

# ***Minutes of SHUG Executive Committee Meeting of November 12, 2004***

Present members (9):

- Paul Butler
- Takeshi Egami
- Nancy Ross
- Joanna Krueger
- Paul Sokol
- John Turner
- Lynn Walker
- Angus Wilkinson
- Kim Tait

1. Approval of Minutes from 10/12 (attached) and 10/29 (if available)

Minutes for 10/12 were approved unanimously. Minutes for 10/29 were not available.

[action item] JKK will forward the minutes for the 10/12 meeting to SNS to be placed on the web site.

Announcements:

2. Approved minutes from meetings of Feb 5th, Feb 25th, March 18th, May 20th and Sept. 24th are now available for viewing on the [SHUG web site](#).

3. Request for financial support to send a representative to the national user facilities organization NUFO meeting at SLAC in Jan 2005 was made to SNS. No reply as of yet. Al Ekkebus will be attending.

[action item] Joanna Krueger has volunteered to represent the SHUG at this meeting. Takeshi will look into finding the travel funds at ORNL to send her.

4. Greg Smith has sent an update on the HFIR instrument layout (attached).

Old Business:

5. HFIR advisory committee meeting on Dec 15–16th, 2004. John Turner, chair of the HFIR subgroup committee, will update us on his discussions with David Price so far.

John Turner will be meeting with David Price next Tuesday at 1:00 pm. If HFIR management is serious about generating a true user community at HFIR then some

changes need to be implemented. The numbers of non-facility users reported in the 2000 Plummer report are abysmal. Takeshi noted that there has been considerable improvement in these numbers from the last cycle. Angus noted that this is true, yet there still exists a minimal user program. Unless one desires to use a triple axis spectrometer, that user is out of luck. HFIR's real dilemma is that there are seriously staff limited. None-the-less, HFIR must break out of its old culture and begin to put structures in place so that users have a serious voice that is listened to. Some questions that John would like to see answered include: How instrumentation decisions at HFIR currently are made? And How involved have the potential users been in these decisions? Users should be heavily involved in these decisions and should infact be driving them. A first step in this direction would be to include a user group representative on their advisory committee. Joanna noted that David Price's invitation to be included in the Dec. advisory committee meeting was a good start and a positive sign.

A strong supportive User community can help get necessary resources, upgrades, DOE and ORNL support. Therefore, it is VERY odd that users are not being pulled in pro-actively. NOW is an absolutely critical time. If the environment at HFIR doesn't change now, the question becomes whether the plug will be pulled all together. How serious is HFIR in making this move and what kinds of pressure are they under to be serious about their user community.

[action item] Get a copy of the DOE REVIEW OF HFIR or portions thereof.

We know we can't change the past. What about the future? For instance, which instruments are brought up first once the cold source upgrade is done?

How many people use them? This question really should drive which instruments get put up first. There are a lot of exciting things that can be done at HFIR- a potentially premier reactor source. For example, building something that resembles ILL's D-22 would be exciting. Also, the HB2 tunnel could lead to a new guide hall, if there was enough reason to invest in there. DOE won't take any of these ambitions seriously without a strong user base and program.

Conclusion: We need to advocate for a stronger user presence at HFIR.

[action item] All of us should begin a dialog and email exchange on this topic. John will lead it.

6. NIST user group charter.

For better consistency, this charter would propose a four-year vs. two- year terms; and stagger them. It also proposes that nobody from NCNR could be on the committee, while it places no limits on other NIST staff. Paul got comments from

Pat Gallagher on the charter, who questioned the wisdom of placing no limits on the number of NIST staff allowed to serve on the executive committee and suggested that perhaps a limit of one or two would be much better. He also had a few other concerns suggestions which the NIST User Group Committee will consider at their next meeting.

[action item] Paul B. will send us a version of the NIST charter upon approval from the NUG.

7. SHUG Elections– Paul B. will update us on the status of the nominations, ballot and upcoming elections.

(Paul, any chance you could send us all a copy of the current ballot complete with bios before the call?)

