

National Synchrotron Light Source II, Brookhaven National Laboratory		
Policy No. NSLSII-PSD-CHT-001	Author: Broadbent, A.	
Effective Date: 01SEP2017	Review Frequency: 5 yrs	Rev. 1

## **National Synchrotron Light Source II Charter**

### **Beamline Advisory Team (BAT)**

#### **I. INTRODUCTION**

The National Synchrotron Light Source II (NSLS-II) at Brookhaven National Laboratory seeks to foster engagement of the scientific community, to encourage novel ideas, and to ensure that every beamline built at the NSLS-II will best serve the interests of the user community. To ensure this, a Beamline Advisory Team (BAT) will be created during the construction of each beamline to provide input and advice on the scientific mission and technical requirements of the beamline and on the design and construction of the beamline. The BAT will consist of a small group of scientists who represent a segment of the scientific community and have the expertise and interest to advise management on the development of a beamline or a suite of beamlines based on a common set of experimental techniques and/or scientific mission.

The design and construction of every beamline at NSLS-II is carried out by a Core Project Team (CPT) for the beamline. The CPT is appointed by the NSLS-II Beamline Project Manager for a beamline developed by NSLS-II or by the Partner Beamline Portfolio Manager for a beamline developed by a partner group, respectively. BATs play a critical role advising the CPT during the development of a beamline at NSLS-II.

The BAT is formed after both the Beamline Development Proposal (BDP) for the beamline is reviewed and endorsed by the NSLS-II Science Advisory Committee (SAC) and approved by NSLS-II management, and in addition a Beamline Project Execution Plan or equivalent (including a commitment for the funding necessary to design and construct the beamline) is subsequently developed and approved.

The service of the BAT will normally conclude when the beamline construction and technical commissioning is completed. Partner beamlines may continue to retain advisory committees in line with funders' or home institution requirements. BAT members are encouraged to assist with the scientific commissioning of the beamline, although this time is allocated based on peer-review of beam time proposals. This process will be open to all members of the user community, including current or former members of the BAT and CPT.

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## II. CHARGE

### a. Roles

The roles of the BAT are to:

- provide advice to the CPT and the Beamline Manager on the scientific mission and technical requirements of the beamline and on the design and construction of the beamline
- represent the interests of the scientific communities that have a significant interest in using the beamline.

The roles of the CPT are to:

- design, construct, and commission (without x-rays) the beamline in accord with the baseline technical, cost, and schedule objectives
- develop the foundations for a science program at the beamline via interactions with the user community

### b. Responsibilities

The BAT is responsible for:

- participating in periodic BAT meetings
- maintaining awareness of other efforts within the synchrotron community that are designing and constructing similar beamlines, to keep informed of current progress and developments of potential significance to the beamline
- assisting the CPT in communicating with the user community about the technical capabilities and scientific opportunities of the beamline
- reporting to the NSLS-II Beamline Project Manager (or to the Partner Beamline Portfolio Manager in the case of a Partner Beamline)

The CPT is responsible for:

- completing the beamline project safely, on time, and within budget, and meeting the technical specifications
- communicating with the user community about the technical capabilities and scientific opportunities of the beamline

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- ensuring that the beamline optimally enables the science mission and includes innovations to achieve best-in-class performance to the greatest extent possible within the funding allocated for the beamline development
- seeking advice from the BAT about major scientific and/or technical issues related to the design and/or construction of the beamline
- keeping the BAT informed about beamline project progress and plans
- holding regular BAT meetings
- keeping track of BAT recommendations, developing responses, and reporting back to the BAT at the next BAT meeting

### III. MEMBERSHIP

#### a. Members

BAT membership is appointed based on initial suggestions from the BDP team, and takes into account recommendations from the SAC review of the BDP and subsequent input from the SAC and NSLS-II staff and management. For beamlines developed by NSLS-II, the NSLS-II Beamline Project Manager appoints the BAT members, including one member to serve as BAT Chair. For beamlines funded by NSLS-II partners, the NSLS-II Beamline Portfolio Manager with concurrence of the Facility Director and a representative of the Partner organization (where applicable) appoints the BAT members, including one member to serve as BAT Chair.

BAT members are individuals and not institutions. Individuals may participate in more than one BAT and BAT membership may include NSLS-II or Partner staff members. However, no BAT member may also be a member of the CPT that the BAT advises, although it is expected that CPT members will attend BAT meetings. The membership is reviewed periodically by NSLS-II management and the SAC.

#### b. Term

Membership on the BAT will be for a two-year term, renewable by mutual consent.

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#### **IV. MEETINGS**

##### **a. Frequency**

It is expected that the BAT will meet at least once per year but that meetings will typically be more frequent, especially during periods of intense design activity. The NSLS-II Project Manager, or Partner Beamline Portfolio Manager, as applicable, in consultation with the BAT Chair, will call BAT meetings and will develop a meeting agenda and a charge to the BAT for each meeting. BAT meetings may be conducted either in person or via teleconference.

##### **b. Conduct**

The specific aims of the BAT meetings may vary from meeting to meeting, but in general they are expected to include (but are not limited to) the following topics: scientific and technical scope of the beamline; updates on beamline planning and near-term issues; and technical reviews of beamline design.

At the conclusion of each BAT meeting, the BAT Chair will coordinate the writing by the BAT of a BAT report that provides comments and recommendations on the topics discussed in the BAT meeting. The BAT report is typically expected to be provided to the NSLS-II Beamline Project Manager (or to the Partner Beamline Portfolio Manager in the case of Partner Beamline) no later than one month following every BAT meeting. Responses by the CPT to the BAT recommendations are expected no later than one month following receipt of the BAT report and are reviewed at the next BAT meeting. The record of BAT recommendations and the CPT responses will be tracked and maintained by the NSLS-II Beamline Project Manager or the Partner Beamline Portfolio Manager.

In addition to formal BAT meetings, the CPT and the BAT are also encouraged to communicate frequently by email, teleconference, or other means to discuss any issues on the beamline in a timely fashion. Such meetings are usually called through the coordination between the NSLS-II Project Manager, or Partner Beamline Portfolio Manager and the BAT Chair.

##### **c. Minutes**

Meeting minutes that summarize the topics and outcomes of such ad hoc meetings are expected to be recorded and maintained in the NSLS-II Document Center.

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**Prepared by:**

9/1/2017

**X** Andy Broadbent

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Andrew Broadbent  
NPB Portfolio Manager  
Signed by: Broadbent, Andrew

**Approved by:**

9/1/2017

**X** J.P. Hill

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John Hill  
NSLS-II Director  
Signed by: Hill, John

By approving this Charter I agree with all of its requirements set forth herein and the committee/task force establishment.

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### Revision History

Revision	Description	List or Reviewers	Date
1	First Issue.	E. Johnson	09SEP2017

### ACRONYMS

BAT	Beamline Advisory Team
BDP	Beamline Development Proposal
CPT	Core Project Team
NSLS-II	National Synchrotron Light Source II
SAC	NSLS-II Science Advisory Committee

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