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Guidance for submission and validation of electronic declaration of interests and electronic curriculum vitae

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1. Scope

This guidance document details the steps for the submission of the electronic declaration of interests (e-DoI) to the European Medicines Agency (EMA) and for the submission of the electronic curriculum vitae (e-CV) and validation of the submitted e-DoI using the EMA Meeting Portal (MMSe).

In summary, the following steps are required to submit an e-DoI and e-CV:

- Create an EMA account (only for new experts who do not yet have an EMA account)
- Complete the e-DoI (blank form for new experts or current e-DoI for update for existing experts)
- Click on 'Submit by email' and click 'OK'
- Select the method of sending and click 'Continue'
- If using Outlook: send the automatically generated e-mail with the e-DoI in xml format attached
- If using webmail: save the automatically generated DoI in xml format on computer, create an email with the e-DoI in xml format in attachment and send the e-mail to <u>edoi@ema.europa.eu</u>
- If 'EMA e-DOI received. Please await further instructions' e-mail received, create an EMA account (if you do not yet have an EMA account) or if an EMA account already created, wait for the account to be verified.
- When receiving the confirmation e-mail 'EMA e-DOI submitted-action required', click on the link in the e-mail
- Log in with single-sign-on credentials (username and password)
- In MMSe, go to the Curriculum Vitae tab
- Tick the box 'I am a patient representative' if applicable
- Complete or update the e-CV fields
- Tick the box 'I confirm my CV is up-to-date' (bottom of page)
- Click on 'Submit CV' (bottom of page)
- In MMSe, go to the Declaration of Interests tab
- Select the submitted e-DoI
- Tick 'I confirm the information declared on this form is accurate to the best of my knowledge and I acknowledge that ...'
- Tick the box 'I am the owner of this declaration of interest
- Click on 'Validate selected submission'

2. EMA account

If you do not yet have an EMA account (EMA user name and password), please open one via the EMA Account Management Portal (<u>https://register.ema.europa.eu</u>).

If you already have an EMA account allowing you to access EMA hosted websites or online applications (e.g. Eudralink, MMD, EMA (IT) Service Desk portal), there is no need for further action and you can use the same username and password to submit the e-CV and validate the DoI in the next steps of the process.

If you need to recover a forgotten username or reset your password, please visit the EMA Account Management Portal (<u>https://register.ema.europa.eu</u>).

3. Electronic declaration of interests form

3.1. New experts

New experts nominated for involvement in an EMA activity will be provided with a blank electronic declaration of interests and confidentiality undertaking (e-DoI) form (see figure 1) by the contact point of the nominating authority - either the National Competent Authority (NCA) (for member state nominations) or the EMA (for EMA nominations).

In order to properly see and complete the e-DoI form, Adobe Acrobat Reader version 7.0 or above needs to be installed on your computer. If this is not the case, use one of the links below to download it for free:

If you work on a Windows system:

http://get.adobe.com/reader/?promoid=HRZAC

If you work on a Mac system:

http://www.adobe.com/support/downloads/product.jsp?platform=macintosh&product=10

Figure 1. Blank e-DoI form

Public Declaration of Interests and Confidentiality Undertaking

INSTRUCTIONS

This form consists of three parts: your **Personal Details**, **Public Declaration of Interests** and **Confidentiality Undertaking**. All parts must be duly completed. The form is designed to be completed electronically and the data **entered stored electronically**. You are responsible for the accuracy and completeness of the submitted information. Please be advised that once you have submitted and signed the form, the Agency will publish your declaration of interests on its website.

WARNING - If you are already registered in the EMA's Experts database you should not fill in this blank form but rather ask us for your previous declaration for update.

First name: NOTE: Please write your full first and last name as mentioned on your identity card/passport. Last name: Organisation / company ¹ :	SECTION 1: PERSONAL DETAILS Please click on any of the footnotes for further information.						
Last name: Organisation / company ¹ :	First name:		NOTE: Please write your full first and last name a mentioned on your identity card/passport.	15			
Organisation / company ¹ :	Last name:						
	Organisation / company ¹ :						
Country ² :	Country ² :						
E-mail address:	E-mail address:						
Type of activity ³ : EMA Expert (nominated for involvement in EMA activities)	Type of activity ³ :	EMA Expert (nominated for involvement in El	MA activities)				

SECTION 2: PUBLIC DECLARATION OF INTERESTS

If you have interests to declare, please click 'Yes' to the relevant questions and provide further information. All questions in this section must be answered. Your declaration will not be accepted if any fields are left empty.

