

Statutes of the HZB User Committee

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Preamble

The Helmholtz-Zentrum Berlin für Materialien und Energie (HZB) offers two major facilities for research: the research reactor BER II, for experiments with neutrons, and the electron storage ring BESSY II, producing an ultra-bright photon beam ranging from Terahertz to hard X-rays. Both facilities provide research opportunities for the study of matter as well as a highly specialised sample environment in which experiments can be carried out under the most sophisticated conditions (high magnetic fields, low temperatures, high pressure). HZB makes these special research facilities and attendant infrastructure available to leading scientists (through the user group) to facilitate outstanding research.

HZB management is committed to continue improving the research opportunities and working conditions for the users of its large-scale facilities, BESSY II and BER II. In order to intensify contact with the user community a User Committee has been established. The HZB User Committee advises individual users/user groups, User Coordination and the Scientific Director both on operational matters relating to experiments being conducted at BESSY II and BER II and on day-to-day matters relating to users/user groups during beamtime.

1. Duties and Responsibilities

- The members of the User Committee consult individual users on issues related to on-site work during beamtime.
- The members of the User Committee collect any negative feedback from individual users working at HZB's large-scale facilities, prepare a summary evaluation and submit appropriate recommendations to User Coordination.
- The members of the User Committee meet at least twice a year with the User Access Coordinators to discuss matters of concern arising from work being conducted at HZB's large-scale facilities. These meetings are called by the spokesperson or the representative of User Coordination.
- The User Committee spokesperson compiles a written report for the Scientific Director on the outcomes of these meetings on the operation of external research. The spokesperson reports on the activities of the User Committee to the general assembly of the annual HZB Users' Meeting.

2. Composition of the Committee

The User Committee consists of a minimum of six and a maximum of eight external members elected by the users registered on the HZB access portal GATE. Users must have been actively registered as a proposer, co-proposer or user during the three years immediately preceding the election. The individual external members must be scientists with considerable on-site experience at BESSY II and/or BER II.

The Committee should comprise at least four members whose core field of activity is located at BESSY II and at least two members from BER II. To reflect the main scientific areas of user activity at BESSY II and BER II there should be at least one member representing condensed matter physics, chemistry, structural biology and materials sciences respectively. Whilst serving on the Committee, the elected members should be actively involved in work at BESSY II and/or BER II beamlines.

In addition to the elected members, additional representatives can be nominated by User Coordination in cases in which a field of interest cannot be covered by elected members.

The HZB representatives on the User Committee are the Scientific Director, the Head of User Coordination, the spokesperson and deputy spokesperson of the User Platform, the accelerator physics representative on the steering committee of the User Platform, the heads of the organisational units of the User Platform on Scientific Technical Infrastructure, and representatives of User Coordination.

3. Committee Election Procedures

Committee members are elected by users who are eligible to vote. Individual votes are submitted online via the HZB access portal GATE during the 14-day period immediately preceding the annual HZB Users' Meeting.

Candidates for election to the User Committee are proposed either by User Coordination or by a letter of recommendation signed by five eligible users and submitted to the User Committee election committee at least one month before the start of the election period.

4. Committee Membership

The term of appointment for external members is two years during which the member must be actively involved in experiments at BESSY II and/or BER II. Re-appointment for a single term is possible.

5. Spokesperson

At the first meeting of the User Committee after the election the external members select one of the members as its spokesperson.

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Appendix

Regulations on the procedures for electing members of the HZB User Committee

Procedures for electing members of the HZB User Committee are organized and supervised by an independent election committee consisting of one member of the HZB User Committee, one representative of HZB User Coordination and one representative of the Scientific Director's Office at HZB. The election committee processes the proposals and nominates the final candidates for election.

The user representatives on the HZB User Committee are elected online by eligible users via the HZB access portal GATE during the 14-day period immediately preceding the annual HZB Users' Meeting.

Eligible users are defined as users of HZB's large-scale facilities, BER II and BESSY II, who have been actively registered on the HZB access portal GATE as a proposer, co-proposer or user during the three years immediately preceding the election.

Online election procedure:

- HZB User Coordination informs eligible users about the upcoming election of new members of the HZB User Committee by e-mail. This e-mail contains the voting deadline and a link to the online voting website. The voting website is not linked to any other pages on the HZB website which can be accessed directly. The link allows the user to submit one single vote only.
- The eligible user uses the link provided to submit one online vote.
- The link guides the user to a webpage where s/he is required to comply with the regulations governing the online procedure for electing HZB User Committee members.
- The eligible user votes for one single candidate on the list of candidates provided on the online voting website.
- The vote is stored as an anonymous pdf document on the GATE database and included in the election count.