



EMEA/CPMP WORKING GROUP WITH PATIENTS' ORGANISATIONS

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WORKING PROCEDURES

- **Composition of subgroups**
- **Identification of topic leaders**
- **Methods of working**
- **Frequency of meetings**
- **Press Release - Communication**

COMPOSITION OF SUBGROUPS

- **At minimum: 1 member CPMP/WP
1 patients' organisations representative
1 member EMEA**
- **Members may be involved in more than 1 subgroup**
- **Maximum 8 persons/subgroup**
- **Additional expertise if needed, to be endorsed by
Chairpersons of the EMEA/CPMP working group**
- **Patients' organisations members should work in close
collaboration with their organisations**

IDENTIFICATION OF TOPIC LEADERS

- **Topic leader for each subgroup to be identified**
- **Role:**
 - to ensure efficient conduct of the activities of the subgroup
 - to coordinate the discussion within the subgroup
 - to report progress of the work /recommendations of the subgroup to the EMEA/CPMP Working Group

METHODS OF WORKING

- Meeting of subgroup in the morning or day before the plenary meeting of the group
 - ➔ most of the work to be done over the phone or in writing (mail, fax, e-mail...)
 - ➔ members of the subgroup should commit to active contribution in between meetings
 - ➔ plan time for consultation with own organisations. How long?
- Secretariat of the subgroup ensured by EMEA
- Work on concrete aspects/case study but no confidential information



FREQUENCY OF MEETINGS

- 3 meetings of the group every year
- 2/3 meetings in 2003?



PRESS RELEASE - COMMUNICATION

- Press Release published after each meeting
- Comprehensive report of the progress of activities prepared after each meeting:
 - sent to Working Group for comments
 - sent to CPMP for endorsement
 - published with CPMP Monthly report?
- Need to identify the information flow within patients' organisations