

# Mandate of the ENCePP Steering Group

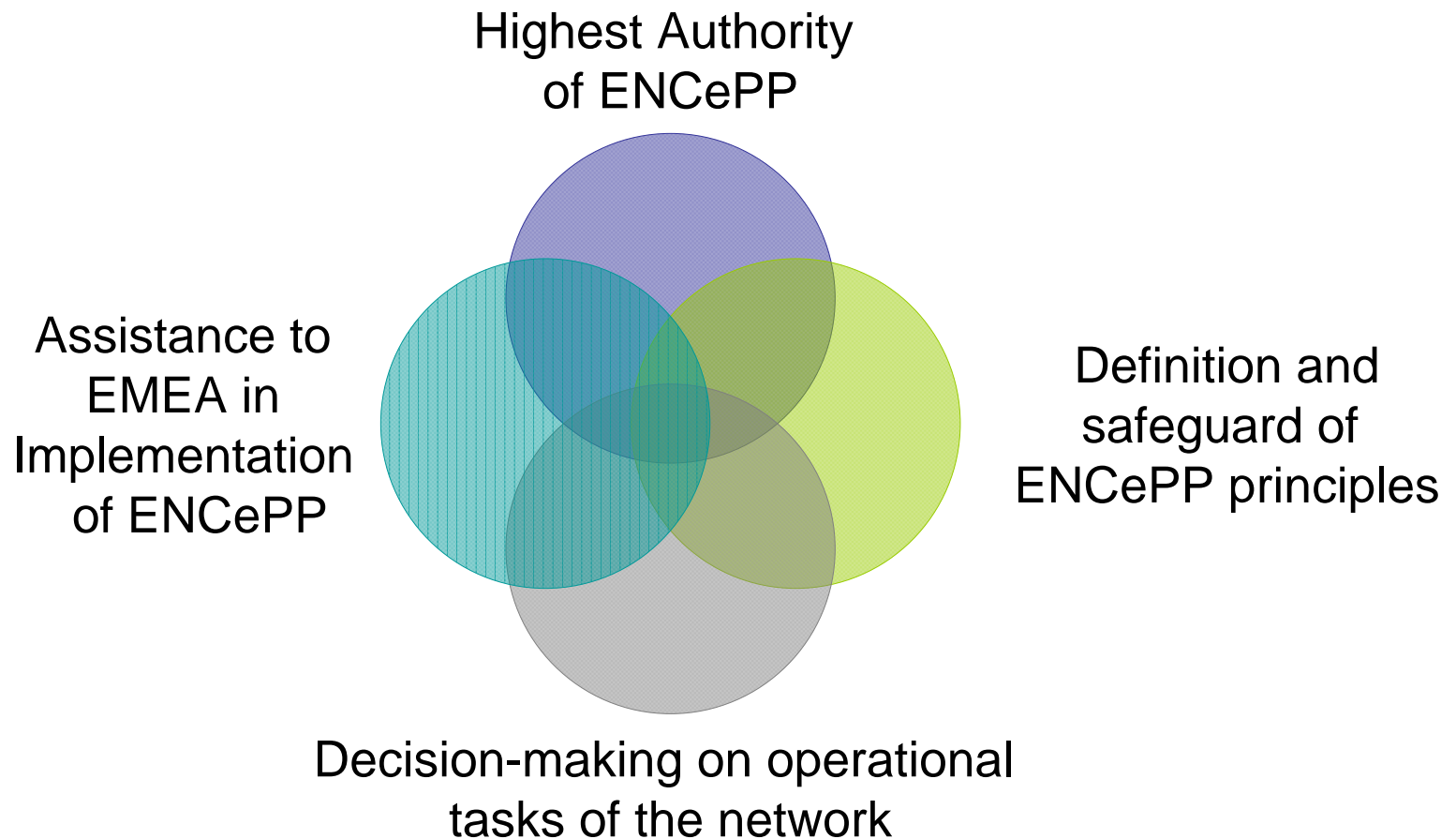
ENCEPP Plenary Meeting  
London, 18 September 2009

