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Revision History

Date	Description
27/06/22	Added Section 9. Registration of an MAH i-SPOC on supply and availability
05/09/22	Section 7. Inspections updated
10/10/22	Section 4. Scientific Advice updated
03/05/23	Section 8. Veterinary Signal Management updated
10/07/23	Added Section 10. PRIME Eligibility
25/07/23	Merged the previously separate “IRIS guide to parallel distribution applicants” into Section 11 of this document, and added several minor updates
03/10/23	Section 10. PRIME Eligibility updated
21/11/23	Merge of IRIS guide to applicants and IRIS guide to parallel distribution applicants
18/01/24	Added instructions to manage regulatory procedures in IRIS in existing section (main changes in yellow) and added a new section dedicated to Product Lifecycle Management procedures (section title in yellow)

Table of abbreviations

Abbreviation	Explanation
CAP	Centrally Authorised Product
CHMP	Committee for Human Medicinal Products
COMP	Committee for Orphan Medicinal Products
CVMP	Committee for Veterinary Medicinal Products
EC	European Commission
EMA	European Medicines Agency
ESMP	European Shortages Monitoring platform
ETF	Emergency Task Force
EU	European Union
GCP	Good Clinical Practice
GMP	Good Manufacturing Practice
IAM	Identity & Access Management
ITF	Innovation Task Force
LoQ	List of Questions
MS	Member State
MSSG	Medicine Shortages Steering Group
OD	Orphan Designation
OMS	Organisation Management Service (part of SPOR)
PD	Parallel Distribution
PIP	Paediatric investigation plans
PLM	Product lifecycle management
PRIME	Priority medicines
RPI	Research Product Identifier
SA	Scientific Advice
SME	Subject Matter Expert
SPOR	Management Services for Substances, Products, Organisations and Referential Terms

1. Purpose and context

1.1. Purpose of this guide

This guide has been produced to show applicants how to use the [IRIS](#) platform to prepare, submit and manage an application and/or data for a **scientific procedure** (orphan designation application, scientific advice, ITF briefing meeting requests, PRIME, marketing status reports, inspections and veterinary signal management) and related activities, or applications for **Parallel Distribution** procedures. Please note that for Parallel Distribution submissions separate user access roles are needed (it is possible to combine the roles; see the [IRIS guide to registration and RPIs](#) for more details).

This guide also describes how to use the IRIS platform for **product lifecycle procedure management** (variations and Art. 61(3) notifications under Directive 2001/83/EC, variations requiring assessment under Regulation 2019/6 and Marketing Authorisation transfer applications for human and veterinary medicinal products) (further in the document PLM) after the submission has been created by EMA based on Applicant's [electronic application form \(eAF\)](#) and dossier submitted through the [eSubmission Gateway or eSubmission Web Client](#).

1.2. Preliminary requirement

EMA Account and appropriate role: for any type of submission in IRIS, you need an EMA account and an appropriate role in IRIS, to login into IRIS. Registration needs to be done only once and will allow you to submit any type of scientific applications now and in the future. For information on how to request an EMA account and an appropriate IRIS role (these are two separate actions), please consult the separate [IRIS guide to registration](#) and the [quick interactive guide to IRIS registration process](#) on the [IRIS home page](#). This guide also contains information on how to request or transfer an **RPI (Research Product Identifier, see below)**.

1.3. Supported Browsers

IRIS can be accessed on any modern Web Browser, including but not limited to Google Chrome (latest version), Edge (the new, Chromium-based Edge is recommended), Safari 12 and above, Firefox (latest version), Vivaldi, etc. An updated version of the browser is recommended.

2. Common operations for all submission types

2.1. Display and sort submissions

From the IRIS home page, after sign-in, click on any of the options: **“Draft Submissions”**, **“Ongoing Submissions”** or **“Completed Submissions”** present under **“Submissions”** Tab;

If you have an IRIS Industry Manager/IRIS Parallel distribution Manager role, you will see all the submissions that you have created, plus all the submissions in which you have been added as a contributor. If you have a Contributor role, you will see all the Submissions to which you have been added as a Contributor. If you have both roles, you will see all submissions of your own and those for which you have been added as a Contributor. In all cases, you will see submissions for all the Organisations to which you are affiliated (in IAM);

Click on any of the column headings that appear in blue font, and the rows listed in the table will be sorted in ascending order (click again for descending order).

2.2. Search for submissions

You can obtain a restricted subset of your submissions:

1. From the IRIS home page, select first **“Draft Submissions”**, **“Ongoing Submissions”** or **“Completed Submissions”**;
2. In the search bar, enter any string (combination of letters and/or numbers) that will identify the submission you are looking for and might be contained in the columns that are displayed on screen (e.g. "Submission ID", "Organisation", "Submission Type"); by including an asterisk (*) as first character, the search string will apply to text in any position;
3. Click on the magnifying glass search symbol or press **“Enter”** on your keyboard to launch the search;
4. A list of the relevant results that match the search criterion you typed in the search bar will be displayed. The list can be sorted as described in the previous section;
5. In **“Draft submissions”**, a menu of different actions can be elicited by clicking on the down arrow to the right of the relevant submission. You can edit or delete the submission, manage the contributors and managers, and change the **“submission contact”** (the person who will receive by default all the email communications for the procedure) (see Figure 1).

Figure 1: Managing draft submissions

The screenshot shows the IRIS web interface. At the top, there is a navigation bar with 'Home', 'Forums', 'Submissions', and 'My Organisations Regulatory Entitlements'. Below this, the breadcrumb 'Home > Draft Submissions' is visible. A large heading 'Draft Submissions' is prominently displayed. Below the heading is a search bar and a 'Create new submission' button. The main content is a table with columns: Parent Submission ID, Submission ID, Submission Type, Sponsor, Subject, and Modified On. The first row is highlighted, and a dropdown menu is open next to it, showing options: Edit Draft, Delete Draft, View/Manage Contributors, View/Manage Managers, and Manage Submission Contact. A red arrow points to the dropdown menu.

Parent Submission ID	Submission ID	Submission Type	Sponsor	Subject	Modified On
EMA/SA/0000170821	EMA/SA/0000170821	Initial Scientific Advice - Human	Office of Health	(-)-(R)-3-(2-HYDROXYMETHYLINDANYL-4-OXY)PHENYL-4,4...	15/09/2020 11:19 AM
EMA/SA/0000171073	EMA/SA/0000171073	Initial Protocol Assistance	Office of Health		14/09/2020 3:56 PM
EMA/SA/0000171072	EMA/SA/0000171072	Initial Protocol Assistance	Office of Health		14/09/2020 3:49 PM
EMA/OD/0000171071	EMA/OD/0000171071	Application for Orphan Designation	Office of Health	(-)-(R)-3-(2-HYDROXYMETHYLINDANYL-	14/09/2020 3:22 PM

2.3. Create a new submission (general procedure for all submission types, **except PLM procedures**)

1. From the IRIS home page, click on **“Draft submissions”** sub-tab present under **“Submission”** tab;
2. Click **“Create new submission”** [a screen with the heading **“Portal – New Submissions”** opens showing 3 stages.