Ballot is nearly complete. We have 8 candidates which represent diversity in expertise, gender, ethnicity, and affiliation. George Lager is Professor of Geosciences at the University of Louisville. Yumi Ijiri is an Associate Professor of Physics at Oberlin College. David Bucknall is an Associate Professor in the School of Polymer, at Georgia Tech. Paul Sokol is Director of the Indiana University Cyclotron Facility and Professor of Physics at Indiana University. Stephen Shapiro , is a Senior Scientist at Brookhaven National Laboratory. Mark Lumsden is on the HFIR staff at ORNL. Mike Snow is professor of Physics at Indiana University. Despina Luca is in material at U. Virginia.

Despina Luca and Mark Lumsden have agreed to their nominations and will be put on the ballot but their bios are missing.

There is currently one graduate student/ postdoctoral candidate who has accepted and sent in his bios. Tarik Saleh is a graduate student at the University of Tennessee working on his Ph.D in materials science and engineering. The other post-doc/grad student nominee could not be contacted.

[action item] Paul B. has requested and will forward Mark Lumsden's bios. Paul B. has also offered to find another nominee for the gs/pd committee. Takeshi Egami has requested and will forward Despina Luca's bios as soon as possible.

Looking at Friday the 19 th at the earliest, more likely Monday the 22 nd, to getting these ballots out due to Judy being busy with the DOE review next week.

Plan is to close voting on the 15 th of Dec. and send out a reminder on the 13 th.

New Business:

8. Anything?

NEXT MEETING on the 17 th of Dec at 11 am. We will look over the results from the election and hear from John about what he learned from the HFIR advisory committee meeting.

**[action item]** All, please put the date for our NEXT MEETING on your calendars, Dec. 17 th at 11 am.

# ***Minutes of SHUG Executive Committee Meeting of October 29, 2004***

Present members (6):

- Paul Butler
- Takeshi Egami
- Nancy Ross
- Joanna Krueger
- Paul Sokol
- Angus Wilkinson

The call began at 11:00 am

Agenda: This entire focus of this meeting is to set up for the upcoming elections and to assign duties.

The final slate of candidates for the SHUG elections was discussed. Proposal is to obtain their bios and get a ballot sent out to the wider SHUG community the week of Nov. 15.

As a reminder, the following SHUG members terms expire in 2004:

- Nancy Ross (Earth Sciences/ Minerals/ VTech)
- Paul Sokol (Condensed Matter/ IUCF)
- Takeshi Egami (Materials/Transition Metal Oxides/ UTK-ORNL-SNS)
- Christina Hoffman (Single Crystal diffraction/ ORNL-SNS)
- Kim Tait (GS/PD position/ High pressure diffraction)

2005-06 Nominees were selected during our conference call this morning who could fill the holes left by the loss of these members as well as to fill the membership gap in the field of Magnetism. At this point, Paul S., Paul B., Angus, Nancy, Takeshi and Kim are in charge of collecting the bios (one paragraph statement) and web page link for the candidates assigned to them this morning (see chart below) WHO ACCEPT their nomination to run this year. Please work to get these bios to Paul Butler ASAP but definitely before Nov. 12 meeting. Kim is to contact the two GS/PD nominees to get their bios.

Name	Institution	Nominated by	General Area of Interest	Bio/statement Requested
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[committee member  
in charge]

