



## ROLE OF VICE CHAIRPERSON OF CMD(h)

*January 2006*

The Vice-Chairperson shall be appointed from among the members of CMD(h) by the Member State which has the presidency of the Council of the European Union for the duration of the term of the presidency.

The Vice-Chairperson will replace the Chairperson of the CMD(h) in his/her absence. In this situation the Vice-Chairperson will lose his/her vote, which will be assigned to the member of his/her delegation attending the meeting.

The Vice-Chairperson will support the Chairperson in the efficient conduct of the business of the CMD(h).

In particular, this will include the following:

- (i) with direction from the Chairperson, to assist with the regular liaison with the EMEA Secretariat to plan the work of the CMD(h)
- (ii) with direction from the Chairperson, to assist with the monitoring and promotion of compliance with the Rules of Procedure.
- (iii) to assist the Chairperson, in convening a monthly meeting of the CMD(h) with input to the agenda and planned work items.
- (iv) to assist the Chairperson, in the agreement of draft minutes of the CMD(h) meetings with the secretariat ahead of circulation to the CMD(h) members for adoption.
- (v) at the start of each new presidency of the Council of the European Union, to agree with the Chairperson proposals for the CMD work plan for the next 6 months, taking account of the presidency objectives as far as they concern the work of the CMD.
- (vi) to take responsibility for additional meetings in connection with the presidency term.