

Division of Analytical Chemistry

European Chemical Society

Procedures and Practices

Preamble

The **Division of Analytical Chemistry** (DAC) is part of the European Chemical Society, EuChemS (until July 2018: EuCheMS - European Association for Chemical and Molecular Sciences; until October 2004: FECS - Federation of European Chemical Societies) and as such is a European, scientific, non-political, non-profit-making, non-governmental organization.

The procedures and practices stated in this document have been developed from those of the previous FECS Working Party of Analytical Chemistry (from 1971 to 1997). They complement and are consistent with the **EuChemS Constitution** and its **Directives for Divisions**.

1. Mission and Objectives

- 1.1 The Division of Analytical Chemistry is a network of societies and their scientists working in Analytical Chemistry throughout Europe and aims to have close links to related institutions all over the world. A broad communicative basis is achieved by cooperation with relevant supranational bodies such as IUPAC and EURACHEM as well as with journals and newsletters, furthermore by holding EUROANALYSIS as a European forum, and by encouraging and morally supporting conferences, particularly those with international participation. The Division strengthens European structures in Analytical Chemistry and gives a voice to its highly interdisciplinary field. It endeavours to establish and maintain the highest quality standards in science and research. DAC accepts a leading role with respect to education and training, as illustrated by issuing and keeping updated, the "Eurocurriculum".
- 1.2 Objectives of the DAC are:
- (i) To contribute to the advancement of Analytical Chemistry in Europe;
 - (ii) To identify important areas in science, technology and other human activities relevant to Analytical Chemistry, and to stimulate actions in such fields;

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- (iii) To address aspects of importance in or to Analytical Chemistry which need regulation, harmonization, standardization or codification, and to make recommendations as appropriate;
- (iv) To encourage cooperation between analytical chemists whether working in academia, industry or governance, in particular within the countries of the member societies of EuChemS and international organizations such as IUPAC, FACSS, EURACHEM and ISO;
- (v) To foster close contacts and cooperation of DAC with the European Commission and other relevant institutions;
- (vi) To use its best endeavours to promote the status of analytical chemists in general and in the countries of EuChemS member societies in particular;
- (vii) To safeguard the interests of the analytical chemistry community, especially concerning recognition and legitimation in matters of regulation and legislation as well as decision making in economic and in social areas;
- (viii) To assist and strengthen quality in teaching and training of analytical chemistry in education and in daily practice;
- (ix) To support the transfer and exchange of knowledge in the areas of DAC expertise both within Europe and in non-European countries;
- (x) To hold EUROANALYSIS (Section 6) and other conferences;
- (xi) To assume a general promotion and coordination function for conferences, Eurocourses and other events related to analytical chemistry, and to advocate EuChemS support for these;
- (xii) To disseminate information to the wider scientific community and general public about analytical chemistry and its achievements.

2. Delegates, Observers and Guests

- 2.1 (i) Any member society of EuChemS may be represented in DAC by one **Delegate**. The Delegate is expected to participate in DAC activities including the Annual Meeting

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(Section 4.1). The Delegate conveys information between DAC and the Society represented. In case of a formal decision, the Delegate casts the vote on behalf of the society represented.

(ii) A **Delegate** must have expertise in a field relevant to Analytical Chemistry. A Delegate is appointed by a EuChemS member society which ensures the financial support necessary to perform the duties resulting from the mandate. A Delegate serves on DAC for a period according to the rules of the society represented. It is recommended that the societies appoint their Delegate for a period of at least three years, possibly followed by other such periods. The member societies notify DAC on the change of their Delegate.

(iii) In the case that an appointed Delegate cannot participate in the Annual Meeting or other DAC activities, the society represented may mandate a substitute for this event. This must be notified to the Chairperson (Section 3.1) or the Secretary (Section 3.3) in writing and in advance. The substitute must not be another Delegate or Observer (Section 2.2) to the DAC.

- 2.2 (i) DAC desires fruitful contacts with bodies which are actively related to Analytical Chemistry even though they are not members of EuChemS, such as;
- European organizations or institutions on a supranational basis,
 - global organizations e.g. IUPAC,
 - national chemical societies of non-European countries,
 - associated (European) groups e.g. devoted to special branches and aspects of analytical chemistry.

At the request of DAC such bodies may nominate an expert in a field of analytical chemistry as **Observer** to DAC.