**Regular 2-year Nominees:**

Steve Shapiro	BNL	Self	Magnetism	Yes [Paul Sokol]
Umi Ijiri	Penn?	Paul Butler	Magnetism	[Paul Butler]
Mark Lumsden	ORNL/HFIR	Paul Butler	Magnetism	[Paul Butler]
Julia Chan	LSU	Paul Butler	Magnetism	[Angus Wilkinson]
W. Michael Snow	IUCF	David Baxter	Nuclear Physics; Instrument Design	[Paul Sokol]
Despina Louca	U. Virginia	Takeshi Egami	Materials	[Takeshi Egami]
David Bucknell	Georgia Tech	Angus Wilkinson	Polymer; Fiber Engineer	[Angus Wilkinson]
John Parise	Stoney Brook	Nancy Ross	High Pressure Beamline; earth sciences	[Nancy Ross]
Alternate to JP- George Lager		Nancy Ross	Earth Sciences	[Nancy Ross]
Paul Sokol	IUCF	SHUG	Condensed Matter	[Paul Sokol]
alternate to make 10 total nominees-Mark Dadmun	UT Knoxville	Joanna Krueger	Polymer blends and nanocomposites	[JKKrueger]

**GS/Post-doc 1-year Nominees:**

????		Kim Tait		[Kim Tait]
Darren Locke	Ariz. St ?	Nancy Ross		[Kim Tait]

Our next conference call is scheduled for Friday November 12, 2004 at 11 am.

# ***Minutes of SHUG Executive Committee Meeting of October 12, 2004***

Present members (6):

- Paul Butler
- Nancy Ross
- Joanna Krueger
- Paul Sokol
- Angus Wilkinson
- Kim Tait

Meeting began at 11:00 am. Angus Wilkinson agreed to record the minutes for this meeting.

1. Approved minutes from meetings of Feb 5th, Feb 25th, March 18th, May 20th and Sept. 24th.

Minutes will be forwarded to SNS to go on web site in HTML format.

2. Verbal report on EFACS meeting from Wilkinson who attended EFACS on Wed and Th (6–7th Oct.)

JINS and its future role in neutron scattering was mentioned by Wilkinson.

Discussion amongst SHUG group concluded that we should closely monitor how the mission and structure of JINS develops. It is important that JINS supports the neutron scattering community as a whole.

Wilkinson reported that the presentations at the EFACS meeting had been informative. They suggested that things were going well for SNS. The current sample environment policy looks to be very positive with adequate equipment on site at day one and a clear path to move forward.

3. Sending a representative to NUFO meeting at SLAC in Jan 2005.

There will be a meeting of the national user facilities organization (NUFO) at SLAC in late Jan 2005. As issues such as foreign national access will be discussed we should have a representative present. Representative remains to be selected. We will need to find financial support for sending a representative to this meeting. The Chair will discuss this concern with Al Ekkebus.

4. Nominations for upcoming SHUG elections

First e-mail to SHUG list requesting nominations has been sent out by Paul Sokol and he has set up an e-mail mechanism for collecting the nominations. We should

send the letter to a broader neutron list as the SHUG list is relatively small compared to some other lists.

Voting will be carried out using the SNS system setup by Al Ekkebus and Judy.

5. David Price, Jim Roberto and Gregg Smith joined the conference call at 11:30 AM. Discussed HFIR issues.

Lunch time seminar program has been set up to promote collaboration between SNS and CNS. First meeting will be on high field magnets. Later meeting will cover detector technology. Anybody is welcome to attend the seminars. The goal is generate specific action items for collaboration on the topic being discussed. Installation of instruments at HFIR is limited by available technical personnel. Powder diffractometer should be up by the end of 2005.

Triple axis instruments continue to be the only ones in the user program, although the reflectometer and residual stress instruments may join soon. WAND should be up and running sometime in 2005. Single crystal instruments may not be available until FY 2006.

Installation of instruments on cold source will also be limited by available technical staff. There are currently 7 technicians available at HFIR. There is an ongoing effort to increase this number, but the budget is very tight. Materials Science SANS will come on line before the BioSANS.

Guides initially installed Fall 2005. They may then be temporarily moved for installation of beam tube.

There will be a sample prep lab in the guide hall. Input from users on what this lab should look like was requested by Price. Krueger offered to send existing document from previous workshop breakout session on items users have identified as needing to be included in such a lab.

User input on nature of future "user office space" and user lab space at HFIR may be needed in the future.

