

Minutes NMI3-II WP5 „Integrated User Access“ Meeting

February 2 and 3, 2015, TU Delft, Delft, The Netherlands

Participants: Rozsa Baranyai (BNC), Menno Blaauw (TUD), Flavio Carsughi (JCNS), Thomas Gutberlet (HZB), Philip King (ISIS), Nils Leidel (HZB), Alain Menelle (LLB) Klaus Pranzas (HZG)

The meeting was opened by Thomas Gutberlet, who gave a short update of the status of the activities of the work package.

Main activities within the last six months were deliverable of the report on Task 5.2 ‘Software package prototype to handle integrated user registration’, of which results had been discussed in the previous WP meeting in Grenoble, and the development of the software for handle proposal submission and reviewing between facilities (Task 5.3).

A short overview of the status of the WP activities was given at the NMI3-II General Assembly in Zaragoza, Spain on September 24, 2014.

The participants acknowledged the report presented by Thomas Gutberlet on the WP activities in regular monitoring report Period 2 (Month 18 to 36).

- Task 5.2 ‘Development of a generalized integrated user registration’

Nils Leidel (HZB) presented the additions and changes to the software prototype developed to submit and handle harmonized proposal forms by registered users by the facilities. In particular the option to distribute proposal to various facilities. Suggestions were made to define the various roles of user of the prototype as user, instrument scientist, referees or user office administrators and the administration of roles and rights. The requirement of a central user data bank was raised to avoid manifold registrations by users.

- Task 5.3 ‘Harmonized proposal forms and templates’

Nils Leidel presented the modified and enlarged version of a handling system on harmonized proposal forms and reviewing between facilities. The system based on an XML protocol allows individual facilities to define requirements for proposal submission and users to submit proposals to various facilities. An upload and download protocol allows transfer of all necessary information between users and facilities. The system is accessible via the local user office platform as add on service to these programs. Various features and functionalities were discussed and demonstrated. Request to handle proposals for various instruments and facilities were discussed. The question of coproposers and their status in proposals was raised.

The overall functionalities seem to be useful and could be considered to be used by facilities. The final version will now be completed.

The report on this software package prototype (Deliverable D5.4) was decided to postpone and to be delivered within the first half 2015 to allow to implement the discussed additions and modifications.

- Task 5.4 'Web based proposal peer review process'

In order to demonstrate handling of proposals between facilities the software prototype for web based proposal review has been discussed. The request to organize the reviewing process by colleges or panels was discussed and the conditions to handle and organize proposals here. The workflow of individual referees was discussed, conditions and status of actions were raised and how to handle these in the process. As this is a deliverable in Task 5.4 (D5.6), a prototype software will be developed in-line with the requirements reported (see Deliverable D5.5) and now discussed. A demo version will be made available to the partners within the next months.

- Task 5.5 'Platforms for cross source independent beam time access'

The participants discussed technical and administrative details of this approach. In particular the amount of beam time to be allocated and the monitoring of used beam time of proposals between facilities has to be discussed carefully in scenarios to implement such an offer at participating facilities. A question raised tackled the specificity of the request on a particular instrument or facility. To allow forwarding of a proposal from one facility to another, an agreement has to be made beforehand to ensure that the user may accept this and that the facility is willing to accept such a proposal move. A prioritization should be made available to guide the agreement. Technical feasibility is required by the corresponding facility(ies). The corresponding workflow will be developed and a demo version will be made available to the partners.

Following fruitful and intense discussions the partners agreed to have the next meeting to be held on June 17 and 18, 2015 at JCNS at FRM II in Garching, Germany. Main topics of the next meeting will be to finalize the software prototypes on Task 5.4 and 5.5