



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

ENCePP Steering Group

Mandate / Roles & Responsibilities / Rules of Procedure

Inaugural Meeting – ENCePP Steering Group
19 February 2010

Presented by: Stefanie Prilla



An agency of the European Union





Composition of ENCePP Steering Group 2010-2011

**Elected
from
network**



1. Corinne De Vries (University of Bath)
2. Joan-Ramon Laporte (FICF)
3. Ingemar Persson (Karolinska Institute)
4. Miriam Sturkenboom (EMC)
5. Giuseppe Traversa (Istituto Superiore di Sanita)

Appointed



6. Jytte Lyngvig (HMA)
7. Hubert Leufkens (CHMP)
8. June M. Raine (CHMP-PhVWP)
9. David Haerry (PCWP)
10. Yola Moride (ISPE)
11. Nicholas Moore (ISoP)

Observer:

Valerie Simmons (EFPIA)
International Regulatory Agency (to be appointed)



Composition of ENCePP Steering Group

European Medicines Agency Members

12. Peter Arlett (Chair)

13. Hans-Georg Eichler

14. Henry Fitt

15. Stella Blackburn

Principal Advisor: Xavier Kurz

Statistical Advisor: Jim Slattery

All members:

Terms of service: 2 years



Steering Group Secretariat

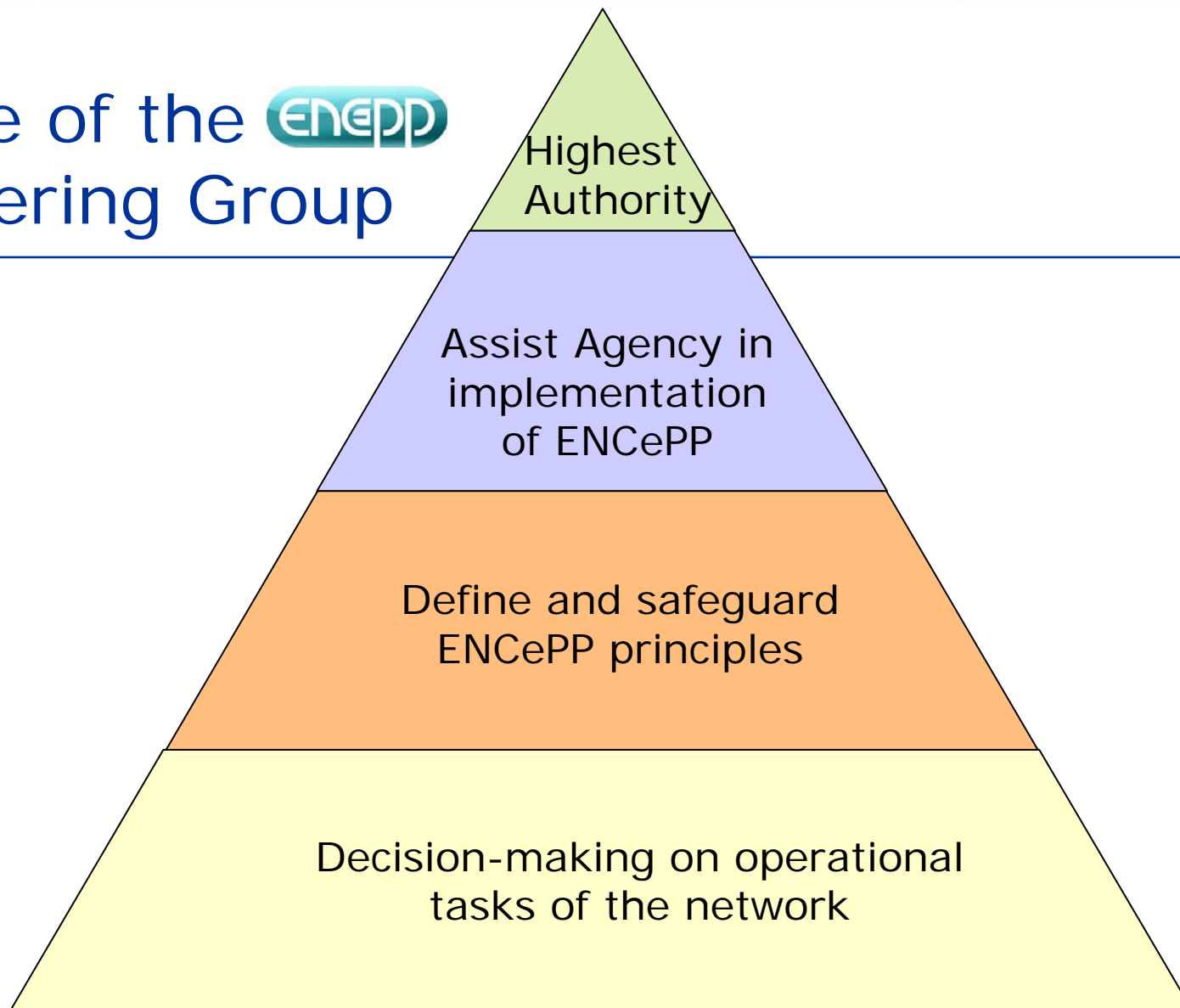
Co-ordinates and records all SG-related activities:

- Distribution of meeting agenda and supporting documents
- Preparation of minutes
- Logging of declared Conflicts of Interest
- Inclusion in Agency Experts Database





Role of the Steering Group





Specific tasks and duties

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

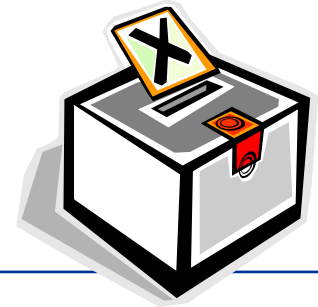


Rules of Procedure

- **Commitment** to attend (no replacement possible) and active participation
- 4 **meetings** per year minimum (2 face-to-face, 2 Vitero)
- **Quorum**: two thirds (i.e. 10 members)
- Decision-making by **consensus**
(if consensus not achieved ⇒ recommendations by majority vote)
- Possibility of involvement of **co-opted experts**
- Establishment of **working groups**, as appropriate
- **Consultation** of ENCePP centres
- **Report** to ENCePP centres after each meeting; report to Plenary by Vice-Chair
- **Recommendations** for change to terms of reference and mandate



First task: Election of Vice-Chair!



The Vice-Chair will be a representative from one of the ENCePP collaborating centres elected to the SG

Responsibilities of Vice-Chair:

- Replace Chair when not present
- Make a report to each ENCePP plenary meeting