix 8 : the organigram has still to be added.

The New Name Foundation can be formed before 1st January 2004, and starts operating as from the 1st October 2003, to cover the interim period. It is recommended to have this New Name Foundation formed as of 1st September 2003.

Jean-Pierre Ruder prefaced his presentation by emphasizing that he was just informing SOC about the new administrative structure and that SOC could only take note of its existence as SOC was being created by the new Agreement.

12.B. Responsibility, liability, insurance (JPR, NM)

The insurance is covered by the ESRF :

- Responsabilite civile
- x-ray insurance
- *assurance pour l'equipement*

12.C. Current status, implementation, (JPR, NM)

The new Agreement will be signed as soon as possible before the 1st January 2004, but taking effect as of 1st January 2004.

12.D. Comments by the Swiss Steering Committee of the SNBL (GC)

Christian Baerlocher, on behalf of the SSC, thanked Jean-Pierre Ruder for the work done on the contract. SSC has a concern regarding article 13. It is concerned by the power given to the CEO. SSC would like to have feedback from SOC.

At this stage Nils Maras mentioned that Norway is happy with the new contract and thanks Jean-Pierre Ruder for the work done on the new contract.

David Nicholson expressed surprise that SSC raised concerns in SOC because SSC is one of the signatories to the new contract. If SSC is not comfortable then they should not sign. It is unfortunate that the SSC chairman left the meeting earlier – it makes any discussion on this point difficult.

13. Considerations/implications of the new CH-N contract for the SOC

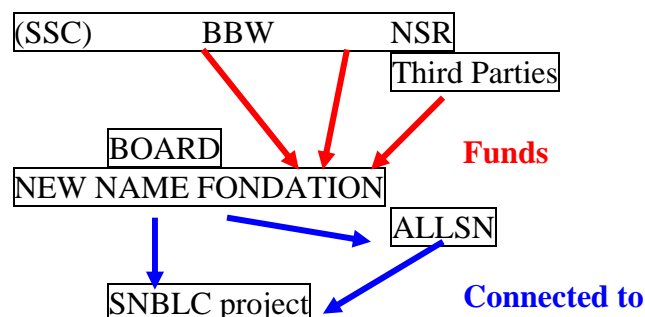
13.A. Company structure of SNBL (advantages/disadvantages) (JPR, HPW)

Jean-Pierre Ruder drew an organigram which represents the new set up of the SNBLC Project.

Funding Agencies :
which appoint a

Board
which has a company

The two companies are
connected to SNBLC project



This organigram will become appendix 8 in the contract.

13.B. Organizational structure (Statutes) of this company (JPR, HPW)

SSC is concerned about Hans-Peter Weber dismissing Philip Pattison and about redefining the position of the Beamlines scientist. David Nicholson stressed that power has to be used within the law. Radovan Cerny mentioned that if the working rules were applied, then there no longer is a problem.

Jean-Pierre Ruder stressed that the working guidelines regulate the situation. To defuse the situation Jean-Pierre Ruder proposed a solution in which he and Hans-Peter Weber had discussed already prior to the meeting. A side letter to the employment contract of the beamlines scientist which will be signed by Hans-Peter Weber will be annexed to his contract. By decision of the SOC, the content of this letter is not attached to these minutes, but SOC approved the letter which was read by Jean-Pierre Ruder.

Jean-Pierre Ruder stated that “this is an exceptional measure in order to re-establish the mutual confidence and trust, then it should be acceptable as an extreme exception as this gives Philip Pattison a privileged position”. SOC agrees to this statement.

Jean-Pierre Ruder was warmly thanked for his help in the above matter.

13.C. Contract for beam line director (JPR, ChB)

Jean-Pierre Ruder mentioned that the percentage of work expected at UNIL and at SNBL will change according to the model which will be accepted by Hans-Peter Weber (see point 4.B and point 15). The other details will not be changed. The CEO has the authority to appoint staff. The job description of the beamlines director has been approved by SOC. The final version will be sent by Jean-Pierre Ruder.

13.D. Job description for beam line director (if needed) (JPR)

See point 13.C.

13.E. Election procedure for beam line director (ChB)

The position will be advertised, then a panel of three should be appointed (including outside and inside SOC members). The panel will make a short list and then SOC will select the candidate. Of course, this does not apply to the present director; he is taken over, together with all of his staff into the new organization without changes to his contract.