3. The first stage **“1. Choose Applicant Type”** is highlighted in blue];
4. From the drop-down arrow on the box below **“Are you applying as an individual or on behalf of an organisation?”** select the appropriate answer and click **“Next”**;

Figure 2: Creating a new submission

5. Only if you are applying on behalf of an organisation:
6. The second stage **“Choose Submission Type”** is now coloured blue and 3 mandatory fields (marked with a red asterisk **“*”**) appear labelled **“Organisation”** **“Location”** and **“Submission Type”** (the first two only if you are applying on behalf of an organisation). Use the search symbol to look up the submission types available, click on the appropriate submission type and then on **“Select”**;

Figure 3: Creating a new submission

7. Use the magnifying glass search symbol to look up the organisations available for you to select (N.B. only the organisation(s) affiliated to the portal user role that you logged into the portal as will be displayed here);
8. Pick the right organisation and (there may only be one) and click **“Select”**;
9. Use the search symbol to look up the locations available for you to select, pick the right one and click **“Select”**; please note that the Regulatory entitlement (Orphan Designation) will be granted to the address of this location and the relevant organisation;

NOTE: it is strongly recommended to use only one location (normally the legal seat of the organisation) for all IRIS submissions, RPIs and regulatory entitlements. This simplifies your management of submissions in IRIS.

- The third stage is **“3. Add Managers and Contributors”** where you are asked to **add at least one Manager** in the specific field (when applying on behalf of an organisation, the pop-up list will only include those people who have been granted an IRIS Industry Manager/IRIS Parallel Distribution Manager access role that is affiliated to the specific organisation (Company + Country) you selected in the previous screen. If no-one has done this, the list will be empty).

Additional managers and contributors can be optionally added to the submission. A submission contributor can make modifications but is not able to submit or withdraw an application.

It is strongly recommended to have at least two Managers (preferably three) for each IRIS submission: this will allow the applicant continued access to the submission even if one of the managers leaves the company or is absent for prolonged periods;

Figure 4: Creating a new submission

The screenshot shows a web form titled "New Draft Submission". At the top, there are three progress steps: "1 Choose Applicant Type" (checked), "2 Choose Submission Type" (checked), and "3 Add Managers & Contributors" (active). Below the steps, a message states: "You can optionally add additional managers and contributors to this submission. A submission contributor can make modifications, but is not able to submit or withdraw an application." The form is divided into two sections: "Managers" and "Contributors". Each section has a table with columns for "Full Name" and "Contact person E-mail", and an "Add" button on the right. Both sections currently display "There are no records to display." At the bottom of the form, there are two buttons: "Previous" and "Continue to Submission Form".

- Click **“Continue to Submission Form”**. A new screen appears with a reference number (e.g. EMA/XX/0000001234) for your draft submission displayed on the upper right-hand side of the “Portal – New Submission” screen (N.B. It is a good idea to take note of the reference number created).
- You will see a list of various tabs (steps), possibly including **“Select RPI”** (for some scientific submissions) and usually ending with **“Declaration”**. **The list of tabs depends on the type of submission.**
- A submission reference number is displayed on top right of your screen (see Figure 5Figure 5).

Figure 5: Example of new submission

Submission Form

Initial Scientific Advice - Human
Reference: EMA/SA/0000170821

Please make sure that the required sections have a green tick to the right (except "Documents from EMA") before submitting the application.
(Note: the "Documents from EMA" section is not relevant for Marketing Status Reporting submissions and therefore does not appear).

Customer Name : Office of Health
Address : Åulestrasse 512 Vaduz 9490 Liechtenstein

Administrative Information ✓
Select Primary RPI ✓
Additional information on product ✓
Add Additional RPIs ✓
Procedural Information ✓
Scientific Information ✓
Parallel Consultation EMA / EUnetha ✓
Documents from Applicant ✓
Documents from EMA
Declaration ✓
Submit Application

Return Generate Application Form

14. If a "select primary RPI" tab is present (scientific applications), click on "**Select RPI**" to bring up "Research Product Identifier (RPI)" screen:
 - Click the **magnifying glass** search symbol to bring up a list of RPI names;
 - In the pop-up window, pick an RPI name from the list and click "**Select**";
 - Back in the "Research Product Identifier (RPI)" screen, click "**Save and Return**" and you are returned to the "Submission Form" screen;

RPI information for Scientific Applications

(not applicable to Parallel Distribution or Marketing status submissions)

If you do not see the RPI for your product in the list, please see the detailed information on RPIs in the section 8.1 of the [IRIS guide to registration and RPIs](#) in the [IRIS guidance webpage](#).

15. Once mandatory sections (tabs, including RPI where applicable) are completed, all the sections will turn from grey to blue and will be active (see Figure 5). Fill in each section. Please note that fields with a red asterisk are mandatory. You need to complete each section before you can save it, but it is not mandatory to fill in all the section in one session.
16. Back in the main "Submission Form" Screen, click on "Documents from Applicant":
17. In the next screen that appears, for some submissions you can directly upload documents to your submission. While there is no maximum number of files or global size, there is a size limit of 50 Mb per file. Please upload individual files for each document, rather than a single Zip file (or similar) for the set of all documents; it is possible to upload multiple files in a single operation. If appropriate, you can merge several PDF files into a single one, using specific software, before uploading. A Zip file is

recommended only as the container for the literature references; all other documents should be submitted individually.

18. Click **“Save and Return”** when you have finished uploading documents;
19. At any stage during the procedure above, clicking **“Return”** on the Submission form page saves the draft submission (which will now appear in your **“Draft Submissions”** list). You can open it again at a later time to edit/add more information;
20. Click on **“Generate Application form”** present at bottom of screen next to **“Return”** button to create a word file for the summary of application filled at that point of time by the applicant. Word file will be shown under **“Documents from Applicant”**;

When you are ready to submit your final application, click on **“Declaration and re(submission)”**:

21. **Click on the tick box** to the left of the declaration statement (that begins with the words: “I confirm...”) to formally declare that you are authorised to submit the application;
22. Click on the **“Declaration and submission”** button;
23. If you are unsure or think of any part of the application you want to revise, click **“Review Application”** and this will return you to the draft submission;
24. If you are sure you want to submit the application, click **“Submit”**.

Your application has now been submitted and is locked for edit/upload unless EMA opens it up again for you to add or amend any information or documents.

You are then returned to the portal **“Ongoing Submissions”** tab. You can now look up the submission you have just submitted using the **“Ongoing Submission”**. The latest submission will appear on top once validation is completed in background, as submissions are sorted by date and time of last update.

2.4. Communication only to the Submission Contact (Portal contact) for a submission

The communication model for IRIS is that while there can be any number of Industry/Parallel distribution managers and Industry contributors/Parallel distribution associated to a single submission, only one of them is the "submission contact", also called the "portal contact" i.e. the primary contact person to whom all communication is sent (by default) for a given submission. The default "submission contact" is the Industry/Parallel distribution manager who submits the application.

For PLM procedures **“submission contact”** is the **“Person/Company authorised for Communication between MAH and Authorities after Authorisation”** of the lead Authorisation Product within the current submission, held by EMA. For worksharing or grouped variations affecting more than one product, the lead Authorisation product is the product as indicated by the Applicant in the Letter of Intent. The **“submission contact”** role can be reassigned at any moment **for draft and ongoing submissions**, and repeatedly, by any of the Industry/Parallel distribution managers associated to that submission, but the EMA will send **communications** only to the **“single” “submission contact”**, **assigned in that moment**, by default. This is for efficiency and security reasons.

