

DUC		Doc No: DUC Meeting 27 Issue: 1 Date: 13th November 2024 Page: 1 of 15
------------	---	--

DRAFT - MINUTES OF MEETING

Title/Subject: **Diamond User Committee Meeting #27**

Venue:	G59 Diamond House, Diamond Light Source	Chairman: Silvia Ramos Perez
Time/Date:	Wednesday 13 th November 2024	Secretary: Cecilia Sánchez-Hanke

PARTICIPANTS

DUC members	Institution
(RA) - Rosa Arrigo	University of Salford
(DB) - David Briggs	The Francis Crick Institute
(CC) - Charlie Collingham	University of Reading
(MD) - Matthew Derry (R)	University of Aston
(JE) - James Everet	University Keele
(HG) - Hayley Gilbert	University of Cambridge
(HJ) - Hariom Jani	University of Oxford
(SK) - Simon Kondrat	Loughborough University
(NL) - Natasha Lukoyanova (R)	The Francis Crick Institute
(AL) - Alexander Lunt (R)	University of Bath
(BN) - Ben Nash	University East Anglia
(GN) - Gary Nichol (R)	University of Edinburgh
(SR) - Silvia Ramos Perez (Chair)	University of Kent
(AR) - Anna Regoutz	University of Oxford
(AT) - Arwen Tyler (R)	University of Leeds
Diamond Light Source representatives	
(GB) - Gianluigi Botton	
(AM) - Adrian Mancuso	
(DS) - David Stuart	
Dave Allan (For Phil Chater)	
Rhiannon Boseley	
Cephise Cacho	
Giannantonio Cibin (for Sofia Díaz Moreno)	
Rob Rambo	
Sarnjeet Dhesi	
Lorna Goldsmith	
Dave Hall	
Mark Heron	
Alex Louat	
Chris Nicklin	
Julia Parker	
Rob Rambo	
Martin Walsh	

DUC



Doc No: DUC Meeting 27
Issue: 1
Date: 13th November 2024
Page: 2 of 15

Diamond contributors to the meeting

Nick Claridge
Anuja Saunders

Apologies:

Jamie Blaza
Enrique Jimenez-Melero
Colin Levy
Reshma Rao
Robin Perry

University York
University Birmingham
University of Manchester
Imperial College London
UCL

Gwyndaf Evans
Philip Chater
Sofia Díaz-Moreno

1. DUC private session <ul style="list-style-type: none"> The agenda was discussed, and items added to AOB. 			
2. Welcome and introductions to the chair and to the new members <ul style="list-style-type: none"> SR- summarized her goals and expectations during her chair period. 			
3. Revision of MINUTES AND ACTIONS from the past meeting/s <ul style="list-style-type: none"> The minutes of DUC 26 were approved-no changes. Request to be delivered earlier in time. Review of actions from DUC -26 and DUC-27 – at the end of the document 			
Number	Past Actions	Actioner	Target Completion Date / Status
26.1	Check trend of PI's attendance to experiments / measurements and workshops at Diamond -recurrent-	LG – User Office	On going
26.2	Recognition award rewarded by the DUC	Gianluigi Botton	Need to be formalized
26.3	Follow up on gas cabinet testing and address delays. – LEV systems at Diamond -To be reported in DUC-28	Adrian Mancuso	Comes from 25.4 updated in DUC-27 –
26.4	Check impact of laser safety changes on user experience.	Adrian Mancuso	Completed
26.5 to 27.13	Periodic update: how Diamond plans to mitigate in the User community the dark period.	Adrian Mancuso and Dave Stuart	
26.6 to 27.5	UOM propose improvements for the BAGs proposal submission	Lorna Goldsmith	Report from DUC with Users' feedback submitted to LG by Chair
26.7 to 27.6	Proposal to how to improve accommodation booking for BAGs Users	Lorna Goldsmith	Report from DUC with Users' feedback submitted to LG
26.8	Look into and report on adding air conditioning to support labs. To report in DUC-28	Andy Dent	On going
26.9 to 27.8	Provide feedback in how the submission of dewards can be enhanced to include the investigators responsible for sending the samples.	Lorna Goldsmith	Not responsibility of UO. Completed.
26.10	Provide guidance to Peer Reviewers to provide constructive/useful feedback to rejected proposals.	Andy Dent/Gianluigi Botton	Completed

