

Rules of Procedure
for the Scientific Advisory Committee (SAC) of the Research Infrastructure
Materials Growth and Measurement Laboratory (MGML)

1. The MGML research infrastructure

The main 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 on the international scale.

MGML consists of two organizational units: Material Growth and Characterization Laboratory (MGCL) and Material Properties Measurement Laboratory (MPML). The MGML technology facilities are enabling controlled preparation and characterization of high-quality samples (single crystals and polycrystals) of materials of various types. The MGML measurement facilities offer open access for external users to the instrument 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.

The MGML RI is funded by the Ministry of Education, Youth and Sports, Czech Republic and hosted by the 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 SAC MGML

The role of the IAC is to provide science driven advice on any topics relevant to the organization and operation of the MGML research structure, to its future strategy and to the development of the user community in the Czech Republic and abroad.

3. The SAC Membership and Chairperson

The members of the SAC are scientists of international reputation in science domains relevant to the scope of the MGML research infrastructure.

The chairman and the members of the MGML SAC are appointed by the Dean of the Faculty of Mathematics and Physics of the Charles University for an initial period of three years.

The chairman and the members may not be subordinated to any organizational structure either of the MGML research infrastructure, the Charles University or the Institute of Physics of the Czech Academy of Sciences, v. v. i. and may not be bound to any directives of their members. At any moment the SAC membership can be terminated by a simple decision of either party informing the other side without the necessity to give explicit reasons. The chairman appointment and the composition of the SAC will be reviewed every three years.

4. The rules of procedure

The SAC meets at least once a year at the request of the MGML research infrastructure head to discuss the annual report. The agenda of the meeting is prepared jointly by the head of the

MGML infrastructure and the chairman of the SAC and consulted with the SAC members prior to the meeting. The invitations to the meeting have to be sent at least 1 month before the date of the meeting. The MGML RI management will supply the SAC with all necessary information for the assessment of the status and the operation of the RI, in particular with the data on user access, student education and scientific output submitted to the Czech authorities. In a closed session, the members of the SAC elaborate the recommendations for the future development of the MGML research infrastructure.

If necessary, the opinion of the SAC members may be obtained in written (e-mail) form prior to the SAC meeting, this way is considered as an equivalent to the personal attendance. The summary of each meeting shall be sent by the chairperson to all SAC members within 14 days after the meeting. The SAC members can send their comments on the summary by email within 14 days after receiving the summary. The final summary is then sent by the chairperson to the head of MGML.

In addition to the annual meetings the head of the MGML RI and the SAC chairman may request information and assessments from the other side on any issues important to the current operation of the RI and to its future orientation.

5. Compensations and travel expenses

The SAC members serve on a voluntary basis, no compensation is due for their activity. The expenses for travel, accommodation and subsistence related to participation in the SAC meetings will be reimbursed by the Faculty of Mathematics and Physics of the Charles University on the basis of its general rules.

in Prague on September 25, 2017