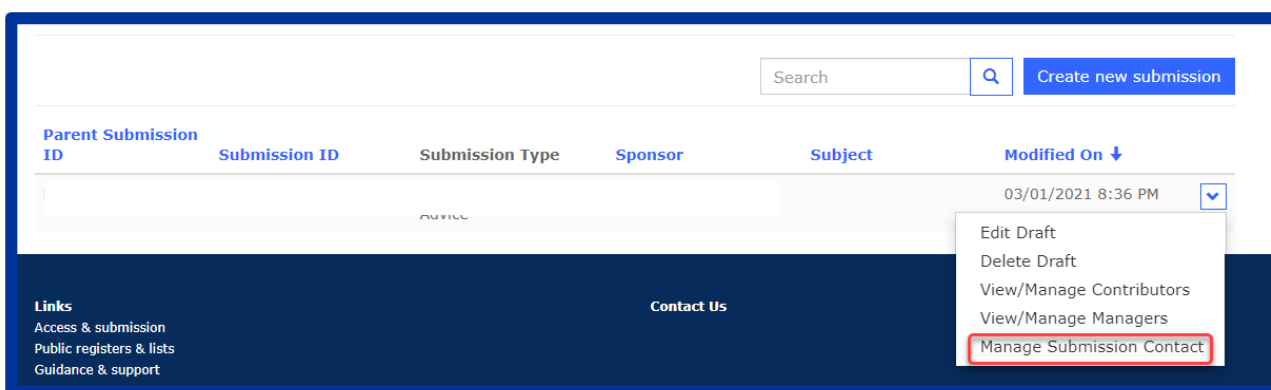
Applicants can nominate additional Industry/**Parallel distribution** managers and reassign the "submission contact" role as required, for example before a period of leave of the "submission contact". This can be

done in IRIS, by clicking on the V to the right of the submission and selecting "Manage submission contact", as shown in Figure 6 and below.

In addition, applicants may also wish to set up appropriate auto-forwarding rules in the email system of the "submission contact".

IRIS is being built to allow applicants to self-manage their "submission contact" role for each submission. In future, EMA plans to extend this concept to self-management of the contact person and contact data for interested parties assigned to Regulatory Entitlement, and potentially also for Authorisation Products. Changes will be made by sponsor/marketing authorisation holders directly in the IRIS Industry portal.

Figure 6: Changing Submission (Portal) Contact



From the IRIS home page, carry out the following steps (see also Figure 1):

1. Click on "**Draft submissions**"/"**Ongoing submission**" sub-tab present under "**Submission**" tab;
2. Scroll down and find the application you want from the list of your drafts;
3. On the right hand side, click on the drop-down arrow and select "Manage Submission Contact" (Figure 6);
4. Click "**Change submission contact**", then in the pop-up window, select the name of the person you want to add as portal contact and click on "select" (the list shows all managers associated with that submission).
5. New portal contact will be shown in "Portal contact" field.
6. Click on "**Save and Return**"

2.5. Add managers to a draft/ongoing submission

You can insert additional managers to a submission also after the creation of submission, but only if the submission is in draft or ongoing status, not if the procedure has been completed. You can only do this for the draft/**ongoing** applications for which you have a "**Manager**" role (not if you are a Contributor).

Managers can edit, submit or withdraw the application. From the IRIS home page, carry out the following steps (see also Figure 1):

1. Click on "**Draft submissions**"/"**Ongoing submission**" sub-tab present under "**Submission**" tab;
2. Scroll down and find the application you want from the list;

3. On the right hand side, click on the drop-down arrow and select “View/Manage Managers” as Figure 6;
4. Click “Add”, then In the pop-up window, click the **magnifying glass search symbol** to bring up a list (and find the name you want to add as a **manager**;
5. Click “Add” again;

To add more managers to the same application, repeat the steps above.

2.6. Add contributors to a draft/ongoing submission

You can only do this for the draft **and ongoing** applications for which you have a “Manager” role (not if you are a Contributor). Contributors can only edit, but not submit or withdraw the application.

From the IRIS home page, carry out the following steps (see also Figure 1):

Click on "**Draft submissions**"/"**Ongoing submission**" sub-tab present under “Submission” tab;

1. Scroll down and find the application you want from the list;
2. On the right hand side, click on the drop-down arrow and select “View/Manage Contributors”;
3. Click “Add”, then In the pop-up window, click the **magnifying glass search symbol** to bring up a list (and find the name you want to add as a contributor;
4. Click **“Add” and “Done”**;

To add more contributors to the same application, repeat the steps above.

2.7. Delete a draft submission

You can only do this for the draft applications for which you have a “Manager” role (not if you are a Contributor). Note: you cannot delete a “completed submission”; an “ongoing submission” can be withdrawn, using a similar procedure.

1. Click on "**Draft submissions**" sub-tab present under “Submission” tab;
2. Find the application you want from the list of your drafts;
3. On the right hand side, click on the drop-down arrow and select “Delete Draft” and a confirmation message will open up in a new window (see Figure 1);
4. Click on the "**Delete**" button to confirm that you want to delete your draft. Note: you cannot undo this afterwards, and the draft submission is permanently deleted from IRIS and cannot be restored.

2.8. Withdrawal of a Submission

You can only do this for the Ongoing applications for which you have a “Manager” role (not if you are a Contributor). Note: you cannot withdraw a **PLM procedures that has received an opinion/notification or** a “completed submission”;

1. Click on "**Ongoing submissions**" sub-tab present under “Submission” tab;

2. Find the application you want to withdraw from the list of your "Ongoing submissions";;
3. On the right hand side, click on the drop-down arrow and select "View/Edit submission", Submission opens in edit Mode.

Note: Prior requesting the withdrawal for PLM procedures it is mandatory to provide a brief explanation detailing the reasons for the withdrawal of the submission. Select the Submission details form, enter the withdrawal reason and click submit. Repeat step 2 before processing with step 4.

4. Click on 'Withdraw Submission' button present at the bottom as shown in Figure 7. A confirmation window will appear, confirm the withdrawal request.
5. In section "Documents from Applicant", please upload any documents that may be relevant to the withdrawal.
6. Status will be in 'Withdrawal Requested' as shown in 'Ongoing Submission' Tab;
7. Once EMA has processed the request, the submission will move to 'Completed Submission' Tab with status "Completed – Withdrawn";

Figure 7: Withdraw a Submission

The screenshot displays the 'Submission Form' page in the EMA system. The breadcrumb trail at the top reads 'Home > Ongoing Submissions > Submission Form'. The page title is 'Submission Form', and the reference number 'EMA/OD/0000056341' is visible in the top right corner. The customer information is listed as 'Customer Name : European Medicines Agency' and 'Address : 30 Churchill Place London E14 5EU United Kingdom'. A list of sections with green checkmarks indicates completion: 'Regulatory Entitlement', 'Scientific Content', 'Submission Notes', 'Documents from Applicant', 'Documents from EMA', and 'Declaration and (re)submission'. At the bottom, there are three buttons: a blue 'Return' button, a white 'Withdraw Submission' button, and a white 'Generate Application Form' button.

