



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

30 September 2010  
EMA/MB/578243/2010

## Appointment of an Acting Executive Director

Management Board meeting 7 October 2010

### Background note

This proposal is prepared by the Board Chairman in consultation with the Vice Chairman and Prof. Kent Woods in his capacity as observer to the recruitment process.

The second term of office of Thomas Lönngren as Executive Director expires on 31 December 2010. On the basis of the current timing of the selection and nomination process, the next Executive Director will not be in place until after that time. At the time of writing it is estimated that this interim period may be approximately 6 months.

Existing internal delegation arrangements relating to short-term and ad hoc absence of the Executive Director are in place but the Management Board should appoint an Acting Executive Director for the interim period.

Appointment of the Executive Director of the Agency is a matter for the Management Board. While the Agency's founding text, Regulation (EC) No 726/2004, makes no express provision concerning the appointment of an Acting Executive Director, it is appropriate that the Board consider this matter in light of the responsibilities of the Board.

### Matters for consideration

#### *Selection options*

It is considered that the Acting Executive Director should be an existing member of the Agency's management team. The Acting Executive Director should be appointed with specific terms of reference setting out their mandate, particularly with regard to policies and initiatives with long-term impact for the Agency, interaction and delegation of Heads of Unit, and the need for appropriate consultation with the Management Board.

The options available might include appointing the senior manager who most closely fits the requirements set out in the vacancy notice, appointing the most senior manager in function, by service in grade, or appointing the Head of Administration.

The longest serving senior manager by service in grade is Andreas Pott (Head of Administration since 1<sup>st</sup> May 2000). There is also precedence that Andreas served a similar role 10 years ago. Andreas



would have the confidence of both the Board and the Agency itself in fulfilling this interim role. Andreas is not a candidate for the Executive Director post.

As Head of Administration he would be well placed to ensure compliance with relevant standards of financial and legal governance during the interim, with existing heads of units continuing to act under delegated authority in their areas as they do now.

The proposed appointment of Andreas Pott as Acting Executive Director shall be made effected from January 1<sup>st</sup> 2011 for an interim period of 6 months. This appointment may be reviewed by the Board.