

Minutes of the 23rd meeting of the Steering and Overview Committee of the Swiss-Norwegian Beamlines.

The meeting took place at Château d'Herbelon, Isère (France) on Thursday 27th and Friday 28th November 2003.

Present :

SOC Members :	D. Nicholson (Acting Chairman) E. Hough, K. Knudsen G. Chapuis, R. Cerny, R. Abela H-P Weber
Observers	N. Maras J-P Ruder
Technical Advisors	P. Pattison, Hermann Emerich (both present from item 5 to item 12 included)
Advisors	J-D. Grunwaldt (present until item 12, except during item 4) F. Mo, P. Tolédano (present until Friday 12 o'clock) A. Kaprolat (on Thursday)
Meeting's Secretary	C. Heurtebise

1. Approval of the Agenda

The Agenda was approved.

Jan Dierk Grunwaldt asked to be excused from attending the discussion on item number 4.

2. Election of the Chairman

Rafael Abela was unanimously elected Chairman for the remaining two years of the Swiss chairmanship (one year having passed). David Nicholson, the Chairman during the Norwegian chairmanship was unanimously elected Vice-Chairman thereby establishing a precedent for future elections of vice-chairpersons. Accordingly, it was agreed that the present Chairman will become the Vice-Chairman at the next election of the Chairman.

3. A. Approval of the minutes of June 26-27, 2003 meeting

R. Cerny referred to item 13.B., namely the letter which is to be attached to the working contract of the Beamlines Director.

Jean-Pierre Ruder proposed to distribute a copy of the draft letter written on Thursday 27th November.

This side letter has been approved but remains confidential. Jean-Pierre Ruder is to forward the new version to Rafael Abela and Chantal Heurtebise. **Done 01/12/2003**

E. Hough referred to action 22.4.1. which is now different from the reality. This will be dealt with later on during the meeting.

Item 13.B., second paragraph, second sentence, Jean-Pierre Ruder requested the following amendment :

“To defuse the situation Jean-Pierre Ruder proposed a solution in which a side letter to the employment contract of the Beamlines scientists will be signed by Hans-Peter Weber.”

Referring to item 16, the following action is noted :

23.3.1. Frode Mo has been chosen to represent SOC at SLS meetings. Approved by SOC.

It was agreed that the minutes be more condensed. It was also agreed that future SOC meetings may be recorded electronically.

The working rules included with the minutes of SOC 22 were approved by the current SOC.

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

The actions of the 22nd SOC meeting were read out.

Action 22.4.1. The Committee to look into the manpower requirements is now composed of 6 persons (see David Nicholson's e-mail dated 07/11/2003):

- 1. Axel Kaprolat (ESRF) Chairman
- 2. Helge Larsen (Diffraction, KUMA) Stavanger
- 3. Marit Stange (Powder Diffraction) Oslo
- 4. Hans-Beat Buergi (Diffraction) Berne
- 5. Andre Scheidegger (Spectroscopy) PSI

- with the Project Director as consultant

The committee will start its work in January 2004.

4. A. Motion to dismiss the BLD (Swiss SOC members)

The Swiss SOC members withdrew the motion which is replaced by the document entitled “Decision BLD/SNBL” dated 28th November 2003. This decision was approved unanimously by SOC members and is appended to these minutes as Appendix 1.

23.4.1. This document will be sent to staff members by the Chairman, Rafael Abela.

B. Response from the BLD

The Beamline Director's response was given during a Pre-SOC meeting devoted to the Swiss motion and accepted by SOC as read for the purposes of the SOC meeting itself and appended to these minutes as Appendix 2.

5. Operational Status of SNBL, 2nd semester 2002-2003

Beamline A

Presentation by Philip Pattison. See Appendix 3.

Beamline B

Presentation by Hermann Emerich. See Appendix 4.

The manpower situation was again mentioned but deferred until the Manpower Committee's (item 3) reports on the situation and on future implications

23.5.1. Rafael Abela and Hans-Peter Weber to write the draft of the mandate for the manpower committee.

6. Instrumentation

A. Single-crystal diffractometer (SXD)

CCD commissioning: Update. Presentation by Philip Pattison, see Appendix 5.