2.9. Automatic deletion of draft submissions

IRIS will scan all the submissions to identify those that have been inactive (no change in data) for more than 7 months, and send an email to the submission contact (a.k.a. portal contact) to inform of the upcoming deletion of the submission unless a change is made to the submission in the following 2 weeks. If no change is made to the submission during that time, it will be deleted and definitively removed from the IRIS system, including any documents uploaded to IRIS. A final email will be sent to the submission contact, to notify the permanent removal of the submission from the system.

2.10. Respond to a notification email from EMA requesting changes

On receipt of a notification email from EMA stating for example that “Validation Supplementary Information (VSI)” is required for one of your Ongoing Submissions, or other changes/updates to the submission data, log into the IRIS portal and carry out the following steps:

1. From the IRIS home page, click on “Ongoing submissions” sub-tab present under “Submission” tab;
2. Locate the submission mentioned in the e-mail by using the sort or search features described in this Guide, or by just scrolling down the list until you find it;
3. At the end of the row in the list where your submission appears, click on the drop-down arrow and select “View/edit **submission**”;
4. In the “Submission Form” page that appears click on the sections that you need to update as stated in the notification you received from EMA (e.g.: General Information, Scientific information, etc.);
5. The selected sections will open in edit mode - make the requested modifications and click on “Save and Return” - all modifications will have been saved and you will return to the “Submission Form” page;
6. If you need to upload updated or new documents, click on “Documents from Applicant”. Click on “Save and Return” when you are done;
7. Click on the tick box to the left of the declaration statement (that begins with the words: “I confirm...”) to formally declare that you are authorised to submit this request;
8. Click on the “Declaration and submission” button;
9. If you are sure you want to submit the application, click “**Submit**”, then “**OK**” and then “**Submit**”.

2.11. Respond to a List of Questions (LoQ) request

On receipt of a notification email from EMA regarding a “List of Questions (LoQ)” relating to one of your Ongoing Submissions, after validation and start of procedure, you can upload revised/new documents, but you cannot modify the submission data in the portal. Log into the IRIS portal and carry out the following steps:

1. From the IRIS home page, click on “**Ongoing submissions**” sub-tab present under “**Submission**” tab;
2. Locate the submission mentioned in the e-mail;
3. At the end of the row in the list where your submission appears, click on the drop-down arrow and select “**View/edit**”;

4. Click on “**Documents from Applicant**”; click on “**Save and Return**” when you are done;
5. **Click on the tick box** to the left of the declaration statement (that begins with the words: “I confirm...”) to formally declare that you are authorised to submit this request;
6. Click on the “**Declaration and submission**” button;
7. If you are sure you want to submit the application, click “**Submit**”, then “**OK**” and then “**Submit**”.

Your updated application has now been submitted and will appear in your “**Ongoing Submissions**” list and you will receive an e-mail notification to confirm that you have re-submitted the application as requested by EMA.

2.12. Check the current status of Submissions in the IRIS Portal

The possible status for the Applicant’s submission (see Table 1: Submission Status) are shown in the below table.

Table 1: Submission Status

Submission Status	Notes
Draft	The application is in draft status and can be deleted or submitted (when finalized). Inspection submission cannot be deleted.
In Progress	Application submitted; case ongoing at EMA
Withdrawal Requested	The applicant has requested a withdrawal, which is being assessed at EMA.
Completed-Positive	Case closed, positive outcome
Completed-Negative	Case closed, negative outcome
Completed-Withdrawn	Case closed as withdrawn, at the applicant’s request.
Completed-Cancelled	Inspection request has been cancelled by CHMP/CVMP
Pending EC decision	PLM procedure with immediate EC decision and pending EC decision
Pending resolution	PLM procedure with pending confirmation of EPAR publication before completed
Under evaluation	PLM procedure under evaluation or in clock stop
Under validation	PLM procedure under validation
Completed	Validation unsuccessful
Pending submission to EC	PLM procedure without immediate EC decision, but with Annexes affected

2.13. Regulatory Entitlements Affiliation

2.13.1. Regulatory Entitlements

This tab enables you to see a list of all regulatory entitlements related to the organisation(s) you are affiliated to. It is possible to filter the regulatory entitlements by entitlement number, entitlement type, sponsor, product name, EU number, and date of decision (see Figure 8)

Figure 8: Regulatory Entitlements

EUROPEAN MEDICINES AGENCY
IRIS

Home > Regulatory Entitlements

Regulatory Entitlements

Here you can see a list of regulatory entitlements for organisation(s) you are affiliated to.

Entitlement Number Entitlement Type Sponsor Product Name Date of Decision

Orphan Designation
 Marketing Authorisation
 MUMS
 Paediatric Investigation Plan / Waiver
 Parallel Distribution Notice

Today
 This Week
 This Month
 This Year

2.13.2. My Individual Regulatory Entitlements

The tab enables you to see the list of all regulatory entitlements that were granted as an outcome of submissions created by you. It is possible to filter the regulatory entitlements by entitlement number, entitlement type, product name and date of decision.

Figure 9: My Individual Regulatory Entitlements

EUROPEAN MEDICINES AGENCY
IRIS

Home > My Individual Regulatory Entitlements

My Individual Regulatory Entitlements

Entitlement Number Entitlement Type Product Name Date of Decision

Orphan Designation
 Letter of advice
 Marketing Authorisation
 MUMS
 Paediatric Investigation Plan / Waiver
 Parallel Distribution Notice
More ▾

Today
 This week
 This month
 This year

Apply

2.14. Products - Research Product Identifiers (RPI)

It is also possible to see all RPIs (Research Product Identifier) for which you are the sponsor, either individually or via an affiliation to one or more companies. Two views are shown (see Figure 10).

“My Direct RPIs”, which displays all active RPIs for which you are a direct sponsor.

“My Organizations RPIs” shows active RPIs for all organization locations you are affiliated to (in any of the locations).

Figure 10: Product- View of RPI's

Product Number ↑	Active substance(s)	Sponsor	Organisation Id (Sponsor)	Organisation Location (Sponsor)
PRD/0000001090	PARACETAMOL	European Medicines Agency	ORG-100006175	LOC-100010800
PRD/0000001091	IBREXAFUNGERP	European Medicines Agency	ORG-100006175	LOC-100010800

3. Orphan submissions

Domain applicability: human

For general information on orphan designation and allied procedures, please consult the Orphan Designation page of the [EMA website](#). For specific information on how to prepare a specific Orphan submission, including how to prepare the Scientific Document, please see the specific sections on the Orphan Designation page.

3.1. Create an application for orphan designation

In addition to the steps in the general procedure described in Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, please note the specific issues for Orphan Designation below:

The reference number will have “OD” in it (e.g. EMA/OD/0000001234) for your draft submission displayed on the upper right-hand side of the “Portal – New Submission” screen (see Figure 11).

Figure 11: Application for orphan designation, main screen

The screenshot shows the main screen of the EMA IRIS Submission Form for Orphan Designation. The page header includes the EMA logo and the text 'EUROPEAN MEDICINES AGENCY IRIS'. Navigation links for Home, Forums, Submissions, My Organisations, Regulatory Entitlements, and a user profile (CJune indmgr) are visible. The breadcrumb trail is 'Home > Draft Submissions > Submission Form'. The main heading is 'Submission Form'. A red box highlights the text 'Application for Orphan Designation' and 'Reference: EMA/OD/0000171071'. Below this, a note states: 'Please make sure that the required sections have a green tick to the right (except "Documents from EMA") before submitting the application. (Note: the "Documents from EMA" section is not relevant for Marketing Status Reporting submissions and therefore does not appear)'. Customer information is listed: 'Customer Name : Office of Health' and 'Address : Åulestrasse 512 Vaduz 9490 Liechtenstein'. A list of sections with green checkmarks indicates completion: 'Select RPI', 'Research Product Information', 'Additional product information/update', 'General Information', 'Scientific information', 'Documents from Applicant', 'Documents from EMA', and 'Declaration and (re)submission'.

