



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

HCPWP – Healthcare Professionals' Working Party

Procedure for election of co-chair

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An agency of the European Union





Election of chairpersons

Point 6.2 of the Mandate and rules of procedure:

Two Co-Chairs elected for 3 years

- One nominated by EMA:
 - To be nominated following restructuring of the Agency
- One Co-Chair elected
 - Amongst HCPWP members and alternates



Responsibilities of chairpersons

- Plan the work of the working party
 - On the basis of an annual work programme
 - Co-ordinated with the work of other relevant groups of the Agency
 - Respecting rules of procedure and within the remit of the legal/regulatory framework
- Chair all or part of the working party meetings
 - Identify any potential conflict of interest regarding topics to be discussed
 - Aim to achieve consensus on issues discussed
 - Decide in exceptional cases, when a vote is necessary
- Ensure activities of the working party are reported to the EMA Human Scientific Committees or other working parties as appropriate

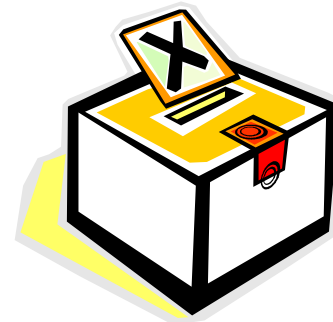


Expression of interest

- Candidates should submit their candidatures to the HCPWP secretariat
- They should include a brief resume in support of their candidature including:
 - Background and experience
 - Motivation
- Candidatures received will be circulated to HCPWP members in advance of the meeting
- Candidatures should be received by EMA no later than the start of the HCPWP meeting at which the election is to take place (25-26 September 2013)



Procedure



- Election by secret ballot
- Majority is equal to half of the total number of members eligible to vote plus one
- At each round candidate(s) with the lowest vote shall withdraw
- In the case of a tie in the decisive round, another round is organised with the two remaining candidates



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 HCPWP
- In the exceptional situation where the Co-chair has to step down before the end of his/her term, new elections will be organised