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**DRAFT - MINUTES OF MEETING**

<b>Title/Subject: Diamond User Committee Meeting #28</b>		
<b>Venue:</b>	G59 Diamond House, Diamond Light Source	<b>Chairman:</b> Silvia Ramos Pérez
<b>Time/Date:</b>	Monday 2 <sup>nd</sup> June 2025	<b>Secretary:</b> Cecilia Sánchez-Hanke

**PARTICIPANTS**

<b>DUC members</b>	<b>Institution</b>
(RA) - Rosa Arrigo (R)	University of Salford
(LD) – Luke Daniels (R)	University of Liverpool
(MD) - Matthew Derry (R)	University of Aston
(JE) - James Everet (R)	University of Keele
(JF) – Josie Ferreira (R)	University College London
(SK) - Simon Kondrat (R)	Loughborough University
(EH)- Ellen Heely	Open University
(SH) – Sam Horrell	University of Oxford
(HJ) - Hariom Jani	Imperial College London
(AL) - Alexander Lunt	University of Bath
(BN) - Ben Nash	University East Anglia
(GN) - Gary Nichol	University of Edinburgh
(SR) - Silvia Ramos Perez (Chair)	University of Kent
(RR) - Reshma Rao	Imperial College London
(AR) - Anna Regoutz	University of Oxford
(OT) – Oliver Thomas	University of Oxford
 <b>Diamond Light Source representatives</b>	
Gianluigi Botton	
Phil Chater	
Cephise Cacho	
Andy Dent	
Sofia Diaz Moreno	
Jules Roberts for Lorna Goldsmith	
Dave Hall	
Tim Snow for Mark Heron	
Luke Higgins	
(AM) - Adrian Mancuso	
Julia Parker	
Rob Rambo	
(DS) - Dave Stuart	
Martin Walsh	

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**Apologies:**

Richard Collins  
Colin Levy  
Stephen Marshall  
Yasmine Sassa

Rhiannon Boseley  
Gwyndaf Evans

University of Manchester  
University of Manchester  
University of Oxford  
Royal Institute of Technology

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- 1. DUC private session**
  - Welcome and introductions to new members.
- 2. Welcome and introductions to the chair and to the new members**
  - SR- Introduction and welcome to new members to Diamond
- 3. Revision of MINUTES AND ACTIONS from the past meeting/s**
  - DUC 27 minutes approved without changes.
  - Request to be delivered earlier in time.
  - Review of actions from DUC -27 – Appendix 1. DUC-28 list of actions (new list)

Number	Actions	Actioner	Target Completion Date / Status
26.1	Check trend of PI's attendance to experiments / measurements and workshops at Diamond	<b>DUC chair to LG</b>	Close
26.2	Recognition award rewarded by the DUC	<b>Gianluigi Botton</b>	Close - New
26. 3	Follow up on gas cabinet testing and address delays. – LEV systems at Diamond -To be reported in DUC-28	<b>Adrian Mancuso</b>	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.	<b>Adrian Mancuso and Dave Stuart</b>	In talk
26.8	Report on adding air conditioning to support labs. To report in DUC-28	<b>Andy Dent</b>	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.	<b>Dai Jenkins + Mark Heron</b>	Close
27.1 from 25.1	Portal Web site for the DUC	<b>CS-H + Comms</b>	On going
27.2	Launch “cap of travel funding survey”	<b>Comms + CS-H</b>	Close
27.3	Include recurrent items in the agenda for future DUC meetings	<b>CS-H</b>	Close
27.4	Updates on 20% operations cut	<b>Gianluigi Botton</b>	Close

