



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Procedure for election of PCWP/HCPWP Co-Chairs 2016-2019

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Patients and Healthcare Professionals Department





Election of Chairpersons

Point 6.2 of the Mandate and rules of procedure:

- Two Co-Chairs elected for period of 3 years, which may be renewed
 - One nominated by the EMA
 - One elected amongst PCWP/HCPWP members and alternates



Responsibilities of Chairpersons

Chairpersons are responsible for the efficient conduct of the business of the WP and shall in particular:

- Plan the work of the WP together with the EMA Secretariat (including preparation of meeting agendas),
- Monitor, together with the EMA Secretariat, that the rules of procedure are respected,
- Aim to achieve consensus on issues discussed by the working party
- Decide in exceptional cases, when a vote is necessary



Responsibilities of Chairpersons (Cont.)

- Ensure, together with the WP and the Secretariat, compliance with the legal/regulatory framework
- Co-ordinate together with the EMA secretariat the work of the WP with that of the other relevant working parties of the Agency
- Ensure that the activities of the working party are reported to the EMA Human Scientific Committees or other working parties as appropriate
- 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.

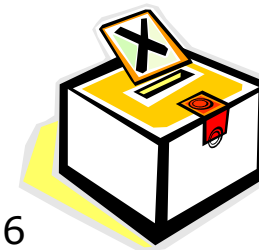


Expression of interest

- Candidates should submit their candidatures to the PCWP/HCPWP secretariat
- They should include a brief resume in support of their candidature including:
 - Background and experience
 - Motivation
- Candidatures received will be circulated to PCWP/HCPWP members in advance of the meeting
- Candidatures should be received by EMA no later than the start of the PCWP/HCPWP meeting at which the election is to take place (14/15 June 2016, respectively)
- Call for expression of interest will be launched after March meeting, together with renewal of mandates



Election Procedure



- Elections will take place during PCWP/HCPWP meetings in June 2016
- Each candidate will present their motivation
- Elections will be by secret ballot
- 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
- The majority is equal to half of the total number of members eligible to vote, plus one
- Quorum needs to be achieved (2/3 of all members)
- If both the member and alternate are not able to attend the meeting a proxy vote can be organised with written confirmation from organisation.



Election Procedure (Cont.)

Participants eligible to vote:

- Patients and Consumers and Healthcare Professionals Organisation Members (20)
- CxMP Members (6)
- Alternates do not vote (unless replacing Member)
- Observers do not vote
- EMA abstains, to avoid conflict of interest

Majority ($\frac{1}{2} + 1$) = 14



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



Any Questions?