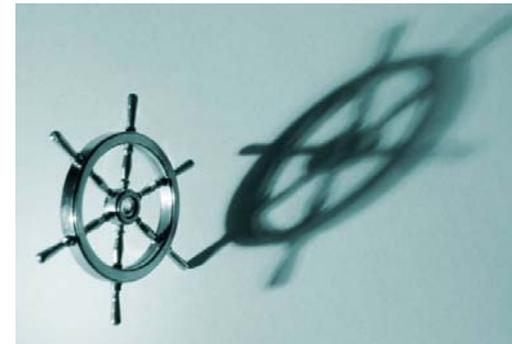


Mandate of the ENCePP Steering Group

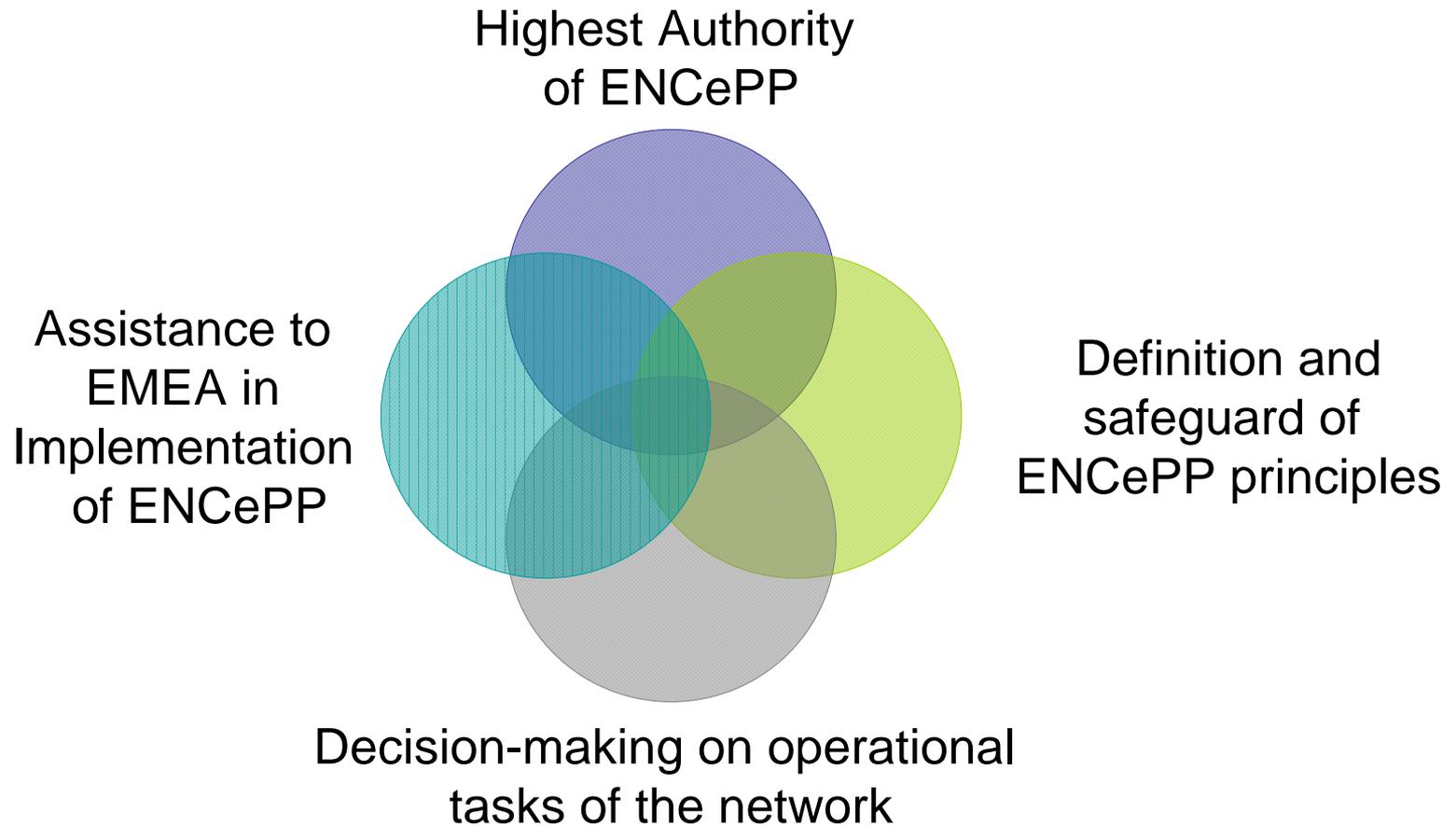
ENCEPP Plenary Meeting
London, 18 September 2009

Mandate of the ENCePP SG: Main Features

1. Role of the Steering Group
2. Specific Tasks and Duties
3. Steering Group Membership
4. Rules of Procedure
5. Selecting Members



