

SHUG-EC Meeting Minutes

11 March 2025

In Attendance

- | | | |
|---------------------------------|-------------------------|---------------------|
| • Kent Griffith | • Nairiti Sinha | (ORNL) |
| • Izabela Kruk | • Hillary Smith (Chair) | • Michelle Dolgos |
| • Grace Longbons
(Secretary) | • Weiwei Xie | (ORNL) |
| • Allen Scheie | • Julia Zaikina | • Jon Taylor (ORNL) |
| | • Janell Thomson | |

Agenda

- Finalize NXS Letter
- User Meeting Planning Update
- SHUG-EC Onsite Meeting Coordination (potentially before/after User Meeting in August)
- Discuss the proposed revisions to the User Charter

Minutes

(17:05) User Meeting Update

- The plenary speakers and the workshops have been finalized and the agenda is being narrowed down.
- The Town Hall will be joint with CNMS and SHUG: need user feedback ideas and to talk through if there needs to be two town halls or if one is enough.
- **Actionable Item:** Discuss topics for the breakout/parallel sessions.

(17:10) On-Site SHUG-EC Meeting

- It may be possible to make the meeting hybrid or only meet for half-days during the User Meeting (**Kent** cannot attend that week and **Grace** cannot attend on Thursday).
- **Actionable Item:** Narrow down logistics for the On-Site Meeting among the SHUG-EC to then coordinate with Janell and ORNL.
- **Actionable Item:** Draft an agenda for the On-Site Meeting to better assess who the SHUG-EC will need to meet with from ORNL and the approximate time required for the meeting.

(17:14) Finalize the NXS Letter

- The SHUG-EC is ready to move forward with sending the NXS support letter to DOE.
- The APS-UEC has not yet discussed the letter, but they expect to be ready to move forward soon.
- The plan is to send the letter with the alumni signatures and anecdotes as an attachment, but not to solicit more emails/signatures from the rest of the community in the interest of time.

(17:17) User Charter Revisions

- The ORNL User Charter is being updated and will be posted around the facility so that everyone knows their rights and responsibilities while attending ORNL as a user.
- The main updates include details on how soon samples should arrive at ORNL, clarify expectations of an experiment team, how to add ORNL as coauthors, who to contact and their contact information, etc.
- Expectations on the experiment/instrument team:

- The updated requirement to have at least two members on an experiment team comes from surveys of the instrument scientists and how many people they think are necessary and would prefer to have attend experiments (*e.g.* this would hopefully minimize PIs sending inexperienced users that significantly burden the instrument scientists).
- A large factor in the experiment team size is safety; even though the IHC does checks, having a second person to the experiment team adds extra precautions.
- Potentially rework the wording to allow for flexibility (*e.g.* require two users on-site for complicated experiments, but for simpler experiments have one on-site and one remote user).
- Data publishing may not stay in the User Charter; it may serve better in different documentation.
- An updated draft will be recirculated for further comments and edits.

(17:38) Neutron Ambassador Update

- Four neutron ambassadors have been chosen!
- Possibly arrange lunch or a meet-and-greet with them at the User Meeting