

Scientific Colleges

Terms of reference

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The ILL user program is organized according to scientific topics. ILL scientists interested in these topics constitute the members of the corresponding Scientific College that regroups several scientific topics under a common scientific theme. Scientific Colleges play an important role in animating science at the ILL. The Subcommittees associated with these Colleges perform the proposal evaluation and advise the ILL management on scientific issues via the participation of the chairs in the Scientific Council.

Membership

All interested scientists may be members of a College for reasons of scientific interest. Joining a college can be done by sending an email to the corresponding college secretary. Members are considered internal if they are employed by the ILL or exert a service function for the ILL that is covered by a specific contract (e.g. CRG contract). Every ILL scientist has to be member of at least one college. ILL scientists freely choose to which college they want to be affiliated. Membership in several colleges is authorized.

Obligations of the Members

By asking for membership in a College a scientist engages into actively participating in the scientific life of the College. He or she should, in particular,

- participate in the election of the college secretary
- attend the college meetings
- give input concerning questions related to the activities of the college.

College Secretary

A secretary animates each College. College Secretaries are elected amongst the internal members of the College for a two-year term, renewable twice by one year. The elections are organized by the incumbent College Secretary sufficiently ahead of the expiry of their term of office. Terms start in July and finish in June, after either the initial two years or then yearly. Details concerning the rights and obligations of College Secretaries are dealt with in a specific Note de Direction.

Eligibility

The new college secretary should be chosen from among people belonging to your college. All scientists who have been working at the ILL for more than one year as ILL

staff – or exert a service function for the ILL that is covered by a specific contract (e.g. CRG contract) may become College secretary.

Only permanent scientists cannot refuse the mandate if they are elected (exception: project leaders). Group leaders, Scientists' Representatives and PhD students are not eligible.

College Meetings

Each College should meet at least twice per year. The meetings have an agenda and are chaired by the College Secretary.

Tasks of the College

User programme

The Colleges assist the ILL management with all practical aspects related to the running of the user programme.

- The College Secretaries play a central role in the organization of the proposal evaluation by assisting the Subcommittee Chairs in preparing and running the subcommittee meetings.
- The Colleges help the management in identifying appropriate members of the subcommittees including the chairs.
- Colleges periodically review the keywords of the subcommittees and propose appropriate changes of keywords to the management.
- Colleges alert the Management to risks and opportunities concerning the user programme.

Scientific animation

Colleges participate in the promotion of science inside and outside the ILL.

- They organize college seminars. A dedicated budget exists for covering speakers' travel and accommodation expenses, as also to cover costs for appropriate catering (coffee, tea, etc.). The ILL has a dedicated seminar room to host seminars especially in a hybrid format.
- They contribute to the selection of articles for publication of annual reports and topical brochures.
- They animate scientific exchange via the organization of seminars and "Topical Days". Topical Days are meant to cover specific scientific topics of high relevance to ILL's scientific portfolio. Colleges will try to coordinate their respective actions in this area in order for a maximum number of ILL scientists to profit from them.
- They assist ILL management in the organization of user meetings.

The above list of scientific animation actions by Colleges is not exclusive.

Budget

Each College can benefit of a Colleges Budget for implementing its activities. Request are sent to the College Secretary, who decides which ones could be submitted to the final validation of the Director of the Science Division. General orientations for the budget allocation are taken during a College Meeting.

Science and Colleges Committee (SCC)

Exchange of information between the ILL management, the ILL user office (SCO) and the elected scientist representatives is assured via regular meetings (SCC). These meetings should cover all topics relevant to the correct functioning of the colleges and the concrete concertation of the scientific animation actions, as well as other issues affecting ILL scientists.