(ii) **Observers** may attend DAC meetings and participate in other DAC activities, however, Observers have no voting rights in DAC business.

- 2.3 For specific purposes and with the consent of the Delegates, a specialist may be requested by the DAC Chairperson (Section 3.1) to attend DAC meetings or to cooperate in DAC activities as **Guest**. Guests may give their views but shall have no voting rights.
- 2.4 The Head of a Study Group (Section 3.5) or a Task Force (Section 3.6) who does not serve as a DAC Delegate is **ex officio Guest** of DAC and requested to participate in DAC meetings. Guest status for three years is given to Chairperson (Section 3.1), Immediate Past Chair (Section 3.1), Heads (Section 3.5, 3.6). Secretary (Section 3.3).

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and Treasurer (Section 3.4) after resigning from these functions, unless they continue to serve as Delegate anyway.

3. Organization

- 3.1 (i) The **Chairperson** represents DAC in all external affairs and to the public in general. The Chairperson presides at the Steering Committee meetings (Section 3.4), convenes and conducts the Annual Meeting (Section 4.1) and other meetings of DAC.
- (ii) The **Chairperson** reports on DAC activities during the Annual Meeting and is responsible for keeping the Delegates, Observers and Guests informed on any important developments between the Annual Meetings. The Chairperson in cooperation with the Secretary (Section 3.3) maintains relations to the scientific community in analytical chemistry and as necessary to other related groups and the general public. To this end they produce yearly the **European Analytical Column** and the **Annual Report** to EuChemS and keep the **DAC internet site** updated.
- (iii) The **Chairperson** attends the **EuChemS General Assembly**. On request of the Chairperson, the Secretary (Section 3.3) or other alternate may fulfil this duty.
- (iv) The **Chairperson** supported by the Secretary stimulates activities of DAC and solicits appointments of Delegates, nominations of Observers and members of the Steering Committee as well as applications for EUROANALYSIS.
- (v) The **Chairperson**, who shall be a Delegate, is elected for 3 years and may be re-elected once for a second period.
- (vi) At the end of their term of office the Chairperson will assume the role of **Immediate Past-Chairperson** for one year and remain as a member of the Steering Committee for that year.
- (vi) Normally the call for nominations for the **Chairperson-Elect** is made at the Annual Meeting in the year before the election and the election takes place at the Annual Meeting in the second year of the Chairpersons term of office. A nomination should be made by a society confirming their moral and financial support of the chairmanship. A nomination must be notified to the Secretary not later than three months before the Annual Meeting at which the election takes place. The candidature will be announced with the invitation to the Annual Meeting. Normally the elected person assumes the office of Chairperson-Elect on 1 January following the election and becomes a member

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of the Steering Committee for familiarisation with the current business. The Chairperson-Elect assumes the office of Chairperson on the following 1 January.

3.2 In case of an unexpected vacancy of the Chair, the immediate past Chairperson will act as **Chairperson ad interim** to run the current business up to the next Annual Meeting at which it is possible to elect a new Chairperson. If the immediate past Chairperson is unable to act, the Steering Committee will appoint one of its members as Chairperson ad interim.

3.3 (i) The **Secretary** shall conduct the correspondence with the Delegates. In cooperation with the Chairperson, the Secretary draws up agendas for DAC meetings, prepares the minutes and compiles an End-of-Year Letter. The Secretary dispatches copies of this material to the DAC Delegates, the societies they represent, the Observers and Guests, and maintains the related list of names and full addresses for postal, courier and electronic delivery.

(ii) The **Secretary** is ex officio member of all DAC Study Groups and Task Forces to facilitate mutual exchange of information.

(iii) The **Secretary** is proposed by the Chairperson (or Chairperson-Elect). Normally the Secretary is a Delegate; the society represented is requested for moral and financial support of the appointment. The Secretary is approved by the Annual Meeting for a term of office of three years which may be renewed.

3.4 (i) The **Treasurer** is proposed by the Chairperson (or Chairperson-Elect). Normally the **Treasurer** is a Delegate; the society represented is requested for moral and financial support of the appointment. The **Treasurer** is approved by the Annual Meeting for a term of office of three years which may be renewed.