All current and/or past interests from the last 3 years should be declared. In the case of previous employment in a pharmaceutical company in an executive role or lead role in the development of a medicinal product (see section 2.1), please declare all such past interests from your entire career.

For more information on which interests to declare, please see the European Medicines Agency policy on the handling of declarations of interests of scientific committees' members and experts and the procedural guidance on inclusion of declared interests in the European Medicines Agency's electronic declaration of interests form.

I do hereby declare on my honour that, to the best of my knowledge, the only direct or indirect interests in the pharmaceutical industry I have currently (at the time of completion of the form) or have had (in the last 3 years and in case of previous employment in an executive role or lead role in the development of a medicinal product at any stage of my career) are those listed below:

3.2. Existing experts

The e-DoI must be completed and updated at least on an annual basis. Automated e-mails are sent to existing experts one month before the current e-DoI is due for renewal (see figure 2).

Existing experts can update their e-DoI at any point in time, e.g. to declare additional interests. You can download your current e-DoI from MMSe (see figure 3). Alternatively, you can request your current e-DoI for update from the Experts database co-ordinators at the EMA (<u>expertsdb@ema.europa.eu</u>), your contact person at the EMA or the contact point at your NCA.

Existing experts should not use a blank e-DoI form.

	2			
EMA e-Dol form due for renewal - ACTION required				
ExpertsSystem@ema.europa.eu	← Reply	≪ Reply All	→ Forward	
DOL Fe z2020-11-03.pdf			Tue 2:11	
0/0 KB				E
EMA Declaration of Interests form due for annual renewal - ACTION re	quired.			
Dear				
In line with Article 63.2 of Regulation (EC) 726/2004, and with the European Medicines Agency (EMA) Policy on the h in EMA activities are required to make an annual declaration of Interests.	andling of declara	tions of interests	s, all experts invo	olved
Your EMA Declaration of Interests form (e-DoI) is now due for annual renewal.				
Please complete the attached e-DoI form and submit it as soon as possible, following the instructions pro	wided in the for	<u>m.</u>		
Please note that, if you do not update your e-DoI within 1 month, you will not be able to participate in EMA activities	until an update is	provided.		
This is an automatically generated e-mail; please do not reply to this e-mail address.				
If you need to recover a forgotten username or reset your password, please visit the EMA Account Management Porta	l (<u>https://register</u>	.ema.europa.eu).	

Figure 2. Automated e-mail for annual renewal of e-DoI

Figure 3. Download current e-DoI form from MMSe

nmse	Meetings	Declaration of Interests	Curriculum Vitae	Contact Us						
ectronic D	eclaration of	Interest submissio	on							
You have	not yet submitte	ed a Declaration of inte	rest.							
eclaration of	f interest submis	ssions								
eclaration of i	nterests submiss	ions pending validation	could be found.							
eclaration of i	nterests submiss you access this	ions pending validation of page by opening the link	could be found. provided on the e-	mail confirmir	g the successful su	omission of your	Declaration of inte	erest.		
eclaration of i se make sure	nterests submiss you access this	ions pending validation on page by opening the link	could be found. provided on the e-	mail confirmir	g the successful su	omission of your	Declaration of inte	erest.		
eclaration of i se make sure	nterests submiss you access this	ions pending validation of page by opening the link	could be found. provided on the e-	mail confirmir	g the successful su	omission of your	Declaration of inte	erest.		-
eclaration of i se make sure ing your dec	nterests submiss you access this laration form	ions pending validation of page by opening the link	could be found. provided on the e-	mail confirmir	g the successful su	omission of your	Declaration of inte	erest.	validate it.	1
eclaration of i se make sure ing your dec Ibmit a new d	nterests submiss you access this laration form leclaration, pleas	ions pending validation of page by opening the link e download a form with t	could be found. provided on the e- he button below. F	mail confirmir	g the successful su nd by e-mail. Once t	omission of your	Declaration of intr submitted, return	erest. to this page to	validate it.	1
eclaration of i se make sure i ng your dec ibmit a new c	nterests submiss you access this laration form leclaration, pleas	ions pending validation of page by opening the link end of the	could be found. provided on the e- he button below. F	mail confirmir	g the successful su Id by e-mail. Once t	omission of your	Declaration of intr submitted, return Download D	erest. to this page to DoI form	validate it.	1
eclaration of i se make sure ing your dec ubmit a new d	nterests submiss you access this laration form leclaration, pleas	ions pending validation of page by opening the link e download a form with t	could be found. provided on the e- he button below. F	mail confirmir	g the successful su Id by e-mail. Once t	mission of your	Declaration of intr submitted, return Download D	erest. to this page to DoI form	validate it.	

