

RULES OF PROCEDURE FOR THE SECRETARIAT

Date: 2026-06-22

1 Purpose

- 1.1 These Rules of Procedure set out the role and responsibilities of the Secretariat of the European Genomic Medicine Consortium ("EGMEDC" or the "Association") and are to serve as description of work and different responsibilities between the Secretariat and the Board of EGMEDC.

2 Role of the Secretariat

- 2.1 As set out in the Articles of Association, the Secretariat shall handle the daily administration, coordination and communication of EGMEDC under the supervision of the Board and implement any strategy or operational decisions made by the Board.
- 2.2 The Secretariat shall support the activities and objectives of the Association and assist the Board in carrying out its work and promoting EGMEDC's scope of work, experience and knowledge sharing and the purpose as reflected in the Articles of Association.

3 Responsibilities

- 3.1 The Secretariat shall be responsible for the day-to-day administrative and operational activities of the Association.
- 3.2 The Secretariat shall assist in coordinating activities, meetings, events and other initiatives undertaken by the Association and act as liaison between the Association and commercial relations and industry stakeholders.
- 3.3 The Secretariat shall support communication between the Association, its members and other relevant groups.
- 3.4 The Secretariat shall maintain appropriate records relating to the activities of the Association, including agreements, correspondence, financial documentation and other records as required by the Board.
- 3.5 The Secretariat shall perform such additional tasks as may be assigned to it by the Board from time to time.
- 3.6 Any member of the Secretariat can only enter into agreements with binding effect on EGMEDC when this has been approved in advance by the Board or delegated to the Secretariat by the Board.

4 Confidentiality

- 4.1 Any person or enterprise working in the Secretariat shall treat all non-public information obtained through their work for the Association as confidential.

- 4.2 The duty of confidentiality shall continue after the Consultant ceases to work in the Secretariat.

5 Review and Amendment

- 5.1 These Rules of Procedure may be amended by resolution of the Board.
- 5.2 The Board shall review these Rules of Procedure whenever considered appropriate.