



SESAME USERS' COMMITTEE (SUC)

TERMS OF REFERENCE

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Drawn up by the Director in 7 February 2016

Preamble

The purpose of the SESAME Users' Committee, hereinafter referred to as the "SUC", is to promote research at SESAME by providing a platform for interaction between those who use SESAME for their research and the SESAME management, and for communication between the users and with users of other synchrotron radiation laboratories.

Within this framework:

- the SUC, representing researchers from the SESAME Members, will have a channel through which it may communicate to the SESAME management information on the requirements and wishes of users of the SESAME Members; and
- the SESAME management will have a platform through which it may bring to the attention of users information on current and future plans for the facility.

This dialogue on current projects and plans for the future will, on the one hand, enable the SESAME management to better ascertain the requirements of users, and, on the other, will make it possible for users to plan more efficiently utilization of the facility.

The role of the SUC will be to advise the management of SESAME on matters of concern to users. The SESAME management will have responsibility for the SESAME facility, the research programme carried out there, and management of the database of SESAME users.

Article 1 - Status of SESAME Users' Committee (SUC)

The SUC has been established by the Director of SESAME as a standing liaison and advisory committee that is to serve as a platform for discussion between the SESAME management and the users of the facility of matters relating to the operation and strategy of SESAME.

Article 2 - Functions of the Committee

2.1 The SUC shall promote the exchange of information between users of the SESAME Members and the SESAME management and provide assistance to the SESAME management in matters concerning the users, thereby helping users to benefit to the full from the services provided by SESAME.

- 2.2 The SUC shall, in particular, be responsible for:
- (a) collecting the opinion, suggestions and requests of users on all relevant issues, identifying a tool(s)/mechanism(s) for the collection of this information, and helping in the analysis of the data collected;
 - (b) promoting the exchange of information among users;
 - (c) bringing to the attention of the SESAME management the needs and desires of users regarding operating policy, use of SESAME, user support, and any other relevant issues of concern to those engaged in research at the facility;
 - (d) providing a channel through which the SESAME management may inform the users of changes in the operation of SESAME and current and future changes for the facility, and making appropriate recommendations to the SESAME management on such matters, including future directions, major equipment, software and changing user needs;
 - (e) helping in the organization of Users' Meetings;
 - (f) helping in the holding of elections for membership of the SUC;
 - (g) advising the SESAME management on the membership of relevant committees that may be established;
 - (h) maintaining close relations with the national SESAME committee or the national body designated to represent the national users' community in each of the SESAME Members;
 - (i) working with the SESAME management to extend the reach of SESAME to the wider community, and to networking with users of other synchrotron radiation laboratories.

2.3 The SUC shall provide the Director of SESAME with a written report after each of its meetings to report on the outcome of the meetings and draw his or her attention to specific issue(s) which the SUC believes merits his or her attention.

Article 3 - Composition of the Committee

3.1 The SUC shall consist of one member from each of the SESAME Members, and two students, each from a different SESAME Member, appointed on a rotational basis in decreasing alphabetical order of the name of the SESAME Member to which they belong, starting by the letter "A" and back to the letter "A" after having reached the end of the alphabet. The Scientific Director of SESAME shall be *ex officio* member of the SUC.

3.2 Except in the case of the two students and the Scientific Director of SESAME, the SUC members shall hold office for two years and shall be eligible for re-election for a further term of two years, but shall not serve continuously for more than four years. The two students shall hold office for two years and may not be re-elected in

the capacity as students. The Scientific Director of SESAME shall serve continuously during his or her full term as Scientific Director of SESAME.

3.3 Taking into account both the need for continuity and the need for rotation of membership, at the time of formation of the Committee, the term of office of half the SUC members, namely the members belonging to the SESAME Members the name of which appears first in the alphabet, starting by the letter "A" and in decreasing alphabetical order thereafter, excluding the two students, shall be two years with exceptionally no possibility of immediate re-election, and the term of office of the remaining half of the SUC members shall exceptionally be four years. The term of office of one of the two students, namely the student belonging to the SESAME Member the name of which appears first in the alphabet, starting by the letter "A", shall exceptionally be one year.

3.4 The members of the SUC, including the two students, but excluding the Scientific Director of SESAME, shall each serve on the Committee in a personal capacity.

