

<b>DUC</b>		<b>Doc No: DUC Meeting 26</b> <b>Issue: 2</b> <b>Date: 29<sup>th</sup> May 2024</b> <b>Page: 1 of 9</b>
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## DRAFT - MINUTES OF MEETING

**Title/Subject:** **Diamond User Committee Meeting #26**

<b>Venue:</b>	Satellite Building, Jupiter room	<b>Chairman:</b> Andrea Russell
<b>Time/Date:</b>	Thursday, 29 <sup>th</sup> May 2024	<b>Secretary:</b> Cecilia Sánchez-Hanke

### PARTICIPANTS

<b>DUC members</b>	<b>Institution</b>
David Briggs	The Francis Crick Institute
Charlie Collingham (R)	University of Reading
Matthew Derry	University of Aston
James Everet	University Keele
Kevin Edmonds (R)	University of Nottingham
Hayley Gilbert	University of Cambridge
Enrique Jimenez-Melero (R)	University Birmingham
Colin Levy	University of Manchester
Natasha Lukoyanova (R)	Birkbeck EM facility
Alexander Lunt	University of Bath
Ben Nash	University East Anglia
Robin Perry	UCL
Silvia Ramos Perez	University of Kent
Anna Regoutz	UCL / University of Oxford
Andrea Russell (Chair)	University of Southampton
Arwen Tyler (R)	University of Leeds
<b>Diamond Light Source representatives</b>	
Gianluigi Botton	
Adrian Mancuso	
David Stuart	
Adrian Mancuso	
Lorna Goldsmith	
Isabelle Boscaro-Clarke	
Gianfelice Cinque (for Rob Rambo)	
Andy Dent	
Sarnjeet Dhesei	
Sofia Diaz Moreno	
Dave Hall	
Joe Hriljac	
Chris Nicklin	
Martin Walsh	
Rhiannon Boseley	
Alex Louat	

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**Apologies:**

Jamie Blaza  
Reshma Rao  
Rosa Arrigo  
Gary Nichol

Gwyndaf Evans  
Julia Parker  
Robert Rambo

University York  
Imperial College London  
University of Salford  
University of Edinburgh

**1. DUC private session**

- The agenda was discussed, and items added to AOB.

**2. Welcome and introductions to new members**

- AER proposed to proceed with the election of chair after a self-nomination period of 2 weeks after the meeting. Proceeding with elections after that.

**3. Revision of MINUTES AND ACTIONS from the past meeting/s**

- The minutes of DUC 25 were approved.
- Review of actions from DUC -25

Number	Action	Actionee	Target Completion Date / Status
25.1	Creation of a SharePoint site for the DUC	Isabelle and CS-H	Work in progress in addition to a DUC group email
25.2	Investigate what funding and resources are available for user meetings.	Gianluigi Botton, IB-C	Science Group specific user meetings have started.
25.3	Provide a list of relevant UK scientific meetings where Diamond Scientists can engage more with the community	CS-H, DUC reps	List of meetings provided by diamond to the DUC for prioritization, and back to GB
25.4	Follow up on gas cabinet testing and address delays.	Adrian Mancuso	Work in progress, move to DUC-27 for revision
25.5	Send our positive feedback to the Safety office	CS-H	Completed
25.6	Check impact of laser safety changes on user experience.	Adrian Mancuso	Work in progress, move to DUC-27
25.7	User office webpages to be updated, especially with regards to user handbook.	LG	UO webpages, constantly being updated, no handbook
25.8	Remind users that there is a feedback button at bottom of Diamond webpages to report problems/dead links/etc.	AER	Completed
25.9	Talk to comms team about publicising seminars via a mailing list	Gerda & Alex	Completed
25.10	Publicise weekly postgrad/postdoc meet up via posters on beamlines	Gerda and Alex to make poster to give to SGLs to pass to beamline staff.	Completed
25.11	Check website for beamline capabilities and update	SGLs to pass to beamline staff	Completed
25.12	Request more computing resource to improve DAWN.	Adrian Mancuso	No increase of resources
25.13	Follow up with user with data access problem	Silvia Ramos	Completed
25.14	Look into and report on adding air conditioning to support labs	Andy Dent	It is on the list and prioritized, update in DUC-27

