



PROCEDURE FOR THE DEVELOPMENT OF EURACHEM GUIDES

Purpose

The purpose of this document is to lay down a procedure for the development, approval and maintenance of EURACHEM guidance documents.

Scope

This policy applies to all guidance documents intended for publication under the name of Eurachem, including any such guidance published in collaboration with other organisations and bearing joint names.

Responsible organisation

EURACHEM guides may be developed;

- solely by EURACHEM, or
- by EURACHEM in conjunction with one or more other organizations.

Where guidance is developed jointly with another organisation, arrangements for approval and publication should normally be agreed in writing between all parties. The Executive Committee must approve any such arrangements.

Development Phase

The normal route for development of Eurachem guidance will be by a Eurachem working group or a joint working group open to members of Eurachem in the normal way.

Note: It is assumed here that any Eurachem member country may normally nominate expert members to a Eurachem working group, that any Eurachem GA member may attend a Eurachem working group meeting as observer and that the working group Chair may invite other experts.

If the working group is a Eurachem working group, the working group Chair will normally report on the progress of the Guide at each executive committee meeting and at the GA. For joint working groups chaired by another organisation, the Eurachem Executive will normally appoint a Eurachem representative to act as liaison and report to the Executive and the GA.

The working group may seek input to its work by a variety of mechanisms, e.g.

- electronic,
- face to face meetings,
- open forum at the GA,

- workshops.

Development of guidance documents usually proceeds by

- Initial development of drafts circulated and discussed solely within the working group ('working drafts' or 'committee drafts').
- Optionally, issue of one or more drafts to Eurachem and any other participating organisations for comment only (sometimes called a consultation draft or draft for comment).
- Optionally, issue of a draft for wider consultation (sometimes called a draft for public comment).
- Issue of a draft for membership approval for publication. This step is required for all documents issued as Eurachem guidance.

It is the responsibility of the working group to decide on how many drafts are prepared and what consultation stages are undertaken prior to issue of a draft for approval. Working groups are encouraged to undertake at least one round of consultation on new guidance to minimize changes at the voting stage.

Consultation

Consultation may be undertaken by the issue of a draft for written comment, or by consideration of a draft guidance document at a workshop convened for that purpose.

Where written comment is the sole mechanism, drafts should be passed to the secretariat of the respective organisations (including any non-participating organisations invited to comment) for circulation, together with an indication of the closing date for comment and the address for comments. A period of at least 60 days from the date of initial circulation is recommended where written comment is the sole mechanism. Comments on consultation drafts are normally directed to the working group Chair or working group Secretary.

Where guidance is to be discussed at a workshop, publication to workshop participants at least 20 days prior to the workshop is recommended.

Comments received following consultation, including workshop conclusions, will be considered by the working group and the draft amended accordingly. Further consultation may be undertaken if the working group considers the changes sufficient to require it.

Voting/adoption of the Guidance Document

Guidance may only be issued as Eurachem guidance after approval by Eurachem members in accordance with Section 1.10 of the Memorandum of Understanding. On completion of a draft for voting, the working group will pass the draft to the EURACHEM secretary for circulation and arrange for similar circulation within participating organisations in accordance with the arrangements agreed. The working group should additionally provide a brief summary of the purpose of the guide, the organisations participating in the working group and any prior consultation undertaken, for inclusion in the request for voting.

Where prior consultation on draft guidance has taken place (see above), the draft for approval must be made available to members at least 30 days prior to the closing date for voting. Where

prior consultation has not taken place the draft must be made available at least 60 days prior to the closing date for voting.

Approval of a guide within Eurachem may take place at a General Assembly or by correspondence as follows.

Voting at a General Assembly will be in accordance with Section 1.10 of the Memorandum of Understanding, subject to the additional requirement for advance circulation prior to voting set out above.

Approval by correspondence is recommended for longer guidance to allow collection of detailed written comment. For approval by correspondence within Eurachem, the Eurachem Secretary will distribute the draft to all GA members with a closing date for voting (in accordance with Section 1.10 of the Memorandum of Understanding) an address for response and an indication of the action to be taken on non-response*.