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<b>27.5 from 26.6</b>	User Office to address the suggestions provided by SR-P's BAGs feedback report.	<b>Lorna Goldsmith</b>	<b>Close</b>
<b>27.6</b>	How to achieve and implement a more efficient use of Ridgeway accommodation for BAGs	<b>Lorna Goldsmith</b>	<b>Close</b>
<b>27.7</b>	Investigate with Ridgeway house how to implement and manage efficient session or group bookings – instead of individual bookings.	<b>Lorna Goldsmith</b>	<b>Close</b>
<b>27.8 from 26.9</b>	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.	<b>CS-H</b>	<b>Close</b>
<b>27.9</b>	Recurrent data for User Office report. Ridgeway occupancy, Satisfaction scores, Pls attendance to Diamond and experiments	<b>Lorna Goldsmith</b>	<b>Recurrent Report UO</b>
<b>27.10 from 26.13</b>	Include in emails with instructions for beamtime, or conferences/workshops, appropriate instructions and links for foreigners attending Diamond events/beamtime.	<b>Lorna Goldsmith + Comms</b>	<b>Close</b>
<b>27.11</b>	Remove from “claims” the limitation to look for extra funding to cover travel costs not covered with the cap to travel funds for Users.	<b>Gianluigi Botton + CS-H + Lorna Goldsmith</b>	<b>Close</b>
<b>27.12</b>	Prepare mitigation plan if cut in beamtime has to be implemented	<b>Gianluigi Botton</b>	<b>Close</b>
<b>27.13</b>	Plan how Diamond is going to keep Users engagement for the facility	<b>Science Directors and Deputy Directors</b>	<b>On going- new action 28.1</b>
<b>27.14</b>	Diamond to refresh terms and conditions/code of conduct for Peer Reviewers	<b>Gianluigi Botton and Andy Dent</b>	<b>On-going / not priority</b>

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<b>27.15</b>	Creation of a Diamond/User working group – to report the Users and Beamlines software needs for Diamond-II.	<b>Cecilia + designee by Mark Heron to coordinate</b>	Tim Snow provided an update during DUC 28
<b>27.16</b>	Work together with Beamline teams, science group leaders to find representatives for the DUC Diamond -II beamlines software sub-committee.	<b>DUC representatives and Science Group leaders</b>	On going
<b>27.17</b>	Organize volunteers in the DUC representatives for testing Multifactor Authentication for IT	<b>Nick Claridge and CS-H</b>	On going
<b>27.18</b> Recurrent	Nominations/elections/new date for DUC-28 meeting	<b>CS-H</b>	On going

**Action’s discussions:**

**Action 28.1 (from 27.13):** Science Directors to report- to come up with a plan with specific events and workshops for Diamond-II to keep the users’ engagement to come back to the beamlines after the dark period.

**Update of 27.17** multifactor authentication for IT for Users. DUC members volunteer to check once the conditions are ready.

**Action 28.2:** update DUC website.

**4. Chair’s report by Silvia Ramos Perez**

4.1 ESUO past model more funding for travel and training between EU facilities. Can be replicated?

4.2 Travel cap funding survey- results to report later with feedback from Users.

**5. Chair report**

5.1 New Diamond board chair Sir Leszek Borysewicz

5.2 Continuation of Financial Challenges

- Continuation of 100% operations
- Support for PhD students, PDRAs and apprenticeships, back at 50% level,

5.3 Building a high-level Vision/Strategic Plan for Diamond to continue delivering impactful research through breakthroughs and discoveries in science and innovation. The goal is to enhance Diamond’s world-class leadership as a national light source research facility . Input from the user community welcome.

5.4 Diamond is undergoing a review of its structure with the goal of making it suitable for its current size and composition as well as more efficient. Main changes are a single Science Division and a new Division “Central Development and Infrastructure”, as well as inter-divisional “Diamond Management Group” to manage activities, priorities across Diamond, allocating resources from respective groups”. Internal processes are also being reviewed as part of the restructure.

Feedback from DUC in meeting:

- Worry how organizational changes might impact the User community, especially technicians moving out of the beamlines groups, into the new division.
  - Beamline technicians’ crucial interactions and knowledge about beamlines and experiments.
  - Concern about the immediate impact on the science because of their specialisation and deep understanding of the beamline technical aspects.