(ii) Income

Whenever there is a request from DAC to transfer funds to its budget line within the EuChemS account (income), the **Treasurer** of DAC shall send a request with all information needed for issuing an invoice to the Secretary General, cc to the **Chairperson** of DAC. When the invoice is paid, it is put on the division's budget line. If income arises from a DAC conference surplus, 10% of the surplus shall be put onto the EuChemS central budget line (Appendix I), and 10% to the DAC budget line.

(iii) Expenses

When an expense shall be paid from the DAC budget line, the **Treasurer** of DAC shall send the form for reimbursement of expenses, together with proof of payments of expenses, to the EuChemS General Secretary, cc to the **Chair** of DAC. If all is in order,

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it shall be paid from the DAC budget line, after receiving authorisation for payment from the EuChemS Treasurer. It is entirely up to DAC to decide how the funds are spent for as long as there is enough money on its budget line and appropriate procedures described in related guidelines are followed.^a

(iv) Budget planning

When the Budget for the next financial year is being prepared, the **Chair** of DAC is required to provide and send information for their budget line (on income and expense side) to the EuChemS Secretary General by the end of May.

3.5 (i) The **DAC Steering Committee** consists of the Chairperson, Secretary and Treasurer plus three to five Delegates appointed by the Annual Meeting (Section 4.1). The Steering Committee normally meets twice a year. In between mail and electronic means of communication shall be used to keep in close contact.

(ii) The Steering Committee is the **DAC executive** and deals with urgent affairs between the Annual Meetings. Decisions taken by the Steering Committee should be communicated to the Delegates and endorsed by the Delegates during the next Annual Meeting.

3.6 **Study Groups** are devoted to major topics of particular importance to DAC such as Education, History, Quality Assurance and Accreditation. The **Head** of any Study Group is appointed by the Annual Meeting and is normally a Delegate (Section 2.1), otherwise a Guest according Section 2.4. The Head of any Study Group is required to submit a written report to the Secretary prior to each Annual Meeting.

3.7 A **Task Force** deals with ad-hoc matters. The **Head** of a Task Force is appointed by the Annual Meeting and is normally a Delegate, otherwise a Guest according Section 2.4. The Head of a Task Force provides a written report for the Annual Meeting following its instalment giving recommendations for further action in the particular matter.

3.8 Members of a Study Group or a Task Force shall be nominated by the respective Head and appointed by the Annual Meeting. The **membership** of all groups is approved each year at the Annual Meeting. Normally the groups meet in conjunction with the DAC Annual Meeting.

4 Meetings

^a P-006 Division's budget ; P-003 Guidelines for Divisions and Working Parties

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- 4.1 (i) DAC Delegates meet regularly once a year for the **Annual Meeting** which constitutes the supreme authority of DAC. Among the duties of the Annual Meeting are;
- to elect the Chairperson,
 - to approve the Secretary and Treasurer on proposal of the Chairperson (or Chairperson elect),
 - to appoint members of the Steering Committee on proposal of the Chairperson (or Chairperson elect),
 - to initiate and authorize Study Groups and Task Forces, to define their field of action, to appoint their Heads, and to approve their membership,
 - to receive and discuss the reports from the Chairperson, the Heads of the Study Groups and Task Forces, as well as of the representatives of the EUROANALYSIS conferences (Section 6.1),
 - to choose the location of EUROANALYSIS, and
 - to discuss and decide all relevant issues.

(ii) The **Annual Meeting** should take place in temporal and spatial conjunction with EUROANALYSIS (Section 6), in other years preferably in conjunction with a meeting which attracts Delegates. Invitations confirming place and date of the meeting and stating the proposed agenda, shall be sent to Delegates and their societies as well as to Observers and Guests not later than six weeks before the event. The minutes should be dispatched not later than eight weeks after the Annual Meeting; they should also inform on the proposed place and date of the subsequent Annual Meeting.

- 4.2 An **extraordinary DAC meeting** shall be arranged on the written request of two Delegates, provided the majority of all Delegates agree by postal voting.

5. Voting Procedures

- 5.1 Normally the DAC reaches decisions by **consensus**.
- 5.2 If voting is appropriate, the case is decided by **simple majority** of the votes cast including abstentions (non-marked ballots). In case of a tie situation the Chairperson casts an additional vote.
- 5.3 There shall be **one vote per member society** of EuChemS for all items, except for the location of EUROANALYSIS (Section 5.4). The vote is cast on behalf of the member society by its Delegate or its mandated substitute present at the meeting.