Each member country may submit one vote. Votes may be for

- approval without change,
- approval subject to addressing specific comments,
- non-approval.

A member must state the reasons for declining to approve a draft so that the working group can take action to address the objection.

Action after voting

After the GA voting/approval stage the working group will consider the results of the vote, including all comments received. Where comments are considered minor or where the vote is for acceptance without change, the working group will prepare the document for publication and submit the final publication draft to the Eurachem Executive for approval for issue. Where comments are received in the voting process, the working group will additionally provide the Executive with a summary of the comments received and the action taken on each. Working group action on comments typically falls into one of three classes:

- Acceptance and appropriate amendment of the guidance.
- Rejection as inappropriate or inaccurate.
- Deferral for consideration in future revision.

Approval for publication

The Executive must approve the final draft for publication as a Eurachem or joint guide. Executive approval for issue may be given at a meeting of the Executive committee or by correspondence. At least seven days must be allowed for executive approval for publication.

* Members who do not return a response on or before the closing date will normally be considered as approving the document as circulated. This policy must be stated in the circulation for voting.

Publication

EURACHEM's current publication policy is to publish all Eurachem guidance on the Eurachem website as a free downloadable document. Print versions may also be prepared at the discretion of members.

Maintenance and Review

Errata

Minor errors found in Eurachem guidance may be corrected either by issuing a separate summary of corrections or by amendment of the electronic copy held on the Eurachem website. Where the guidance itself is amended, different versions should be clearly distinguished.

Amendment or withdrawal

EURACHEM Guides may be amended or withdrawn at any time at the request of the General Assembly or at the discretion of the responsible working group subject to approval by the Executive Committee. Substantive amendments are subject to GA approval following this procedure.

Review

EURACHEM Guides should be reviewed at most five years after publication or previous review. Each Guide should be reviewed by the responsible working group or, if there is no active working group, by the Executive Committee. Review of a Guide may result in a recommendation to:

- affirm the Guide in its present form;
- undertake revision of the Guide;
- withdraw the Guide.

The recommendation of the working group should normally be considered and agreed by the Executive Committee.

Copyright

Copyright should comply with the EURACHEM policy on copyright (see <http://eurachem.org/index.php/euintro/mnupol>). Copyright in a particular national implementation of a Eurachem guide is normally held by the national member body.

Note: It is understood that copyright in a particular implementation covers the specific design, layout and formatting and, if translated, the text of the particular translation. Copyright in the original content remains with the original contributors and is published by the national member body with permission according to the principles of the Eurachem policy on copyright.

International Standard Book Number (ISBN)

Use of an ISBN for Eurachem guides is recommended where available to assist referencing and unique citation as well as to help purchasers of hard copy versions locate a supplier. An ISBN identifies a specific edition of a specific work in a specific format (though an *exact* PDF implementation of a printed version, or a reprint of the same edition, do not normally need a separate ISBN). ISBNs are, however, issued to publishers by their national ISBN agency; it

therefore falls to individual member bodies acting as publishers to obtain an ISBN for their particular implementation of a Guide.

Further information on obtaining and using International Standard Book Numbers can be found at <http://www.isbn-international.org/> and at national ISBN agency websites.

Citation guidance

It is helpful to provide instructions on how to cite a Eurachem Guide so that citations are consistent and Guides are uniquely identified by citation indexing services. A recommended form for citation should therefore be provided either in the Guide itself or in accompanying text on the Eurachem website. A typical citation instruction (subject to journal requirements) is

“This publication should be cited as

N.N. and N.N. (Eds) Eurachem guide: *Title*, n^{th} edition [in *language*], (Year) [ISBN number]. Available from www.eurachem.org.”

where N.N. etc. are editors' names as agreed by the working group and appearing on the title page, n is any edition number, [in *language*] is an optional statement of the language version (usually applicable to translations only) and [ISBN] an ISBN number if used.

Supporting documentation

Example templates for voting and for collecting comment are available separately on the Eurachem website; see <http://eurachem.org/index.php/euintro/mnupol>.