4. Completion of the e-DoI form

• Complete all mandatory fields and all parts of the e-DoI form relevant to you (see figure 4 and 5).

Figure 4. Example of completed section 1 of e-DoI

Public Declaration of Interests and Confidentiality Undertaking

INSTRUCTIONS

This form consists of three parts: your **Personal Details**, **Public Declaration of Interests** and **Confidentiality Undertaking**. All parts must be duly completed. **The form is designed to be completed electronically and the data entered stored electronically**. You are responsible for the accuracy and completeness of the submitted information. Please be advised that once you have submitted and signed the form, the Agency will publish your declaration of interests on its website.

WARNING - If you are already registered in the EMA's Experts database you should not fill in this blank form but rather ask us for your previous declaration for update.

SECTION 1: PERSONAL DETAILS Please click on any of the footnotes for further information.							
First name:	John	NOTE: Please write your full first and last name as mentioned on your identity card/passport.					
Last name:	Papadopoulos						
Organisation / company ¹	: ARBXD Institute						
Country ² :	United Kingdom						
E-mail address:	joh.papadopoulos@arbxd.co.uk						
Type of activity ³ :	EMA Expert (nominated for involvement in El	MA activities)					
SECTION 2: PUBLIC D	ECLARATION OF INTERESTS						

If you have interests to declare, please click 'Yes' to the relevant questions and provide further information. All questions in this section must be answered. Your declaration will not be accepted if any fields are left empty.

Figure 5. Example of completed section 2.1 of e-DoI

2.1 Employment	No 🔘 Yes 🕢
Employment with a pharmaceutical company means any form of occupatio person whose focus is to research, develop, manufacture, market and/or of manufacturing, marketing and maintenance of medicinal products (which rCRs or consultancy companies providing advice or services relating to the Independent researchers and research organisations including universities	n, part-time or full-time, paid or unpaid, in the company. A pharmaceutical company means any legal or na istribute medicinal products. This includes companies to which activities relating to the research, developmen night also be carried out in house) are outsourced on a contract basis. above activities also fail under the definition of a pharmaceutical company. and learned societies are excluded from the scope of the definition of a pharmaceutical company.
Employment in a pharmaceutical company in an executive role and/or a Cross product responsibility other than an executive role and/or individu should be declared.	lead role in the development of a medicinal product AT ANY STAGE OF YOUR CAREER should be declare al product responsibility other than lead role in the development of a medicinal product IN THE LAST 3 Y
EMPLOYMENT Please click on any of the footnotes for further info	rmation.
Time period ¹ : O Current 📿 Past	
From month: 01 • From year: 2013 •	To month: 03 🔹 To year: 2016 💌
Name of pharmaceutical company ² : Company 1	
Function ³ :	
Executive role (at any stage of your caree)	r)
Lead role in the development of a medicin	al product (at any stage of your career)
Crease product responsibility other than our	envirue rele (in the last 2 years)
 Cross product responsibility other than ex 	ecurve role (in the last 3 years)
 Individual product responsibility other that years) 	n lead role in the development of a medicinal product (in the last 3
The or role within the company: Vice Presid	ent
Add employment X	
EMPLOYMENT Please click on any of the footnotes for further info	rmation.
Time period ¹ : O Current O Past	
From month: 01 • From year: 2011 •	To month: 12 • To year: 2012 •
Name of pharmaceutical company ² : Company ²	
Function 3.	
Function :	
Executive role (at any stage of your caree	r)
Lead role in the development of a medicin	al product (at any stage of your career)
Cross product responsibility other than ex	ecutive role (in the last 3 years)
 Individual product responsibility other that years) 	n lead role in the development of a medicinal product (in the last 3
Product name	Therapeutic indication
Product X (active substance X)	
	Indication A

5. Submission of the e-DoI form

• After completing the e-DoI form, click on the **`Submit by Email**' button at the end of the document (see figure 6).

