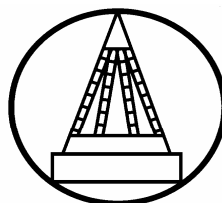


# CITAC



Co-Operation on International Traceability in Analytical Chemistry

## CITAC TERMS OF REFERENCE

### 1. MISSION

To improve traceability of the results of chemical measurements everywhere in the world and to ensure that analytical measurements made in different countries and/or at different times are comparable.

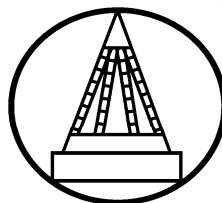
### 2. OBJECTIVES

- 2.1 To facilitate the practical realisation of metrological traceability in chemistry: to develop concepts that can be applied broadly at analytical laboratories and to disseminate those concepts;
- 2.2 To foster collaboration on metrology in chemistry as a mean of effecting technology transfer and cost sharing;
- 2.3 To promote the metrological principles in chemistry through guidelines and other tools for analytical laboratories;
- 2.4 To promote and harmonise quality practices in the analytical laboratories;
- 2.5 To stipulate education and training on metrology in chemistry.

### 3. STRATEGIES

- 3.1 To provide a truly international forum for the exchange of information with respect to worldwide traceability of results of chemical measurements;
- 3.2 To provide tools for analytical laboratories for establishing traceability to “stated references”;
- 3.3 To share views, clarify important concepts and raise the awareness of the needs and possibilities leading to traceability in chemical laboratories;
- 3.4 To develop, distill and disseminate globally the key traceability concepts and issues;
- 3.5 To prepare guides, discussion papers and scientific papers for journals in relation to traceability, uncertainty and quality assurance issues;
- 3.6 To organise seminars, symposia and workshops and to participate in conferences to promote the message of traceability;

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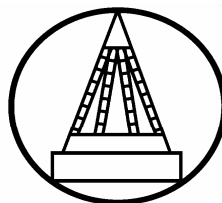
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- 3.7 To play a bridging role between industries, regulatory bodies, universities, metrology, standardisation and accreditation bodies and provide guidance to the analytical community;
- 3.8 To work closely with other international organizations , e.g. CCQM/BIPM, ISO-REMCO, IUPAC, ILAC, AOACI, regional and national professional chemistry societies and institutions, like EURACHEM and DAC-EuCheMS, – without duplicating work already being conducted by other groups – using these societies and institutions to act as a conduit to the field laboratories;
- 3.9 To initiate and, where needed, coordinate work for the harmonisation and validation of analytical methods based on traceability and other metrological concepts.
- 3.10 To organize annual nomination of the most interesting/important papers on metrology in chemistry;
- 3.11 To prepare annual newsletter "CITAC News" describing CITAC activities and international achievements in the field of metrology in chemistry;
- 3.12 To keep updated website allowing to everybody to get to know CITAC, his purposes, history, developed documents and planned activities.

## 4. CONSTITUTION

- 4.1 The members declare their common intention to actively take part in the work of CITAC and commit themselves to assisting in achieving its aims and objectives.
- 4.2 CITAC membership will be open to experts from any organisations which are actively interested in achieving the objectives of CITAC.
- 4.3 CITAC will meet to review and discuss specific tasks and will form its own rules of procedure. Sub-committees and task groups may be established as necessary to address identified areas of work or facilitate collaboration on tasks of mutual interest. A formal CITAC member meeting will be held once per year, at which action plans are put in place for CITAC for the following twelve months, and a venue and date set for the next annual meeting. Additional meetings should be convened if (a) there is a useful agenda to address, and (b) at least 10 members are interested to participate. Such additional meetings should be proposed by the CITAC Honorary Secretary at least three months in advance to give time for suggestions to be made for the agenda and to verify the number of the members interested to participate.
- 4.4 The CITAC members will elect Chair, Vice-chair, Honorary Secretary and Treasurer from the members for a period of three years. The Honorary Secretary will normally provide the necessary organization/administrative support for elections. The elections will be organized at the annual CITAC member meeting, when at least a half of the members attend the meeting.

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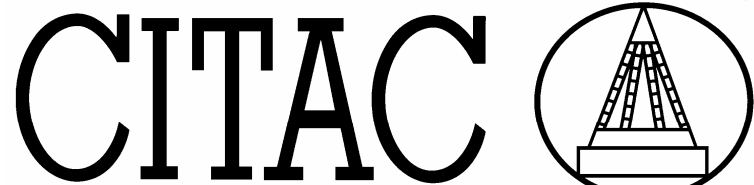
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When more than a half of the members cannot attend the meeting, the elections will be organized electronically, by e-mail, during a month before the coming annual meeting. The meeting will adopt the elections' results reported by the Honorary Secretary.

- 4.5 The CITAC members will elect at the annual meeting the liaison persons from the members for a period of three years. The persons will represent CITAC at meetings of third parties according to the Guidance for CITAC Liaison Persons.
- 4.6 The CITAC members will elect at the annual meeting Coordinator from the members for a period of three years for nomination of the most interesting/ important papers on metrology in chemistry according to the Procedure for the Annual CITAC Nomination of the Most Interesting/ Important Papers on Metrology in Chemistry.
- 4.7 The CITAC members will elect at the annual meeting Editor of the CITAC News and the CITAC website Administrator from the members for a period of three years.
- 4.8 In order to ensure breadth of expertise, the membership will be reviewed at each meeting and any new nominations will be considered.
- 4.9 All members can put forward proposals to CITAC for specific tasks to be carried out.
- 4.10 These Terms of Reference
  - may be amended subject to 3 months' notice of the proposed amendments being given to all members and by the agreement of at least 10 members,
  - remain in operation for an initial term of 3 years and will automatically continue in operation, providing at least 10 members support their continuance,
  - are of an exclusively recommendatory nature. They do not create a binding legal effect on members.

## 5. FINANCIAL MATTERS

- 5.1 Financial matters are managed by the CITAC Treasurer.
- 5.2 Members will normally cover the cost of their attendance at meetings and their contribution to any tasks being progressed by CITAC.
- 5.3 CITAC members will be required to contribute an annual membership fee, which shall be used solely and exclusively for CITAC business (e.g. operation of the Secretariat, publication of the newsletter, etc.). The fee shall be agreed by at least 10 members.



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- 5.4 In the situation where two or more CITAC members are employed by the same organisation, only one annual membership fee shall be levied and these members will only have one voting right.
- 5.5 The Treasurer's annual report is to be adopted by the CITAC annual member meeting.