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- 5.4 For deciding on the location of EUROANALYSIS, there shall be **one vote per country**, i.e., if more than one society of a country are members of EuChemS, their Delegates have to agree on the vote or abstain.
- 5.5 If voting takes place in a meeting, voting by mail or other ways of communication shall not be acceptable. If the Steering Committee feels that an **urgent decision** must be made by the Delegates that cannot be postponed to the next regular or extraordinary DAC meeting, postal or electronic voting is permitted.
- 5.6 (i) Election of the Chairperson shall be by **secret ballots**. A candidate is elected when obtaining more than half the votes cast including abstentions (“absolute majority”). If at a first voting no absolute majority is reached, the candidates with the two highest numbers of votes qualify for another vote when abstentions are not counted. If there is just one candidate, the ballots must ask for the choice ‘yes’ or ‘no’.
- (ii) An equivalent procedure shall apply to selecting the EUROANALYSIS location.

6. Conferences

- 6.1 (i) As requested by the EuChemS Directives for Divisions, DAC holds a broad-spectrum conference on analytical chemistry on a regular basis. This conference is called **EUROANALYSIS** and constitutes a forum of the EuChemS member societies for the analytical chemists from academia, governance and industry. The venue is rotated between all European countries. The organizers must have the support of a national EuChemS member society and EuChemS sponsorship.
- (ii) The procedures of the call for tenders, the application and the conduct of the conference are given in Appendix I of this document (“**Rules for EUROANALYSIS**”).
- (iii) The **Presidium** of a given EUROANALYSIS consists of the President of the particular event, the Presidents of the previous two conferences and the President for the subsequent conference of this series as well as the DAC Chairperson who chairs the Presidium. The Presidium approves the scientific committee(s), the structure and the contents of scientific programme and other relevant items. It offers its expertise and help to ensure the success of the conference.
- 6.2 Organizers of a meeting related to analytical chemistry, may apply for an "In cooperation with DAC" designation. It must be understood that this label indicates a specific high quality of the meeting and the desire for international participation. Further

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details are given Appendix II of this document ("**Guidelines for Meetings organized in cooperation with DAC-EuChemS**").

7. Honours

- 7.1 A "**DAC Tribute**" is designed to honour a person of outstanding merits and long-lasting valuable services for DAC-EuChemS. Current DAC Delegates, Observers and Guests are not eligible. Any Delegate can submit in writing a detailed proposal outlining the case for an award. The proposal will be distributed with the agenda of the next Annual Meeting, to be discussed and decided there. The DAC Tribute consists of a document which states the acknowledged merits. It will be handed over by the DAC Chairperson at a suitable occasion, preferably in presence of a large audience of colleagues.
- 7.2 The DAC has established the "**Robert Kellner Lecture**" in memory of the efforts and achievements of the late Prof. Dr. Robert Kellner from Vienna University of Technology towards the consolidation of Analytical Chemistry in Europe. This award shall distinguish a person who has made substantial contribution to the advancement of Analytical Chemistry research or education. The Statutes of the "Robert Kellner Lecture" are given in Appendix III of this document.
- 7.3 The DAC has established the "**DAC-EuChemS Award**" for sustained contributions to Analytical Chemistry in Europe. This award shall distinguish a European individual who has demonstrated significant and sustained achievements in Analytical Chemistry research or education throughout his/her career.

8. Amendments

Amendments to this Document shall be made at an Annual Meeting and shall require a majority of at least two thirds of the votes cast.

Approved by the DAC Delegates at the Annual Meeting on 5 September 1999 in Bratislava, Slovakia. Amended unanimously by the Annual Meeting on 21 September 2003 in Thessaloniki, Greece. Appendix III modified at the Annual Meeting on 25th August 2013 in Warsaw, Poland. Appendix IV added at the Annual Meeting on 25th August 2013 in Warsaw, Poland. This version is subject to final approval at the 2018 Annual meeting.

The parent association FECS adopted the name 'EuChemS' in October 2004; this document has been changed accordingly as endorsed by the DAC Annual Meeting on 25 June 2006 in Moscow, Russia.