<b>28.3</b>	CEO update Diamond financial challenges and measures and possible cut in operations?	<b>Gianluigi B.</b>	
<b>28.4.</b>	Update of the progress of the proposed Diamond’s internal organigram and cultural changes.	<b>Gianluigi B.</b>	
<b>28.5</b>	Provide comments to CEO for strategic plan	<b>User representatives</b>	
As part of the discussion with the DUC reps, a specific access mode was discussed in the context of the dark period.			
<b>28.6</b>	Diamond / User office to report how BAG’s cycles will operate after the dark period.	<b>User Office</b>	

## 6. Report Diamond Physical Sciences by Adrian Mancuso

6.1 Provided an overview of the upgrades that beamlines have been going through since the last DUC meeting.

6.2 Trial exercise to evaluate performance of the Beamlines Portfolio

- To provide a snapshot 'health check' of beamlines, collating information for decision taken.
- Methodology was tested on a subgroup of beamlines and microscopes. Plan is to use quantitative metrics and narrative questions to assess all beamlines/microscopes.
- Lessons learned: complex, the work is ongoing but a set of metrics for routine evaluation is being considered. Phil Chafer working on visualisations of the responses.

Questions from DUC:

- What actions are expected to be triggered from the instruments portfolio evaluation?
  - GB response this is an exercise to help us show in what we are the best.
  - Discussion of how to measure beamlines impact, timeline, how results are going to be evaluated and implemented.
- What is the timeline/schedule of the beamline implementations/improvements and coming back after the dark period.
  - AM response, staggered coming back, plan not ready, need to implement different stages before beamlines available for users.

### 6.3 Dark period engagement plan and impact on the community

AM provides an update of Diamond plans for Dark Period.

- Open forum discussion how to bring back beamline after the dark period to keep community engaged.
- Comments from DUC
  - Request for transparency on the timeline, beamlines performance for beamlines coming back after the dark period/upgrade.
  - Discussion how will the BAGs be managed during and after the dark period.

### 6.4 Update of LEV status provided by Adrian Mancuso

AM provides an update of Diamond and contractors activities for LEVs approval.

- DUC comments:
  - Five experiments cancelled in spectroscopy beamlines because of LEV.
  - Suggestion to use a different contractor for evaluation of the LEV.
  - Suggestion to look into focus and solve short term and underlying issues.

28.7	Update of timeline/schedule for beamlines to come back after the dark period	Adrian Mancuso	
28.8	Update of LEV status focusing on, short term and underlying issues.	Adrian Mancuso	

**7. Diamond User Office update, Jules Roberts in absence of Lorna Goldsmith**

7.1 Actions: all actions closed

7.2 Updates communicated to Users

- new cashless system for Users. Cashless card only funds for experiment days.
- Non-UK users travel cost capping,
- Fed ID Password Reset – UO investing in a password manager tool
- Review of User expense cap procedure presented at the DUC, now agreed in
- R22 refurbishment complete, feedback from Users is forwarded to R22 Restaurant Manager and STFC services.
- Hotel booking cancellations will be charged on the full cost to User. Contact UO.

Comments/questions from DUC:

- How the caps associated to the radius of the circles has been calculated?
- Survey feedback has been shared with the User Office.

Actions:

- Report to DUC Revision of the travel cost for a given radius
- Clarify in the policy the preferential travel method for the policy,
- Report back to DUC the suggestion to extend breakfast time in Ridgeway House, to allow Users from the night shift to have breakfast.

UO observations for the DUC

- Seems that there is an increase of large groups per session (up to 18 people).
- Increase in the number of requests for session changes. Reminder additional members need to be registered in UAS and safety trained.

**7.3 Data regarding PI presence in experiments by Silvia Ramos.**

- Stats to be included in recurrent UO data

Feedback from survey about impact of the new travel policy for users

- London and Scotland mainly provided the negative comments, and the insufficient amount of the allocated cap.

Other DUC feedback: more dietary variations would be welcome. UO will communicate to R22 manager.