1. Role of the Steering Group



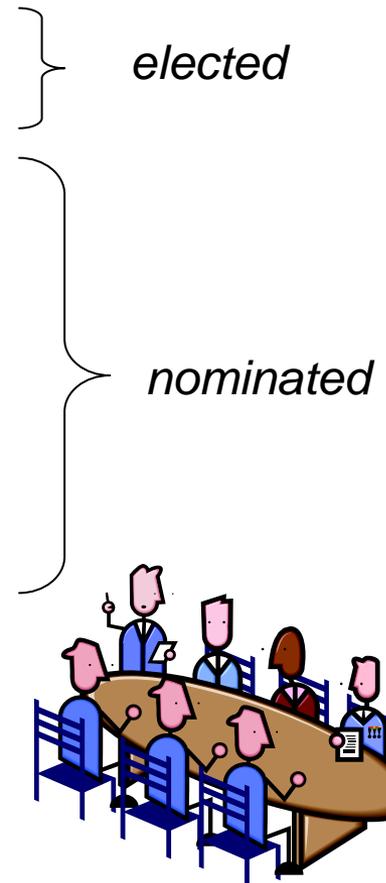
2. *Specific tasks and duties*

- **Identification** of priority actions
- **Approval** of work programme
- **Oversight** of activities
- **Adjudicator** in case of discrepancies or complaints
- **Review** of ENCePP working model and WG structure
- **Champion** and **promote** ENCePP



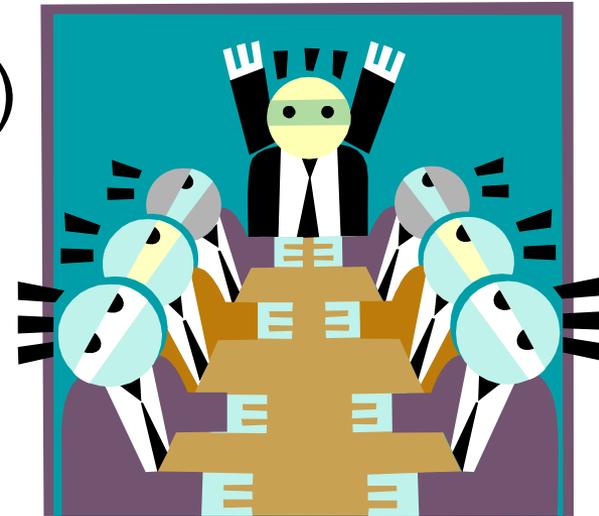
3. Steering Group Membership

- **15 members:**
 - 5 x ENCePP collaborating centres
(incl. deputy Chair representing Academia)
 - 4 x EMEA (incl. Chair)
 - 1 x Heads of Medicines Agencies
 - 1 x CHMP
 - 1 x PhV WP
 - 1 x Patients and Consumers WP
 - 1 x ISPE
 - 1 x ISoP
- **2 observers:**
 - 1 x Int'l Regulatory Agency
 - 1 x EFPIA

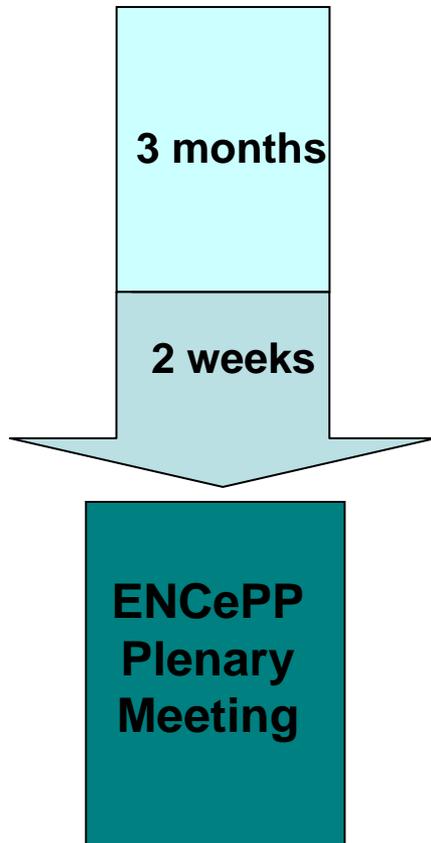


4. *Rules of Procedure*

- Commitment to attend (no replacement)
- 4 meetings per year (minimum)
- Quorum: 10 members (two thirds)
- Decision-making by consensus
- Co-opted experts
- Working groups
- Consultation of ENCePP
- Recommendations for change to terms of reference and mandate



5. *Selecting Members*



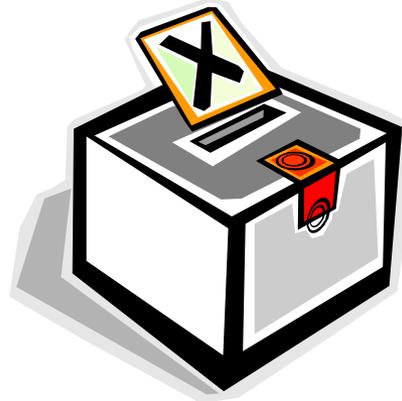
- Notice of election
- Submission of applications (incl. resumé and motivation)
- Circulation of list of candidates and their resuméés
- Motivation of candidature
- Election (one ballot paper per ENCePP centre – up to five votes)
- Secret ballot; simple majority

Term of Service



- Two years; renewable
- EMEA representatives, stakeholders and ex-officio members: appointed by their respective organisation for the duration of the term of service of the SG (2 years); renewable
- Deputy Chair (Academia) elected at inaugural meeting

1st Election: 11 December 2009 (ENCePP Plenary Meeting)



Deadline for Applications:
Friday, 27 November 2009