Dec 15-16th there will be HFIR advisory committee meeting. 5 people will conduct an informal review of science programs and installation/upgrade plans. David Price requested that SHUG send a representative on the 15th to make a presentation to the committee. It was agreed that the Chair of the HFIR subgroup, John Turner, should work out the details of this invitation with David.

Gregg Smith commented that the 50% target for proposals from outside users had not been met yet. Only 30-35% of user program experiments were from outside. The next proposal call will probably be in Spring 2005 to allow time for the backlog of approved proposals to be cleared.



6. Discussion of NIST user group charter.

Discussion postponed until after draft charter has been circulated to SHUG committee members.

7. Elections

Send out another request for nominations to more general neutron mailing list.

Will send a final reminder by e-mail 3 days before closing date for nominations.

Next SHUG conference call is scheduled for Oct. 29 th at 11:00 am and will focus primarily on getting our nomination list ready for the elections.

Meeting adjourned at 12:25 pm.

# ***Minutes of SHUG Executive Committee Meeting of September 24, 2004***

Present members (5):

- Paul Butler
- Nancy Ross
- Joanna Krueger
- Angus Wilkinson
- Kim Tait

## **1. Selection of a representative for the SNS EFAC meeting this coming Oct. 6–8.**

The SNS listens to the EFAC, and EFAC's mission is moving from one of facility advising to one of facility equipping. We, as the future SNS user representatives, have been invited to observe and we NEED to become involved. Joanna participated in the Spring meeting, and found the initial contact with the EFAC and the information to be quite useful. Al Ekkebus has offered to support our representative financially, if needed.

Angus Wilkinson, vice chair and chair-elect, will participate in the Wednesday and Thursday activities Oct. 7, 8. We will see if any one on SHUG who lives in Oak Ridge could possibly show up for the final EFAC summary of findings on Friday to take notes and report back to the SHUG at our next meeting. Alternatively, Paul B. will look into the possibility of getting a written summary directly from the EFAC.

## **2. Fall Elections**

There are five SHUG EC members whose terms expire this year: Christina Hoffman, Takeshi Egami, Paul Sokol, Nancy Ross and Kim Tait. The following schedule was set up for the elections this fall:

- Immediately– Send out letter to SHUG (preferably using Paul S. list, if possible) to request for Nominations for the open positions to be put forward to the EC by Oct. 26.
- EVERYONE ON THE SHUG EC is expected to put forward at least one or two names.
- October 25– Send out a reminder to get your nominations in.

- October 29- 11 am; special meeting of the SHUG EXECUTIVE COMMITTEE MEETING to pair down nominees. To lighten the burden on any one member, everyone will be assigned one or two names with whom they should follow up to make sure they are willing to run and to collect their bio information.
- November 15- send out election ballot to the SHUG via Judy/Al and using the election ballot set up they have implemented for us in the past
- December 13- send out reminder that voting closes on Dec. 15
- December 15- voting closes
- December 17; 11 am: final meeting of the 2004 Executive committee

### 3. Next meeting and agenda items

The next meeting date and time will be determined by the availability of David Price, Jim Roberto and Greg Smith and scheduled for sometime mid-October.

Agenda will include:

- Presentation by Paul Butler on the NIST User Group new Charter
- EFAC report by Angus Wilkinson and ?? (Friday's attendee)
- SNS-CNS collaboration
- David Price, Greg Smith and Jim Roberto

### 4. Minutes updated on the web

In lieu of placing minutes from the Feb 5, Feb 25, Mar 18, May 20 on the web, Joanna will add her comments to the agendas from those meetings and then send those updated agendas around to everyone on the committee who will then add their comments from their notes. These documents will be sent to Al and Judy for placement on the web site.

Should we add links to other documents such as SHUG reports from the EFAC and ACNS meetings?