The sections (tabs) of the submission are: “**General Information**” and “**Scientific Information**”. Complete (at least) the mandatory fields marked with a red asterisk “*” and click “**Save and Return**” (N.B. in the prevalence box, enter the prevalence per 10,000 persons in the EU population, as a single number (normally, from 0 to 5.0) and NOT in the form of a ratio). See Figure 11.

3.2. Request a Pre-Submission Meeting (for OD)

IMPORTANT: Before creating a request for a **pre-submission meeting**, please create the draft submission for the orphan designations as described above. This must be left as a draft, without submitting it for the moment. Any documents should be uploaded within the draft submission for orphan designations, not in the pre-submission meeting request. The number of the draft request for orphan designation should be referenced in the pre-submission meeting request;

1. Select “**Request for Pre-Submission Meeting**” as submission type;
2. Click “**Continue to submission form**” and a number (e.g. EMA/OD/0000001234) for your draft submission is displayed on the upper right-hand side of the “Portal – New Submission” screen (N.B. It is a good idea to take note of the reference number created);
3. Back in the Submission Form screen, click on “**Submission Details**”, enter the information that you want the EMA Orphan Medicines team to know and click “**Save and Return**”;
4. Follow steps 13 and 14 from Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)” above;
5. Your request for a Pre-Submission Meeting has now been submitted and will appear in your “**Ongoing Submissions**” list.

3.3. Request an Appeal (of a COMP Opinion)

In addition to the steps in the general procedure as described in Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, note the following:

1. As submission type, click on “**Appeal**” and then click “**Select**”;
2. Click “**Create and Next**” – you will see the message “processing...” for a short while;
3. Click “**Continue to submission form**”;
4. Click on “**Start Appeal**” and the “View Start Appeal Form” screen appears;
 - a. Click on the magnifying glass to select the procedure to be appealed – only cases which have been submitted and are currently in ongoing status are displayed;
 - b. Click on one of the procedures listed then click Select” and “Submit”;
5. From the “**Submission Form**” screen, click on the “**Ground of appeal**” Section; fill in the relevant information in the mandatory “Applicant's grounds for appeal *” box and click “**Save and Return**”.

3.4. Submit an Annual Report for an orphan designation

The process for submitting Annual Reports has now been simplified. Applicants are not requested to compile and submit the previous PDF form, which has been removed from the website. It is now only necessary to complete the information in a few specific data fields in IRIS. Uploading additional supporting documents is still possible but not mandatory.

In addition to the steps in the general procedure as described in Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, note the following additional points:

1. As submission type, click on “**Annual Report**” and then click “**Select**”;
2. Click “**Create and Next**” and then click “**Continue to submission form**”;
3. Click on “**Regulatory Entitlement**” (a generic term for a right granted to a sponsor such as an orphan designation or a transfer of orphan designation);
 - a. In the “Regulatory Entitlement” window, **click on the magnifying glass symbol** to search through the existing orphan designations for your organisation;
 - b. Select the orphan designation for which you are submitting the Annual Report and click “**Save and Return**”. If you cannot find your orphan designation, please contact the Orphan medicines office;
4. Click on “**Scientific content**” and complete the information in the data fields, amending the prefilled fields where appropriate. All fields with an asterisk are mandatory. Click on “**Save and Return**”;
5. Back in the Submission Form screen, click on “**Submission Notes**”, enter any additional free-text information that you want the EMA Orphan Medicines team to know and click “**Save and Return**”.

3.5. Other post-designation procedures for orphan-designated products

All other post-designation procedures for existing orphan designations should be submitted via IRIS, choosing the appropriate procedure type. These include:

1. Submission of a report for the Maintenance of the Designation Criteria at Marketing authorisation (or extensions);
2. Submission of a report for a Review of the Designation criteria after 5 years;
3. Request for an Amendment of an existing Orphan designation (to change the condition);
4. Request to transfer an Orphan Designation;
5. Request of removal of an Orphan designation from the EC Orphan register;
6. Change of name and/or address of the Sponsor of an orphan designation.

The procedures are very similar to the general procedure as described in Create a new submission (general procedure for all submission types, **except PLM procedures**), and are not listed for brevity. For general information on these submission types, see the [Activities after orphan designation](#) webpage in the main EMA website.

3.6. How to check if an Orphan Drug Sponsor (Location of an organisation) has associated Regulatory entitlements

Go to https://ec.europa.eu/health/documents/community-register/html/reg_od_act.htm?sort=a and search for EU product e.g. EU/3/19/2181.

Click on the EU number from the search results. For field "Sponsor" -Organisation name and location will be mentioned. This location has Regulatory entitlements and the same can be selected in IRIS while drafting a form.

4. Scientific Advice

Domain applicability: human & veterinary

For general information on Scientific Advice, please consult the [Scientific advice and protocol assistance](#) section of the EMA website. For specific information on how to prepare a Scientific Advice submission, including the Scientific Document (Briefing Document), please see the [How to submit a scientific advice or protocol assistance request](#) section on the EMA website.

4.1. Create an application for an Initial Scientific Advice (Human)

In addition to the steps in the general procedure as described in Section 2.3. "Create a new submission (general procedure for all submission types, **except PLM procedures**)", select "**Initial Scientific Advice-Human**" as the submission type. Note the following additional points:

The reference number will contain SA (e.g. EMA/SA/0000001234) for your draft submission displayed on the upper right-hand side of the "Portal – New Submission" screen;

There is a list of eleven steps (tabs) starting with “Administrative Information” and ending with “Declaration” relating to the SA Application displayed on the left-hand side of your screen; the two sections “Administrative Information” and “Select Primary RPI” must be completed, before the other sections (tabs) become available (they turn from grey to blue);

In section “Administrative information” please specify the “Type of Request” to flag if your submission is related to a Standard SA request or if it is a SA request related to a declared or potential public health emergency (see Section 4.2).

You can optionally select additional (secondary) RPIs to link to your procedure by clicking on “Add Additional RPIs” (see Figure 12). Note that only RPIs “owned” by the same applicant can be added;

You can also add “Submission Notes” with additional information in scientific advice forms. This field can be used to specify why the procedure qualifies for not following standard deadlines (e.g., COVID rapid request).

Some sections/tabs may not be applicable, e.g. “Parallel Consultation EMA/EUnetHTA”; however, at least the mandatory field(s) marked with a red asterisk “*” should be completed.

Figure 12: How to include additional RPIs

The screenshot shows the IRIS web interface for adding additional RPIs. The page title is "Add Additional RPIs" and the reference is "Initial Scientific Advice - Human Reference: EMA/SA/0000170821". The form includes a field for the selected primary RPI (PRD/0000069803) and a section for selecting additional RPIs. A table with columns for Product Number, Domain, Active substance(s), and Other names is shown, with a message "There are no records to display." A red box highlights the "Add RPI" button.

