



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Procedure for election of HCPWP Co-Chair





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 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,
- Monitor, together with the EMA Secretariat, that the rules of procedure are respected,
- Ensure that at the beginning of each meeting any potential conflict of interest is declared regarding any items to be discussed
- Aim to achieve consensus on issues discussed by the working party



Responsibilities of Chairpersons (Cont.)

- Decide in exceptional cases, when a vote is necessary
- 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.

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.

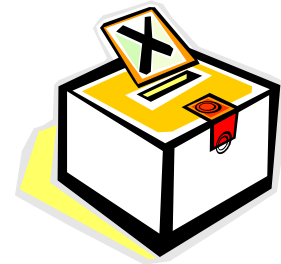


Expression of interest

- Candidates should submit their candidatures to the 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 September 2013)



Election Procedure



- Will take place during HCPWP meeting in September 2013
- Election 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



Election Procedure

Participants eligible to vote

- Healthcare Professionals' Organisations Members (18)
- Scientific Committees' Members (6)
- Alternates do not vote (unless replacing Member)
- Observers do not vote
- EMA abstains, to avoid conflict of interest

Quorum (2/3 of all members) = 17

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 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