

Terms of Reference

MLZ User Committee

June 2017

Preamble

In an effort to better manage the user needs and to create a direct link to the users, the MLZ partners establish the MLZ User Committee (UC) to improve the user role and to organize a discussion forum for the benefit of the users. The MLZ User Committee proposes new strategic ideas and procedures to the MLZ Directorate with the ultimate goal to improve the MLZ user satisfaction.

Task

The following tasks are outlined for the MLZ UC:

- Report to the MLZ Directors and propose new strategic ideas and procedures for improving the user access and work at the MLZ
- Represent the MLZ user community at official MLZ meeting
- Organize the MLZ UC meetings, and compile the minutes of the meeting
- Collect reports from the users on any issue related to the proposal system and experiments performed at the MLZ
- Attend conferences of MLZ interest, such as the German Neutron Scattering Conferences, to meet the user community

Membership

The MLZ UC consists of five members. The members are appointed for three years; up to one subsequent re-appointment is possible.

No MLZ staff member can be appointed in the UC.

Each member is eligible if she/he has performed at least three experiments at the MLZ in the three years before the election.

In case of needs of external expertise, the Chairperson may co-opt external scientists as permanent members.

Roles

The MLZ UC includes the following roles:

- Chairperson
- Deputy Chairperson
- Member

The elected members will decide upon their internal role in the UC with written procedure; their decision will be communicated to the MLZ User Office.

The Chairperson reports to the MLZ Directorate and is asked to represent the MLZ UC at official MLZ meetings.

The MLZ UC secretarial work is provided by the MLZ User Office.

Election

The MLZ User Office will support the organization of the online election, with the following tasks:

- Definition of the list of candidates: the list of those who performed at least three experiments in the last three years will be compiled by the User Office and distributed to all potential candidates. Those scientists who intend to candidate shall inform the User Office per email.
- Distribution of the list of candidates to all the active MLZ users (those who performed one experiment in the last five years)
- Organization of the online/email voting procedure
- Communication of the elected members

Each voter has the possibility to vote up to five candidates. The five candidates with the largest number of preferences are elected.

MLZ User Committee Meetings

The MLZ UC meets at least once a year, either in person or in videoconference.

The Chairperson calls for the meeting at least with 1 month advance notice. The agenda and all relevant documents shall be emailed to the members one week prior the meeting.

The Chairperson may invite any persons relevant for the discussion.

At each meeting, minutes will be compiled by the Secretary and approved by the Chairperson; all the meeting minutes will be available on the internet.

A web page with the information on the passed meetings and the date of the next one is available online, with the support of the MLZ User Office.

The costs of the UC meetings, such as, for example, travel, accommodation and subsistence ones, are covered by the MLZ Directorate, according to the current German laws.

Support of the MLZ User Office

The MLZ User Office supports any request and need of the UC members, as, for example, it is ready to:

- Organize the UC meetings
- Provide MLZ user reports available in the MLZ online system
- Organize the election procedure
- Secretarial work for the MLZ UC meetings

Costs

Any travel and further costs need prior approval of the MLZ User Office.