# ***Minutes of SHUG Executive Committee Meeting of May 20, 2004***

Present members (8):

- Paul Butler
- Nancy Ross
- Takeshi Egami
- Joanna Krueger
- Paul Sokol
- Lynn Walker
- Angus Wilkinson
- David Bowman

## **ANNOUNCEMENTS**

- EFAC meeting was April 14-16
- ACNS meeting is June 5-10, 2004

Paul Sokol announced that The NCNR Users group is preparing a poster for the meeting. Nothing fancy – just the basic information that is on the web site. We decided to have such a poster made for us as well and will send Paul the necessary picture and personal information. He will have his people make and send us all a draft of that poster.

- Paul Butler is now the SANS team leader at NIST
- David Price is now the executive director at HFIR

A letter from Jim Roberto reads, “ Thank you for your note. First, please accept my apology for not communicating the change. This was my mistake. We are also very pleased with the appointment of David Price as Executive Director of HFIR. This change will place the entire facility (operations, upgrades, user program, and research) under a dedicated and highly qualified leader whose exclusive responsibility is HFIR. We believe this will be very positive for the facility and our relationship with the scientific community. The Executive Director will provide strategic leadership and overall management for the HFIR facility, the neutron scattering user program, and related research and instrumentation activities. The position reports to me as Associate Laboratory Director for Physical Sciences. . . . I

very much appreciate the support that SHUG has provided to our efforts at HFIR. David's appointment will be official on May 25, but let me assure you that I will remain involved and committed to HFIR as well.

Again, thank you, and David and I look forward to meeting (or conference calling) with you and the Executive Committee in the near future.”

We plan to invite David, Greg and Jim to our next business meeting.

BUSINESS

### 1. Assignment of duties for ACNS meeting's user group reception [Paul Sokol]

- The user group reception will begin at 7 PM on Monday June 7th in the McHenry and Chesapeake Rooms with Six neutron sources represented:
- Chalk River – Contact: Alastair McIvor; Intense Pulsed Neutron Source – Contact: Jim Richardson; NCNR – Contact: Pat Gallagher; Lujan Center – Contact: Jim Rhyne; SNS – Contact: Al Ekbus; HFIR– Contact: Greg Smith

Each facility will provide someone to man their posters and to answer user questions. They will prepare three posters covering the following areas:

1. Facilities – description of facilities and planned upgrades
2. Instruments – description of new and upgraded instruments
3. User Support – covering issues such as sample environment, data acquisition and analysis. We need to assign people both to the User group corner and to act as floaters in each of the source corners to gather feedback.

### 2. EFAC update [Joanna]

Agenda attached (EFAC\_April04\_Agenda.pdf) Any of the presentations or past EFAC reports are available upon request. EFAC Summary/recommendations (available soon) Key news–SNS advisory committee structure is evolving from construction/design advice team to a form more suitable for operation

- plans for scientific proposal evaluation
- staff evacuation of Scarborough offices

### 3 .Next Conference call in June?

### 4. On–site meeting at ORNL this summer? Or ACNS get together

Topics that will need more than one hour for discussion and for the motivation to implement include:

- Potential for EFAC interactions
- User needs for Chemistry and Soft matter laboratory (particularly at HFIR) and on-site x-ray facilities
- Structural changes in the SHUG committee possibilities Aug- Aug term (so that first meeting is on-site)
- What is/should be our mission? How to approach improving our image?

# ***Minutes of SHUG Executive Committee Meeting of March 18, 2004***

Present members (9):

- Paul Butler
- Nancy Ross
- Takeshi Egami
- Kim Tait
- Joanna Krueger
- Paul Sokol
- Lynn Walker
- Angus Wilkinson
- David Bowman

Approval of minutes from Feb. 5th and 25th (if available)

ANNOUNCEMENTS:

- EFAC meeting 4/14 – 4/16/04

Letter from Ian S. Anderson reads, “As chair of the SNS HFIR User Group (SHUG), you have seen the Spallation Neutron Source (SNS) project has evolved from design concepts into steel and concrete structures that will soon support instruments and their beam lines. As the Project moves closer to completion, the SNS also needs to evolve the advisory committee structure into a form more suitable for an operating scientific facility. With that goal in mind, I invite you, or your SHUG designee, to participate, as an observer, at future meetings of the Experimental Facilities Advisory committee (EFAC). EFAC meets semiannually and its next meeting is scheduled for April 14–16, 2004, in Oak Ridge.”