**Action:** Report back to DUC restaurant R22, response to suggestions to more dietary variations.

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<b>28.9</b>	<p>Report back to the DUC changes in the cap of the travel funding policy, and when implemented.</p> <p>Clarify in the policy the method of travel, if there is a restriction for the funding to be awarded.</p>	<b>Lorna Goldsmith</b>	
<b>28.10</b>	<p>Recurrent data for User Office update/report. Ridgeway occupancy, Satisfaction scores, PIs attendance to Diamond and experiments.</p>	<b>Lorna Goldsmith</b>	
<b>28.11</b>	<p>Report back to DUC regarding suggestions for more dietary variations.</p>	<b>Lorna Goldsmith</b>	
<b>28.12</b>	<p>Report back about the extension of breakfast time at Ridgeway House to allow night shift Users to have access to it.</p>	<b>Lorna Goldsmith</b>	

<p><b>8. Life Sciences update Dave Stuart</b></p> <p>Updates in Life Sciences beamlines,</p> <ul style="list-style-type: none"> <li>• new beamline coming up HeXI, (High energy Electron Xtallography Instrument)</li> </ul> <p>D-II updates:</p> <ul style="list-style-type: none"> <li>• flag beamline K04</li> </ul> <p>Dark period activities:</p> <ul style="list-style-type: none"> <li>• Providing access to MX, looking for alternatives for industrial and academia, because of the significant the amount of time that these groups have at Diamond.</li> <li>• Looking into Geo-MX to upgrade I04, need to be funded</li> <li>• EMs planning to be operational during the dark period</li> </ul> <p>Comments from DUC:</p> <ul style="list-style-type: none"> <li>• Question if FIB milling time can be increased for users? Response: FIB and EM are oversubscribed</li> </ul>			
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## 9. Reports from User Representatives

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### 9.1 Chair update from Users by Silvia Ramos

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Travel cap survey

- ~100 responses,
- Flat policy affects abroad differently depending from where is coming. Possibility to negotiate reciprocal agreements with other facilities through ESUO.
- Scotland, and London very tight or not possible if traveling on peak times.

Actions:

- Diamond provides update to DUC on how the travel funding cap policy has adapted to the survey response (see action 28.10).
- Diamond to clarify Cap on how many members get 2+1 EU, 3+1 for UK

The committee discussed the level of support to users by beamline staff after hours. The constraints are severe and support is only offered on a voluntary basis. The committee suggested that the users were made aware of what the minimum expectations are to ensure users are informed and the support valued in context. There have been changes in this area in the last few years and many users will not be aware.

Action: Diamond to share information with users about what they can expect in terms of user support during an experiment. The DUC suggests that it should specify the times during which the facility expects local contacts to be available to support users, as well as an explanation that outside those hours, and help they receive is at the discretion of the local contact and done in their own time.

### 9.2 Imaging + Microscopy

Concern that less and less technicians have beamline/instrumentation commissioning expertise, and this could be an issue for coming back after dark period.

### 9.3 Magnetic Materials

- I06-I10 Investigate how to solve the presence in the Users data, of shifts in Energy scans that complicates the calculations from energy spectra. The phenomena is known, it will be good to have a “correction algorithm/code to correct for the shift” for both beamlines.
- Diamond to clarify the guidelines and support to postdocs supporting experiments.

### 9.4 Bio-cryo-Imaging

#### 9.5 MX

- Comments: extra clicks for returning samples
- BAGs submission requires too many steps/clicks
- UO emails too general and confusing.
- XChem beamline to be included in MX-BAG

### 9.6 Soft Condensed Matter

#### 9.7 Spectroscopy

- Positive well supported beamlines, with fantastic techs support. Diamond to ensure it keeps like that.
- Negative – need better support in the labs

#### 9.8 Surface and Interface

- Comment that when investigator changes institution, Diamond changes their Fed-ID and in consequence the investigator loses access to the data done with previous institution.
- Diamond seems to be the only institution changing Fed-IDs of users changing institution.