The report from Hans-Beat Buergi on K.m.6/CDD was discussed.

SOC decided that Hans-Peter Weber should contact Hans-Beat Buergi and request that Philip Pattison and Jon-Are Beukes be included on the publications resulting from the recent measurements (or future measurements on the same research project)

6. B. XAFS Spectrometer

Realistic milestones of upgrade and commissioning. Presentation by Hermann Emerich, see Appendix number 6.

23.6.1. Hermann Emerich is to organise a meeting during spring 2004 in order to coordinate the needs of the users for sample environment reaction cells.

23.6.2. Hermann Emerich is to provide SOC with a cost breakdown of the B station refurbishment and the installation of the B mono in the optics enclosure.

The SOC Members were of the opinion that there should be a common effort to replace as quickly as possible the ageing equipment, which has caused several interruptions of the operation of the Beamlines.

23.6.3. The SNBL staff is to provide SOC the cost breakdown for the improvement of the general infrastructure eg. modern terminals. The SOC members are committed to providing additional funds from their own institutions.

7. SNBL: Our facility needs a technical and scientific vision to plan its future

This item is important as the ESRF will evaluate SNBL in November 2004

23.7.1. Hans-Peter Weber is to organise a retreat with the SNBL team and invited experts.

The SNBL has the possibility to propose names for the ESRF evaluation team, and the SOC decided to use this possibility.

23.7.2. Representatives for the evaluation of SNBL. Three names have been mentioned on the Swiss side, a minimum of two will have to be suggested from the Norwegian side. To be coordinated by the Director and finalized by Email.

8. ESRF's Long-Term Strategies.

This item was dropped as Axel Kaprolat could not attend the meeting on Friday 28th November 2003.

9. Publicity

The draft of the Activity Report 2002 was shown during the meeting.

23.9.1. Hans-Peter Weber will send an electronic form of the draft of the Activity Report 2002 to SOC participants for comments. Deadline for comments 15/01/2004.

Once comments have been incorporated, the report will be printed (the number of copies will be the same as last time, namely **250**)

10. Powder Diffraction Service.

Invoices will be sent in December 2003 for data collected during 2003.

11. In-house Research.

There are four In-House Research reports which are attached to these minutes. See Appendix 7.

12. Discussion of Proposals

BM 1 A	208 shifts available
ESRF Allocation	39 shifts
Available for SNBL	169 shifts

BM 1 B	208 shifts available
ESRF Allocation	78 shifts
Available for SNBL	130 shifts

Proposals with grade **B, and higher**, will be assigned beamtime.

13. Budgetary Matters

13. A. Spending 2002-2003, as of Sept 30, 2003

The spending sheet for the period has been looked at (see Appendix N°8). The Beam Lines Director explained the differences between the budget and the actual expenditure and highlighted the small underspending. With a few additional explanations the SOC was pleased with the situation.

23.13.1. SOC agreed that the Audit to be carried out for the period of 15 months (October 2002 to December 2003).

23.13.2. “Compte d’exploitation” to be sent to Jean-Pierre Ruder and Nils Maras as soon as possible, (at the latest 15/02/2004).

13. B. Audit 2002: *Where do we stand?*

According to BfB, the Audit for the period October 2001 to September 2002 should be carried out by end of December 2003.

13. C. Budget 2004 (and projection 2005-2007)

The budget 2004 (see Appendix N° 9) is presented by the Beam Lines Director. A few clarifications are requested from SOC members.

Budget 2004

Jean-Pierre Ruder requested that the application for the funding concerning year 2004 should be sent to him next week. Explanations for additional capital investments should also be provided.

23.13.3. Hans-Peter Weber to provide a prioritised list of extra equipment needed urgently. **Done. Given to G. Chapuis at Herbelon.**

The budget 2004 was approved.

Projection 2005-2007

This four-year budget should be kept as it is in order to remember that extra money is needed.

The Beamlines Director was praised for the value of the detailed information .