3.5 The members of the SUC, excluding the two students and the Scientific Director of SESAME, shall each have one vote. The two students and the Scientific Director of SESAME shall have no vote.

3.6 In the event that a position on the SUC should be vacated before expiration of its term, the Committee shall appoint a user registered on the database of SESAME users, preferably from the same SESAME Member having held the position before it became vacant, to fill the position for the duration of the unexpired term

Article 4 - Election of the members of the Committee

4.1 The SUC members shall be elected by web-based ballot by the users registered on the database of SESAME users during elections that shall be open on each of the seven calendar days that immediately precede an annual Users' Meeting of SESAME and during the Users' Meeting itself. One member shall be elected from each of the SESAME Members having nominees standing for election, and one member shall be elected from among the students standing for election. The nominees from the SESAME Members standing for election, including the students, shall be elected exclusively by the users of the SESAME Member to which the nominees belong. In the case of a draw between the nominees having obtained the greatest number of votes, the nominee appointed to the SUC shall be the nominee subsequently drawn by lot. The Scientific Director of SESAME shall not stand for election. Newly-elected SUC members, including the student, shall take office immediately following the announcement of the election results.

4.2 In the exceptional case when a Users' Meeting is not held before the end of the term of office of the SUC members to be rotated, including the student, election by web-based ballot by the users registered on the database of SESAME users shall take place on a date to be identified by the SUC, in consultation with the Director of SESAME.

4.3 For the formation of the SUC, the members of the Committee, including the two students, shall not be elected by the users registered on the database of SESAME

users. Instead, each of the members of the interim Users' Executive Committee of SESAME shall appoint one of their national scientists to serve on the SUC. If they believe that this will be to the advantage of the Committee's work, they may appoint themselves to this position. The members of the interim Users' Executive Committee from the two SESAME Members the name of which appears first in the alphabet, starting by the letter "A", and in decreasing alphabetical order thereafter, shall each also appoint one student from their respective countries to serve on the SUC. In all cases, the members of the interim Users' Executive Committee shall submit to the SUC the curriculum vitae of their appointees.

4.4 Subsequently, appointment to membership on the SUC shall be made in the following manner:

- (a) At least three months prior to being rotated, the members of the SUC to be rotated, excluding the students, in consultation with their national users who are registered on the database of SESAME users, shall each nominate two of their national users registered on the database of SESAME users to stand for election, and shall submit the name and curriculum vitae of these nominees to the Secretary of the SUC in the format laid down by the SUC. Provided this will not result in their serving on the Committee continuously for more than four years, the members of the SUC to be rotated may put forward their own candidature as one of the two users they nominate to stand for election. As and when a national SESAME committee is formed in the SESAME Member of the member of the SUC to be rotated, or a national body to represent that SESAME Member's national users' community is designated, it shall be the national SESAME committee, or the national body, and no longer the member of the SUC to be rotated, that shall nominate users to stand for election. The national SESAME committee or the national body shall nominate two national users from that SESAME Member registered on the database of SESAME users to stand for election, and shall submit the name and curriculum vitae of these nominees to the Secretary of the SUC in the format laid down by the SUC. One of the two nominees nominated by the national SESAME committee, or the national body, may be the member of the SUC to be rotated provided this will not result in he or she serving on the Committee continuously for more than four years.
- (b) At least three months prior to the rotation of the student whose term of office on the Committee is due to end, the member of the SUC from the SESAME Member, the name of which appears next but one, in decreasing alphabetical order, after that of the SESAME Member to which the student to be rotated belongs, shall nominate two to three students registered on the database of SESAME users from the SESAME Member to which he or she belongs to stand for election. He or she shall nominate the students in consultation with the users registered on the database of SESAME users from the SESAME Member to which he or she belongs, and shall submit the name and curriculum vitae of the students to the Secretary of the SUC in the format laid down by the SUC. As and when a national SESAME committee is formed in the SESAME Member the name of which appears next but one, in decreasing alphabetical order, after that of the SESAME Member to which the student to be rotated belongs, or a national body to represent that SESAME Member's national users' community is designated, it shall be the national SESAME

committee, or the national body, and no longer the member of the SUC belonging to that SESAME Member, that shall nominate students to stand for election. The national SESAME committee or the national body shall nominate two to three students from that SESAME Member registered on the database of SESAME users to stand for election, and shall submit the name and curriculum vitae of these students to the Secretary of the SUC in the format laid down by the SUC.