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25.15	Follow up with user with website problem	Arwen	Completed
25.16	Follow up user issues regarding BAG and raw data access	David Briggs	Is a recurrent problem as data storage is tight
25.17	Follow up with user who had problems entering investigator team	Lorna G	Completed**
25.18	Follow up with user who had problems regarding assigning ERA completion task	Lorna G	Completed**
25.19	Investigate alternate means of transport for users based at the Premiere Inn, especially at night.	Lorna G	Completed – UO support to users will provide guidance.

**Action 26. A** CS-H investigate the possibility for diamond to provide an automatic actions tracker and minutes transcription.

#### 4. Chair's report

AER reported back on her activities as chair, and the end of her term as chair. The need to have elections for the next Chair and nominations to replace two representatives-spectroscopy and magnetism and magnetic materials.

**Action 26.B** CS-H, open action call for nominations for Spectroscopy and Magnetism and Magnetic Materials.

**4.1** Report from AER, important the 5 years beamline reviews going to the SAC. There has been an increase of the engagement with the User community reflected in the science group specific Users meetings, examples: Spectroscopy, Magnetic Materials, happening next or Imaging happening in September. Concerns about the possible decay of PIs attendance in experiments, meetings or workshops. AER showed stats / data trends regarding the attendance of PI's to sessions and engagement with the beamline teams.

**Action 26. 4.1** DUC-CS-H to investigate the stats for PIs attendance trends, for sessions, proposals, meeting attendance? – Please clarify what needs to be look at and who is going to collect the data and do the analysis.

**4.2** Recognition award for Diamond staff that has gone above and beyond in doing their role.

**Action 26. 4.2** Next chair to discussed with GB, and to be included in the Terms & Conditions

26.A	Investigate to have an automated action tracker system for DUC actions (also a minutes transcription)	CS-H	It is possible with Co-Pilot to have the transcript of a meetings with teams and extract the Actions. Investigating if is compatible with zoom A second program will need to put the Actions and actioners to keep them active.
26.B	Open call for nominations for Spectroscopy and Magnetism and Magnetic Materials	CS-H	In progress

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<b>26.4.1</b>	Check trend of PI's attendance to experiments / measurements at Diamond	<b>UO and UAS, CS-H?</b>	CS-H to ask chair and past chair what are stats that are required, to help build the request according with diamond KPI's. To simplify the job to the UO and to UAS.
<b>26.4.2</b>	Recognition award	<b>DUC-Chair and GB</b>	Need to be formalized by DUC Chair and GB

### 5. Report from Gianluigi Botton, Diamond CEO

Diamond is focusing on morale/communication/salaries and funding.

Respond to the cut and government constrains, with reduction of Capt. Projects, operation time, with potentially reducing to XXX (not yet known) operational days if funding is not back.

Effective use of the funding includes reduction of diamond's User travel support, details in LG presentation.

**Action 26 D:** CS-H write and organize the call for nominations-

**Note CS-H, Action 26E:** CS-H to contact the DUC chair to organize the evaluations of the nominations? How do we want to do this with an evaluation sheets or during the meeting?

<b>26.D</b>	Organize and write the call for nominations, for the User Committee award.	<b>CS-H, GB-DUC Chair</b>	
<b>26.E</b>	Contact DUC Chair to define and organize the nominations delivered to the DUC members with an evaluation sheet?	<b>CS-H, GB-DUC chair</b>	

### 6. Report from Adrain Mancuso, Diamond Physical Sciences

6.1 Adrian announced departure of Joe Hriljac and the new SGLs = Phil Chater, for Crystallography and Julia Parker for Microscopy and Imaging

6.2 Updates from Science groups beamlines and Optics groups

6.3 Looking into how help mitigate dark period for Users down time.

**???Action 26.H:** for A Mancuso and D Stuart to come up with proposals for how to mitigate the dark period in the user community.