<u>Note</u>: It is strongly advised to save the completed form in pdf format on your computer prior to submission in case it has to be re-submitted or amended after the first submission. As the submitted form is converted to an xml format, it will be impossible to send it back to you to amend/update before the final signature and validation.

• A pop-up window will appear stating a confirmation e-mail will be sent shortly to the sender of the form. Read the message and press '**OK**' (see figure 6).

Figure 6. Submission of completed e-DoI

This undertal prove was kr a breach of a	king shall not be limited in time, but shall not apply to any document or information that I can reasonably Iown to me before the date of this undertaking or which becomes public knowledge other than as a result of ny of the above undertakings.
I confirm the information v	information declared on this form is accurate to the best of my knowledge and I acknowledge that my vill be stored electronically and published on the EMA website.
FULL NAME:	John Papadopoulos Date:
1 704	Warning: JavaScript Window - Confirmation
encompassed by	You are about to submit your e-DOI form. A confirmation email will be sent to you shortly with instructions how to sign and validate the e-DOI using your sign-on credentials. Signing and validating your e-DOI is mandatory to finalize
After complet Medicines Age field.	the submission process. European Is in the To
If your submi information y to validate the single sign-or declaration of	OK Cancel bowing the lum vitae and must use your ctronic e.
A guidance do website link.	cument on how to submit and validate the electronic declaration of interests form is available on the EMA
http://www.	ema.europa.eu/docs/en_GB/document_library/Template_or_form/2011/07/WC500109481.pdf
	Submit by Email

• A new pop-up window will appear (see figure 7). Select the method for submitting the e-DoI depending on the e-mail system you are using.

Figure 7. Pop-up window for selection of submission method for e-DoI

Send Email
How would you like to send this email?
Default email application (Microsoft Outlook)
🗇 Use Webmail
Select
Remember my choice
Continue Cancel

5.1. Submission of the e-DoI using Outlook

- If you are using Outlook (or the equivalent) on your computer, select the **'Default email** application (Microsoft Outlook)' option to send the file (see figure 8).
- Click on **`Continue**'.

Figure 8. Pop-up window with Outlook selected as submission method for e-DoI

Send Email
How would you like to send this email?
Default email application (Microsoft Outlook)
🔘 Use Webmail
Select 👻
Remember my choice
Continue Cancel

- An e-mail with the DoI in xml format attached will be created (see figure 9). Do <u>not delete</u> the email address in the To... field or any content from the body of the e-mail.
- Click 'Send' to submit the e-mail to the EMA.

Figure 9. Automatically generated e-mail to submit DoI in xml format

9 🖌 🖇	U 4 🕈	I -	Data from Expe	rtDocGenerateBlankDOI.do	- Message (Plain Text)			_ D X
File	Message	Insert Options Format Text Review						۵ 🕜
Paste	Cut Copy Format Pain board	▲ A A 田 E 号 B I U 学 A + 臣 吾 君 译 律 G Basic Text	Address Check Book Names Names	Attach Attach Signature Include	 Follow Up * High Importance Low Importance Tags Gradient 	Q Zoom Zoom		
Send	To Cc	Prod Edol Data from ExpertDocGenerateBlankDOLdo						
if he att The rec spread	Attached: ached file c	ExpertDocGenerateBlankDOLxml (4 KB) contains data that was entered into a form. It is r is data file should save it locally with a unique na several data files. See Help in Adobe Acrobat Pr	not the form itsel	lf. bat Professional 7 or la ter for more details.	ter can process this	data by importing it	back into the blank form or creating a	

• You will receive an e-mail within approximately 10 minutes, informing you if the submission was successful or not. Continue with section 6.

5.2. Submission of the e-DoI using webmail (Gmail[™], Hotmail[™], Yahoo[™], ...)

• If you are using a web-based e-mail system (Gmail[™], Hotmail[™], Yahoo[™], ...) on your computer, select the **`Use Webmail**' option to send the file (see figure 10).

- Select an existing or add a new e-mail address for the web-based e-mail system and click `Continue'.
- Enter the relevant e-mail address and if applicable details of your e-mail provider. Click 'OK' or 'Add'.