4.5 The Chair of the SUC shall provide at least two-months advance notice of an election to the users registered on the database of SESAME users, and shall put the curriculum vitae of the nominees standing for election, including that of the students, at the disposal of the users registered on the database of SESAME users at least two months in advance of the election. Should all vacancies not be filled through the ballot, at the first SUC meeting following the election new members may be appointed by a two-thirds majority vote of the members present.

4.6 All appointments shall, as nearly as possible, reflect a balance of interests among active research fields pursued at SESAME and among institutional affiliations of the users. In the first phase, this shall, to the greatest extent feasible, be the first set of beamlines to be constructed at SESAME.

Article 5 - Officers of the Committee

5.1 The following Officers shall be chosen by the SUC from among its members, by secret ballot:

- (a) The Chair of the SUC, whose tenure in office shall be two years.
- (b) The Vice Chair of the SUC, whose tenure in office shall be two years. The Vice Chair shall stand in for the Chair if he or she is unavailable and shall assist the Chair in the discharge of his or her duties.
- (c) The Secretary of the SUC, whose tenure in office shall be two years.

5.2 Provided this will not result in their serving on the SUC continuously for more than four years, at the end of their two-year tenure as Officers of the Committee, each of the Officers shall be eligible to stand for re-election for membership on the SUC as laid down in Article 3.2. They shall also be eligible for re-election as Officers of the Committee as laid down in Article 5.1.

5.3 Taking account of the need for continuity, the Officers of the SUC may, if required, consult the immediate past Officers on matters relating to the SUC.

5.4 The two students and the Scientific Director of SESAME, in his capacity as a staff member of SESAME, may not be officers of the SUC.

Article 6 - Meetings of the Committee

6.1 The SUC shall meet at the call of the Chair at least once a year at a meeting to be normally held in conjunction with the annual SESAME Users' Meeting. If

required, additional meetings may be held by video conference, telephone, or electronic means of communication.

6.2 Except where otherwise provided for in these Terms of Reference, the SUC shall endeavour to reach decisions at its meetings by consensus, but if this is not possible, except where otherwise provided for in these Terms of Reference, decisions shall be taken by simple majority of the members present. In the case of a draw, the Chair shall report the result to the Director of SESAME who will decide how to proceed.

6.3 The minutes of the meetings of the SUC shall be recorded by the Secretary. After approval by the Chair, the Chair shall send them to all the members of the SUC and the Director of SESAME.

6.4 The Chair shall invite the head of the SESAME Users' Office and the manager of SESAME's operations programme to the meetings of the SUC in an observer capacity with no voting rights. He or she may, as required and when useful for the work of the Committee, also invite any other SESAME employees or outside experts to take part in the meetings of the SUC in an observer capacity and with no voting rights. Outside experts will normally participate by video conference or other electronic means of communication. Pending establishment of the Users' Office, for each meeting of the SUC, the Director will appoint the SESAME staff member(s) to take part in that meeting following consultation with the Chair of the SUC.

6.5 Any SUC member who fails to participate in three consecutive meetings of the SUC without valid justification may be considered to have resigned from his or her position.

Article 7 – Other meetings

7.1 The Chair of the SUC may be invited to attend the meetings of the Scientific Advisory Committee of SESAME as an observer. He or she may also be invited, if required, to attend the meetings of the other Advisory Committees of SESAME and those of the SESAME Council in an observer status.

7.2 The members of the SUC shall, to the greatest extent possible, participate in each of the SESAME Users' Meetings.

Article 8 – Support for the work of the Committee

The Director of SESAME shall ensure that the SUC has the necessary back-up administrative and logistical support required for implementation of its tasks and organizational support for its meetings. To the extent possible, he or she shall ensure that the SUC has financial support for its meetings.

Article 9 - Amendments

9.1 The procedure for nomination for election for membership of the SUC and appointment to the Committee shall, if required, be reviewed five years after the formation of the SUC to take account of growth in the users' community and progress in the operation of the SESAME facility.

9.2 These terms of reference may be amended by the Director of SESAME following consultation with the SUC.