6.4 Diamond efforts to increase diamond accessibility in the EDI.

<b>26. F</b>	Follow up on gas cabinet testing and address delays. – LEV systems at Diamond	<b>Adrian Mancuso</b>	<b>Comes from 25.4</b>
<b>26.G</b>	Check impact of laser safety changes on user experience.	<b>Adrian Mancuso</b>	<b>Comes from 25.6</b>

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<b>26. H</b>	Diamond proposals to mitigate in the User community the dark period.	<b>Adrian Mancuso and Dave Stuart</b>	
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**7. Report from Dave Stuart, Diamond Life Sciences**

7.1 Presentation focused on DLS excellent user support-in data collection, also to diamond commercial clients targeting MX and cryo EM, focusing on unattended data collection and remote data acquisition; or serial user Crystallography focused on I24.

7.2 I23 need to get to the community to communicate their capabilities and what they can help the community.

7.3 Also talk about the financial restrictions are affecting capabilities and how the search of funding translates into the competition for the same funding agencies.

<b>26. H</b>	Diamond proposals to mitigate in the User community the dark period.	<b>Adrian Mancuso and Dave Stuart</b>	
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**8. BAGS report from Silvia Ramos**

**8.1 Findings:**

- Lack of clarity in communication, especially the stages of the project.
- UO guide is confusing.
- Clarity in what is required to be reported for the continuation of the BAG.
- Clarity in what is need for next round of beamtime (renewal).

**8.2 Suggestions:**

- Communicate not only with PI, extend the communication to Alternate Contacts.
- Clarity in how the processes are conducted.
- The need for simplification in the report and proposal.
- Simply/Rethink BAG accommodation rules.

**8.3 Further notes/actions**

- UO is extremely useful.
- Looking for improvements in an unfriendly computer system = UAS. Action 26.I
- Improvement in trying to simplify proposals resubmission. Action 26.I
- How to adapt diamond user accommodation for BAG users. Action 26.J

<b>26.I</b>	UOM propose improvements for the BAGs proposal submission	<b>UOM, Lorna Goldsmith</b>	This will require guidance in what need to be improved?
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<b>26.J</b>	Proposal to how to improve accommodation for BAGs Users	<b>UOM Lorna Goldsmith</b>	This will require guidance in what is not working, or what improvements can be implemented
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**9. Report from Lorna Goldsmith, Diamond User Office Update**

9.1 In addition to addressing the action points above (25.7, 25.17, 25.18, and 25.19) Lorna reported on recent activities / upcoming changes in the User Office/Diamond. These include:

- Timeline for ePSIC proposal submission is now quarterly – (3 month instead of 6 months as beamlines)
- The need to cap costs for travel, to £200 - £300 for EU users, and by travel distance from Diamond with bands defined by a radius centred in diamond, for UK users. This will provide savings for diamond around 9% for UK users and 23% for EU.

MW noted: that diamond is part of a European Transnational program, that support users in the Life Science division.

9.2 refurbishment of the restaurant and coffee lounge to improve flow and to provide better out of hours service.

9.3 the request from “Ridgeway house” management for Diamond User Committee support for an extension.

**Action 26.L** This was the request that Lorna Goldsmith did in presentation regarding the requested report from the DUC to Lorna to investigate STFC plans for Ridgeway House

**Note from CS-H – is the DUC going to ask for “optimization of the travel costs to the Users?”**

**Action 26. M** - for CS-H,... investigate different scenarios for diamond to cut in travel costs seeking to optimise and provide fair travel support to the users.

