



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

16 September 2010
EMA/MB/400828/2009

Procedure for the appointment of the Executive Director

Management Board meeting 7 October 2010

Background note

The current mandate of the Executive Director, Thomas Lönngren, expires on 31 December 2010.

As laid down in Article 64 (1) of Regulation (EC) 726/2004, *"The Executive Director shall be appointed by the Management Board, on a proposal from the Commission, for a period of five years on the basis of a list of candidates proposed by the Commission following a call for expressions of interest published in the Official Journal of the European Union."*

Before appointment, the candidate nominated by the Management Board shall be invited forthwith to make a statement to the European Parliament and to answer any questions put by its Members.

His mandate may be renewed once."

The Executive Director's mandate was renewed once in December 2005.

The vacancy notice for the post of the Executive Director of the European Medicines Agency is published by the Commission.

On the 10 December 2009, Kent Woods has been appointed by the Board as an observer to the pre-selection panel. The pre-selection panel is established by the Commission.

Matters for consideration

Invitation of candidates

Following the candidates' assessment and interviews, the Commission will present to the Board the shortlist of the successful candidates accompanied by the candidates' letters of motivation and CV. These candidates will be invited to present to the Board.

Running of the meeting

The Extraordinary Meeting of the Board is convened solely for the purpose of the appointment of the Executive Director. There shall be no other matters considered during the meeting.



Members will meet in room 4A, the usual meeting room of the Board. The meeting will have no interpretation. The meeting is proposed to start at 09:00 with an introduction of the programme of the day and a brief report from Kent Woods.

Only the Members of the Board and the officially appointed observers from EEA-EFTA countries (Iceland, Liechtenstein and Norway) shall be invited to the extraordinary meeting. In the case where the Member or the observer cannot attend, their Alternate will be invited instead. There shall be no additional representatives allowed at the meeting.

Where neither the Member nor the Alternate is available to attend, a proxy shall be provided to another Member of the Board in accordance with the MB Rules of procedure (EMA/MB/115339/2004/en/Rev.2). The Chair will announce all proxies notified to him at the beginning of the meeting.

A detailed programme for the day is outlined in the attached note.

The selection process

- Phase 1 (interviews) Candidates will be heard by the Board in alphabetical order.
- Approximately 45 minutes will be allocated per candidate. Each candidate will be invited to make a statement to the Board of a maximum 10 minutes, followed by up to 30 minutes of questions and answers. Each candidate will be invited to make a closing statement of up to 5 minutes.
- After the departure of the candidate, the Board will have 15 minutes to summarise and digest discussion points.
- Phase 2 (discussion) Following all interviews, the Board will discuss the candidates. Approximately 1 hour is provided for this discussion.
- Phase 3 (vote) While provisions will be put in place to vote on the candidates on the day, the Board may require more time to fully consider the information presented and postpone its vote to a subsequent meeting.
- The voting regime is described in the attached Annex.

The appointment process

The Board

Following the formal announcement of the successful candidate by the Chair at the end of the meeting, the Chair will inform the candidates of the outcome of the election in writing.

The Executive Director-designate will be contacted by the Agency's secretariat to meet the Agency's management team and to make arrangements necessary for the subsequent Parliamentary hearing.

The European Parliament

In accordance with Article 64(1) of Regulation (EC) 726/2004, the Board's designated candidate is formally appointed only after having made a statement to the European Parliament. Arrangements will be made forthwith by the Agency's secretariat to fix a hearing with the European Parliament Committee on the Environment, Public Health and Food Safety.

Following the hearing, the Chair will write to the Executive Director-designate to inform them of their appointment. A signed contract will then be issued.

Annex

Step-by-step instruction on the voting regime and programme of the day:

1. Outline of the programme of the day: from 09:00 – 18:00 (based on 5 candidates)
2. Report from the Management Board observer to the Commission pre-selection panel
3. Chair announces all proxies notified ahead of the meeting
4. Two tellers are appointed at the start of the meeting from among the members or observers to count the votes
5. Chair announces the candidates
6. Candidates are interviewed by the Management Board in alphabetical order

Estimated time frame is as follow

Candidate	Presentation time	Q&A time	Closing statement	Discussion summary
1	09:30 – 09:40	09:40 – 10:10	10:10 – 10:15	10:15 – 10:30
<i>Tea/Coffee and refreshments (10:30 – 11:00)</i>				
2	11:00 – 11:10	11:10 – 11:40	11:40 – 11:45	11:45 – 12:00
3	12:00 – 12:10	12:10 – 12:40	12:40 – 12:45	12:45 – 13:00
<i>Lunch break from 13:00 – 14:00</i>				
4	14:00 – 14:10	14:10 – 14:40	14:40 – 14:45	14:45 – 15:00
5	15:00 – 15:10	15:10 – 15:40	15:40 – 15:45	15:45 – 16:00
<i>Tea/Coffee and refreshments (16:00 – 16:30)</i>				

7. The Board discusses the candidates and decides to proceed to a vote
8. Ballot papers are distributed
9. Each member (or alternate) gets one ballot paper. Members with proxies will receive the appropriate number of additional ballot papers (no more than two)
10. Members write the name of the candidate on the ballot paper
11. Ballot box is circulated
12. Tellers count votes
13. Successful candidate needs two-thirds majority of the members of the Board (i.e. 24 votes out of total Board composition of 35 members)
14. If majority is not achieved then the candidate with the lowest number of votes is eliminated and an additional voting round is held as described above
15. Process continues until a candidate achieves the required majority
16. If the successful candidate fails to secure a two-thirds majority then there will be a final round with the single candidate to confirm the vote

17. Chair formally declares the number of votes cast, the results of the votes and the name of successful candidate
18. The Executive Director-designate is informed in writing by the Chair of the outcome of the voting