**Action:** Diamond to provide guidance in how the investigator changing institution may gain access to the data.

28.13	Diamond to provide the guidance/document to manage User expectations regarding level (minimum) of support of local contacts at the beamlines, week and weekends.	<b>Diamond Science Directors</b>	
28.14	Address the Energy shift in I06 and I10	<b>Adrian Mancuso</b>	
28.15	Review of processes for MX BAG users for possible simplification.	<b>User Office to coordinate with UAS</b>	
28.16	Report on possibility to include XChem in MX-BAG	<b>Science Directors</b>	
28.17	Diamond to produce a step-by-step guidance to be followed by Users changing affiliations, to allow to keep having access to data from first affiliation.	<b>User Office + Legal</b>	

### 10 Update regarding development of Beamline software for D-II by Tim Snow:

Interest to bring a group of Users proposed by the DUC members to help with the task.

- Data acquisition group looking to update the existing tools Diamond to be moved/used at D-II.
- The group should provide which tools will be used at D-II.
- Which tools can be improved and implemented in the rest of the beamlines.

User representatives' comments:

- Is D-II going to have an inventory of the tools / software available for the beamlines at Diamond and which ones will be translated to D-II?
- How will tools that are on unique beamlines be accounted for D-II and not get lost?
- Discussion about the best profile for the working group.

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<b>28.18</b>	Creation of a Diamond/User working group – to report the Users and Beamlines software needs for Diamond-II in DUC. How many are needed what profile.	<b>User representatives, Silvia to contact MH copy to T Snow</b>	
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**11 Multifactor Authentication for IT Systems by Nick Claridge (last minute, not attendance).**

No new information.

DUC agreed to be the DUC members the ones that test the Multifactor Authentication for IT systems.

<b>28.19</b>	DUC representatives testing the Multifactor Authentication system for Users.	<b>CS-H in contact with Nick Claridge, to provide the information and link</b>	
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**12. Closing**

**Actions:**

- Plan to preserve good software interfaces in particular beamlines after dark period.

Recurrent actions for CS-H: Communicate new date for meeting

<b>28.20</b>	DUC to communicate/remind to User Software group, the concern regarding losing beamline dependent software developed during the years.	<b>User representatives to group</b>	
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<b>28.21</b> Recurrent	Nominations/elections/new date for DUC-29 meeting (as needed)	<b>CS-H</b>	
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<b>Appendix 1. DUC-28 list of Actions:</b>			
<b>26.2</b>	Recognition award rewarded by the DUC	<b>Gianluigi Botton</b>	Need to be formalized
<b>26.8</b>	Report on adding air conditioning to support labs. To report in DUC-28	<b>Andy Dent</b>	On going
<b>27.14</b>	Diamond to refresh terms and conditions/code of conduct for Peer Reviewers	<b>Gianluigi Botton and Andy Dent</b>	delayed
<b>28.1</b>	Science Directors to report plan with specific events to keep Users engagements during dark period.	<b>Science Directors</b>	
<b>28.2 from 27.1</b>	Update DUC web sites	<b>CS-H + Comms</b>	
<b>28.3</b>	CEO update Diamond financial challenges and measures and possible cut in operations?	<b>Gianluigi B.</b>	
<b>28.4.</b>	Update of the progress of the proposed Diamond's internal organigram and cultural changes.	<b>Gianluigi B.</b>	
<b>28.5</b>	Provide comments to CEO for strategic plan	<b>User representatives</b>	
<b>28.6</b>	Diamond / User office to report how BAG's cycles will operate after the dark period.	<b>User Office</b>	
<b>28.7</b>	Update of timeline/schedule for beamlines to come back after the dark period	<b>Adrian Mancuso</b>	
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<b>28.13</b>	Diamond to provide the guidance/document to manage User expectations regarding level (minimum) of support of local contacts at the beamlines, week and weekends. Report back to DUC, managing Diamond internal expectations in how it would be paid or unpaid User support across Diamond	<b>Diamond Science Directors</b>	
<b>28.14</b>	Address the Energy shift in I06 and I10	<b>Adrian Mancuso</b>	
<b>28.15</b>	Review of processes for MX BAG users for possible simplification.	<b>User Office to coordinate with UAS</b>	
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