



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

1 October 2015  
EMA/MB/452503/2015 Adopted  
Extraordinary Management Board Meeting of 1 October 2015

## Proceedings for the nomination of the Executive Director

### ***Running of the meeting***

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

Members will meet in room 2A, the usual meeting room of the Board. The meeting starts at 09:00 with an introduction of the programme of the day and a brief report from the observer for the Management Board on the European Commission short-listing process for the Executive Director, Hugo Hurts.

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 Article 7 of the MB Rules of procedure (EMA/MB/115339/2004/en/Rev.5). The Chair will announce all proxies notified to him at the beginning of the meeting.

From the Agency, there will be in the meeting room the Deputy Executive Director, the Head of Legal Department, and members of the Management Board Secretariat to take the minutes of the meeting and assist the vote.

### ***The nomination 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. The first 5 questions will have been prepared in advance by volunteers from the Management Board and are going to be the same for all candidates. Members will subsequently have a chance to ask other questions of their interest. At the end each candidate will be invited to make a closing statement of up to 5 minutes.



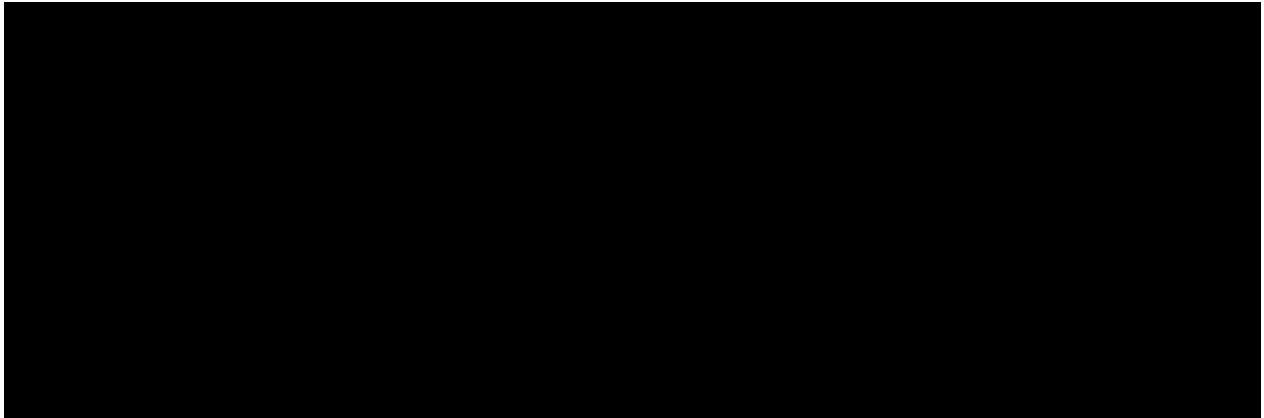
A buffer time of up to 15 minutes is provided between candidates to allow for extra questions or discussions.

Phase 2 (discussion  
and vote)

The Board may have a discussion prior to proceeding to the vote.

### ***Programme of the day***

Estimated time frame is as follows



The voting regime is described in the attached Annex.

## **Annex**

### **Step-by-step instruction on the voting:**

1. The Board discusses the candidates and decides to proceed to a vote
2. Ballot papers are distributed
3. Each member (or alternate) gets one ballot paper. Members with proxies will receive the appropriate number of additional ballot papers (no more than two)
4. Members write the name of the candidate on the ballot paper
5. Ballot box is circulated
6. Tellers count votes
7. Successful candidate needs two-thirds majority of the members of the Board (i.e. 24 votes out of total Board composition of 36 members)
8. At each round, the candidate with the lowest number of votes shall withdraw.
9. Rounds will run until one candidate receives two-thirds majority of favourable votes of the Management Board members.
10. Chair formally declares the number of votes cast, the results of the votes and the name of successful candidate
11. The nominated Executive Director is informed in person and in writing by the Chair of the outcome of the voting