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Appendix I

Rules for EUROANALYSIS

- 1 EUROANALYSIS is a broad-spectrum conference on analytical chemistry held on a regular basis, preferably every second year, as a common forum of the national societies represented in the DAC and the meeting place of the analytical community from academia, governance and industry. Preference is given to European speakers as invited lecturers. No person should be offered a plenary or keynote lecture at two successive EUROANALYSIS conferences.
- 2 The decision on the **location** of a EUROANALYSIS is based on applications and taken by voting at the Annual Meeting at least three years ahead. Venues should be rotated between all European countries.
- 3 The DAC Chairperson or Secretary shall, at least 9 months ahead of the decision meeting and in writing, invite Delegates and their societies to **tender** for EUROANALYSIS.
- 4 The applicants shall submit a **Bid Book** together with a supporting letter from a relevant organization, preferably a member society of EuChemS, to all DAC Delegates at least 3 months ahead the Annual Meeting where the decision is made. The Bid Book shall contain the basic features and essential information as well as the fees to be expected with the understanding that each EUROANALYSIS shall be financially self-supporting. The applicants shall give a concise presentation of their proposals during the Annual Meeting which are discussed prior to the vote.
- 5 An application for EUROANALYSIS can only be considered if the prospective organizers agree to the **commitments** among which are to
 - i. adhere to the DAC Procedures and Practices,
 - ii. take all steps to ensure that every interested scientist is able to attend the conference without hindrance and that visas are granted without undue delay,
 - iii. obtain EuChemS sponsorship,
 - iv. use the DAC logo on the covers of related printed matters,
 - v. implement the Presidium in the organizational structure according its duties outlined in Section 6.1 of the DAC Procedures and Practices,

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- vi. arrange for the "Robert Kellner Lecture" and "DAC Award lecture" as plenary lectures in a prominent place, including free participation of the awardees in EUROANALYSIS,
 - vii. include - on request of the presidium – a EuChemS Lecture and a session for important analytical science awards, such as the Emanuel Merck Prize,
 - viii. schedule a lecture on the history of analytical science in the host country, preferably within the opening session,
 - ix. report to the Annual Meetings including the one following the conference,
 - x. keep the Presidium informed on the progress and any difficulties encountered in the organization,
 - xi. arrange a visitation by the Presidium about 18 months before the conference to discuss all aspects of the organisation,
 - xii. strive for balanced participation from all European regions,
 - xiii. encourage young scientists to participate, especially by offering low registration fees and cheap accommodation, and by allocating a generous number of oral presentations to them,
 - xiv. produce a written final report on the course, participation and outcome of the conference well before the Annual Meeting in the year after the conference,
 - xv. provide exhibition space for cooperating journals and meetings,
 - xvi. spend 5% of the income from the full registration fees for the benefit of the next EUROANALYSIS; the specific use, e.g. to contribute to a balanced regional participation or to attract certain groups, shall be agreed with the organizers of the next EUROANALYSIS and the Presidium.
 - xvii. 20% of any surplus that may be achieved, after settlement, shall be shared equally (50:50) between the core budget of EuChemS and the DAC budget.
 - xviii. If the conference closes with a deficit or has to be cancelled, the deficit shall be the responsibility of the member society except that 10% will be covered by EuChemS. The DAC may also opt to cover 10% of any deficit.
- 6 The material presented at a EUROANALYSIS should be published as soon as possible after the conference.

Approved as part of the DAC Procedures and Practices by the Annual Meeting on 5 September 1999 in Bratislava, Slovakia. Amended unanimously by the Annual Meeting on 21 September 2003 in

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Thessaloniki, Greece. This version is subject to final approval at the 2018 Annual meeting.

The parent association FECS adopted the name 'EuChemS' in October 2004; this document has been changed accordingly as endorsed by the DAC Annual Meeting on 25 June 2006 in Moscow, Russia.

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Appendix II

Guidelines for Meetings organized in cooperation with DAC-EuChemS

Organizers of a meeting related to analytical chemistry, may apply for an "In cooperation with DAC" designation. It must be understood that this label indicates a specific high quality of the meeting and the desire for international participation. The usage of English, particularly in slides etc., is encouraged.

The application should be submitted in writing to the DAC Chairman or Secretary at an early stage of the preparations. After the consent of the Steering Committee, the organizers can use the DAC logo and state the cooperation in their announcements. The meetings will be listed on the DAC internet site. These co-operations are notified to the DAC Annual Meeting.