13.F. Proposal evaluation panel (ChB)

This item is postponed until next SOC meeting.

13.G. other..

No other matters were raised.

13.H. Recommendations

This item is declared obsolete by SOC.

14. Implementation of the SOC working guidelines.

Since elements of item 14 impacted directly on item 13.B., it was found not to be necessary to discuss it under this heading.

15. Administrative change in the employment of HPW and PP (GC)

With Gervais Chapuis being absent, Christian Baerlocher reports that Gervais Chapuis proposes to change Hans-Peter Weber's 35% at UNIL to Philip Pattison when this position is moved to EPFL.

Hans-Peter Weber commented at length on a transfer "which was anything but administrative". He mentioned first that the measure had a curious history, that he had never been officially informed by either Gervais Chapuis or the SOC Chairman about the proposed measure. He heard about it first from his Dean, who was surprised that Hans-Peter had not been informed.

From what he knew, Hans-Peter Weber was of the opinion that only two solutions are fair to all the parties involved: **A.** Status quo **B.** Phil Pattison works full-time for EPFL (and HPW for SNBL).

At this stage it was decided to put together a table with various solutions.

Below the models examined by SOC

Models	1 present situation	2	3	4 model dropped
HPW	35% UNIL 65% SNBL	100% SNBL	100% SNBL	100% UNIL
PP	100% SNBL	100% UNIL (65% of salary available to SNBL)	35% UNIL 65% SNBL	100% SNBL

22.15.1. Chairman to find out details from Gervais Chapuis regarding models 2 and 3. Both people involved must accept the model.

16. SOC delegate to the SLS

Christian Baerlocher commented that the Swiss side felt that a formal link between SNBL and SLS was no more needed. To which Hans-Peter Weber replied that a formal contact continued to be useful and that he had discussed the matter with R. Abela (SLS). Abela enthusiastically endorsed the attendance of a Norwegian delegate at SLS proposal review meetings, especially if the SNBL delegate was interested in materials science.

David Nicholson strongly recommended that the next SNBL delegate to SLS now come from Norway. Ed Hough supported the proposal.

22.16.1. Norway will nominate a person to attend the SLS meetings, who will then be appointed by SOC at its next meeting..

17. Travel expenses for SOC members

Radovan Cerny's institute informed him that travel expenses regarding SOC meetings will no longer be covered by his institute after this meeting. The same applies to Gervais Chapuis.

David Nicholson mentioned that in Norway, there is a pool in NSR for travelling expenses to which all universities participating in the SNBL project contribute. SSC should organize the same kind of pool.

Jean-Pierre Ruder mentioned that Gervais Chapuis should approach all the Swiss universities to get a pool for travelling expenses.

2.17.1. Gervais Chapuis to approach all Swiss universities in the aim of creating such a pool for travelling expenses of Swiss SOC members.

18. Any other business

At this stage, Christian Baerlocher announced that he will resign from SOC and not participate in the next SOC meeting. He has contacted Dr. J-D Grundwaldt from ETHZ who accepted to become a SOC member. Depending on the evolution of the relationship between HPW and himself, he will decide whether to resign for the next SOC meeting or immediately.

19. Summary of actions (CH)

22.1.1. A new agenda is to be issued and sent to SOC members and the two observers. Chantal Heurtebise. **Done 01/07/2003**

22.4.1. SOC decided to set up a committee to look into the manpower requirements of the SNBL and to develop models for a future structure of the SNBL team. The committee will be composed of 4 persons, one from each side, the beamline director, and a chairman. Each side is to nominate a person. The chairman of SOC is to contact Francesco Sette and Sine Larsen to find someone from the ESRF who would act as chairman of this committee. Deadline : end of July 2003. (Due to the resignation of the SOC Chairman, David Nicholson volunteered to contact ESRF).

22.6.1. The Activity Report 2002 should be ready by **end of September 2003** (-/+ one month) for SOC approval. **Hans-Peter Weber.**

22.7.1. Hans-Peter Weber to forward by e-mail to SOC members the list of in-house research done on the beamlines.

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.

