

Operational Rules of ichLinks Executive Committee

Rule 1 (Purpose)

The Operational Rules of ichLinks Executive Committee (hereinafter referred to as ‘the Rules’) are based on Article 20 of the Project Guidelines on the ichLinks, Building an Integrated ICH Information-Sharing Platform in the Asia-Pacific Region (hereinafter referred to as the ‘Project Guidelines’). The purpose of these Rules is to set matters necessary for the efficient operation of the ichLinks.

Rule 2 (Basic Principles)

2.1 The ichLinks Executive Committee (hereinafter referred to as ‘the Committee’) shall be operated in accordance with the following principles.

- (a) The Committee operates independently in accordance with the principle of good faith and sincerity.
- (b) The Committee members communicate at all times through online channels.
- (c) Partner Organizations and ICHCAP actively cooperate with the matters decided by the Committee.

2.2 The principle in Rule 2.1 does not restrict the policies and systems of participating member states or ICHCAP’s other projects.

Rule 3 (Composition)

3.1 The Committee members shall be composed as follows.

- (a) The representative of the Partner Organization or the person recommended by the representative of the Partner Organization;
- (b) One representative each of an international organization or international network participating in ichLinks; and
- (c) Director-General of ICHCAP

3.2 The Director-General of ICHCAP participates without voting rights.

3.3 The works of the Committee are supported by ICHCAP.

Rule 4 (Chairperson and Vice-Chairperson)

4.1 The Chairperson of the Committee shall be elected from among the members.

4.2 The Chairperson presides over the meeting and coordinates the opinions.

4.3 The Vice-Chairperson is appointed by the Chairperson and acts on his/her behalf in the

absence of the Chairperson.

Rule 5 (Process of Election)

5.1 The representative of a Partner Organization or a person recommended by the representative of the Partner Organization who wants to run for Chairperson shall indicate his/her intention to ICHCAP in advance.

5.2 ICHCAP shall prepare a list of candidates running for Chairperson two weeks prior to the opening of the next Executive Committee for the election of Chairperson and distribute it to the Committee members.

5.3 Voting shall be by show of hands.

Rule 6 (Term of Office)

6.1 The term of office of the Chairperson and Vice-Chairperson shall be one year from the date of the election.

6.2 The term of office of other members is not specifically set, and if it is no longer possible to perform their duties, they may be changed to other representatives within the relevant organization.

6.3 A member whose term of office has expired may perform his/her duties until a successor is appointed.

Rule 7 (Meeting)

7.1 Meetings are divided into regular meetings and ad hoc meetings and convened by the Chairperson.

7.2 Regular meetings are held once a year, and extraordinary meetings may be convened by the Chairperson in consultation with the Director-General of ICHCAP when they fall under any of the followings:

- (a) At the request of the Chairperson;
- (b) At the request of the Director-General of ICHCAP;
- (c) When a majority of the members present the purpose of the meeting and request a convening.

7.3 In principle, regular meetings are held offline, and if necessary, they may be substituted for written or video conferences.

7.4 When the Chairperson intends to convene a meeting under Rule 7.2, the date, place, method, and agenda for the meeting shall be decided in consultation with the Director-General of ICHCAP.

7.5 If necessary, the Chairperson may have experts or interested parties attend the meeting as observers to hear their opinions.

Rule 8 (Agenda)

8.1 The Committee shall discuss the following items as stipulated in Article 20.2 of the Project Guidelines:

- (a) Matters necessary for the smooth operations of the ichLinks such as content proposal, planning, production, sharing, and utilization;
- (b) Suggestions for the improvement, renewal, or updates of the ichLinks;
- (c) Countermeasures against system errors;
- (d) Opinions regarding Partner Organization's undesignation;
- (e) Other matters necessary for the ichLinks' efficient operation.

Rule 9 (Quorum)

9.1 The Committee makes decision with the attendance of a majority of Members with voting rights and the consent of a majority of those present.

9.2 In case of a tie, the Chairperson has the right to decide.

9.3 The resolution of the Committee shall be made by raising hands

Rule 10 (Meeting Minutes)

ICHCAP shall prepare the minutes of the meeting and post them on the online community to share with the members.

Rule 11 (Council within the Committee)

10.1 For the efficient operation of the Committee, if there are more than ten (10) members, a separate Council within the Committee may be formed to delegate decisions.

10.2 Details on the Council shall be separately determined by the Committee.

Rule 12 (Financial Support)

ICHCAP and Partner Organizations may provide the financial support necessary for the operation of the Committee.

Rule 13 (Reward)

The Director-General of ICHCAP can reward excellent Partner Organizations that have contributed to the participation and development of the Committee. Details regarding this shall be separately determined by the Director-General of ICHCAP.

Rule 14 (Establishment and Change of Rules)

The establishment and change of these Rules shall be determined by the Committee.

Rule 15 (Other Matters)

Other matters related to the operation of the Committee not stipulated in these Rules shall be decided by the Chairperson in accordance with international practice.

Addendum**Article 1 (Enforcement Date)**

This Rules is effective from the date of resolution of the Committee