23.13.4. Hans-Peter Weber to e-mail to SOC members the graphs (attached to the four-year budget) already sent to the Funding Agencies.

14. Briefing of Status of Legal Texts for the Swiss-Norwegian Collaboration.

Report from Jean-Pierre Rude and Nils Maras.

14. A. Introduction

Jean-Pierre Ruder reported on the reasons which have led to splitting the tripartite Agreement into a Cooperation Agreement between the user organizations and a Memorandum of Understanding between the major funding agencies. The new texts are being finalised based on comments from the SSC (sent to Jean-Pierre Ruder, NSR and SOC, e-mail dated 21/11/03) and from NSR.

14. B. Memorandum of Understanding BBW - NSR

Three articles have to be slightly modified for clarification, namely :

5.1, 5.3 and 8.1

The changes relate to the wording of transfer of funds and on the footnote mentioning the budget as well as the mechanism foreseen for modifications of the legal texts; they were read out by Jean-Pierre Ruder and agreed by SOC.

It was specified that the model contract for the Beamlines Director be based on the ESRF. This standard document should be changed as little as possible.

Nils Maras and Jean-Pierre Ruder will be ready to sign within two weeks.

14. C. Cooperation Agreement SSC/SNBL - NSR

The changes concern paragraph 5.2, 6.3, 6.5, 11.1

For paragraph 5.2, the Norwegian delegation asked for this to be added :

“The SNX Foundation will initially be established in Lausanne, Switzerland. Within the first year of its establishment, the Parties will explore the possibilities and conditions for moving the seat of the Foundation to Grenoble, France.”

The other changes relate to the same elements as mentioned in 14.B above for the MoU; they were read out by Jean-Pierre Ruder and agreed by SOC.

Jean-Pierre Ruder is to send the modifications to Gervais Chapuis. **Done on 29/11/2003.**

14. D. SNX Foundation

The statutes and By-Laws underwent some rewording for clarification on request of the N and the CH SOC members. The statutes should be sent as soon as possible to the Chamber of Commerce for registration.

With respect to Article 6, a clarification was requested regarding the capital of the Foundation. The Beam Lines Director explained that his was not blocked capital, but the funding provided by the major funding agencies for the operation of the SNBL under the SNX Foundation.

Modifications of the statutes concern :

Articles 8.1., 8.3. and 8.4.

Modifications of the By-Laws concern :

Articles 1.4., 2.3. and 3.1.

They were read out by Jean-Pierre Ruder and agreed by SOC.

If SOC members agree to those minor changes, they have to sign or send proxies for the signatures. The statutes will then be sent to the Federal Department of Home Affairs, the supervising authority.

The sequence of signatures is as follows :

- first the Cooperation Agreement SSC/SNBL - NSR
- then the statutes by the SOC members
- and last the Memorandum of Understanding BBW – NSR

Jean-Pierre Ruder, Nils Maras, Hans-Peter Weber and Chantal Heurtebise were thanked for the work done on the new organization.

A model contract for the beamlines Director (no names mentioned) will be produced by Jean-Pierre Ruder for inclusion in the legal documents. However, the existing contract of Hans-Peter Weber will be kept with Hans-Peter Weber's name on it. This was agreed by all.

23.14.1. SOC members are transferred to the SNX Council. This will have to be recorded as the first decision of the SNX Foundation. To be done by Rafael Abela.

15. Summary of Actions to Be Taken

23.3.1. Frode Mo has been chosen to represent SOC at SLS meetings. Approved by SOC.

23.4.1. This document will be sent to staff members by the Chairman, Rafael Abela.

23.5.1. Rafael Abela and Hans-Peter Weber to write the draft of the mandate for the manpower committee.

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16. Concluding Remarks from the Director

‘I am glad this is over’.

17. Next SOC meeting

Rafael Abela suggested that the next SOC meeting takes place at PSI. This was agreed unanimously.

The dates suggested are as follows : Thursday 27th May and Friday 28th May 2004
Or
Thursday 3rd June and Friday 4th June 2004

SOC is to give an answer directly to Rafael Abela by Friday 5th December 2004.

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