NEW BUSINESS

- INFORMATION TECHNOLOGY STRATEGIC PLAN

What are some of the issues, frustrations and/or requirements that we as facility users have with respect to our data. How is it shared between the facility and our home institutions? Who has access to it. Who, in fact, does it belong to? What type of IT infrastructure would we like to see implemented? Etc.

The following reply was formed from our discussions:

The SHUG executive committee has come to a consensus on several issues with respect to Information Technology Plans that we would like to see implemented at SNS/HFIR. Following is a list of key issues and our comments:

#### I. Access to Computers and Networks on-site

Users will need both on-site computer terminals, as well as relatively easy access to the network, i.e. to plug laptops to Ethernet. These hardware needs will be both for access to the outside (email, website, etc.) as well as to data and data manipulation tools.

#### II. Access to Data and Data Analysis Tools

At a minimum, access to both refined and raw data collected at the SNS or HFIR should be made IMMEDIATELY available both inside and outside of any firewall structure. Similarly, the executables (preferably for multiple platforms) for all data analysis tools need to be readily available. Both the data and the analysis tools should be accessible both for download or remote use from either outside the lab (home institutions and on the road – i.e. not IP or "dongle" restricted) and from within the lab (on site hotel, informal discussion areas, instrument areas). Current and accurate instrument parameter files, background files and so on also need to be available.

#### III. Data Analysis; Portability

We are supportive of efforts to build a centralized data analysis tools library. As many of the currently available analysis tools are "home grown, establishing a carefully documented library of their capabilities will be important. Also, there are issues of portability of data from one analysis program to another. We need to make sure that the output of the instrument, in its reduced corrected form, can be written to as wide a list of program inputs as is possible. A small comprehensive 'writing program' that will interconvert as many different formats into as many others as possible may need to be developed.

#### IV. Off-site Instrument access

Secure, remote access to the instrument controls, as much as possible without the potential of damaging the instrument or any on-site personnel, will be particularly desirable to users.

#### V. Data ownership

Although the executive committee acknowledges that ultimately any data collected at user facilities is not proprietary and must involve some level of public ownership, the intellectual property of the scientist must also be protected. A



policy should be established that at the very least, allows for a certain amount of time to elapse before the data is made public and that ensures that the original scientist is acknowledged or contacted in some way if the data is to be used. We acknowledge that determining the timeframe may be difficult as some types of experiments lend themselves to immediate publication while others do not. Security of the data prior to it being made public is definitely a concern and should be designed to protect intellectual property within the framework of established data ownership policy guidelines. A suggestion would be to review any policies already established by other facilities and programs.

#### VI. Collaborative tools

Incorporation of collaborative tools, such as electronic notebooks, within the IT framework at SNS and HFIR is encouraged and should be made available to users who wish to use them. Their use, however, should not be required. Again, security, particularly security to prevent unauthorized access to data recorded with these tools, should be a high priority.

- STRUCTURAL REFINEMENT OF THE SHUG EXECUTIVE COMMITTEE

Is it agreed that refinement of the current structure is needed?

If so, what would be the most effective model?

permanent user co-ordinator/manager

longer term and shorter turn-over (2/year)

appoint a non-voting historian

-combination of the above or alternate idea altogether

#### SHUG USERS LIST

Should we ask for a mechanism to be implemented whereby all users who submit a proposal to HFIR or SNS automatically added to the user's list? Just those whose proposals are accepted? Just those who intentionally check a box on the proposal stating specifically that they want to be included? Or offer some kind of mechanism that requires extra effort on the part of the user to join so that we know that they really want to be involved.

NEXT MEETING DATE - 4/22 OR 4/29 OR 5/13?