Send Email	contracting authority on some	and Reen on further a	<u> </u>	
How would you l	ike to send this email?		,	
🔘 Default en	nail application (Microsoft Outlook			
Use Webr	nail			
Add Gma	il 🔻			
. A message	will be created in the designated d	rafts folder of the selected ac	count.	
🔲 Remember m	y choice			
		Continue	Cancel	
	Add New Gmail Account	×		
ION	E-mail Address		11	
lease click on the ail attachment usi	e.g john.sm	th@ <my-webmail>.com</my-webmail>	European ress in the To	
l, you will receive her with a web lin with single sign on		OK Cancel	showing the ion (sign-off	
, Send Email				
How would you like to send this email?				
Default email application (Microsoft Outlook)		Add Webmail Account		🖾 nt
Use Webmail		Enter the authentication a	nd server details for the webmail accou	int.
A message will be created in the designated drafts	folder of the selected account.	E-mail Address		
Remember my choice		e.g	john.smith@ <my-webmail>.com</my-webmail>	
	Continue	Password	Dennel	
Arter completion of t	nis torm, piease ci	C Incoming (IMAP)	ive Password	:0
Medicines Agency as field.	an e-mail attachm	Outgoing (SMTP)		se
If your submission is information you supp to validate the submi	successful, you w lied, together with ission of the declar	Advanced Settings	Add c	ance d pr validatio

Figure 10. Pop-up window with webmail selected as submission method for e-DoI

• You will be prompted to save the DoI in xml format on your computer prior to sending it (see figure 11). Click '**Save'**.

Figure 11. Save e-DoI in xml format on computer

Send PDF Data	As				?	
Save in:	Desktop	 G 	1 📂 🖽 -			
My Recent Documents Desktop My Documents	manual record	ling screen top Shortcuts ruickshanks on 'FSbHome' (H)				
My computer	<		110	>		
	File name:	ExpertDocGenerateBlankDOI[1].xml	~	Save		
My Network	Save as type:	XML Files (* xml)	~	Cancel		

- The **Use Webmail** option requires you to send the e-DoI form manually using your internet e-mail service. Create an e-mail and attach the xml file you saved on your computer (see figure 12). Ensure there is text in the body of the e-mail, e.g. '*Please see attached my e-DoI form'*.
- Send the e-mail to edoi@ema.europa.eu

Figure 12. Example of webmail to submit e-DoI form in xml format

2)	edoi submissions				-// (lat	
D Los	edoi@ema.europa.eu					
	edoi submissions	📵 File Upload			new	
		😋 🗢 🗖 Desktop 🔸		- - i i j	Search Desktop	
		Organize 👻 New folder				• 🔳
		☆ Favorites	^	Name		
		🧮 Desktop	=	🥽 Libraries		
t		🕮 Recent Places		B		
		Dropbox		🖳 Computer		
		〕 Downloads		👊 Network		
		Content.MSO		📷 DREAM Webtop		
				Downloads		
		📃 Desktop		DOI_Form_Blank_20	14-09-09[1]_data	
		🥽 Libraries				
ot		Documents				
		🚽 Music				
		Pictures				
evic		😸 Videos				
oes						
<i>y</i> .		🍶 .ant				
		📔 .eclipse				
а		🌗 .jrebel	· ·	•		
2/12	Sans Serif - T - B	File name	e: DOI Form Blank 201	4-09-09[1] data 👻	All Files	_
anu		The fight		, os ostal_adta		
80	Send <u>A</u>				Open	Cance

• You will receive an e-mail within approximately 10 minutes, informing you if the submission was successful or not. Continue with section 6.

6. Confirmation of submission e-mail

- If the submission of your e-DoI is unsuccessful, you will receive an e-mail, informing you on the reason why it was unsuccessful. Please take the appropriate action and resubmit the e-DoI.
- If your submission is successful, but you do not have an EMA account or your EMA account needs to be verified, you will receive an 'EMA e-DOI received. Please await further instructions' e-mail (see figure 13).
- If your submission is successful and you already have an EMA account which does not need to be verified, you will receive an 'EMA e-DOI submitted-action required' confirmation e-mail, along with a completed copy (pdf, read-only) of the e-DoI form and instructions to submit an e-CV and to validate the submitted e-DoI form (see figure 14).

<u>Note</u>: The copy of the e-DoI form attached to that e-mail will be used for publication on the EMA website once you have been added to the European Experts database.

