



PROCEDURE FOR THE DEVELOPMENT OF EURACHEM GUIDANCE

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PROCEDURE FOR THE DEVELOPMENT OF EURACHEM GUIDANCE

Purpose

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

Scope

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

Guidance on copyright and on translation of Eurachem guidance is also provided.

Responsible organisation

Eurachem guidance may be developed;

- solely by Eurachem or
- by Eurachem in conjunction with one or more other organisations

Where guidance is developed jointly with another organisation, arrangements for approval, publication and any translation should normally be agreed in writing between all parties. One organisation should be appointed as responsible for the approved guidance document. The Eurachem Executive Committee (EC) must approve any such arrangements.

Eurachem Guidance documents

A **Eurachem Guide** is a document, normally of 10 A4 pages or more, containing recommendations on good practice.

Supplementary guidance may be issued in the form of a short document containing recommendations on good practice, usually illustrating or amplifying the provisions of a published Eurachem Guide.

A **Eurachem Information Leaflet** is in general a short document, introducing a Eurachem Guide or providing information on a topic of interest. A Leaflet should normally be kept to two full A4 pages. In exceptional cases, where the topic cannot be usefully summarized in two pages, A Eurachem working group (WG) may extend a leaflet to four full pages.

Language

Eurachem guidance documents should normally be developed and submitted for initial approval in UK English. The language version first approved (normally English) is considered the definitive version. Translation of Eurachem guidance is encouraged (see “Translation of Eurachem guidance documents” below).

Development Phase

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

Note: Any Eurachem member country may nominate expert members to a Eurachem WG, any Eurachem GA member may attend a Eurachem WG meeting as observer and the WG Chair may invite other experts to attend.

If the WG is a Eurachem WG, the WG Chair will normally report on the progress of the Guide at each EC meeting and at the General Assembly (GA). For a joint WG chaired by another organisation, the EC will normally appoint a Eurachem representative to act as liaison and report to the EC and the GA.

The WG 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 WG ('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 approval for publication as described below (see "Approval of Eurachem Guidance documents"). This step is required for all documents issued as Eurachem guidance.

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

Note: Non-mandatory templates to be used for preparing guidance documents are available from the Eurachem Secretariat. A template for collecting comments is also available on the Eurachem Website.

Consultation procedures

Consultation in the course of development 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 WG Chair or WG Secretary.

Where guidance is to be discussed at a workshop, distribution 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 WG and the draft amended accordingly. Further consultation may be undertaken if the WG considers the changes sufficient to require it.

Approval of Eurachem Guidance Documents

Requirement for approval

All guidance issued under the name of Eurachem must be approved before publication. The following sections list the approval requirements for different types of guidance. Approval procedures for translations are given under the section “Translation of Eurachem guidance documents” (below).

Approval of Eurachem Guides

General procedure

Guides may only be issued as Eurachem guidance after approval by a majority of Eurachem members in accordance with Section 1.10 of the Memorandum of Understanding.

On completion of a draft for voting, the WG Chair 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 WG should additionally provide a brief summary of the purpose of the guide, the organisations participating in the WG 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.

Approval at a General Assembly

Approval at a General Assembly will be by member vote 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

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, 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 WG can take action to address the objection.

Approval of Supplementary Guidance

Supplementary guidance is subject to the same approval as Guides, except that the GA comment period may be limited to 30 days.

Approval of Eurachem Information Leaflets

Information leaflets do not require GA approval but should be circulated to GA members for comment. A minimum of 30 days should normally be allowed.

Information leaflets must be approved by the members of the responsible WG before being submitted to the EC for approval for publication.

Supporting documentation for approval

Example templates for voting and for collecting comment are available separately on the Eurachem website; see [the Eurachem Policies page](#).

Action after voting

After the voting/approval stage of the document the WG 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 WG will prepare the document for publication and submit the final publication draft to the EC for approval for issue. Where comments are received in the voting process, the WG will additionally provide the EC with a summary of the comments received and the action taken on each. WG 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.

* 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.

Approval for publication

The EC must approve the final draft of any guidance document for publication as a Eurachem or joint guide. The approval may be given at an EC meeting or by correspondence. At least seven days must be allowed for approval for publication.

Note: See also “Translation of Eurachem guidance documents” for approval of translations.

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.

Note: Recommendations for file names for electronic versions are provided in the Annex.

Archive copy

It is important that a full copy of all guidance is available to assist in future revision, translation etc. For Guides or Supplementary guidance, a copy of the final published document, together with editable electronic copies of all source files (word documents, separate images, tables etc.) should be provided to the Eurachem Secretary to retain. For Information Leaflets, the responsible WG should make arrangements for long term availability.

Maintenance and Review

Errata

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

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 WG subject to approval by the EC. Substantive amendments are subject to GA approval following this procedure.

