

## ISIS User Committee (IUC) – Terms of Reference

*Updated December 2015*

The importance of a strong representation of the ISIS user community in decision making processes has been recognised by the formation of an ISIS User Committee (IUC).

The ISIS User Committee draws its membership from the seven ISIS instrument user groups. The chairman from each group plus an elected representative attend. Appointment for IUC members will be for a three year period.

The Heads of the ISIS Science Divisions, Experimental Operations and Instrumentation Divisions, the ISIS User Programme Manager and the ISIS Director also attend IUC meetings. Others may attend by invitation.

The IUC Chair is elected from the Instrument User Group representatives; the appointment as Chair is for a period of 3 years (which means that the person elected as Chair may serve on the IUC for up to six years).

The IUC reports to the Director of ISIS. The IUC will meet twice a year. A website will be maintained which make the agendas and minutes of IUC meetings public.

The terms of reference of the committee are:

- To address all aspects of user satisfaction at the facility, including scientific and technical support, source availability, instruments and sample environment, detectors, electronics, data acquisition and control, computing and data analysis, safety and security, food, accommodation, transport and claims;
- To provide strategic input and advice on instrument, sample environment and associated equipment development;
- To co-ordinate user groups and user meetings;
- To recommend specific training courses for the community;
- To work together with the ISIS facility to broaden the user base;
- To maintain a link to other relevant user groups such as the Diamond User Committee (DUC) by, for example, the IUC chair attending DUC meetings and vice versa, and to look for areas of common interest for joint working.