# 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



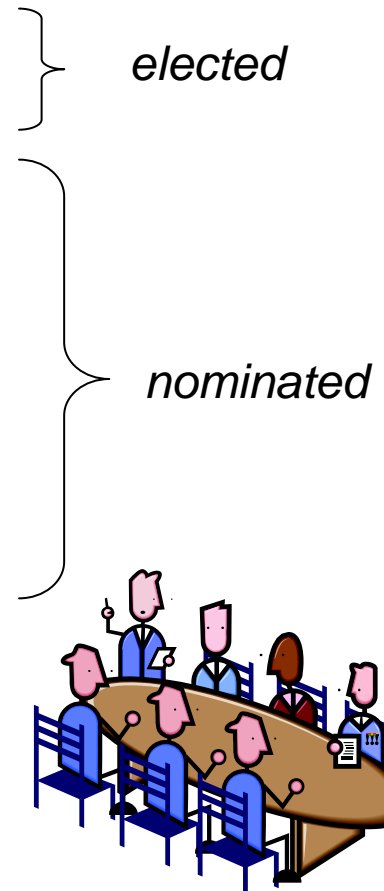
## 2. *Specific tasks and duties*

- **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



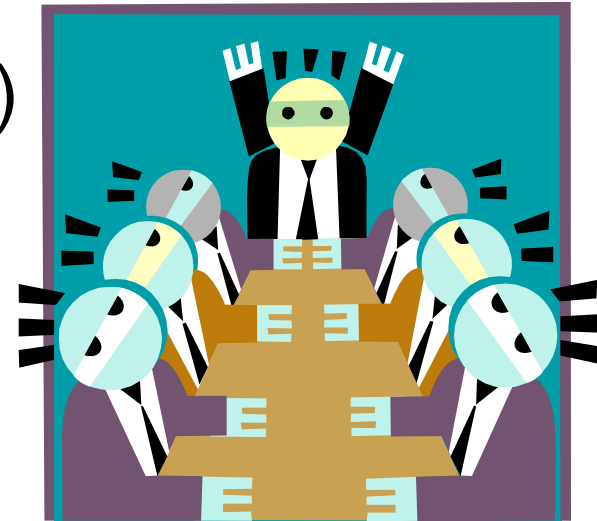
## 3. Steering Group Membership

- **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

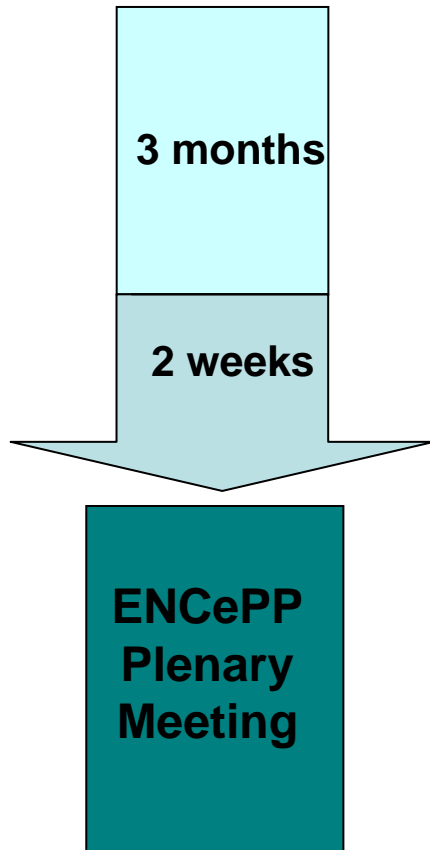


## 4. *Rules of Procedure*

- 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 resumé
- Motivation of candidature
- Election (one ballot paper per ENCePP centre – up to five votes)
- Secret ballot; simple majority

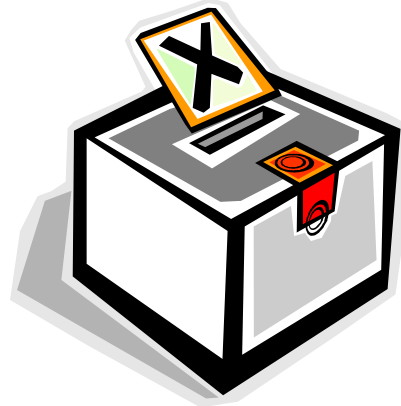
# *Term of Service*



- 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



# 1<sup>st</sup> Election: 11 December 2009 (ENCePP Plenary Meeting)



Deadline for Applications:  
Friday, 27 November 2009