SHUG-EC Conference Call: Tuesday March 9th, 2021

Online:

ORNL: Hans Christen, Jamie Fernandez-Baca, Lisa Debeer-Schmitt, Janell Thomson, Travis Williams, Ken Andersen

External: Geneva Laurita, Adrian Brugger, Daniel Shoemaker, Yun Liu, Jaroslaw Majewski, Martin Mourigal, Olivier Delaire, William Ratcliff, Danielle Yahne

Document approval:

Minutes from February 2021 conference call: approve

Agenda for March 2021 conference call: approve

1. Meeting with Ken Andersen
   a. Introduction of Ken to EC in his role as associate laboratory director
   b. Discussed relationship with EC
      i. Frequent one-on-one working meetings with EC chair, can meet with SHUG-EC when needed
   c. **EC Requested topic:** Strategy to mitigate shutdowns of HFIR/SNS, including context of NCNR shutdown—near term support of research and also long-term (decades) for HFIR lifetime
      i. Discussed impact on the neutron user community and coordination with NCNR
         1. Current and direct exchange of communication between facilities
         2. Working to stagger shutdowns to help community
      ii. Discussed communication strategy with user community about preparing for and support through shutdowns
      iii. Discussed concerns of SHUG members and need to understand the concerns of the community as a whole to prepare for this time period
      iv. Discussed strategies for user support during shutdowns
      v. Discussed impact and opportunity for beamline staff during shutdowns
   d. **EC Requested topic:** Hiring diversity with a focus on underrepresented people—how to fix the problem of sampling bias/observability, among others
      i. Discussed current statistics, areas for improvement, and goals towards addressing these issues
      ii. Discussed structural changes to hiring process and restructuring of teams/groups/divisions towards these goals
      iii. Discussed ORNL diversity and inclusivity initiative group’s role
      iv. Discussed ideas outside of ORNL that have been successful in other institutions
         1. Recruitment, hiring, training, retention, etc.
      v. Discussed areas to consider in hiring and retention and how to be proactive
      vi. Discussed the role of on-site user visits towards these goals and how to make the visits more inclusive and welcoming
      vii. Discussed the EC’s role in user communications for timely feedback towards these goals
   e. Discussed areas of long-term considerations
      i. The role of EC and how to structure advocacy for the various communities that intersect here
      ii. The state and future of domestic and international neutron sources
      iii. The role of communication between various groups at different facilities
   f. Follow up with Daniel if you have further comments/questions for Ken

2. (Pinned) Response from ORNL about long-range planning schedule, notably the Be outage
a. Discussed in meeting with Ken Andersen  
b. Communication response from ORNL in progress; will be posted once approved  
c. Discussed need for timely communication, even if it evolves over time

3. Update on user meeting: Proposed schedule, plenary speakers, panel and early-career invitee poll  
   a. Proposed schedule is on the shared google document  
   b. **Action Item for EC**: need to determine two plenary speakers; see follow-up from Daniel on Slack  
   c. **Action Item for EC**: need to figure out format for poster sessions; see linked document in google doc for information

4. Arrive at recommendation for ORNL regarding user surveys and metrics.  
   a. Discussed state of survey and metrics and ideas/role of future surveys

5. **Action Item for EC**: Virtual SHUG-EC on-site visit needs input on Google Doc  
   a. See highlighted areas for input on google doc

6. Next conference call: Tuesday April 13th, 4pm