DAC will provide information on its composition, objectives, aims and current programmes for presentation at the conference. The organizers are required to provide an informative written report (not more than 250 words) at the Annual Meeting following the event. The report is included in the Minutes and thus conveyed to DAC Delegates, Observers and Guests.

Approved by the Annual Meeting on 16 September 2001 in Córdoba, Spain.

The parent association FECS adopted the name 'EuCheMS' in October 2004; this document has been changed accordingly as endorsed by the DAC Annual Meeting on 25 June 2006 in Moscow, Russia.

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Appendix III

Statutes of the "Robert Kellner Lecture"

- 1 The Division of Analytical Chemistry of the European Association for Chemical and Molecular Sciences (DAC-EuChemS) has established the "Robert Kellner Lecture", sponsored by Springer-Verlag, in memory of the efforts and achievements of the late Prof. Dr. Robert Kellner from Vienna University of Technology towards the consolidation of Analytical Chemistry in Europe.
- 2 The lectureship shall be every second year. The lecture shall be delivered as a prominent plenary lecture at a EUROANALYSIS Conference.
- 3 The awardee shall be an individual who has made substantial recent contributions (in the last five years) to the advancement of Analytical Chemistry research or education in Europe.
- 4 Nominations will be publicly called for. Candidates may be proposed by one of the European Chemical Societies, other scientific bodies and individual scientists (self-nomination excluded). The nomination must include a justification letter describing the achievements and the candidate's curriculum vitae and address. It must reach the Secretary of DAC-EuChemS before the date given in the announcement of the call. Current DAC Delegates, Observers and Guests are not eligible.
- 5 The jury for each "Robert Kellner Lecture" shall take due regard of gender balance and be composed of up to six renowned analytical chemists (including not more than two current DAC-EuChemS delegates). The jury members are proposed by the DAC Steering Committee and endorsed by the DAC Annual Meeting. The jury acts in an honorary capacity. One third of the jury members shall normally rotate every two years.
- 6 The DAC Steering Committee has the right to nominate additional candidate(s) if requested to do so by the "Robert Kellner Lecture" jury.
- 7 The lectureship shall be granted to a single candidate or left unawarded if none of the candidates is judged to qualify as a suitable recipient.
- 8 The awardee will receive a diploma as well as free registration for the EUROANALYSIS Conference at which the "Robert Kellner Lecture" is delivered.

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Appendix IV

Statutes of the "DAC-EuChemS Award"

- 1 The Division of Analytical Chemistry of the European Association for Chemical and Molecular Sciences (DAC-EuChemS) has established the "DAC-EuChemS Award", sponsored by Springer-Verlag, for sustained contributions to Analytical Chemistry in Europe.
- 2 The award shall be given every second year. The awardee is expected to deliver a lecture at the next EUROANALYSIS Conference.
- 3 The awardee shall be an individual who has demonstrated significant and sustained achievements in Analytical Chemistry research or education in Europe throughout his/her career.
- 4 Nominations will be publicly called for. Candidates may be proposed by one of the European Chemical Societies, other scientific bodies and individual scientists (self-nomination excluded). The nomination must include a justification letter describing the achievements and the candidate's curriculum vitae and address. It must reach the Secretary of DAC-EuChemS before the date given in the announcement of the call. Current DAC Delegates, Study Group Heads, Observers and Guests are not eligible.
- 5 The jury for each "DAC-EuChemS Award" shall take due regard of gender balance and be composed of up to six renowned analytical chemists (including not more than two current DAC-EuChemS delegates). The jury members are proposed by the DAC Steering Committee and endorsed by the DAC Annual Meeting. The jury acts in an honorary capacity. One third of the jury members shall normally rotate every two years.
- 6 The DAC Steering Committee has the right to nominate additional candidate(s) if requested to do so by the "DAC-EuChemS Award" jury.
- 7 The award shall be granted to a single candidate or left unawarded if none of the candidates is judged to qualify as a suitable recipient.

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- 8 The awardee will receive a diploma as well as free registration for the EUROANALYSIS Conference at which the “DAC-EuChemS Award” lecture is delivered.

Originally passed by the Annual Meeting of DAC-EuChemS on 25th of August 2013 in Warsaw, Poland. This version is subject to final approval at the 2018 Annual meeting.