• Click on the **link in the confirmation e-mail** to login to the EMA Meetings Portal (MMSe) for submission of an e-CV and validation of the submitted e-DoI.

Figure 13. 'EMA e-DOI received. Please await further instructions' e-mail of successful submission of e-DoI



If you do not not have yet an EMA account, please open one via the EMA Account Management Portal (<u>https://register.ema.europa.eu</u>). If you already have an EMA account allowing you to access EMA hosted websites or online applications (e.g. Eudralink, MMD, EMA (IT) Service Desk portal), there is no need for further action on this and you can use the same username and password to submit the e-CV and validate the DoI in the next step of the process. If you need to recover a forgotten username or reset your password, please visit the EMA Account Management Portal (<u>https://register.ema.europa.eu</u>).

Please wait for e-mail instructions detailing how to submit your e-CV and how to validate your e-DoI. You should receive this shortly (usually within 2 working days).

This is an automatically generated e-mail; please do not reply to this e-mail address.

Figure 14. 'EMA e-DOI submitted-action required' confirmation e-mail of successful submission of e-DoI



• Use your single sign-on credentials (username and password).

If you are a <u>new expert</u> and you do not have single sign-on credentials, please open EMA Account via the EMA Account Management Portal (<u>https://register.ema.europa.eu</u>).

If you are an <u>existing expert</u> and have forgotten your username and password, please visit the EMA Account Management Portal (<u>https://register.ema.europa.eu</u>).

• Click **`Login**'.

Figure 15. Sign-in window

Forgot your password? Forgot your username?
F

7. Submission of the e-CV

Before the submitted e-DoI can be validated, new experts need to provide an e-CV and existing experts need to update their e-CV in MMSe. If no update of an existing e-CV is required, go directly to section 7.3.

• Select the **Curriculum Vitae** tab in MMSe (see figure 16).

Figure 16. Select the Curriculum Vitae tab

EUROI	PEAN MEDI	CINES AGENCY				Agency's put	olic site
mmse	Meetings	Declaration of Interests	Curriculum Vitae	Contact Us	Delegates Information		Logout
Your Electr	onic Dec	laration of Interest	t submission		You are lo	gged in as	
Y s D	ou can valio ubmitted y eclaration	date your Declaration o our CV or your CV is of interest submissio	of interest submis not up-to-date. on.	sion only afte Please <u>subr</u>	er submitting your CV. <u>nit your CV</u> and then	You have no validate you	ot r
New decla	aration of in	terest submissions					

7.1. Complete the CV in MMSe - work experience and training

- **Complete** the Work experience and Education/Training section in MMSe directly. <u>Note</u>: Mandatory fields in these sections are marked with an asterisk.
- Provide your work experience details (see figure 17). You can add more than one work experience by clicking the 'Add work experience' button.

Figure 17.	Work	experience	section	in	e-CV
------------	------	------------	---------	----	------

Information Expertise Publications Project	s Memberships Other Information			
X Cancel Changes				Save As Draft 📊 Submit CV 📴
I am a patient representative Please tick this box	i fryou are a Patient Representative.			
All fields marked with * are mandatory. Please provide as m lease do not include personal details, contact details from	uch information as possible in the CV sections below (noting you or colleagues.	ig that this information will be made public). Once y	bu have completed the CV, check the tick-box at the end of the	form and submit. All information past this point will be published so
Personal Details Trainee Peeters				
Work Experience 1. Period From month/year*	To month/year*			
Employer name*	Country*			
Position*				
Activities	л т			
Go to quick navgation				Insert before
Add Work Experience				
Period From month/year	To month/year • Or Current			
Qualification*				
Institution	Country	•		
Subjects/Skills Covered	* *			
Go to quick navigation				Insert before
Add Education/Training				
Additional Information				

• Provide your **education/training** details (see figure 18). You can add more education/training details by clicking the 'Add Education/Training' button.

Figure 18. Education/Training section in e-CV

Cancel Changes			Save As Draft 📻	Submit CV 🛃
I am a patient representative Please to	this box if you are a Patient Representative.			
fields marked with * are mandatory. Please pro- ase do not include personal details, contact det	te as much information as possible in the CV sections below (noting that this Is from you or colleagues.	information will be made public). Once you have completed	the CV, check the tick-box at the end of the form and submit. All information past this point will	be published so
ersonal Details Trainee Peeters				
ork Experience 1.	To month/year 🔹 or 🗖 Current			
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7.2. Provide additional information

• Provide **additional information**, i.e. expertise, publications, projects, memberships or others as appropriate (see figure 19). You can copy and paste relevant information from existing word or other documents in the different sections as appropriate.