<b>26.K</b>	Report from STFC plans for RWH	<b>Lorna Goldsmith</b>	Comes from 25???
<b>26.L</b>	RWH management is asking through LG for a letter of support from the DUC	<b>DUC chair/members</b>	In my opinion this should not be for the DUC yet, unless the DUC sees the report from STFC plans. But is CS-H opinion.
<b>26.M</b>	Investigate different scenarios for diamond to cut in travel costs seeking to optimise and provide fair travel support to the users.	<b>CS-H</b>	I think the DUC needs to ask for the optimisation of the funds, and a more rational scheme for the travel funding. CS-H has already send a note to AM and GB, why it is not fair the current model.

## 10. Reports from User Representatives

### 10.1 Early career / postdoc representatives:

- Adjust rules for sending dewards with samples, to include those that, independently of their role in the experiment, are the ones that are in-charge to send the samples dewards to diamond for beamtime.

**Action 26.N** to UO, provide feedback in how the submission of dewards can be enhanced to include the people that actually are in-charge of sending the samples.

- Rejected proposals in Peer Review should provide constructive feedback.

**Action 26.O** UO/Andy Dent/Gianluigi Botton, provide guidance to Peer Reviewers to provide constructive/useful feedback to rejected proposals.

### 10.2 Spectroscopy:

- Issues with B18 oversubscribed and not having enough beamtime, large rejection rate on good experiments.

**Action 26.P** for CS-H, look after oversubscription rates per beamline ask GB if can be shared with DUC.

**10.3 MX:** XChem is a beamline that requires large storage space for data sets.

**Action 26.Q** for David “Dai” Jenkins and Mark Heron, Explore how much can be increased the limit of data storage time from the current 40 days. Ideally to a year.

- Issue with RWH occupancy.

**Action 26.R** to UO report capacity issues in RWH. Provide RWH occupancy rate, and off-site occupancy per month.

**10.4 Imaging and Microscopy:** issues with out-of-hours support, ERAs and software problems.

**10.5 Bio/cryo imaging:** Feedback from their User group meeting: 1325 registrations, 366 attending in person and 960 virtual attendances.

**10.6 Magnetic Materials:** A european User need an invitation letter to come to diamond.

**Action 26.S:** Clarify to European Users coming to diamond for beamtime or attending an event, to request with time the need of visa or invitation letter.

**10.7 Surface Science:** Next year User meeting

26.M1	Follow up with user with data access problem	<b>Silvia Ramos</b>	Still open? If yes should we change the number?
26.M2	Look into and report on adding air conditioning to support labs	<b>Andy Dent</b>	In progress comes from 25.14

<b>26. N</b>	provide feedback in how the submission of dewards can be enhanced to include the people that actually are in-charge of sending the samples.	UO	
<b>26.O</b>	provide guidance to Peer Reviewers to provide constructive/useful feedback to rejected proposals.	UO/Andy Dent/Gianluigi Botton	
<b>26.P</b>	look after oversubscription rates per beamline ask GB if can be shared with DUC	UO + CS-H	
<b>26.Q</b>	Explore how much can be increased the limit of data storage time from the current 40 days. Ideally to a year.	Dai Jenkins + Mark Heron	
<b>26.R</b>	Report capacity issues in RWH. Provide RWH occupancy rate, and off-site occupancy per month	UOM	
<b>26.S</b>	Report back how UO and Comms made more visible the EU requirements to visit Diamond, visas or letters.	UOM + Comms	

**11 AOB:**

**11.1 Multifactor Authentication for IT Systems from Mark Heron**

Mark Heron reported the need for diamond to deploy a multifactor Authentication for the Users to access all diamond IT systems. The plans will include a test with Users to test the User experience before the deploy happens. Other facilities ESRF already have deployed theirs.

<b>26. T</b>	Request to report more information and details when deployed? Testing user experience	Mark Heron or delegate	
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**12. Closing**

12.1 Discussion of the election of a new chair, as term and extension has got to a conclusion. Andrea opens the DUC representatives to put themselves forward to be chair. It was agreed that the two weeks following the meeting CS-H will collect nominations, and if more than 1 start an election process.

