



ENCePP

The European Network of Centres for Pharmacoepidemiology & Pharmacovigilance

Mandate of the ENCePP Steering Group (SG)

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1. ROLE OF THE STEERING GROUP

The 'ENCePP Steering Group' has been established in order to assist the EMEA in the implementation of the European Network of Centres for Pharmacoepidemiology and Pharmacovigilance (ENCePP). It will define and safeguard the objectives and principles of ENCePP and decide on operational tasks of the network. The Steering Group will be the highest authority of ENCePP and thus will be its final decision making body. It will also act as adjudicator in case of discrepancies or complaints in the context of the ENCePP network.

2. SPECIFIC TASKS AND DUTIES

Specifically, the tasks of the Steering Group will include, but are not limited to, the following:

- Identification of the network's priority actions
- Approval of the network's Work Programme
- Oversight of the network's activities
- Adjudicator in case of discrepancies or complaints in the context of the ENCePP network
- Ongoing review of the ENCePP working model and working group structure, and assistance to the EMEA in making any necessary revisions
- Champion and promote ENCePP as appropriate

3. STEERING GROUP MEMBERSHIP

3.1 Roles required

The Steering Group shall consist of 15 members, including the Chair who will be a representative from the EMEA, and deputy Chair who will be a representative from one of the ENCePP collaborating centres elected to the Steering Group. The ENCePP Secretariat will fulfil the role of the Steering Group secretariat. The responsibilities of the Steering Group Chair include: convening meetings, preparing the agenda and ensuring that meetings are properly conducted. The deputy Chair takes the role of the Chair when the Chair is not present. The Steering Group secretariat co-ordinates and records all Steering Group-related activities including distributing the agenda, attending the meetings, logging declared Conflicts of Interest and preparing minutes of the Steering Group's meetings.

3.2 Composition

The composition of the Steering Group should provide a good balance of expertise (e.g. regulatory, conduct of pharmacoepidemiological studies, patients, healthcare professionals, ethical issues). It shall consist of:

- 5 representatives from ENCePP collaborating centres (including deputy Chair)
- 4 representatives from EMEA (including Chair)
- 1 representative from the Heads of Medicines Agencies
- 1 representative from Committee for Medicinal Products for Human Use
- 1 representative from CHMP PharmacoVigilance Working Party
- 1 representative from EMEA Human Scientific Committees' Working Party with Patients' and Consumers' Organisations
- 1 representative from the International Society for Pharmacoepidemiology (ISPE)
- 1 representative from the International Society of Pharmacovigilance (ISoP)

3.3 Ex-officio members

The Steering Group shall include two ex-officio members with observer status: 1 from an international regulatory agency, and 1 representative from the pharmaceutical industry (EFPIA – European Federation of Pharmaceutical Industries and Associations).

4. RULES OF PROCEDURE

4.1 Methods of work

- a) Membership of the Steering Group implies a commitment to attend its meetings regularly and to participate actively in its work. In cases where a member is unable to attend a meeting, he or she may not nominate a replacement.
- b) The Steering Group shall meet at least 4 times per year. The chair is responsible for convening meetings. The chair may convene additional meetings.
- c) A minimum attendance (quorum) of 10 members (i.e. two thirds) is mandatory for any decision making to take place.
- d) Meetings will be either face-to-face, virtual [Vitero] or by teleconference.
- e) The Steering Group secretariat is responsible for ensuring that the agenda of the meeting and supporting documentation is made available to the members in good time before meetings.
- f) Business will be conducted by careful and considered deliberation leading to consensus where possible. Where consensus is not achieved recommendations shall be decided by majority vote of members voting on the question. In the case of a tied vote the person acting as Chair shall be entitled to a casting vote.
- g) The Steering Group may decide to ask parties who are not members of the Steering Group to participate in a meeting so that they can provide relevant information, material or knowledge to the Steering Group. These co-opted experts may be representatives from non-EU regulators, learned societies, or experts with a relevant background (e.g. legal, scientific, ethical, etc).
- h) The Steering Group may establish working groups and refer to them any matter in the Steering Group's mandate. Each working group shall include at least one Steering Group member and any number of co-opted ENCePP partners.

4.2 Channels of Communication

The Steering Group secretariat reports within 2 weeks of each Steering Group meeting to the ENCePP centres.

The Steering Group Vice-Chair makes a report to each ENCePP plenary meeting.

