



User Organization of European XFEL

Purpose	1
1 Membership	1
2 Executive Committee	2
3 Officers.....	3
4 Meetings	4
5 Procedural rules.....	4
6 Administrative support.....	5
7 Interim startup period	5

Purpose

The purpose of the User Organization of European XFEL (UOrg) is to provide an organized framework for discussion between the users and the Management Board of European XFEL, in particular to give feedback to the Management in order to improve the conditions for users performing experiments and to help widen the user community.

1 Membership

Membership to the UOrg is automatically granted to all users who have been co-proposers on a submitted proposal within the last four calls for proposals (about two years) or have used the European XFEL for an experiment within

the last 10 calls for proposals (about five years). Membership may also be granted by the Executive Committee of the User Organization. No membership fee is collected. A list of the current members of the UOrg is maintained by the European XFEL User Office.

2 Executive Committee

The Executive Committee of the User Organization (UOrg) of European XFEL is charged with conducting the day-to-day business of the UOrg.

In addition, the Executive Committee shall:

- Organize the annual UOrg meeting
- Collect user opinions on all relevant issues
- Promote the exchange of information among users and between users and the European XFEL Management, and provide assistance to the Management in matters concerning the users.
- Promote the exchange of information and “best practices” between X-ray FEL facilities and relevant synchrotron facilities.
- Engage with relevant strategic organizations, such as the League of European Accelerator-based Photon Sources (LEAPS)

The Executive Committee shall bring to the attention of the Management the needs and desires of users regarding operating policy, use of the facility, user support (including support at instruments, data analysis, etc.), principles for authorship of publications, and any other relevant issues. Information on feedback or issues reported by users and authors of proposals shall be regarded as confidential unless otherwise agreed. The Management shall inform the Executive Committee with regard to proposed changes in the operation of the European XFEL and to future plans. To this end, a representative of the XFEL Executive Committee shall be invited to attend selected European XFEL Management meetings where operational issues impacting users are discussed.

The Executive Committee shall consist of up to 12 people, with two people representing each of the six instruments: FXE, SPB/SFX, SQS, SCS, MID and HED. The members of the Executive Committee shall be elected by the members of the UOrg—most likely by web-based or electronic balloting—in advance of the General Assembly meeting of the UOrg. Newly elected members of the Executive Committee shall take office at the first Executive Committee meeting following their election. The term of office for members of the Executive Committee shall be three years. The members may be re-elected to serve for a maximum of six consecutive years.

The Executive Committee shall prepare a list of qualified candidates and provide an advance notice of one to two months, including a short biography of each candidate, before the election to the UOrg members. Nominations of a candidate are approved if supported by at least five UOrg members. Should not all vacancies be filled through the ballot, new members can be appointed by unanimous vote during the first Executive Committee meeting following the General Assembly.

3 Officers

The following Officers shall be chosen by the Executive Committee from among its members:

- The Chairperson of the Executive Committee, who shall also serve as Chairperson of the User Organization (UOrg).
- The Vice Chairperson of the Executive Committee, who shall also serve as Vice Chairperson of the UOrg. The Vice Chairperson shall stand in for the Chairperson if the latter is unavailable.
- The User Office will also serve as Secretary to the Executive Committee.
- The duration of the term for a Chairperson or Vice Chairperson is two years. The Vice Chairperson automatically becomes the Chairperson after two years.

In the event that a position on the UOrg Executive Committee is vacated before the expiration of its term, the Committee can appoint a member of the

UOrg to fill the position until the next membership meeting of the UOrg, at which time a replacement election will take place.

4 Meetings

Meetings of the User Organization (UOrg) shall be called by the Chairperson. Normally, one General Assembly meeting per year shall be held, on the occasion of the European XFEL Users' Meeting.

An agenda for each UOrg General Assembly meeting shall be provided in advance of the meeting by the Chairperson, upon advice of the Executive Committee.

The Executive Committee shall meet at the call of the Chairperson at least twice a year, once in conjunction with the European XFEL Users' Meeting. The meetings not held in conjunction with the Users' Meeting may be held as teleconferences. The decisions are voted by the majority of the members of the Executive Committee present. In case of a draw, the Chairperson has the deciding vote. Any Executive Committee member who fails to attend three consecutive meetings without justification may be considered to have resigned his or her position. The Executive Committee shall, on these occasions, also have a meeting with the Management of the European XFEL.

The Chairperson of the Executive Committee will be invited to give a report once a year at the SAC meeting of European XFEL.

Cost for travel and accommodation related to the meetings of the Executive Committee will be covered by European XFEL.

5 Procedural rules

Minutes of all meetings shall be recorded by the Secretary. After approval by the Chairperson, copies of the minutes of the meetings of the User Organization (UOrg) shall be made available to all members on the European

XFEL website. Minutes of the meetings of the Executive Committee shall be made available to members of the UOrg upon request.

This charter can be amended on the occasion of a General Assembly meeting by a qualified majority of two-thirds, in an open vote.

6 Administrative support

The User Organization (UOrg) may draw on the resources of the User Office for assistance with meeting organization, travel arrangements, polls / electronic voting among the members, and similar issues.

7 Interim startup period

For a startup period from the European XFEL Users' Meeting in 2019 to the Users' Meeting in 2020, an interim Executive Committee is proposed, consisting of:

- SPB/SFX – Allen Orville, Diamond UK, Chairperson
- FXE – Kristoffer Haldrup, DTU, Denmark
- SQS – Markus Gühr, University of Potsdam
- SCS – Andrea Eschenlohr, University of Duisburg-Essen, Vice Chairperson
- HED – Marion Harmand, Sorbonne University
- MID – Katrin Amann-Winkel, Stockholm University

The interim Executive Committee would then consist of members who have all participated in experiments at the European XFEL. The charter of the interim Executive Committee, in addition to the items listed above, is to finalize the Charter of the User Organization (UOrg), to prepare the election of the new Executive Committee in 2020, and to participate in the planning of the Users' Meeting in 2020.