**Note from CS-H maybe we can collect nominations before the meeting, and vote at the meeting? – will be quicker and solved in the meeting. Discussion in next DUC.**

**Action 26.U:** for CS-H activate the nominations for spectroscopy and for Magnetism and Magnetic materials, first weeks after the meeting.

**Action 26.V:** for CS-H, bring the nominations to an election process.

12.2 Discussion of the appointment of a vice-chair. It was agreed that Robin Perry would take on the role as vice-chair. Responsibilities are to take the place of the chair should they be unavailable.

**Note CS-H: is Robin Perry still Vice-Chair?... or do we need to elect/select another person? How to incorpo**

12.3 GB thank AR for her service as chair of the DUC. And thanking those members who’s term of office has concluded. Kevin Edmunds and Andrea Russel,

26.U	activate the nominations for spectroscopy and for Magnetism and Magnetic materials, first weeks after the meeting.	CS-H	
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**13. Conclusion of meeting and date for next meeting.**

13.1 The meeting was drawn to a close. The next meeting was planned for the 27th of November. Note after the meeting: An meeting ISIS-DLS-PSI is scheduled on the same day 27th November, starting at 13:00. Chair and CS-H looking into other dates for the meeting. New meeting date is set on the 13<sup>th</sup> of November to be communicated to the DUC members.

**Action 26.W:** CS-H to find and communicate DUC-27 date.

**Action 26.X** CS-H, should DUC organizational tasks regarded to the Users involvement in a plan that can be approved by the DUC with working weeks, and can be published in the DUC web, as per when each of the activities will be happening? More or less like the “Peer Review Panel”?

13.2 Tentative date for DUC-28- Wed 19 March 2025

26.W	Communicate DUC-27 date	CS-H	
26.X	Provide a Plan with timelines for the typical DUC activities for the Users, including Nominations, elections, nominations for awards, feedback and surveys requests. ?	CS-H	

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<p><b>26.Y</b></p>	<p>Tentative date for DUC-28, Wed 19<sup>th</sup>  March 2025</p>	<p><b>DUC-chair +  CS-H</b></p>	
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**Appendix 1. DUC-26 list of Actions:**

<b>26.A</b>	Investigate to have an automated action tracker system for DUC actions (also a minutes transcription)	<b>CS-H</b>	It is possible with Co-Pilot to have the transcript of a meetings with teams and extract the Actions. Investigating if is compatible with zoom A second program will need to put the Actions and actioners to keep them active.
<b>26.B</b>	Open call for nominations for Spectroscopy and Magnetism and Magnetic Materials	<b>CS-H</b>	In progress
<b>26.4.1</b>	Check trend of PI's attendance to experiments / measurements at Diamond	<b>UO and UAS, CS-H?</b>	CS-H to ask chair and past chair what are stats that are required, to help build the request according with diamond KPI's. To simplify the job to the UO and to UAS.
<b>26.4.2</b>	Recognition award	<b>DUC-Chair and GB</b>	Need to be formalized by DUC Chair and GB
<b>26.D</b>	Organize and write the call for nominations, for the User Committee award.	<b>CS-H, GB-DUC Chair</b>	
<b>26.E</b>	Contact DUC Chair to define and organize the nominations delivered to the DUC members with an evaluation sheet?	<b>CS-H, GB-DUC chair</b>	
<b>26. F</b>	Follow up on gas cabinet testing and address delays. – LEV systems at Diamond	<b>Adrian Mancuso</b>	Comes from 25.4
<b>26.G</b>	Check impact of laser safety changes on user experience.	<b>Adrian Mancuso</b>	Comes from 25.6
<b>26. H</b>	Diamond proposals to mitigate in the User community the dark period.	<b>Adrian Mancuso and Dave Stuart</b>	
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<b>26.X</b>	Provide a Plan with timelines for the typical DUC activities for the Users, including Nominations, elections, nominations for awards, feedback and surveys requests. ?	CS-H	
<b>26.Y</b>	Tentative date for DUC-28, Wed 19 <sup>th</sup> March 2025	DUC-chair + CS-H	