DUC

Doc No: DUC Meeting 27
Issue: 1
Date: 13th November 2024
Page: 4 of 15

26.11	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	Cecilia to raise awareness about this action to Dai Jenkins and Mark Heron
26.12	Report capacity issues in RWH. Provide RWH occupancy rate, and off-site occupancy per month	Lorna Goldsmith	Completed
26.13 to 27.10	Report back how UO and Comms made more visible the EU requirements to visit Diamond, visas or letters.	UOM + Comms	UO and Comms to include in email / Completed
26. 14	Request to report more information and details when deployed? Testing user experience	Mark Heron or delegate	Completed
26.15	Announce need for new representatives for Spectroscopy and for Magnetism and Magnetic materials.	CS-H	Completed
26.16	Bring nominations to an election	CS-H	Completed
26.17	Communicate DUC-27 date	CS-H	Completed
26.18	DUC-28 June 2 nd , 2025- Diamond House G59	DUC-chair + CS-H	Completed

4. Chair's report

4.1 SRP introduced herself and what she wants to achieve as the new DUC chair. Intensify the Users relationship and Diamond, acting as the bridge. Need for a "portal or webpage where ideally the DUC can interact with the Users".

Action 27.1 Portal/Web site for the DUC where the Users know the DUC activities and interactions with Diamond management. Action for Comms and CS-H

SRP asked for launching a survey asking the Users about the impact of the Users travel funding cap.

Action 27.2 Launch a survey asking for the impact of the Users travel funding cap. Action for CS-H and Comms.

4.2 Recurrent items in the agenda:

- a) Report on measures to support users during the dark period. **Action 27.13 Science Directors and Deputy Directors**
- b) Share feedback from users at science specific User meetings. Successful engagement with representatives when representatives are actively involved in the meeting reported by several groups.
- c) Report of plans to close and reopen areas of activity at Diamond leading to and coming out of dark period (timeline). **Action 27.13 Science Directors and Deputy Directors**
- d) Report the number of shifts available to Users. GB in CEO report to the DUC

Action 27.3 Include items above in the agenda for future DUC. Action CS-H

Action 27.4. Update on 20% operations cut

27.1 from 25.1	Portal Web site for the DUC	CS-H + Comms	
27.2	Launch "cap of travel funding survey"	Comms + CS-H	
27.3	Include recurrent items in the agenda for future DUC meetings	CS-H	
27.4	Updates on 20% operations cut.	Gianluigi Botton	

5. Report Life Science talk by Martin Walsh

5.1 MW presented all the instruments and laboratories associated to the division, and showing the metrics of the PDBs.

- Summary-description of the division experimental capabilities.
- Effect of decreases in funding across all instruments.
- MX-Bridge project cancelled, exploring alternative opportunities to support the MX user community through the dark period. ~~but trying to find funding to bring it back.~~
- Unattended data collection works well for this group of users and will be supported in the future too.

6. Report Diamond Physical Sciences by Chris Nicklin

6.1 Recent science groups reviews:

- Surface and interfaces, flagship beamlines looking for gov support
- The Spectroscopy beamline, BERRIES, strong recommendation to find funding.
- Two flagship beamlines in the group CSXID – SWIFT, progressing (currently in planning phase).
- Plan for how to bring existing beamlines back after the dark period being developed.
- GB sought input on whether the peer reviews should take into consideration whether scientific projects were aligned with national research priorities or not when assessing proposals. No conclusions reached at this time.
- A positive response of the User Community survey launched to the users for the Surface and Interfaces review, provided with a lot of suggestions and directions for their group of beamlines, that they would like Surfaces and interfaces consider.

7. Diamond User Office update, Lorna Goldsmith

7.1 Lorna reported on recent activities and changes in the User Office/Diamond. **Action 26.1**, assisting SRP in providing the stats for the PI's attendance data. Stats initiated by Andrea Russell.

Discussion about difficulties in allocation of accommodation at Ridgeway House and how to optimise its use to support work during antisocial hours for users.

Discussion about difficulties with transport of samples/equipment (Dewars, specifically). LG explained this is not the responsibility of the UO.

Discussion about information available to non-UK users with respect to travel arrangements to Diamond. There is feedback suggesting more information/more clearly highlighted information might be helpful.