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22.9.1. Philip Pattison is to send to Christian Baerlocher an e-mail giving the reasons why scheduling cannot always avoid weekends together with feedback on beam modes. **Done**

22.9.2. Beamline documentation is to be put on the WEB by SNBL team.

22.10.1. The decision on what to do with the reserves has been deferred until next SOC meeting.

22.10.2. SOC asked that this recommendation be clarified. Chantal Heurtebise to ask Hans-Beat Buergi. **CH sent e-mail to HBB on 02/07/2003. Done. See appendix N° 4.**

22.10.3. SOC Chairman to write a letter to Nils Maras and Jean-Pierre Ruder that the accounts have been approved by SOC and that the deficit of CHF2,441 will be charged to the reserve funds. The same letter should be sent also to the Dr. Paul Burkhard, Swiss SNF, Berne with all the accompanying documents (with the usual copy to SNBL's Administrative Manager).

22.11.1. Jean-Pierre Ruder will ask Gervais Chapuis, who has left the meeting, to send a formal letter to BBW to request the money for the interim period, namely an amount of CHF150,000. To be done as soon as possible.

22.11.2. Hans-Peter Weber is to send the same request to Nils Maras concerning the amount of CHF150,000 for the interim period. To be done as soon as possible.

22.11.3. Jean-Pierre Ruder is to send a letter to Nils Maras and to the Chairman of SOC giving the income which will be granted by BBW for the four year period.

22.11.4. Hans-Peter Weber is to issue an indicative budget showing the blocked amounts. Deadline : end of August 2003.

22.15.1. Chairman to find out details from Gervais Chapuis regarding models 2 and 3. Both people involved must accept the model.

22.16.1. Norway will nominate a person to attend the SLS meetings, who will then be appointed by SOC at its next meeting..

2.17.1. Gervais Chapuis to approach all Swiss universities in the aim of creating such a pool for travelling expenses of Swiss SOC members.

22.20.1. Dates for next SOC meeting to be confirmed by 4th July. Chantal Heurtebise to send an e-mail to all participants on Monday 30th June. **Done 1st October 2003**

22.20.2. First draft of the minutes to be sent by end of July. Comments to be received by end of August. Chantal Heurtebise

20. Concluding Remarks and date of next meeting (ChB)

The final word from the Chairman:

“This has been a long meeting, we had to work hard to find solutions and thank Jean-Pierre Ruder for his help which was welcome by everyone. I am looking forward to the new four year contract.

I will resign as SOC chairman and SOC member. Dr. J-D. Grundwaldt, if approved by SSC, will replace me. I will try to stay on for the preparations of the next meeting”.

At this stage, it was mentioned by Jean-Pierre Ruder that it would be beneficial if Christian Baerlocher could stay till next SOC meeting, statement supported by Nils Maras.

Ed Hough mentioned that he had encouraged Christian Baerlocher to become Chairman and was grateful that he accepted. He sincerely hopes that he will stay till next SOC meeting. The same statement was made by Jean-Pierre Ruder.

Next SOC meeting will take place either on :

Thursday 27th and Friday 28th November or on
Thursday 4th and Friday 5th December 2003
In Grenoble.

22.20.1. Dates for next SOC meeting to be confirmed by 4th July. Chantal Heurtebise to send an e-mail to all participants on Monday 30th June. **Done 1st October 2003**

22.20.2. First draft of the minutes to be sent by end of July. Comments to be received by end of August. Chantal Heurtebise

21. Beam time available (PP)

Total available shifts per station	205
ESRF share	68
Shifts available per station	137

BM1 A (MAR + KM6)

		Recommendation
Request	132	87
Long term	48	48
Total	180	135

BM 1 B (Powder + EXAFS)

		Recommendation
Request	87	75
Long term	81	60
Total	168	135

Proposals getting a rate of B and over will get beamtime, if available. On the letter advising the number of shifts granted, a sentence has to be added regarding staff name as co-author.

22. Discussion of proposals (ChB, Shepherds)

Discussion of proposals took place on the first day.

Appendices :

- 1 – Working Relationship – Christian Baerlocher Version
- 2 – SNBL Status Report
- 3 – Changes and Improvements – Hans-Peter Weber
- 4 – Hans-Beat Buergi e-mail, see action 22.10.2
- 5 – Letters from the two Funding Agencies
- 6 – New Agenda on which is indicated the order it was dealt with, this Agenda supersedes the initial Baerlocher's Agenda.