Next meeting will be 5/20

- NEXT MEETING AGENDA - EFAC OR STRUCTURE OR ACNS OR ?

# ***Minutes of SHUG Executive Committee Meeting of February 25, 2004***

Present members (10):

- Paul Butler
- Nancy Ross
- Takeshi Egami
- Kim Tait
- Joanna Krueger
- Paul Sokol
- Lynn Walker
- Angus Wilkinson
- Christina Hoffman
- John Turner

Approval of minutes from Feb. 5 (if available)

## **ANNOUNCEMENTS:**

- Congratulations to Angus Wilkinson, the SHUG vice-chair 2004 and to Christina Hoffman, the 2004 SHUG secretary, Thank you for updating the web pages!
- ACNS user's reception and meeting update [Paul Sokol]

A Tuesday evening reception is planned from 6 pm to 8 pm which will merge into a poster session. The hosted reception would have four focus areas for discussion occupying the four corners of the main hall. Food and refreshments would be available at the center of the hall. The focus areas we are planning are:

1. Facilities – description of facilities and planned upgrades
2. Instruments – description of new and upgraded instruments
3. User Support – covering issues such as sample environment, data acquisition and analysis.
4. Administrative Issues – lobbying and user support for sources.

The first three of these areas would be staffed by members of the participating sources while the final area would be staffed by members of the user groups. Space for posters for each of the participating facilities would be provided. The size limitations on the posters and the exact layout of the reception will be available in the near future. Paul (Sokol) has written a letter to each of the facilities and user representatives inviting them to participate.

### SNS and HFIR sub-group member selection (continued)

John Turner volunteered to serve on both the SNS and HFIR subgroup committees and to chair the HFIR sub-group. David Bowman will serve on the SNS sub-group.  
OLD BUSINESS:

- SHUG By-law issues (re-election issues, term limits, annual meeting)

Paul Butler has started an email conversation and we all are encourage to continue in this conversation.

### Chair as ex-officio member of Sci Advisory Boards? SNS, HFIR, JINS

As chair of SHUG, I (or a designee) have been invited (by Ian Anderson) to participate, as an observer, at the Experimental Facilities Advisory Committee (EFAC) this April (14 - 16). I plan on representing the SHUG at this meeting.  
NEW BUSINESS: At 2:50 pm, we will be joined by Al Ekkebus and Greg Smith, User Administration for SNS and HFIR, respectively Al and Greg joined us promptly at 2:50 pm. Questions that came up last time to ask Al and Greg include:

### The recent facilities managers meeting

Some of what they reported to us included discussion on various facilities fast access policies. Access requirements vary among the different facilities and that most facilities felt that a fast access policy, per se, would not be necessary if user is in direct contact with the beam scientist. IPNS does not have a policy but sets aside a certain number of days for fast access. LANSSE has a fast access policy but it is new and hasn't been used yet. Facility managers feel that the leaders of the various user groups might value meeting together, perhaps under the NSSA.

### Any updates on the fast access implementation at HFIR?

Greg reports that they are forming our document into a policy working with Brian to implement at the powder diffractometer as a first "test" case. One instrument scientist plus one committee member will review proposals and this can be done

quickly by email. There will be a check box on the proposal form where the user can check off if they would like their proposal reviewed as a fast access status. To ensure accountability, the process needs to be transparent.

Ideas on how we can acquire access to the list of names and email addresses of those who voted in the recent SHUG elections (Also, what's up the recent email request user interest web updates?)

Proposal by AI is that when users send in their proposals there would be a check box that would automatically be checked and have to be manually unchecked requesting that all proposal authors be added to the SHUG list. SHUG would then be given direct access to this list.