Action: 27.5 from 26.6 Addressing suggestions provided by SR-P's BAGs feedback report. Suggestions went to UO and Lorna will address and respond to suggestions in DUC 28.

Action 27.6 Suggestion how to provide an efficient use of the accommodations at Ridgeway House, especially for BAGs beamtimes. It was suggested that where possible to provide accommodation to the leading the experiment researchers, or those that are full time attending the experiments. User Office to check with UAS how to implement this change.

Action: 27.7 - User Office to check with Ridgeway House regarding a more efficient booking process, that could allow bookings for group/sessions or PI, instead of individualized with specific User name and dates. This will allow to "optimize" putting together the team

Action 27.8 CS-H to find out rules and responsibilities for Dewar shipping.

Data related recurrent actions data for User Office:

- Ridgeway occupancy,
- User experiments feedback form satisfaction scores,
- PIs attending experiments at Diamond remote vs attending
- Number of PIs per Science Group, per AP - since last 3 years.

Action 27.9 Expand the User Office report with the above parameters.

Action 27.10 request from HJ, to add a note in the emails to foreigners attending meetings, with the instructions and appropriate links for foreigners coming to Diamond. Action for User Office and Comms. CS-H to check with UO and with Comms.

DB ask for **Action 27.11**, with the implemented cap to User's travel funding. Diamond should remove the sentences in the "claim" that stops Users/Visitors etc, for looking for extra funding to cover the travel costs not covered because of the cap.

27.5 from 26.6	User Office to address the suggestions provided by SR-P's BAGs feedback report.	Lorna Goldsmith	
----------------	---	------------------------	--

DUC

Doc No: DUC Meeting 27
Issue: 1
Date: 13th November 2024
Page: 8 of 15

27.6	How to achieve and implement a more efficient use of Ridgeway accommodation for BAGs	Lorna Goldsmith	
27.7	Investigate with Ridgeway house how to implement and manage efficient session or group bookings – instead of individual bookings.	Lorna Goldsmith	
27.8 from 26.9	Dewards shipping, does not depend on User Office. CS-H to find out who is responsible to change the software to accommodate additional team members for the sample shipping.	CS-H	Information for shipping to be found in this link. <u>This is only for MX.</u>
27.9	Recurrent data for User Office report. Ridgeway occupancy, Satisfaction scores, Pls attendance to Diamond and experiments	Lorna Goldsmith	
27.10 from 26.13	Include in emails with instructions for beamtime, or conferences/workshops, appropriate instructions and links for foreigners attending Diamond events/beamtime.	Lorna Goldsmith + Comms	CSH to check with Comms
27.11	Remove from “claims” the limitation to look for extra funding to cover travel costs not covered with the cap to travel funds for Users.	Gianluigi Botton + CS-H	

8. CEO Diamond Update Gianluigi Botton

8.1 Funding issues

- first priority for Diamond is to protect jobs, request for funding increase going forward to cover gaps to avoid impact on operations.
- If request is not given consequences
 - Reducing operations 20%.
 - User travel funds cap
 - Diamond II project also challenged

Action 27.12 - DUC suggest preparing plans for with and without 20% of beamtime cut.

8.2 Diamond developing a new strategic plan with the Science Group Leaders will ask DUC for feedback. First draft is already on its way with science and technical involving Diamond's organisational structure. To foster a more effective organization and operate more effectively.

This will have the involvement of Staff and DUC.

SRP: when the Dark period is over and with more beamlines, will the budget increase?

GB- This will be addressed in the 10-year plan, with beamlines maintaining their staffing levels.

H.J.: What is the fraction of cost that is being cut from the user support?

AM responded that the spirit is to share among everybody the financial low.

S.K. express concern about the timing of the dark period, that is not ideal for funding profile

SR-P concerned about the turning up of the beamlines after the dark period and the status of the upgrades for Diamond-II.

HJ How Diamond is going to keep the communication with the User Community to keep the engagement and interest in the facility.

27.13 Action: strategy to maintain engagement of user community with Diamond during the dark period. Comes from 4.2. **Action for Science Directors and Deputy directors**

27.12	Prepare mitigation plan if cut in beamtime has to be implemented	Gianluigi Botton	
27.13	Plan how Diamond is going to keep Users engagement for the facility	Science Directors and Deputy Directors	

9. Report from Anuja Saunders Diamond EDI manager

9.1 Diamond preparing a peer review training with an online training on bias and unconscious bias.
 – This is already set up at other research centres.

