**Diamond Light Source Ltd**

**User Committee Terms of Reference**

1. **Background**
	1. Diamond Light Source Ltd (“Diamond”) recognises that close interaction with the user community is essential to provide the most effective service and to get the maximum benefit from the investment that has been made in Diamond.
	2. To achieve this, the Diamond User Committee (the “DUC”) has been established to serve as a platform for discussion of matters relating to the operation of Diamond between Diamond and the user community.
2. **Duties and Terms of Reference**
	1. The DUC shall:
		1. Provide a primary platform for discussion between Diamond and the user community on all operational matters;
		2. Provide support and advice on instrumentation, software, support facilities and on other operational issues;
		3. Contact users in their Diamond village, collate their feedback and represent their views at the DUC meeting;
		4. Represent the views of users within the different Diamond villages to suggest (and help with) user workshops and meetings; and
		5. Work with Diamond to extend Diamond’s reach to the wider community.
3. **Authority**
	1. The DUC is an advisory committee authorised to examine any activity within its terms of reference.
4. **Membership**
	1. The DUC will be made up as follows:
		1. Two representatives from the user community for each Diamond village (“User Representatives”);
		2. Diamond staff as appropriate.
	2. Nominations will be sought by Diamond prior to election of User Representatives. An election will then be held by Diamond to select User Representatives on behalf of the user community.
	3. User Representatives shall be appointed to the DUC for a period of three years. This may be extended to four years by the DUC.
	4. The DUC will be chaired by a member of the DUC (the “Chair”). The Chair will be elected by the DUC for a period of two years.
5. **Meetings, Voting & Reports**
	1. The DUC will meet twice a year and a written record of the meetings shall be kept.
	2. Notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend the meeting. Any supporting papers shall be sent to each member of the DUC and other attendees in advance of the meeting.
	3. A quorum shall be constituted by attendance of at least 50% of the User Representatives.

5.4 In the event that it may be necessary to vote at DUC meetings, User Representatives shall have one vote which may be cast on matters considered at the meeting and decisions shall be taken by a simple majority vote of User Representatives that are present.

5.5 Save where he/she has a personal interest, the Chair will have a casting vote.

1. **Confidential Information & Conflict of Interest**
	1. During the course of DUC activities, DUC members may be exposed to details of confidential policies, procedures, information (specifically including research proposal information), know-how and personal information of Diamond and Diamond Users (“Confidential Information”). Unless specifically authorised otherwise, members of the DUC shall only use the Confidential Information for the activities listed in its terms of reference and will treat this information as strictly confidential.
	2. DUC members will not disclose the Confidential Information to third parties unless the Confidential Information is already clearly in the public domain or permission to disclose the Confidential Information has been granted by the relevant individual in the case of personal information or by the party owning such Confidential Information.
	3. It is recognised that in certain circumstances there exists the possibility that in carrying out his/her duties an actual or potential conflict of interest may arise and/or a DUC member may have a vested interest in a matter being considered within these terms of reference. In such an event, the affected DUC member shall immediately bring this to the attention of the Chair and return or destroy any relevant Confidential Information that the member may have received.
2. **General**
	1. In carrying out its duties, the DUC shall act in accordance with all relevant laws, regulations, Diamond policies and Diamond procedures.