EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Work instructions

Title: Checklist for the coordination of trainings organised by P-CI-CNC		
Applies to: P-CI-CNC staff		
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1. Changes since last revision

New WIN.

2. Records

No records are kept on file.

The templates I-VI of this WIN are electronically saved in DREAM: Cabinets/Old EDMS Structure/Meetings/Regulatory Meetings/G C P/Training/Templates for training_workshop. No hard copy is kept on file.

- Template I – Logistics.

- Template II - Certificate of attendance.

- Template III - Message to delegates- organisation.

- Template IV - Draft cover letter of the invitation to the workshop.

- Template V - Break out sessions groups.

- Template VI - Break out sessions wall signs.

3. Instructions

This checklist describes steps and actions to be done in the preparation of workshops or trainings organised by P-CI-CNC section. The meeting secretary starts the preparation process by calling up a meeting with the representatives of all the parties involved: Audio Visual, Health and Safety, ISERV helpdesk, Reception, Security and Conference services and agrees actions to be taken and deadlines.

The meeting secretary will use the templates mentioned under section 2. Records.

Checklist

Title of the meeting	
Organiser	
Date	
Meeting room	

Audio Visual

Action	Further description	Responsibility	Deadline	Done
Any hearing impaired visitors/delegates?				
Audio/video conferencing needed?				
Do you need any wireless microphones?				
If there is a presentation - how will it be provided?				
Is broadcasting/recording required? If yes, inform I-IF-UC (Unified Collaboration section)				

Health & Safety

Action	Further description	Responsibility	Deadline	Done
Are any visitors/delegates mobility impaired? If yes, please notify well in advance and email Security/Reception and the H&S adviser. A generic personal emergency evacuation Plan (PEEP) will be available from Reception. Two members of staff must be nominated as buddies.				
Chair must instruct participants to read the H&S information on the screens and/or back of passes and advise them of the nearest fire exit and assembly point.				
Correct number of visitors/delegates in the room.				

Action	Further description	Responsibility	Deadline	Done
i.e. 150 in a room for 100 may cause illness or sleepiness due to lack of oxygen.				

ISERV helpdesk

Action	Further description	Responsibility	Deadline	Done
Cleaning of function room required?				
Coat hangers – will there be enough?				
Extended air conditioning – after meeting functions?				
Tables for A-MM-MCO (Meeting and Conference Organisation Section) required for registration?				
Moving tables and chairs?				

Reception

Action	Further description	Responsibility	Deadline	Done
Coffee before meeting?				
MMS (Meeting Management System) and/or visitor requests?				
Total number of delegates?				
What to do with unexpected visitors?				
Who will be the EMA contact points? Is a pager required?				
Hostess required?				

Security

Action	Further description	Responsibility	Deadline	Done
What type of visitor badges are required - red/black? If red, how many?				
What access is required?				

Conference services

Action	Further description	Responsibility	Deadline	Done
Invite observers from candidate countries under IPA (Instrument for Pre-Accession Assistance)				
Prepare the names/country plates and be at the meeting room at ‹time› for reimbursements and signatures				
Prepare the name plates for speakers	The list of speakers attached below			
Prepare and place on each desk a nameplate	The list will be provided by the meeting secretary			
Create certificates for the training course				
Put on each desk blank paper notebook, and a pen				

GCP secretariat

Action 3-4 months prior to the meeting	Further description	Responsibility	Deadline	Done
Book meeting rooms	Biggest meeting room for the main training and 4 rooms fitting 16-25 people for break out sessions			
Send outlook meeting request to EMA staff involved				
Create meeting request in MMS				
Draft a cover letter of the invitation	Use template IV of this WIN: Draft cover letter of the invitation to the workshop. Update it according to your needs. Copy and paste it in cover message window in MMS.			
Send invitations through MMS	Information on cashless system is automatically included in the invitation.			
Ask conference services to invite observers from	Then meeting secretary inserts their names in the			

Action 3-4 months prior to the meeting	Further description	Responsibility	Deadline	Done
candidate countries under IPA	MMS meeting list so that they receive mailings			
Organise internal meeting	With all above parties involved + P-CI-CNC training organiser in order to agree actions, deadlines and responsibilities			
Create logistics + checklist to be sent to delegates	Use template I of this WIN: Logistics. Update it according to your needs. Send it as a part of pre-mailing			

Action 1 month-1week prior to the meeting	Further description	Responsibility	Deadline	Done
Send pre-mailings as requested				
Create break out session group number wall signs	Use template VI of this WIN: Break out sessions wall signs. Update it according to your needs. Send it as a part of pre-mailing			
Teleconference to be held?	If yes, send the instructions to all participants of teleconference			
Create participants list				
Create break out session name lists	Use template V of this WIN: Break out sessions groups. Update it according to your needs. Send it as a part of pre-mailing			
Send meeting documents for printing to Reprographics	Ask Reprographics to put the documents in the binders. Pick them up when ready and insert dividers with agenda point numbers. According to agreement of HoS, only 3 binders to be prepared (1 for Chair, 1 for Section Head and 1			

Action 1 month-1week prior to the meeting	Further description	Responsibility	Deadline	Done
	for others to share), unless otherwise requested.			
Create two A3 training name signs with arrow including EMA logo	Ask ISERV helpdesk to put the signs in 2 stands: one stand in ground floor reception and one outside the meeting room			
Is laptop needed?	If yes, inform IT and arrange delivery on the day			
Is USB stick needed?	If yes, ask the GCP assistant			
Booking the dinner event	Ask the chair if dinner event is required and choice of the venue			

Action 1-2 days prior to the meeting	Further description	Responsibility	Deadline	Done
Send following for publishing on the intranet at newseditors@ema.europa.eu	* agenda * times of lunch break to avoid clashing with other big meetings and to warn EMA staff of the presence of big number of delegates in the EMA restaurant		By 2pm one day before the start of the meeting	
Request WIFI connection details from IT				
Send the final list of EMA participants to Conference services	Conference services create certificates of attendance. Use template II of this WIN: Template of the certificate of attendance			
Include all presentations and documents for adoption/discussion in the "Presentation" folder				

Action on the day	Further description	Responsibility	Deadline	Done
Print copies of the agenda/programme and any urgent last-minute documents for participants and place them on their desks	Distribute in the meeting room			
Prepare the room for the meeting	Check if computer, projectors and teleconference facility work			
Draft a message to be read prior to the start of the meeting to all participants by meeting organiser or meeting secretary	Use template III of this WIN: Message to delegates- organisation and give a short presentation on the content of above letter.			
Distribute training evaluation forms and pick them up at the end of the meeting				
Make sure all participants have signed the participants list				
Distribute certificates at the end of the meeting				
Call IT to make sure they bring laptops				
When the meeting is finished, switch off all the systems	Log off PC; turn off screens and projectors, video conferencing, t-con; put the wireless mouse back for charging			

Action after the meeting	Further description	Responsibility	Deadline	Done
Add list of attendees to the post-mailing folder				
Add training evaluation forms to the post-mailing folder				
Include documents that were sent after the last mailing to the post-mailing folder				
Copy or link all presentations and break out session papers to the post-mailing folder.	Check if there are no names in the break out session documents. If there are, erase them.			
Send post-mailing				

Further Information or Comments

‹XYZ›

List of speakers:

To be provided by GCP Secretariat.