GB ask for feedback from the DUC representatives.

Anuja [proposed EDI training](#) for Diamond User proposals Peer Reviewers:

Comments, please send to [Anuja](#) copy to [Cecilia](#).

Other sources for training:

- [Canada \(online training\)](#)
- [Canada \(written guidance\)](#)
- [MRC Peer Review Guidance](#)

AR ask for the Terms of Reference and the Code of Conduct for Peer Reviews making reference to the Peer Review specific biases. LG respond that Peer Reviewers get an invitation with some guideline and how to score.

AT suggest for peer review “training” to be mandatory.

Action 27.14: Diamond needs to refresh Terms and Conditions and/or Code of Conduct for the Peer Review. Lorna Goldsmith and Anuja Saunders volunteered in the meeting.

Suggestion from DUC representatives to focus on Peer Review specific biases.

27.14	Diamond to refresh terms and conditions/code of conduct for Peer Reviewers	Gianluigui Botton and Andy Dent
--------------	--	--

10. Reports from User Representatives

10.1 Imaging + Microscopy

Positive, appreciation to Local contacts and User Office

Negative, – DAWN not user friendly and comment about the transparency in beamtime selection = pointing to the need of better comments of the Peer Review Panel.

The need to have a “tool to reconstruct” images during the beamtime to take decisions how to move forward.

10.2 Magnetic Materials

Positive, excellent support by the beamline teams, and request of stronger magnetic fields, and lower temperatures for samples.

10.3 Bio-cryo-imaging

Issue at one of the beamlines (B24), new PBS to follow up with User.

10.4 MX

Updating VMXI to include them in BAGs access routes.

Diamond strategy for updating data collection tools,

Travel funding for users

Update of MX Bridge Plan

10.5 Soft Condensed Matter

Positive feedback for I22,

Diamond tries to manage to obtain licence to study “human tissue”- license is difficult and need to be obtained through MRC

Size of items on the beamline monitor, if tell in advance beamline team would adapt and change the size of fonts, characters.

DAWN, request to increase the friendliness of DAWN for the users.

10.6 Spectroscopy

Positive, user office accommodation OK.

Negative, to address the suggested bias on approved proposals. Response to bias, it is a difficult to get beamtime with x5 oversubscription rate.

Improve the User access to the Active Materials Laboratory.

Need to be able to see plans to avoid radiation damage on samples when Diamond-II

10.7 Surface and interface

User feedback had expressed concern about software for data processing, specialised from beamline to beamline. **Mark Heron suggestion:** Add questions to a post beamtime questionnaire, to better understand where to put priority in data collection, data preparation or data analysis.

10.8 Students Representative

Challenging data accessibility in I05/I21.

Action 27.14-II Include in Terms and Conditions guidance to Peer Reviewers how to provide constructive/useful feedback to rejected proposals. Include in the revision of Terms and conditions for Peer Review, included in **Action 27.14**.

11 AOB:

11.1 Multifactor Authentication for IT Systems Nick Claridge,

Will use the same as ESRF and replace CAS. Timeline will start in December and in half year will ask DUC for volunteers.

11.2 Mark Heron: Diamond working on Software architecture for Diamond-II and ask how it would be done the interaction with the DUC. The need of a subcommittee with representatives appointed for each group represented in the DUC to feedback on which software tools will be needed for Diamond -II.

Action 27.15 Mark Heron in contact with Cecilia for a reminder in January/February Call for a meeting before the next DUC

Action 27.16 for reps: Work together with Beamline scientist to find representatives for the DUC sub-committee,

27.15	Creation of a Diamond/User working group – to report the Users and Beamlines software needs for Diamond-II.	Cecilia + designee by Mark Heron to coordinate	CS-H is working with Mark Heron to establish the contact with DUC representatives
27.16	Work together with Beamline teams, science group leaders to find representatives for the DUC Diamond-II beamlines software sub-committee.	DUC representatives and Science Group leaders	
27.17	Organize volunteers in the DUC representatives for testing Multifactor Authentication for IT	Nick Claridge and CS-H	

DUC



Doc No: DUC Meeting 27
Issue: 1
Date: 13th November 2024
Page: 13 of 15

12. Closing

Recurrent actions for CS-H

Action 27.18 for CS-H activate the nominations

Action 27.19 for CS-H, bring the nominations to an election process.

