

Guidelines for CITAC projects and CITAC procedure for support of conferences and workshops

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The Cooperation on International Traceability in Analytical Chemistry (CITAC) has developed two new procedures, described below. The purpose of this development was to increase participation of specialists in the field of metrology in chemistry (MiC) in the CITAC activities, to broaden joint work with other international and regional organizations active in this field, and thus to be more productive.

Guidelines for CITAC projects

CITAC projects should address at least one of the goals listed in the CITAC Strategic Plan (available on the CITAC website <http://www.citac.cc>) and be related to international needs in the field of MiC. The projects are not intended to be original research, but rather the application of knowledge in MiC or the further interpretation of research results to the benefit of the MiC community.

Any CITAC member may initiate a project and lead it. The project leader chooses the task group for the project and chairs this group. The task group members should be specialists in MiC, but do not need to be CITAC members.

A project (proposal) may be developed and its task group may be formed in cooperation with international organizations active in the field of MiC, e.g. IUPAC, EURACHEM, etc.

The project leader should submit his/her proposal for review to the CITAC Project Coordinator (from now on called the Coordinator), elected at a CITAC members meeting for a period of 3 years. The submission form and instructions are supplied in the CITAC website, page “About CITAC”, section “Downloads”: “Guidelines for CITAC projects”.

The Coordinator will send the proposal for review to all CITAC members who may recommend/suggest additional members to the task group to augment expertise or broaden geographic representation. Other suggestions may deal with the technical/scientific content of the proposal. The project leader will consider widening the task group and/or possible amendments to the proposal content.

The review process should be completed within 2 months. CITAC member comments will be summarized by the Coordinator. If there are no objections from the CITAC members, and a potential conflict of interests is not indicated, the Coordinator will recommend the proposal for adoption to the CITAC Executive Committee. In cases where questions arise and/or a conflict of interest is indicated, the proposal may be turned down or returned to the project leader for re-work. The process then re-starts. All adopted projects will be published on the CITAC website.

Projects can be submitted at any time, and project reviews will be performed continuously. A project should be planned for a period of no more than 3 years. After completion of the term, on request of the project leader, the Coordinator may propose an extension of the project to the CITAC Executive committee.

A project leader shall report the project progress at every CITAC Member’s Meeting until the project completion.

A technical report shall be sent by the project leader to the Coordinator and be available on the CITAC website for CITAC members’ review. The report review process should be completed in 2 months. If there are no objections, the Coordinator will recommend the adoption of the report to the CITAC Executive Committee. In cases where questions arise, approval of the report may take longer.

When the purpose of a project is the development of CITAC recommendations or guidelines, the draft document should be distributed for discussion at the closed CITAC Members' meeting. The final version of the draft recommendations or the guidelines will be distributed to the CITAC members for final adoption. The adopted document will be available on the CITAC website.

Procedure for participation in and the support of conferences and workshops (meetings) by CITAC

Organisers of a meeting related to metrology in MiC may apply for an "In cooperation with CITAC" designation, when a CITAC member (delegate) is actively involved in the organization of the meeting. It should be understood that the label "In cooperation with CITAC" indicates a specific high quality of the meeting and the desire for international participation.

The written application, signed by both the meeting Chair and the CITAC delegate, should be submitted to the CITAC Secretary at an early stage of the meeting preparation.

The CITAC secretary will inform CITAC members of the request to ensure that there is no conflict of interest and

will send the application to the CITAC executive committee for approval.

After the written consent from the CITAC executive committee, the meeting organisers can use the CITAC logo and state the cooperation in their announcements.

The meeting will be listed on the CITAC website, page "News", and an announcement will be published in the internal CITAC News issue.

The CITAC delegate shall deliver a short presentation on behalf of CITAC on its composition, objectives, aims and current programmes.

The CITAC delegate will provide an informative oral report at the closed CITAC Members' Meeting following the event, and a written report for inclusion in the internal CITAC News issue.

Where CITAC is involved at the level of organisation of a session(s) on MiC, or a workshop on MiC in the framework of a conference, and the conference is planned on a commercial basis, an agreement on a payment to CITAC shall be developed for approval by the CITAC executive committee.

(source: CITAC website www.citac.cc; visited 22 August 2009)