Updates on the current schedule for instrument installations at HFIR and how best to make that schedule accessible and clear to the users

Currently three triple axis instruments, 4 more instruments will be available by the end of 2004: HB2 Residual Stress; WAND (diffuse scattering); Reflectometer and SNS test instrument. The powder diffractometer will be up by early 2005 followed by the single crystal diffractometer. The cold source is scheduled to come up in 2005 and the two SANS lines will be up for testing in 2006. A triple axis will be added in 2006, fundamental physics late 2006 and cold triple and usans in 07/08. Next month will be the call for proposals for new rounds.

Information on the SNS and HFIR SACs

- Who is on them and how often do they meet?
- How well do you feel users' interests are represented in the decision-making at these meetings?
- Etc.

# ***Minutes of SHUG Executive Committee Meeting of February 5, 2004***

Present members (7):

- Takeshi Egami
- Joanna Krueger
- Christina Hoffmann
- Paul Sokol
- Kim Tait
- Lynn Walker
- Angus Wilkinson

## **Appointment of temporary secretary for this meeting**

As the current secretary, Paul Butler, was not present Christina Hoffmann was appointed temporary secretary for this meeting.

Approval of minutes from Nov. 10, Dec. 9 and Dec. 29

## **ANNOUNCEMENTS**

### **Introduction of new and old members**

The introduction of new SHUG EC members was deferred to the next conference call as the attendance of the newly elected members (excluding reelected members) was rather small for this conference. (See attendance list.)

### **Update on status of generating a distribution list of “users” from SNS’s list [Paul Sokol]**

We discussed the topic extensively. The current SHUG distribution list in use for SHUG announcements, inquiries, ballots is currently combined with the SNS mailing list. This implies that SHUG does not have direct access to the list. So far, SHUG cannot check and update the list and find out if it contains enough or too many members. The mailing list was originally assembled through meetings and workshops organized by SNS. It might contain next to active future users as well as one time meeting attendees that are not specifically interested in SHUG issues.

Several members expressed the need for SHUG to establish its own mailing list. The very least SHUG should establish a user list before the next elections.

### HFIR schedule issues

The scheduled startup of HFIR seems to slip consecutively and it is not clear. It was decided that it might be advantageous to discuss the HFIR instrument schedule with Greg Smith and Al Ekkebus, the HFIR and SNS user coordinators. The lack of constant updated information was mentioned. Schedules could be posted on easily accessible internet web pages to keep the interested users informed. Both will be invited to the next conference call.

### ACNS user's reception and meeting update [Paul Sokol]

Paul Sokol briefed the committee on the plans for the ACNS Users Meeting: During a teleconference with the organizing committee (David Vaugnin, Rob Briber, Jeff Lynn, Ray Teller, Anna Hase) the general format was established. It was agreed on refreshments and hors d'oeuvre. The setup will be a four corner setup. NEW BUSINESS

### Accept nominations for Vice-Chair and Secretary positions {vote later by email}

Nominated for the vice president position were Angus Wilkinson and Lynn Walker. The actual voting will be later by email. The secretary will send out the ballot and inform the committee of the results before the next conference.

### SNS and HFIR sub-group member selection

Nominated were Kim Tait and Lynn Walker to join the SNS and HFIR subcommittees, respectively. It was mentioned that the individual committees might setup their own phone conferences for sub committee issues. OLD BUSINESS

### SHUG By-law issues (re-election issues, term limits, annual meeting)

Concerns that the continuity will get lost with only two year terms of the members. Probably, three year appointments are desirable. Create position of historian as a non voting permanent member. The historian would keep track of recurring issues in an accessible archive. Motion to ask Paul Butler to begin an email conversation on this topic, complete with some history of the by-laws document...

Chair as ex-officio member of Sci Advisory Boards? SNS, HFIR, JINS

The idea of SHUG being invited to Advisory Board meetings was welcomed. Even more, being a permanent non voting member of HFIR and SNS Advisory Boards found general acceptance.

Other?

Next meeting we should invite Al Ekkebus (SNS) and Greg Smith (HFIR) to discuss their notes from the Facilities managers meeting, current schedule for bringing HFIR instruments on line, HFIR SAC, and access to a SHUG email list.