

Establishment, Operation and Review of Eurachem Working Groups

As agreed by an electronic vote of the General Assembly during March 2022.

1 Introduction

This paper gives guidance on:

- Appointment and review of Working Groups.
- Eligibility for membership of Eurachem Working Groups and Joint Working Groups established by Eurachem.
- The procedure for appointing Working Group Chairs for Eurachem Working Groups and Joint Working Groups established by Eurachem.
- Working Group Terms of Reference.

2 Appointment and review of Working Groups

Working Groups (WGs) are established whenever the General Assembly identifies the need to address perceived gaps in guidance in specific areas/topics related to the quality of analytical measurement. Under such circumstances, a WG Chair is appointed in accordance with section 4, and General Assembly members are invited to nominate experts to participate in the WG (see section 3). A decision to form a working group should be supported by a draft statement of the terms of reference for the WG (see section 5).

The WG representative (normally the WG Chair) is required to present a brief report of past and future actions at each Executive Committee meeting and, annually, to the General Assembly. Should the Executive Committee or the General Assembly consider that a WG is no longer maintaining a viable programme, the Executive Committee may take any action necessary to improve progress, including, but not limited to, requesting further reports, requiring revision of the WG's strategy and proposed work programme, requesting or appointing additional members, appointment of an alternative Chair, or directing that the group liaise with other active WGs or organisations.

Where a WG has completed or is unable to complete its proposed programme, the WG should either be considered dormant or should be permanently disbanded.

Note: A dormant WG retains a Chair and list of members so that any queries within its remit may be addressed, but does not otherwise maintain an active work programme. A dormant WG may reconvene with Executive Committee approval if further work becomes necessary.

3 Eligibility for Working Group membership

Any Eurachem member country may nominate expert members to a Eurachem WG. In the case of Joint WGs established by Eurachem the partner organisation(s) may also nominate expert members subject to the terms of reference of the WG. In addition, any Eurachem National Representative may attend a Eurachem WG meeting as an observer. Other observers may attend at the discretion of the WG Chair.

The WG Chair may invite other experts to attend WG meetings as expert members of the WG. However, the approval of unsolicited applications to join a WG from individuals from non-member countries (or from outside a partner organisation in the case of joint WGs) are at the discretion of the WG Chair. It is anticipated that such applications would only be accepted in exceptional circumstances (e.g. where expertise on a particular topic cannot be found within the Eurachem member countries or partner organisations). In most cases it is likely to be more appropriate to direct individuals from non-member countries to CITAC.

4 Appointment of Working Group Chairs

4.1 General

A Chair shall be appointed for each WG. The Chair is responsible for the activities of the WG and, under normal circumstances, will act as its representative on the Executive Committee.

WG Chairs are appointed for a term of up to three years. It is recommended that WGs also appoint a Vice Chair/Secretary. The WG Chair and Vice-Chair/Secretary can be reappointed upon completion of their term.

On first formation of a WG, the WG Chair shall be appointed by the Executive Committee or, where the WG is formed by decision of the General Assembly, by the General Assembly.

Subsequent appointment or reappointment of WG Chairs shall be by a majority vote of WG members, following an open call for nominations within the WG. Such appointments shall be approved by the Executive Committee.

4.2 Eligibility for election as Working Group Chair

The following criteria should be applied when deciding on the eligibility of an individual WG member to stand as a candidate for the position of WG Chair:

- Any member nominated to a WG by a Eurachem member country can be nominated as a WG Chair.
- In the case of Joint WGs established by Eurachem, where the WG Chair reports to the Eurachem Executive Committee, only members nominated by a Eurachem member country are eligible to be nominated as a WG Chair.

5 Working Group Terms of Reference

All working groups should have documented terms of reference (ToR), which describe the intended scope and/or limitations of the WG's activities. The ToR should be established on formation of the WG or as soon as practicable thereafter and should be approved by the Executive Committee or, where the WG is formed by decision of the General Assembly, by the General Assembly.

ToR should include:

- The constitutional policies governing operation of the WG*;
- The scope and area of technical interest of the WG;
- The intended activities of the WG (for example, to prepare guidance, arrange workshops etc);
- Any additional organisations actively involved in the WG, together with any specific arrangements or limitations on participation (for example, active participation by comment on drafts; any voting right in the event of a WG internal vote; right to nominate members; right to (co-)publish guidance; right to nominate Chair etc.);
- Any intended permanent liaisons for the purpose of information exchange;
- Any special arrangements for appointment of WG members;
- Any special arrangements for appointment or nomination of Chair or other officers.

*Note: The statement of governing constitutional policies is normally of the form "The xxx Working Group has been established and will operate in accordance with the Constitution agreed in the Eurachem Memorandum of Understanding." and is understood to include other Eurachem policies agreed from time to time.

Amendments to existing WG ToR are subject to agreement by the Executive Committee.

The ToR should normally be published on the relevant WG page on the Eurachem website.