



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Election of PCWP and HCPWP Co-Chairs (2022-2025)

PCWP/HCPWP joint meeting, 2 June 2022

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An agency of the European Union





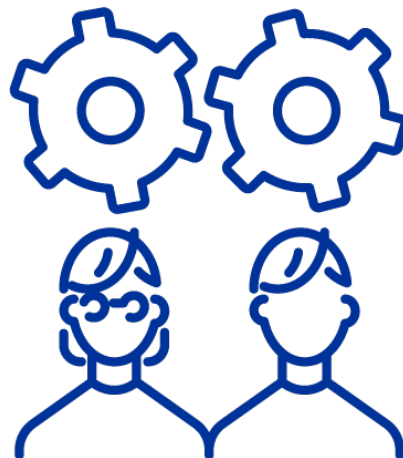
Election of Chairpersons

[*Mandate, objectives and composition of the Working Party*](#) – Point 3.1.3

[*Rules of procedure for the working party*](#) – Point 4

Two Co-Chairs **elected for a 3-year period**, which may be renewed

EMA Co-Chair
representative of EMA secretariat;
Juan Garcia-Burgos nominated
by Executive Director Decision



PCWP/HCPWP Co-Chair
will be elected amongst working
party members on
21-22 September 2022

Responsibilities of Chairpersons

Chairpersons are responsible for the **efficient conduct of the business of the working party** (WP) in particular:

1. Co-chair plenary meetings (up to 4 meetings/year)
2. Plan the work of the WP together with the EMA Secretariat (including preparation of meeting agendas and work plans)
3. Ensure, together with the EMA Secretariat, that the rules of procedure are respected
4. Aim to achieve consensus on issues discussed by the WP
5. Encourage and stimulate involvement among WP members



Responsibilities of Chairpersons (Cont.)

6. Co-ordinate, together with the EMA secretariat, the work of the WP with that of the other relevant committees and working parties of the Agency
7. Ensure that the activities of the working party are reported to the Human Scientific Committees or other working parties, as appropriate
8. Represent the working party in EMA organised events

One chairperson **deputises** for the other when one is unable to chair

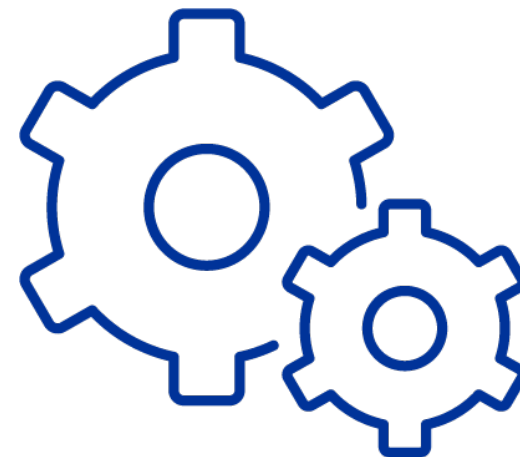
The EMA secretariat will provide the **necessary administrative & secretarial support** to the chairpersons to achieve the responsibilities listed above



PROCEDURE FOR ELECTION OF PCWP/HCPWP CHAIRPERSONS

Candidatures

- **Call for candidates** to be launched at least 6 weeks prior to meeting where election will take place ([proposal to launch after June meeting](#))
- **Individuals appointed by** an organisation or a scientific committee as their representative on the working party are eligible candidates
- Submitted **in writing** to PCWP/HCPWP secretariats ([background, experience and motivation; no specific template](#))
- Should be **received by** EMA no later than one week in advance of the election meeting. Any candidatures received after this time will not be valid ([proposal to have first deadline 30 June](#))
- **Circulated** to working party members as soon as available






PROCEDURE FOR ELECTION OF PCWP/HCPWP CHAIRPERSONS

Election day

- During F2F meeting of PCWP/HCPWP on 21-22 September
- Election by **absolute majority** and secret ballot
- Voting starts once quorum of two thirds of WP members eligible to vote are present (18)
- Alternates do not vote (unless replacing Member)
- Observers do not vote
- EMA does not vote

 Participants eligible to vote Absolute majority =15 ($\frac{1}{2}$ of total members + 1)	
Patients & Consumers / Healthcare Professionals organisation members (22)	Scientific Committee Members (6)
If the member and alternate are not able to physically attend, a proxy vote can be organised with prior written notification from the organisation(s) / committee(s)	



PROCEDURE FOR ELECTION OF PCWP/HCPWP CHAIRPERSONS

Election day

- At each voting round the candidate(s) with the lowest votes withdraw
- At the decisive round
 - In the **case of a tie**, another round is organised with the two remaining candidates; if after this round an absolute majority is not reached, the election is postponed to the following meeting; call for candidates reopened
 - If the **candidate with the highest number of votes does not get absolute majority** a further voting is organised with this candidate only, and if again an absolute majority is not reached, the election is postponed to the following meeting; call for candidates reopened



FINAL REMARKS

- After the election, the Organisation represented by the newly appointed Co-chair will designate a new member to replace him/her as member of the PCWP/HCPWP
- In the event of resignation of the PCWP/HCPWP Co-Chair, the EMA Co-Chair shall take the chair until a new election is convened. When a new co-chair is appointed, this will be for the remainder of the current mandate



Any questions?

Further information

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