4.2. Create an application for an Initial Scientific Advice (Human) for medicines intended to address a declared public health emergency or a potential future emergency

The Emergency Task Force (ETF) is a multidisciplinary expert group established within the EMA by Regulation (EU) No 2022/123, to be convened in preparation for and during a public health emergency (PHE). As such, the ETF is delegated (1) to provide scientific advice on medicinal products targeting the PHE and (2) to provide scientific advice on medicinal products targeting a potential future PHE. A scientific

advice can cover quality, non-clinical and clinical aspects of product development including clinical trial protocols for both types of scenarios mentioned.

For submitting such SAs, follow the steps in the general procedure as described in Section 2.3 “Create a new submission (general procedure for all submission types)”, selecting “Initial Scientific Advice-Human” as submission type.

In the “Administrative information form”, the section “Type of Request” contains questions that help differentiate between standard SAs and SAs on medicinal products addressing a declared or potential PHE (see Figure 13):

Figure 13: Different types of SA

The screenshot displays the IRIS (Initial Scientific Advice) web interface. At the top, the European Medicines Agency logo and 'IRIS' are visible. A navigation menu includes Home, Forums, Reg. Entitl., Org. Reg. Entitl., Products, Cases, Submissions, Committee Meeting cases, and Documents. Below this, there are links for Network Subm., Org. Contact, and Contact. The breadcrumb trail reads: Home > Draft Submissions > Submission Form > Administrative Information. The main heading is 'Administrative Information' with a reference ID: Initial Scientific Advice - Human, Reference: EMA/SA/0000062716. The 'Type of Request' section is highlighted with a red border and contains three radio button questions: 'Is this a request for standard Scientific Advice ? *' (Yes/No), 'Is this a request for Scientific Advice for a declared Public Health Emergency? (art. 15 and 16 of Regulation (EU) 2022/123) *' (Yes/No), and 'Is this a request for Scientific Advice for a potential Public Health Emergency? *' (Yes/No). Below these is a text field for 'Please specify where you submitted or plan to submit an application for clinical trial authorization' with an 'Add Countries' button. A table below the form has columns for 'Short Name', 'Is EU Country?' (with a dropdown arrow), 'Name' (with an up arrow), and 'Source ID'. A yellow message box states 'There are no records to display.' and a checkbox for 'Not applicable' is at the bottom left.

If the submission is related to:

1. a request for a standard scientific advice, meaning not related to a product or clinical trial targeting a declared or potential PHE, answer with “Yes” to “Is this a request for standard Scientific Advice ?” These applications will be assessed by the SAWP.
2. a declared PHE, answer with “Yes” to “Is this a request for Scientific Advice for a declared Public Health Emergency? (art. 15 and 16 of Regulation (EU) 2022/123)”. A public health emergency can be declared by either WHO or the European Commission. Select the specific PHE from the drop-down menu in the subsequent question “Please specify the Public Health Emergency”. These applications will be assessed by the ETF.

3. a pathogen which has the potential to cause a PHE, answer with “Yes” to “Is this a request for Scientific Advice for a potential Public Health Emergency?”. Specify the pathogen by choosing from the drop-down menu in the subsequent question “Please specify the pathogen or agent” (e.g., Ebola virus, Zika virus, Chikungunya virus). The ETF will provide advice on the pathogens listed in the drop-down menu. However, the list is not exhaustive and for this reason the term “Other pathogens/threats” is included in the drop-down menu. Applicants should select “Other pathogens/threats” when the pathogen they are seeking advice on is not listed in the menu, but it has the potential to cause a future emergency. A free text box will then appear for applicants to list a specific pathogen, either of viral or bacterial origin, which have the potential to cause a future emergency. EMA will consider on a case-by-case basis whether these applications can be assessed by the ETF or by the SAWP.

The question “Please specify where you submitted or plan to submit an application for clinical trial authorization” aims at identifying the member states where the Applicant intends to submit or has submitted a clinical trial application. This will allow the Agency to involve in the scientific advice assessment process the representatives of the clinical trial authority of the MS responsible for the trial authorisation. Click on “Add Countries” and select from the displayed list of countries the country where clinical trials related to the current SA submission have been submitted or are intended to be submitted.

4.3. Create an application for other Scientific Advice procedures

4.3.1. Initial Scientific Advice – Veterinary

Follow the steps in the general procedure as described in Section 2.3 “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, selecting “**Initial Scientific Advice-Veterinary**” as submission type.

4.3.2. Initial Protocol Assistance

Protocol Assistance is Scientific Advice for designated orphan medicinal products. In addition to questions on quality, safety and clinical aspects, questions on significant benefit may also be discussed.

In addition to the steps in the general procedure as described in Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, note the following additional points:

1. The applicant must be the same as the Orphan Designation Sponsor;
2. While drafting this type of application, applicant cannot proceed further than “**Orphan Designation**” until an existing orphan designation (or at least a positive opinion date), for a product belonging to the same customer, has been selected first and associated to the submission. It is possible to submit the application after a COMP Opinion has been adopted, but before the formal Decision by the European Commission, by choosing the ongoing procedure instead of an Orphan Designation; however, the Decision must be adopted before the start date of the Protocol Assistance procedure;
3. Please note that several fields will be prepopulated from the associated orphan case and cannot be changed. These include the RPI and the medical condition (which must be the same as the orphan condition in the designation, by law).

4.3.3. Initial Qualification Procedure

In addition to the steps in the general procedure as described in Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, note the following additional points:

Select “**Initial Qualification Procedure**” as submission type.

4.3.4. Follow up Scientific Advice – Human

In addition to the steps in the general procedure as described in Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, note the following additional points:

1. Select “**Follow up Scientific Advice-Human**” as submission type.
2. You will be able to proceed only by selecting a previously completed Scientific Advice procedure (chosen from the popup list, showing procedure number and condition for all scientific advices, from any applicant). This is done in section “**Select Previous Scientific Advice**” for selection. Please note that you must be the owner of the previous Scientific Advice “regulatory entitlement” (same LOC-ID); if not, the current owner must transfer the Scientific Advice Regulatory entitlement to the correct LOC-ID before you can request a follow-up Scientific Advice (see “Transfer a Scientific Advice” below).

Please note that several fields will be prepopulated from the previously completed initial scientific advice case and cannot be changed. These include the RPI (which does not need to belong to the same owner of the Regulatory entitlement), the medical condition, and the areas of advice. Only previously discussed areas of advice (or a subset) can be included in a follow-up procedure.

4.3.5. Follow up Scientific Advice – Human – for medicines intended to address a declared public health emergency or a potential future emergency

Follow the steps described in the previous section “Follow up Scientific Advice – Human”.

4.3.6. Follow up Scientific Advice – Veterinary

In addition to the steps in the general procedure as described in Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, note the following additional points:

1. Select “**Follow up Scientific Advice-Veterinary**” as submission type;
2. You will be able to proceed only after selecting a previously completed Scientific Advice – Veterinary procedure. **Please note that you must be the owner of the previous Scientific Advice “regulatory entitlement” (same LOC-ID); if not, the current owner must transfer the Scientific Advice Regulatory entitlement to the correct LOC-ID before you can request a follow-up Scientific Advice (veterinary).**
3. An RPI is mandatory; if the RPI was present in the previous Scientific Advice, it will be added automatically, otherwise it is necessary to choose an existing RPI (assigned to the same location).