Review

All Eurachem Guidance should be reviewed at most five years after publication or previous review. Each Guide should be reviewed by the responsible WG or, if there is no active WG, by the EC. 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 WG should normally be considered and agreed by the EC.

Copyright

Copyright should comply with the Eurachem policy on copyright (see [the Eurachem Policies page](#)). Copyright in a particular national implementation of a Eurachem document 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 WG 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.

Translation of Eurachem guidance documents

Policy

The availability of accurate translations makes Eurachem guidance more widely accessible and is encouraged. Eurachem policy on permission and approval for translations is set out below.

Permission for translation

Eurachem members are entitled to prepare translations of Eurachem guidance in their own language and to distribute them via their own national Eurachem network as they see fit. Arrangements for translation by organisations participating in the development of joint guidance should be agreed on initiation of the work (see ‘Responsible organisation’ above).

Other organisations or individuals may request permission from the EC to undertake translations into other languages. Each such request will be treated on a case by case basis.

Permission and approval for translations will not normally be given for more than one translation in any given language. Priority will normally be given to the relevant national Eurachem organisation, organisations participating in joint guidance, and other organisations with liaison arrangements with Eurachem, in that order. Where Eurachem members share a language, the members concerned are encouraged to coordinate their activity to avoid multiple translations in the same language.

Content and accuracy of translations

Translations should be faithful translations of the entire English original except that:

- For Guides and Supplementary guidance:
 - A Foreword specific to the translation (for example, titled “Foreword to the <language> edition”) may be added to describe the process of translation;
 - The cover and title page may be amended to add the names and affiliations of the translator(s) and indicate the date (or, if necessary, version) of the translation;
 - A statement to the effect that “In case of differences between translations, the English[†] version of this Guide shall be definitive” should be included on the title page or in the language-specific Foreword (if present).
 - Any special issues specific to the translation (for example, particular choices of terminology required to translate terms that do not have direct equivalents) should be included in the language-specific Foreword.
- For Information Leaflets, translations should include the date of translation and the translator in the concluding footnote, in addition to the WG responsible.

Approval of translations

Translations must be approved by the relevant WG before publication or, where no currently active WG is responsible for the particular guidance document, by the EC. The approving body (WG or EC) must be satisfied that the translation is a faithful translation (above). For European language translations, this can often be done by asking an appropriate GA member (other than the translator) to review the document; equivalent independent review should be arranged for other languages.

Availability of translations

Translations will normally be made available from the Eurachem website, free of charge, immediately on publication. Where translations are intended to generate income for the translating organisation, the EC may agree arrangements for deferred publication by Eurachem.

[†] Or, in exceptional cases where the version submitted for approval is another language, the relevant definitive version

Responsibility

While the arrangements above are intended to provide reasonable assurance of the accuracy of translated Eurachem guidance, responsibility for the accuracy of a translation remains with the translators.

Archive copy

Translations are subject to the same requirements as other guides: see “Archive copy” above.

Annex: Recommended practice for file names for electronic versions

Most Eurachem documents are published as freely available downloadable PDF files. It is helpful to users have short, consistent and informative file names that clearly identify different translations and different versions of the same document. The following principles should be followed for Eurachem documents on the Eurachem website.

File names should include:

- An initial abbreviated title/identifier for the guidance (e.g. QUAM),
- The approval year for the first approved version of the guidance (usually the English version) or other clear identification of the particular edition of a guide.
- Clear identification of editorially different versions of the same guidance.
- The two-letter *language* (not country) code specified in ISO 639 part 1.

Spaces should not be used in file names as they are recoded to %20 on download. Use ‘_’ instead of spaces.

The abbreviated title is at the discretion of the WG responsible for the guidance. Some WGs include the prefix ‘Eurachem’ on information leaflets.

Different versions may need to be distinguished by more than one element of the file name. If translations exist or are planned, it can be useful to include an identifier for the primary version (often the English edition) that is to be translated, and an additional indication of any editorial amendments to individual files. See the examples below for detail.

Freely accessible lists of ISO 639-1 language codes can be found on the Web. Examples at the time of approval of this policy are:

Wikipedia https://en.wikipedia.org/wiki/List_of_ISO_639-1_codes

w3schools.com https://www.w3schools.com/tags/ref_language_codes.asp

Example file names:

QUAM2012_P1_ES.pdf	The guide “Quantifying uncertainty in analytical measurement (Third edition)”, first approved in 2012, first “printed” version, Spanish translation.
QUAM2012_P1_ES_v2.pdf	An editorially amended version of the Spanish translation above.
QUAM2012_P2_EN.pdf	A significant editorial amendment of the definitive English version that contains changes that are expected to be made in other translations in due course (for example, corrections to equations)