



CITAC GUIDANCE FOR LIAISON PERSONS

1. Introduction

The Guidance outlines the duties and responsibilities of persons (referred to as liaisons) nominated to represent CITAC at meetings of other organizations, in working groups, etc., referred to as third parties. The current list of liaisons is contained in Annex I.

In the Guidance, the term Chairs refers to the current CITAC Chair and Vice Chair.

This document does not apply to third party liaisons that are representing their organisations in CITAC.

2. Purposes and forms of the CITAC liaising

2.1 CITAC may liaise with third parties for a variety of reasons, for example:

- To negotiate an agreement, or MoU with another organisation(s),
- To formulate joint policies or to develop joint documents (e.g. guidelines),
- To participate in the affairs and/or to provide input into an organisation,
- To act as an observer at a meeting.

2.2 Liaison for one occasion only (e.g. a conference, congress, symposium or workshop) may be performed by a CITAC member according to an official CITAC letter, signed by one of the Chairs, addressed to the meeting organizers and in concordance with them.

2.3 A permanent CITAC liaison with a third party is to be organized on the basis of official CITAC membership or observer status, according to the policy of the third party including a membership payment, if required.

3. Responsibilities of liaisons

Liaisons are appointed to represent CITAC at specified forum. It is therefore essential that the liaison is fully briefed on CITAC's policies and procedures and becomes familiar with the policies, etc. of the third party.

It is the responsibility of the liaison to ascertain a CITAC opinion on any policy or potential policy issue, which arises in connection with liaisonship. Personal views or those of the liaison's employing organisation shall not to be proliferated under the CITAC flag. The liaison shall clearly declare when a view other than an official CITAC position is expressed. Where there is an ongoing conflict of interest, the effectiveness of the nominated liaison should be re-evaluated.

4. Duties of liaisons

4.1 To attend meetings of the organisation that they have been appointed to as liaison. If unable to attend a meeting it is essential to ascertain the availability of another liaison officer/deputy as soon as possible and to notify the Chair and secretariat if the deputy should also not be available. Continuity of attendance is important if CITAC's input is to be effective, therefore if a liaison person has a problem to attend the meetings, the liaison should be re-considered. A rotation of liaisons according to their attendance may be used as an alternative.

4.2 Circulate the agenda and meeting papers (or relevant ones) to the executive committee as soon as the documents are received in order to give the executive sufficient time to consider. In cases where there is a lengthy agenda and a large number of documents, it is sufficient to circulate the agenda and provide the web site where the documents may be found, or to make documents available on request.

It is also recommended to circulate the agenda to CITAC members for information.

4.3 Keep CITAC members informed of activities relating to the liaison, either through the secretariat or directly by e-mail.

4.4 Submit a written report to the secretariat as soon as possible after the meeting for circulation to the membership. If strategic issues have arisen at the meeting, send a brief summary e-mail to the executive committee.

5. Policy issues

This section is concerned with policy and potential policy issues. All other issues connected with the liaisonship are a matter for the expert judgement and input of the individual liaisons.

5.1 To uphold CITAC policy and to present CITAC views and opinions.

- 5.2 Where possible and practical, initiate a discussion on potential policy or other relevant issues at the CITAC members' meeting, in order to ascertain the views of the membership.
- 5.3 When an issue arises between an executive or CITAC members' meeting, and which requires a decision, the liaison should prepare a briefing note outlining the issues involved, the impact on CITAC policy (if a policy exists on the topic) and the consequences of taking a positive or negative stance. The note should be circulated to the executive committee for their views and opinions. A decision on the course of action should subsequently be formulated preferably after discussion (electronic or other) with the Chair(s).
- 5.4. If issues arise at very short notice which could effect CITAC policy, the advice of the Chair(s) should be obtained, if this is not possible then it may be preferable to "reserve one's position".
- 5.5 When in the opinion of the liaison an issue require input but is not a decision item, the input of the executive committee should be sought (and where practical that of the CITAC members).

6. Experts

From time to time CITAC undertakes joint activities with third parties, for example development of guidance documents. CITAC experts are normally selected or volunteer to represent the organisation because of their expertise and ability to contribute to the task. In cases where several experts represent CITAC, it will be the responsibility of a designated expert to furnish written reports at least on an annual basis to the CITAC Secretary and Chair. Such reports should chart the progress of the working group and contain information on other relevant issues discussed at the meeting.

Normally the above groups are concerned with the development of an expert document and policy issues will not arise. In cases where policy issues do arise, Sections 3 & 5 will also apply to the appointed or voluntary expert.

Appendix 1.**CITAC Liaison Officers**

ACS	V Poncano
APMP	L Samuel
BIPM/CCQM	R Kaarls
EURACHEM	W Wegscheider / S Ellison
EURAMET	P Charlet
ILAC	A Squirrell
ILAC LC	M Walsh
ISO REMCO	A Fajgelj
IUPAC	P de Bievre / A Fajgelj
JCTLM	W May
SADCMET	W Louw
SIM	W May / Y Mitani