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COLLEGE SECRETARIES'S DUTIES

The College Secretary has a very important role at the ILL, because he/she provides an important link between the members of the college and the wider community outside ILL.

You will be in charge of a series of duties during the year: the preparation and participation in the Subcommittee meeting twice a year, participation in the regular SCC meetings, organisation of College seminars, and so on. You will be paid an additional monthly bonus.

The Terms of Reference for the Scientific colleges of the ILL can be found on the ILL intranet at
https://intranet.ill.eu/divisions/division-science-ds/colleges-and-subcommittees
Here are some general guidelines to help you in your new job, but do not hesitate to contact SCO for any specific advice. The previous College Secretary will give you precious hints and all the documentation you will need.

Our experience is that each new generation of College Secretaries is better than the previous one, because he/she gains from the expertise and good ideas of the predecessors, and brings in his/her own!

1. BUDGET

The college secretary is responsible for the college budget (the global college budget is 20k€). This budget can be used to buy samples for ILL people belonging to the college, for instance, or for ILL experiments within the college. The college budget is not used for refunding seminar speakers (a special SCO budget exists for that). You will be allowed to sign orders up to a maximum of 1000 €. For larger amounts, the DAI should be validated and signed by the Director of the Science Division.

As a part of a set of measures included in a cost-saving plan aiming to ensure the ILL's financial stability, **the Colleges Budget has been momentarily suppressed in 2023, until further notice**. Colleges' requests will be handled case by case in the groups or DS budgets.

2. SEMINARS

The procedure for inviting seminar speakers is detailed on the Intranet:
https://intranet.ill.eu/divisions/division-science-ds/user-office-/-sco/documentations-et-informations

The Group secretary deals with administrative procedures (ie site access, reserving accommodation if required, etc.). An email with a copy of the invitation letter should be sent to the User Office, Travel Claims and Site Security. Your Group Secretary knows the procedure and has the distribution list.

A link to the seminar speakers' reimbursement policy is given in the invitation letter. All expenses, should be corroborated by proofs of payment or tickets (travel, hotel, …). All exceptions to the expenses mentioned in the policy below, should, if possible, be agreed with the User Office before your trip, and should be referred to on the claim. A canteen card is available for the speakers, for a meal on the day of the seminar, from SCO or the Directors' secretariat.

As a part of a set of measures included in a cost-saving plan aiming to ensure the ILL's financial stability, the Seminars Budget has been momentarily reduced in 2023 (until further notice) to 5k€.

A new ILL Events calendar, which brings together all events happening at the ILL, has been created in BlueMind. Click here for a video tutorial to see the calendar in your schedule.

As college secretary, you will be given the rights to add events to the calendar. This will allow you to promote your college's seminars and prevent scheduling conflicts with other seminars.

3. COLLEGE WEB PAGES

The college secretary is responsible for the maintenance of his college web pages:

https://www.ill.eu/users/colleges/college-1

https://www.ill.eu/users/scientific-groups/theory

and so on. The sections KEYWORDS, SUBCOMMITTEE MEMBERS are either maintained by SCO or automatically updated. We encourage you to keep these pages alive, by showcasing scientific highlights from your college.

4. MAILING LIST

The college secretary is the moderator of the college mailing list (col01_l@ill.fr, col02_l@ill.fr, and so on) and therefore responsible for its maintenance. Once new college secretaries are entered by SCO in the database, the list of moderators is automatically updated. The ILL mailing lists service can be found here: http://listserver.ill.fr/sympa/ .

5. SCC (SCIENCE AND COLLEGES COMMITTEE)

There are regular meetings between College Secretaries, the Scientists' representatives and the Directors. Items for the agenda can arise from anywhere within the ILL. Your attendance helps to communicate the outcome of this meeting to your college.

6. SUBCOMMITTEE MEETING[1]

College secretaries have a key role in the preparation of the Subcommittee meeting (twice a year).

6 a) Before the subcommittee

A couple of days after the proposal deadline you will be asked to read the proposals submitted to your college. You should check for errors in the proposals such as:

- duplicate proposal
- is the proposal appropriate to your college; if not, you must give it to the appropriate college.

When these points are cleared you will order the proposals according to the keyword system of your college. Proposals check and numbering are now dealt electronically, via a devoted

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[1] During the preparation of the Subcommittee, you may also get help from your Chairperson (if he/she is not on his/her first mandate).

application called "paper free proposals", accessible on your User Club interface: https://userclub.ill.eu/paperfree/proposalRound

A tutorial on how to use it is available online: https://www.youtube.com/watch?v=NFTppb47gSY

It is your responsibility to establish contact with your chairperson and to discuss the procedure for the subcommittee meeting.

Review of the proposals

All the Subcommittee members has access to the proposals submitted to their college on their own User Club account (approximately ten days after the deadline for proposal submission). You will select (with the help of the chairperson) one to two referees for each proposal from among all the members of the subcommittee, according to their field of expertise. Each referee should carefully read the proposals he/she has been given and report on them during the subcommittee meeting.