4.3 Consultation Process

The Steering Group will determine whether to consult the ENCePP network on particular issues, and if it decides to consult, will determine the form and method of consultation. Consultation might involve, but is not restricted to, plenary meetings of ENCePP, focus groups, questionnaires and surveys, workshops or web-based public consultation.

The Steering Group may consider for discussion proposals submitted by the ENCePP Plenary.

4.4 *Review of terms of reference and mandate*

The ENCePP Plenary shall review the terms of reference and mandate of the Steering Group at least every 2 years, taking into account any recommendation from the Steering Group for modifications. The Steering Group may at any time ask the Plenary to consider a recommendation for changes to its terms of reference and mandate.

4.5 *Conflicts of interest and code of conduct*

Individual Steering Group members will be included in the EMEA's Experts Database, following official nomination by the Executive Director (or responsible EMEA Manager under delegation from the Executive Director).

The individual Steering Group members shall undertake to act in the interest of the network. Before the start of the first meeting they shall make a declaration of their financial interests (to be renewed annually or when a new conflict arises) and should not have undeclared conflicting commitments or responsibilities, which could affect their impartiality. At the beginning of each meeting, they shall declare any specific interests, which could be considered to be prejudicial to their independence with respect to the points of the agenda and these shall be recorded in the minutes. Based on the information provided by the Steering Group member, the ENCePP Secretariat will evaluate whether a declared interest constitutes a conflict and, if so, apply the standard EMEA procedure on handling conflicts of interest.

Furthermore, at the beginning of their mandate, members of the Steering Group shall sign a confidentiality undertaking and shall treat all information and documents to which they acquire access as a result of their participation in ENCePP activities under conditions of strict confidentiality and discretion. This does not apply to confidential information which:

- is, at the time of communication, in the public domain;
- after the communication, is placed in the public domain by publication or otherwise;
- is obtained from a Third Party not in breach of any obligation of confidentiality; or
- is known by the recipient Third Party prior to the date of the communication.

Any external communication should be in line with standard EMEA procedures. When participating in international or other fora not specifically on behalf of ENCePP, Steering Group members shall make clear that the views expressed are their own views and not necessarily those of ENCePP.

4.6 *Remuneration of expenses and time*

Meetings of the Steering Group are convened at the EMEA premises in London, travel (from Europe) and accommodation expenses incurred in connection with this meeting will be reimbursed together with a daily allowance to cover meals and all local transport (including return transport from the airport), according to the existing EMEA rules.

5. SELECTING MEMBERS

5.1 *Nomination of ENCePP representatives*

The ENCePP centres shall be informed about the election no later than 4 weeks before the meeting at which members will be elected. A description of the role and functions of the Steering Group and the rules of the election procedure shall be provided no later than 1 month prior to the election.

Applications for Steering Group membership should be submitted in writing to the ENCePP Secretariat no later than one week before the date of the ENCePP plenary meeting at which the election is to take place.

At the time of application, candidates shall submit a brief résumé, including the motivation for standing, in support of their candidature. The ENCePP Secretariat shall circulate the list of candidates and their résumés in advance of the ENCePP plenary meeting at which the election is to take place.

At the ENCePP Plenary each of the candidates will be given the opportunity to motivate their candidature before proceeding to the election. Candidates may stand for election in absentia. In this case, a presentation may be possible via teleconference.

5.2 *Election Process*

Candidates elected from ENCePP to the Steering Group will be elected by and from amongst ENCePP partners during ENCePP plenary meetings.

Each ENCePP centre present at the plenary meeting is eligible to vote and can vote for five candidates. If more than one representative of an individual ENCePP centre is present at the meeting, the centre may only submit one ballot paper.

In cases when the ENCePP centre is not represented at a plenary meeting the proxy may be given to another ENCePP centre that will vote on its behalf. This needs to be notified to the ENCePP Secretariat in writing no later than one week before the meeting.

The election of the ENCePP Steering Group members shall be based on a simple majority vote and shall be performed by secret ballot. The five representatives receiving most votes will be chosen. In case of a tie another round of voting may be necessary.

5.3 *Term of Service*

Members of the Steering Group shall be elected for a term of two years, which may be renewed.

Terms shall begin at the close of the meeting at which they are elected.

Representatives of EMEA, the relevant stakeholders as identified by the EMEA, and the ex-officio members are appointed by their respective organisations for the duration of the term of service of the Steering Group (two years), and may be renewed.

The deputy Chair shall be elected at the inaugural meeting of the Steering Group, based on a simple majority vote.

In the event of an elected Steering Group member resigning during his tenure, a call for nominations for election for the vacated position will be held.