Action 27.20 for CS-H, do elections of new DUC members

Action 27.21 Communicate new date for meeting

27.18 -21
Recurrent

Nominations/elections/new date
for DUC-29 meeting

CS-H

DUC

Doc No: DUC Meeting 27
Issue: 1
Date: 13th November 2024
Page: 14 of 15

Appendix 1. DUC-27 list of Actions:

26.1	Check trend of PI's attendance to experiments / measurements and workshops at Diamond	DUC chair to LG	On going
26.2	Recognition award rewarded by the DUC	Gianluigi Botton	Need to be formalized
26. 3	Follow up on gas cabinet testing and address delays. – LEV systems at Diamond -To be reported in DUC-28	Adrian Mancuso	Comes from 25.4 updated in DUC-27
26. 5 to 27.13	Periodic update: how Diamond plans to mitigate in the User community the dark period.	Adrian Mancuso and Dave Stuart	
26.8	Report on adding air conditioning to support labs. To report in DUC-28	Andy Dent	On going
26.11	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	Cecilia to raise awareness about this action to Dai Jenkins and Mark Heron
27.1 from 25.1	Portal Web site for the DUC	CS-H + Comms	<u>On going</u>
27.2	Launch "cap of travel funding survey"	Comms + CS-H	<u>solved</u>
27.3	Include recurrent items in the agenda for future DUC meetings	CS-H	<u>solved</u>
27.4	Updates on 20% operations cut.	Gianluigi Botton	
27.5 from 26.6	User Office to address the suggestions provided by SR-P's BAGs feedback report.	Lorna Goldsmith	
27.6	How to achieve and implement a more efficient use of Ridgeway accommodation for BAGs	Lorna Goldsmith	
27.7	Investigate with Ridgeway house how to implement and manage efficient session or group bookings – instead of individual bookings.	Lorna Goldsmith	

DUC

Doc No: DUC Meeting 27
 Issue: 1
 Date: 13th November 2024
 Page: 15 of 15

27.8 from 26.9	Dewards shipping, does not depend on User Office. CS-H to find out who is responsible to change the software to accommodate additional team members for the sample shipping.	CS-H	Information for shipping to be found in this link . This is only for MX.
27.9	Recurrent data for User Office report. Ridgeway occupancy, Satisfaction scores, PIs attendance to Diamond and experiments	Lorna Goldsmith	
27.10 from 26.13	Include in emails with instructions for beamtime, or conferences/workshops, appropriate instructions and links for foreigners attending Diamond events/beamtime.	Lorna Goldsmith + Comms	CS-H to check with Comms
27.11	Remove from “claims” the limitation to look for extra funding to cover travel costs not covered with the cap to travel funds for Users.	Gianluigi Botton + CS-H + Lorna Goldsmith	Solved for Users by Lorna Goldsmith
27.12	Prepare mitigation plan if cut in beamtime has to be implemented	Gianluigi Botton	
27.13	Plan how Diamond is going to keep Users engagement for the facility	Science Directors and Deputy Directors	
27.14	Diamond to refresh terms and conditions/code of conduct for Peer Reviewers	Gianluigi Botton and Andy Dent	<u>On going</u>
27.15	Creation of a Diamond/User working group – to report the Users and Beamlines software needs for Diamond-II.	Cecilia + designee by Mark Heron to coordinate	<u>On going</u>
27.16	Work together with Beamline teams, science group leaders to find representatives for the DUC Diamond -II beamlines software sub-committee.	DUC representatives and Science Group leaders	<u>Ongoing</u>
27.17	Organize volunteers in the DUC representatives for testing Multifactor Authentication for IT	Nick Claridge and CS-H	<u>On going</u>
27.18-21 Recurrent	Nominations/elections/new date for DUC-289 meeting	CS-H	<u>On going</u>

Formatted: Font color: Dark Red

Formatted: Centered

Formatted: Default Paragraph Font, Font: 12 pt, Font color: Dark Red

Formatted: Default Paragraph Font, Font: 12 pt, Font color: Dark Red