In-house review of the proposals (internal review)

The internal review is done on the User Club by ILL reviewers and its aim is to study the technical aspects of the proposals.

- First, you should establish the list of potential reviewers of the proposals in your college.
- Then designate one to three reviewers for each proposal. For each proposal, you should select <u>at least one</u> ILL person (we recommend the instrument responsible, and/or the local contact) to check the technical feasibility of the experiment, whether the instrument is appropriate to the given experiment, the minimum number of days required to perform it, if a similar experiment has been already done in the past, and so on.
- Then choose the 'peer review' option (in the same menu) and enter the results of the internal review in the section 'Scientific & technical evaluation by proposal (button 'relevant info').
- It is important to note that while internal review recommendations are not required for the scientific evaluation, they should be considered during the panel meeting to inform broader aspects such as strategic alignment, resource availability, and operational feasibility.

Peer review of the proposals (external review)

The external review is done by the subcommittee members (panels) - in preparation for the final allocation meeting held at the ILL - and its aim is to judge the scientific merit of the proposals. The peer review is also done on line via the User Club and complemented with an online version of SC Tool (a short manual is available on https://intranet.ill.eu/divisions/division-science-ds/colleges-and-subcommittees).

Each member of the panel grades and evaluates the proposals through the devoted application; the overall grading is visible only to college secretary, ILL specialist and subcommittee chairman.

You have the possibility to view (before and during the panel meeting at the ILL) the proposal lists either by proposal number or by instrument.

Proposals submitted by College

SCO will prepare an Excel file with the list of all the proposals submitted to your college, available to all subcommittee members. This list is very important because it summarises all the information needed for the discussion during the subcommittee meeting and will make your job a lot easier.

Even if you use the review interface provided on the User Club, you may nevertheless find it useful to also use this file to make extra notes. You can add any other pertinent information, in which case it is your responsibility to share this with the other subcommittee members.

SCO will also post a *pro-rata* **sheet** on the Subcommittee webpages containing the instrument request and beamtime availability for each college. Normally, the requested beamtime is two times larger than the available one. The pro-rata may change several times before the meeting (exchange of proposals between colleges, …): we recommend you keep only the latest version and throw away all previous versions in order to avoid confusion.

6 b) During the Subcommittees

The final outcome of the subcommittees meeting should be a list of A-graded proposals (7 < grade <= 10) that should be given beamtime, a list of C-graded proposals (grading <= 4) that should not be given the time and a list of B-graded proposals that will be given the remaining beamtime as long as there is time available.

After having given beamtime to the A proposals, the B proposals should be ranked in order when allocating beamtime. The ranking should not be done over all the proposals in the committee, but by instrument. The cut-off point for beamtime allocation may vary for different instruments according to the instrument demand. You may decide - together with the Chairperson - to use your numbers from the initial grading (the grading should not go finer than one decimal place), but we ask you to rank the B proposals for SCO in a list where you note them with B1 (the best), B2 and so on.

Make sure that the Subcommittee gives clear reasons for the refusal for all those proposals which have not obtained beamtime. SCO provides you with a list of the more frequent standard comments. You may wish to add more specific comments to some proposals, and even suggestions/remarks to some proposals which obtained beamtime.

Allocation of beamtime from the pool

The chairperson, the ILL specialist and the college secretary meet together just after the subcommittee discussion to prepare *the pool:* in some cases, for some instruments, spare beamtime is available for all colleges (spare time is indicated on the pro-rata sheet). The chairperson has the possibility *to bid* for this extra beamtime allocation during the discussion which takes place on the Wednesday just before the Pool meeting. When *pool time* is available for a given instrument, the chairperson may ask to give it to a proposal which has not received time in your college (he will be asked to make a short statement to describe the proposal, and give reasons for allocation). The final decision for the pool time allocation is up to the Science Division Director.

6 c) After the Subcommittee

Please enter the results of the meeting on the User Club as soon as possible after the subcommittee meeting with the number of allocated days for each proposal and the reasons for rejection.

These results are preliminary: you can share them internally with your ILL colleagues, but they will become effective once the official notification is sent out by SCO once the national balance is finalised.

A debrief meeting amongst college secretaries, the Head of Science Division and the Scientific Coordinator is organised (usually one to two weeks after the subcommittees meeting) to discuss various items (subcommittee organisation, possible problems, renewal of panel members, etc ..)

7. ELECTIONS

Elections for college secretaries are held each year in June (term of office: 1 year with possibility of extension for a second year). The mandate begins 1 July. Internal members of your college have the right to vote. 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). As serving college secretary you should organise the elections.

The new college secretary should be chosen from among those who have been internal members for at least 1 year. Only permanent scientists <u>cannot refuse</u> the mandate if they are elected (exception: project leaders). Group leaders, Scientists' Representatives and PhD students are not eligible.

8. END OF TERM AS CS

Your last job as College Secretary is to train your successor when your mandate has come to an end. Please hand over all relevant information to him/her; please provide training on the various User Club interfaces.