

Rules of Procedure
for the User Committee (UC) of the Research Infrastructure
Materials Growth and Measurement Laboratory (MGML)

1. The MGML research infrastructure

The primary mission of the Research Infrastructure (RI) *Materials Growth and Measurement Laboratory (MGML)* is to provide the broad scientific community with unique possibilities for comprehensive experimental studies of a wide collection of physical phenomena and properties of well-defined materials in various external conditions in its laboratories. The main strategic objective is the excellence of the infrastructure internationally.

MGML consists of two organizational units: Material Growth and Characterization Laboratory (MGCL) and Material Properties Measurement Laboratory (MPML). MGML technology facilities enable controlled preparation and characterization of high quality samples (single crystals and polycrystals) of materials of various types. MGML measurement facilities offer open access for external users to the instrumental suite dedicated to measurements of a rich spectrum of physical properties of materials in a wide range of temperatures, magnetic and electrical fields, and hydrostatic uniaxial pressures.

MGML RI is funded by the Ministry of Education, Youth and Sports, Czech Republic and hosted by Charles University at its Faculty of Mathematics and Physics together with Institute of Physics of the Czech Academy of Sciences, v. v. i. as the partner institution.

2. The role of the MGML UC

MGML establishes its UC as the formal ground for user feedback and for improving the role of the user as part of the infrastructure. MGML UC gathers new strategic ideas and procedures and proposes them to the Director of MGML in order to improve cooperation between the infrastructure and its user base. In addition, MGML UC represents the user community at MGML SAC meetings.

3. The UC Membership and Chairperson

MGML UC consists of five members. The members are voted on by users and appointed for two years. The user is eligible to vote or be a candidate if she/he has performed experiments at MGML within two years before the election. No MGML staff member can be appointed in the UC. The Chairperson is selected by the elected users and serves as a liaison between UC and MGML Director and SAC.

MGML User Office compiles the list of possible candidates, and distributes it to them. A user wishing to be a candidate contacts the User Office via e-mail. The list of all registered candidates will be made available to all voters. The election is organized by the MGML User Office. Each voter can vote for up to five candidates. The top five candidates, based on the number of votes, are elected. If the total number of votes is less than 10% of the maximum number of votes (5x the number of voters), the User Office will cancel

the election as the resulting UC would not represent a reasonable portion of the user community.

4. The rules of procedure

The UC meets at least once a year, either in person or in video conference.

The Chairperson shall call for the meeting at least two weeks in advance. The agenda and all relevant documents shall be sent to the members of the UC one week prior the meeting. The Chairperson may invite any persons relevant for the discussion. In addition, the UC meeting may be called for by the Director and/or SAC Chairperson if necessary (e.g., advisory or mediator roles). Minutes shall be drawn up at each meeting, approved by the UC and sent to the MGML Director within two weeks after the meeting.

The tasks of UC are mainly:

- reports to the Director and communicates strategic ideas and procedures to improve the user experience at MGML
- represents the user community at the SAC meeting
- collects reports from users of any issues related to their experience with MGML (proposal system, experiments performed at MGML, etc.)

5. Compensations and expenses

The UC members serve on a voluntary basis, no compensation is due for their activity.

in Prague, October 7, 2021