

RULES OF PROCEDURE GENERAL ASSEMBLY OF LIFEWATCH ERIC

1. PURPOSE

- 1.1. These Rules of Procedure ("RoP") are adopted in accordance with the Statutes of LifeWatch ERIC (the "Statutes").
- 1.2. They supplement the Statutes, however in case of contradiction in relation to any provision of these RoP, the Statutes shall take precedent.

2. FUNCTION

- 2.1. In accordance with Article 8.1 and 8.2 of the Statutes, the General Assembly shall be the highest governing body of LifeWatch ERIC, responsible for the overall direction and supervision of LifeWatch ERIC.
- 2.2. The General Assembly shall decide on matters brought before it in accordance with Article 8.3 of the Statutes

3. COMPOSITION

- 3.1. In accordance with Article 8.4 of the Statutes, each member and observer shall appoint up to three delegates to the General Assembly, who shall be authorised to act on behalf of the appointing member or observer on all LifeWatch ERIC matters.
- 3.2. Delegates shall be appointed and have their appointments terminated in accordance with their national procedures. The name and affiliation of delegates to the General Assembly shall be communicated to the Chairperson of the General Assembly in writing without delay.
- 3.3. In accordance with Article 8.4 of the Statutes, each member shall appoint a head of delegation who shall be authorised to vote on behalf of his/her delegation.
- 3.4. Each member and observer may be accompanied by one expert. Attendance of experts

shall be notified in writing to the Chairperson three weeks in advance of the meeting, mentioning each expert's name, affiliation and field of expertise.

- 3.5. A member or observer may appoint an alternate to a delegate in cases of absence or inability to act. Alternates shall be notified to the Chairperson in writing and their appointment shall continue to be in force until the Chairperson is informed otherwise in writing.
- 3.6. In accordance with Article 8.8 of the Statutes, a member may be represented by another member, if notified to the Chairperson by the represented member prior to the meeting of the General Assembly.

4. CHAIRPERSON

- 4.1. In accordance with Articles 8.6 and 8.9 of the Statutes, the General Assembly shall elect the Chairperson and the Vice-Chairperson among the delegates of the members by a qualified majority.
- 4.2. The election of the Chairperson and Vice-Chairperson may be conducted by a secret ballot in accordance with paragraph 8.5. In the case of more than two candidates, where none of the candidates received the required majority, the secret ballot shall be repeated each time after removing from the list the candidate with the least number of votes and until only two candidates remain. In case that none of the two remaining candidates receives the required majority, the Chairperson, or the acting Chairperson, may decide to repeat the secret ballot as long as it may be required to reach the level of majority, or he/she may decide to postpone the voting.
- 4.3. With his/her election, the Chairperson shall become *supra parte* with no voting rights and shall leave his/her delegation.
- 4.4. The Vice-Chairperson shall replace the Chairperson in cases of absence, resignation, inability to act or in cases of conflict of interest which cannot be otherwise resolved. When acting in accordance with this paragraph, the Vice-Chairperson shall be subject to paragraph 4.3 and shall have the same powers as the Chairperson, unless the General Assembly decides to appoint a new Chairperson.
- 4.5. The term of office for the Chairperson and the Vice-Chairperson shall be two years, renewable once for the same period. In circumstances deemed exceptional by the General Assembly, the Chairperson and the Vice-Chairperson may be re-elected for a third term of the same period.
- 4.6. While remaining subject to the authority of the General Assembly in the discharge of his/her duties, the Chairperson shall:

- 4.6.1. convene the meetings of the General Assembly;
- 4.6.2. ascertain the quorum required for the meeting and the majority in each voting;
- 4.6.3. determine the place and time of the General Assembly meeting following consultation with the members of the General Assembly;
- 4.6.4. approve the proposed agenda to be circulated in advance of the General Assembly meeting, taking account of proposals submitted by the members;
- 4.6.5. open and close the meeting and put forward proposals to vote and announce decisions;
- 4.6.6. manage the discussions and grant or withdraw permission to speak, as a general rule, in the order in which delegates express their desire to speak;
- 4.6.7. rule on points of order and conduct the meetings in accordance with the Statutes and these RoP.

5. CONVENING OF MEETINGS

- 5.1. In accordance with Article 8.5 of the Statutes, the General Assembly shall meet at least once a year.
- 5.2. The meeting shall be quorate if at least 50% of the members, representing more than 50% of the cash contributions are present. If the quorum is not met, the Chairperson may convene a new meeting, which shall be notified in writing to the members one month in advance and be subject to the same quorum requirements.
- 5.3. In the following circumstances the Chairperson shall convene an extraordinary meeting of the General Assembly:
 - 5.3.1. following a request by the Executive Board, provided the subject matter of the extraordinary meeting is sufficiently important and cannot be delayed until the next scheduled meeting of the General Assembly;
 - 5.3.2. following a joint request by members of the General Assembly representing a qualified majority.
- 5.4. In the cases referred to in paragraph 5.3, the Chairperson, in its own discretion, may organise an extraordinary meeting of the General Assembly via telephone or videoconference. In such cases, voting may be done via mail ballot.
- 5.5. Exceptionally, when for reasons of urgency a specific decision cannot be postponed for the next meeting, the CEO may, following approval by the Chairperson, submit a request

for a decision by the General Assembly by way of a written procedure. At the discretion of the Chairperson, the matter may also be placed on the agenda for the next General Assembly meeting or an extraordinary meeting.

