

## List of relevant documents and provisions (links)

**[European Medicines Agency policy on the handling of competing interests of Management Board members – Policy 0058 \(EMA/MB/715362/2015\)](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2012/04/WC500124975.pdf)**

[http://www.ema.europa.eu/docs/en\\_GB/document\\_library/Other/2012/04/WC500124975.pdf](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2012/04/WC500124975.pdf)

**[European Medicines Agency policy on the handling of declarations of interests of scientific committees' members and experts – Policy 0044 \(EMA/626261/2014, Corr. 1\)](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2010/10/WC500097905.pdf)**

[http://www.ema.europa.eu/docs/en\\_GB/document\\_library/Other/2010/10/WC500097905.pdf](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2010/10/WC500097905.pdf)

**[Decision on Rules Relating to Articles 11, 11a and 13 of the Staff Regulations Concerning the Handling of Declared Interests of Employees of the European Medicines Agency and candidates before recruitment \(EMA/622828/2013 Rev. 1\)](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2012/02/WC500122908.pdf)**

[http://www.ema.europa.eu/docs/en\\_GB/document\\_library/Other/2012/02/WC500122908.pdf](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2012/02/WC500122908.pdf)

**[European Medicines Agency breach of trust procedure on declarations of interests for scientific committees' members and experts \(EMA/154320/2012, Rev. 1\)](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2012/04/WC500124976.pdf)**

[http://www.ema.europa.eu/docs/en\\_GB/document\\_library/Other/2012/04/WC500124976.pdf](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2012/04/WC500124976.pdf)

**[European Medicines Agency breach of trust procedure on declarations of competing interests for Management Board members \(EMA/MB/309079/2012, Rev. 1\)](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2012/06/WC500129044.pdf)**

[http://www.ema.europa.eu/docs/en\\_GB/document\\_library/Other/2012/06/WC500129044.pdf](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2012/06/WC500129044.pdf)

**[Policy on scientific publication and representation for European Medicines Agency's scientific committees and their members \(EMA/231477/2005 rev. 1\)](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2009/10/WC500004627.pdf)**

[http://www.ema.europa.eu/docs/en\\_GB/document\\_library/Other/2009/10/WC500004627.pdf](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2009/10/WC500004627.pdf)

**[Scientific publication by European Medicines Agency staff - Policy 15 \(EMEA/331616/2007\)](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2010/04/WC500089594.pdf)**

[http://www.ema.europa.eu/docs/en\\_GB/document\\_library/Other/2010/04/WC500089594.pdf](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2010/04/WC500089594.pdf)

**[Handling of requests for information \(SOP/EMA/0019\)](http://www.ema.europa.eu/docs/en_GB/document_library/Standard_Operating_Procedure_-_SOP/2009/09/WC500002659.pdf)**

[http://www.ema.europa.eu/docs/en\\_GB/document\\_library/Standard\\_Operating\\_Procedure\\_-\\_SOP/2009/09/WC500002659.pdf](http://www.ema.europa.eu/docs/en_GB/document_library/Standard_Operating_Procedure_-_SOP/2009/09/WC500002659.pdf)

**[Rules for the implementation of Regulation \(EC\) No 1049/2001 on access to EMEA documents \(EMEA/MB/203359/2006 Rev 1\)](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2010/02/WC500070829.pdf)**

[http://www.ema.europa.eu/docs/en\\_GB/document\\_library/Other/2010/02/WC500070829.pdf](http://www.ema.europa.eu/docs/en_GB/document_library/Other/2010/02/WC500070829.pdf)

## Template letter for Refusal of Gifts



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

[Details Addressee]

[Date]

Dear Mr/ Ms

Subject: Refusal of gift - EMA Code of Conduct

You sent me a gift of [insert gift details] on [insert date or approximate date] 20xx. I have to inform you that it is not appropriate to send gifts for any reason to any member of staff. It is not possible to accept this gift. Working at the European Medicines Agency as EU civil servants we have a strict policy of not accepting gifts as this could otherwise give the impression that I or the Agency was being influenced. This would compromise our own personal reputation as well as that of the Agency and its independence. The policy of the Agency is set out in more detail in its Code of Conduct that you will find on our website at [ema.europa.eu](http://ema.europa.eu) if you would like more information.

[As the return of the gift will be costly in terms of postage expense, this gift is being sent to our HR sector to arrange for the gift to be donated anonymously to a charity.]

Or

[I therefore, return this gift to you.]

Your understanding of this matter is appreciated.

Yours faithfully

[insert EMA staff name]

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