4.3.7. Follow up Protocol Assistance

In addition to the steps in the general procedure as described in Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, note the following additional points:

1. Select **“Follow up Protocol Assistance”** as submission type. Please note that it is possible to select this procedure type even if the previous submission was made for Scientific Advice, rather than protocol Assistance;
2. You will be able to proceed only after selecting a previously completed Scientific Advice or Protocol Assistance procedure. These appear in the section **“Select Previous Scientific Advice”** for selection. Please note that you must be the owner of the previous Scientific Advice “regulatory entitlement” (same LOC-ID); if not, the current owner must transfer the Scientific Advice Regulatory entitlement to the correct LOC-ID before you can request a follow-up Protocol Assistance (see “Transfer a Scientific Advice” below).
3. While drafting this type of application, applicant cannot proceed further than **“Orphan Designation”** until an existing orphan designation (or at least a positive opinion date), for a product belonging to the same customer, has been selected first and associated to the submission. It is possible to submit the application after a COMP Opinion has been adopted, but before the formal Decision by the European Commission, by choosing the ongoing procedure instead of an Orphan Designation; however, the Decision must be adopted before the start date of the Protocol Assistance procedure.

Please note that several fields will be prepopulated from the associated orphan case and cannot be changed. These include the RPI (which does not need to belong to the same owner of the Regulatory entitlement) and the medical condition (which must be the same as the orphan condition in the designation).

4.3.8. Follow up Qualification Procedure

In addition to the steps in the general procedure as described in Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, note the following additional points:

1. Select **“Follow up Qualification Procedure”** as submission type.
2. You will be able to proceed only after selecting a previously completed Qualification procedure. These appear in section **“Select Previous Scientific Advice”** for selection. Please note that you must be the owner of the previous Scientific Advice “regulatory entitlement” (same LOC-ID); if not, the current owner must transfer the Scientific Advice Regulatory entitlement to the correct LOC-ID before you can request a follow-up Qualification opinion (see “Transfer a Scientific Advice” below).

4.3.9. Transfer a Scientific Advice

Owners of Scientific Advice regulatory entitlements (Letters of Advice) are now able to transfer regulatory entitlements automatically to another owner, similarly to the RPI transfer process. Only scientific advice entitlements can be transferred with this new automated process, which is necessary when the applicant for a follow-up scientific advice or protocol assistance is not the same as the initial advice.

In addition to the steps in the general procedure as described in Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, note the following additional points:

Select “**Transfer a scientific Advice**” as submission type.

The reference number will contain SA (e.g. EMA/SA/0000001234) for your draft submission displayed on the upper right-hand side of the “Portal – New Submission” screen;

The following four tabs will appear as shown in Figure 14:

1. **Select Scientific Advice to be transferred:** Click on the tab and a new screen will open. Select the desired submission to be transferred, using the search icon option if necessary, and click on “**Save and Return**”;
2. **Transfer details:** Click on the tab and a new screen will open. Here the current sponsor details will be shown in “**read-only**” mode and below you can add the “**New Sponsor Type**” as Organisation/Individual, then select the “**New Organisation**”. The organisation address will be shown in read-only mode. Once all details have been added, click on “**Save and Return**”.
3. **Declaration:** Click on the tab and a new screen will open. Select the checkbox for the declaration and click on “**Save and Return**”;
4. **Submit Application:** Once all the above tabs have been filled and green check marks show, the “**Submit Application**” button becomes enabled. Click on it and a new screen opens, select the checkbox asking for confirmation, and click on “**Submit Button**” box. A pop-up window will appear, giving you a final opportunity to go back and check that all the details have been entered correctly (“**Review Application**”), or continue and submit.

Once submitted, the Submission will be shown in “**Outgoing**” tab and the product will be updated with new sponsor type as mentioned while filling the form.

Figure 14: Transfer Scientific Advice

Submission Form

Transfer Scientific Advice
Reference: EMA/SA/0000171397

Please make sure that the required sections have a green tick to the right (except "Documents from EMA") before submitting the application.

Customer Name : Office of Health
Address : Äulestrasse 512 Vaduz 9490 Liechtenstein

Select Scientific Advice to be transferred

Transfer Details

Declaration

Submit Application

Return

Generate Application Form

4.3.10. Clarification on Scientific Advice

Users can request clarification on a closed Scientific Advice case related to an Initial Scientific Advice or Follow Up Scientific Advice by submitting a request "Clarification on scientific advice" in IRIS.

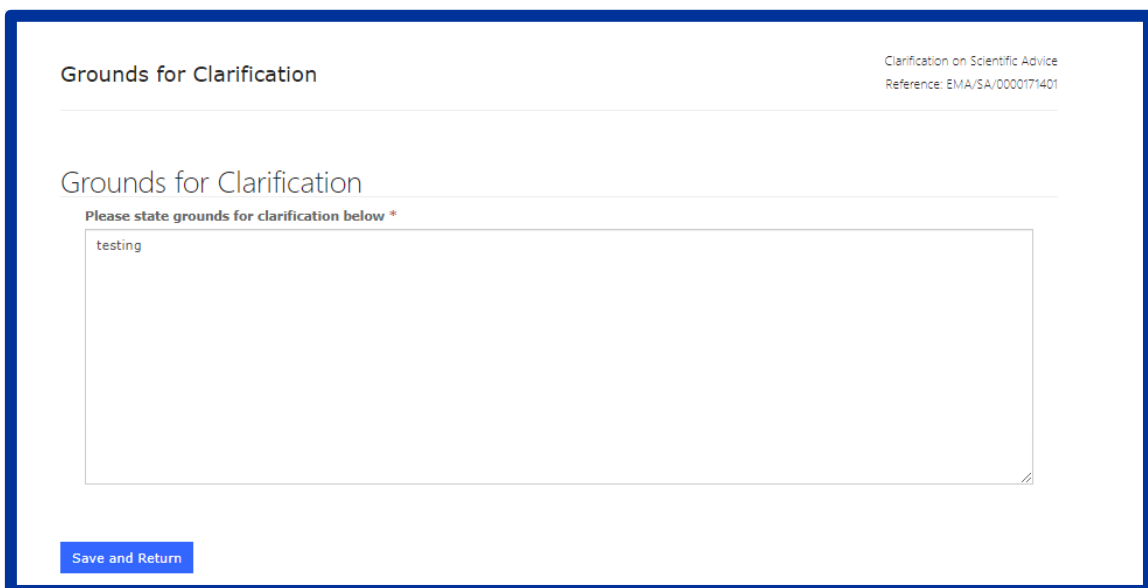
In addition to the steps in the general procedure as described in Section 2.3. "Create a new submission (general procedure for all submission types, **except PLM procedures**)", note the following additional points:

Select "**Clarification on scientific advice**" as submission type. The reference number will contain SA (e.g. EMA/SA/0000001234) for your draft submission displayed on the upper right-hand side of the "Portal – New Submission" screen;

The following six tabs will be shown:

1. **Select previous Advice:** Click on the magnifier of this field, and a new screen will open. Select the desired submission. Click on "**Save and Return**";
2. **Grounds for Clarification:** Once a previous advice is selected, this tab is enabled for you to add the notes (Figure 15). Once added, click on "**Save and Return**";

Figure 15: adding notes for clarification



The screenshot shows a web interface for adding clarification grounds. At the top right, it says 'Clarification on Scientific Advice Reference: EMA/SA/0000171401'. The main heading is 'Grounds for Clarification'. Below it, a prompt reads 'Please state grounds for clarification below *'. A large text input area contains the word 'testing'. At the bottom left, there is a blue button labeled 'Save and Return'.