- 5.6. Decisions on matters submitted by way of a written procedure shall be subject to the same voting majority as in the ordinary meetings of the General Assembly and may take the form of mail ballot in accordance with paragraph 5.4.

6. FORMALITIES

- 6.1. The CEO shall provide a secretariat to the General Assembly, which shall include administrative and logistic support to the meetings of the General Assembly. The secretariat shall take minutes of the meetings of the General Assembly.
- 6.2. The CEO and relevant staff of LifeWatch ERIC designated by the CEO shall attend the meetings of the General Assembly, unless the General Assembly decides otherwise. The CEO or relevant staff appointed by him may submit oral or written statements to the General Assembly on any matter included in the agenda.
- 6.3. The secretariat shall prepare a draft agenda, to be approved by the Chairperson. The draft agenda shall include all items that have been requested to be included in previous meetings of the General Assembly and, subject to the Chairperson's approval, any matter proposed by members or by the Chairperson of any LifeWatch ERIC subsidiary body. The agenda shall identify all items requiring a decision by the General Assembly.
- 6.4. The secretariat shall send an invitation to attend the meeting including the draft agenda and location of the meeting at least four weeks in advance of the meeting. In the case of an extraordinary meeting or a written procedure, the invitation and agenda shall be sent at least three weeks in advance.
- 6.5. Any member may request to add an item to the draft agenda of an ordinary meeting by written notification to the Chairperson at least three weeks in advance of the meeting. The Chair shall circulate the amended draft agenda no later than two weeks before the meeting.
- 6.6. The secretariat shall circulate any supporting documents concerning items on the agenda at least two weeks in advance of the meeting and one week in advance of an extraordinary meeting or a written procedure.
- 6.7. At the beginning of each meeting the secretariat shall circulate an updated list of participants, taking into account notifications made in accordance with paragraphs 3.2, 3.4, 3.5 and 3.6.

7. CONDUCT OF MEETINGS

- 7.1. At the beginning of each meeting the draft agenda shall be adopted by the General Assembly after any necessary modifications. New items may be added to the Agenda by the Chairperson, but they may only be subject to a decision if all members agree.
- 7.2. Delegates may only take the floor following permission to speak granted by the Chairperson. The Chairperson may call to order a delegate or an attendee whose remarks are irrelevant to the subject or inappropriate. The Chairperson may require a delegate or an attendee to leave the meeting room after calling him/her to order for three consecutive times during the meeting.
- 7.3. The secretariat shall take the minutes of the meeting. The minutes shall include, at minimum, the following information:
 - 7.3.1. the name of the participants and their affiliation (including experts, alternates and guests);
 - 7.3.2. absences from the meeting;
 - 7.3.3. the agenda items and a record of the discussion in relation to each of them;
 - 7.3.4. numbered decisions;
 - 7.3.5. the results of all voting;
 - 7.3.6. a summary of other important points (recommendations and conclusions);
 - 7.3.7. follow-up actions agreed in the meeting;
 - 7.3.8. any other information which has been requested by the Chairperson;
 - 7.3.9. reference information supporting the minutes may be added as annexes to the minutes.
- 7.4. Numbered decisions will be reviewed textually before the end of the meetings and are not amendable thereafter. The entire draft minutes will be circulated within two weeks of the meeting. Any comments received by the secretariat will be visibly incorporated into the draft minutes which will be circulated before the ensuing meeting where they will be tabled for adoption.
- 7.5. In case of particularly sensitive matters or matters involving confidential information, the General Assembly may decide to conduct a restricted session, in which case, only members participate, or only a limited number of appointed delegates attend, with or without the attendance of additional persons invited by the Chairperson.

8. VOTING

- 8.1. The General Assembly shall strive to reach decisions by consensus within the meaning of Article 8.10(a) of the Statutes.
- 8.2. When voting is required, the majority rules set out in Article 8.10(b)-(d) of the Statutes shall apply.
- 8.3. Each member shall have one indivisible vote. A member shall not have voting rights in decisions concerning that member's termination of membership or in case of suspension pursuant to paragraph 8.7 of these RoP.
- 8.4. As a general rule, voting shall be by show of hands. The Chairperson may decide, following a request by at least 2 members, that the voting shall be done by a roll-call, which shall then be taken in the English alphabetical order of the names of the members, beginning with one of the delegation that requested the roll call, according to the Chairperson's decision.
- 8.5. In exceptional cases, following request by at least 3 members, the Chairperson may decide to hold voting by secret ballot, in which case, the secretariat shall collect the votes and hand them to the Chairperson. A blank or a corrupted vote shall be considered as an abstention.
- 8.6. Members abstaining from voting shall be considered as absent for the purpose of Article 8.10(b)-(d) of the Statutes with no effect on the quorum required for the meeting.
- 8.7. The General Assembly may decide, by a simple majority, to suspend the voting rights of a member that is in a delay of at least 12 months in meeting its obligations under Article 6.2(d) of the Statutes. Suspension of voting rights shall be automatically terminated when that member has paid the contributions due.

9. FINAL PROVISIONS

- 9.1. Meetings, documents, notices and procedures of the General Assembly shall be conducted in the English language.
- 9.2. These RoP shall be reviewed by the General Assembly at minimum every five years from the date of their adoption.
- 9.3. Changes or amendments to these RoP may be proposed by any member to the General Assembly at any time.
- 9.4. In accordance with Article 8.9(l) of the Statutes, the adoption and amendment of these



RoP shall require a qualified majority.

9.5. These RoP shall come into effect on the day following the date of their adoption by the General Assembly.