<u>Note</u>: Please do not include personal details (e.g. date of birth, name of spouse or children, telephone numbers).

Figure 19. Additional information in e-CV

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 If you are a **patient representative**, tick the box 'I am a patient representative' (see figure 20). This text will automatically appear in the section on expertise. As a patient representative, you are only expected to complete the e-CV if you have experience related to medicinal products and/or have engaged in any activities with pharmaceutical industry.

Figure 20. Tick box for patient representatives

Cancel Changes			Save As Draft 🕁 Submit CV 🔂
I am a patient representative Planet	ease tick this box if you are a Patient Representative.		
fields marked with * are mandatory. Plea ease do not include personal details, conta	ise provide as much information as possible in the CV sections below (noting act details from you or colleagues.	ng that this information will be made public). Once you have completed th	he CV, check the tick-box at the end of the form and submit. All information past this point will be published so
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7.3. Submit the e-CV

• Confirm that your CV is up-to-date and ready for submission by ticking the box 'I confirm my CV is up-to-date' at the very bottom of the screen (see figure 21).

Figure 21. Tick box for up-to-date e-CV

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• Submit your CV by clicking on the **`Submit CV**' button (see figure 22).

Click on the 'Save as Draft' button if you wish to finalise the CV at a later time. The CV will be saved as a draft in MMSe.

Figure 22. Submission of e-CV

Subjects/Skills Covered	Operating SystemsData structuresData mining 	* *		
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• You can view your submitted CV in the format in which it will be published on the EMA website by selecting the '(View PDF)' link (see figure 23).

Figure 23. View submitted e-CV

EUROPEAN MEDICINES	AGENCY	Agent	cy's public site
mmse	Meetings Declaration of Interests Curriculum Vitae	e Contact Us	Logo
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Your CV was last su	ubmitted on 09/07/2113 (<u>View PDF</u>). It i not yet put	bished.	
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Education Masters in	n BSc		
Additional			
Information Expertise	Publications Projects Memberships Other Information	ation	
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I am a patient represent	tative Please tick this box if you are a Patient Representative.		
All fields marked with * are mandat please do not include personal deta	tory. Please provide as much information as possible in the C tails, contact details from you or colleagues.	CV sections below (noting that this information will be made public). Once you have completed the CV, check the tick-box at the end of the form and submit. All information past this point will be published so	
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Work Experience 1. Period From month	h/year* Aug • 2009 To month/year* May • 2013	3 or Current	
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8. Validation of the e-DoI submission

An e-DoI submission can only be validated in MMSe if an e-CV is submitted (new experts) or if the e-CV is updated (existing experts) as described in section 7.

• Select the **Declaration of Interests** tab in MMSe (see figure 24).

Figure 24. Select the Declaration on Interests tab

mmse	Meetings	Declaration of Interests	Curriculum Vitae	Contact Us	Delegates Information	Logou
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- Select the submitted e-DoI that you want to validate (see figure 25). <u>Note</u>: In case you submit more than one e-DoI, you will receive a confirmation e-mail for each submission, each containing a different link to MMSe. All submissions will be listed in MMSe. Please ensure to select the e-DoI in MMSe for validation that corresponds to the confirmation e-mail and the link that you used to login to MMSe.
- Tick the box **`I confirm the information on this form is accurate to the best of my knowledge and I acknowledge that my information will be stored electronically and published on the EMA website'**.
- Tick the box 'I am the owner of this declaration of interest'.
- Click on the 'Validate selected submission' button.

Figure 25. Validation of submitted e-DoI

mmse	Meetings	Declaration of Interests	Curriculum Vitae	Contact Us	Delegates Information	Lo
our Electronic	c Declara	ation of Interest su	ubmission			You are logged in as
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• A confirmation of a successful validation will appear (see figure 26).

Figure 26.	Successful	validation	of	submitted	e-DoI
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There are no previous s	of interest submissio	ns			

• Your e-DoI and e-CV will be published automatically on the EMA website once the details from your nomination form have been entered into the European Experts database (new experts) or after the successful validation of your e-DoI (existing experts).