3. **Documents from Applicant:** It is possible to add documents under this tab. Select that declaration confirming documents have been attached and click on "**Save and Return**";
4. **Documents from EMA:** Can be skipped as part of drafting process;
5. **Declaration:** Click on this tab, and a new screen appears. Select the checkbox for the declaration and click on "**Save and Return**";
6. **Submit Application:** Once all the above tabs have been filled and green check marks show, the "**Submit Application**" button becomes enabled. Click on it and a new screen opens, select the checkbox asking for confirmation, and click on "**Submit Button**" box. A pop-up window will appear, giving you a final

opportunity to go back and check that all the details have been entered correctly (“Review Application”), or continue and submit.

Once submitted, the Submission will be shown in “**Outgoing**” tab and the product will be updated with new sponsor type as mentioned while filling the form.

4.3.11. Scientific Advice FAQ

Frequently asked questions related to Scientific Advice can be found in “Forums” tab in [IRIS](#) website.

5. ITF Briefing Meeting Requests

Domain applicability: human

In addition to the steps in the general procedure as described in Section 2.3. “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, note the following additional points:

1. Select “**ITF Briefing Meeting Request**” as submission type;
2. The section “**Documents from applicant**” is available to upload any supporting documents;
3. The section “Documents from EMA” is where you can find any documents provided by EMA to you, including the minutes from the meeting.

6. Marketing Status

Domain applicability: human

Three submission types can be used to address the market changes in IRIS portal. They are listed below.

Marketing Status Notification (Single) - this function allows to report the same change in marketing status affecting one or more presentations of a CAP (centrally authorised product) in one or more MS (e.g. placing on the market of 3 presentations in 5 Member States on the same day). Please follow the steps mentioned in 6.1.

Marketing Status Notification (Bulk Upload) - this function enables to report several different changes in marketing status affecting one or multiple presentations in one or multiple MS, by uploading an excel spreadsheet (e.g. placing on the market of presentation B in CZ, AT and NL + marketing cessation of presentation A in IT on different dates). Please follow the steps mentioned in 6.2.

Marketing Status Withdrawal Notification - this function allows to report:

- A request for **withdrawal of the central marketing authorisation** of your product (This would not replace the formal request to send to the European Commission, see question *How should I request the withdrawal of my central marketing authorisation?*)
- a **decision not to apply for the renewal of the marketing authorisation**
- a **permanent marketing cessation** affecting all presentations of a medicinal product in all MS. Of note, if the marketing authorisation is not withdrawn, it will automatically expire after 3 years of non-marketing under the sunset clause provision (see *Q&A on sunset clause provision*).

Table 2: Examples on most appropriate paths to report Marketing Status and Withdrawal

Example	
How to report the market launch of 2 presentations of the medicinal product in ES, FR and IT	Marketing Status Notification (Single) Alternatively, you can also use Marketing Status Notification (Bulk)

Example	
How to report temporary marketing cessation of all/some presentations in some EU MS	Marketing Status Notification (Single) Alternatively, you can also use Marketing Status Notification (Bulk)
After the launch of the tool, how to report the current marketing status of all presentations of medicinal product in all EU/EEA MS.	Marketing Status Notification (Bulk) Alternatively, you can also use Marketing Status Notification (Single)
How to report the intent to withdraw the marketing authorisation of a medicinal product for commercial reasons	Marketing status Withdrawal notification
How to report the permanent cessation of all presentations in all EU/EEA MS. (Sunset clause will be triggered)	Marketing status Withdrawal notification
How to report the temporary cessation of all presentations in all EU/EEA MS. (Sunset clause will be triggered)	Marketing Status Notification (Single) Alternatively, you can also use Marketing Status Notification (Bulk)

6.1. Marketing Status Notification (Single)

In addition to the steps in the general procedure as described in [2.3. Create a new submission \(general procedure for all submission types\)](#), select “**Marketing Status Notification (Single)**” and note the following additional points:

1. Starting with clicking “**Select Authorised Product**” as the other steps become available after selection of the product (Figure 16);

Figure 16: Marketing Status Single Notification

Home > Draft Submissions > Submission Form

Submission Form

Marketing Status Notification (Single)
Reference: EMA/PA/0000056130

Please make sure that the required sections have a green tick to the right (except "Documents from EMA") before submitting the application.

Customer Name : European Medicines Agency
Address : 30 Churchill Place London E14 5EU United Kingdom

Select Authorised Product
Register Marketing Status
View Proposed Marketing Status
Declaration
Submit Application

Return

2. Click on the search icon under **"Authorised Product"**. A list will appear, which includes all products associated to the selected organisation. Select one, then click on "Save and Return". Once the record is saved, the system will auto-populate details like 'Product Status', 'EU number', 'Reference number', 'Active Substance(s)', 'Product Name', when you revisit the **"Select Authorised Product"** tab.

Please note that once you select an authorised product and click on 'Save and Return', you can no longer change the product in this submission. If you need to select a different authorised product, you can do so by starting a new submission. In this case, you need to delete the submission yourself present under draft submission by following steps mentioned in section 2.7.

3. Click on the section **"Register Marketing Status"**- all product presentations are shown, for the selected 'Authorised Product' in the page "Current Market Report". Please note if you are doing this for the selected product the first time, you will not see any presentation listed. You can add the relevant product presentation(s), member state(s) and Marketing availability by clicking on the **'Register Marketing Status'** button, as shown in Figure 17.

Figure 17: How to add Product Presentations

Home > Draft Submissions > Submission Form > Current Market Report

Current Market Report Marketing Status Notification (Single)
Reference: EMA/PA/0000056130

Product *
PRD/0000003234

Product Status (SIAMED)
Valid

EU Number
EU/1/17/1181

Reference Number (SIAMED)
PRD/0000003234

Product Name
Spherox

Active substance(s)
SPHEROIDS OF HUMAN AUTOLOGOUS MATRIX-ASSOCIATED CHONDROCYTE

Current Market Report

Search

Name ↑	Nickname (Authorised Product)	Strength (Product Presentation)	Pharmaceutical form (Product Presentation)	Pack Size (Product Presentation)	Country ↑	Marketing Status	Date of Marketing Status Change	Reason for Cessation	Estimated date of Reintroduction
There are no records to display.									

All fields marked with red asterisk are mandatory to fill (Figure 18). This page is divided into 3 sections.

Marketing status - The fields present under this section are dynamic and will change based on selection of value in the field “Marketing Status”:

- **Marketing Status = 'Marketed'**: Select this field to report the marketing of one/more presentation(s) of the medicinal product is in one or more Member State(s) of the Union. The user needs to specify the 'Date of Marketing Status Change'.
- **Marketing Status = 'Temporarily Unavailable'**: Select this field to report that one/more presentation(s) becomes temporarily unavailable in one or more Member State(s) then 'Date of Marketing Status Change', 'Reason of cessation', 'Estimated date of Reintroduction', 'Does cessation lead to Shortage' become **mandatory**.
- **Marketing Status = 'Not Marketed'**: Select this field to report that one/more presentation(s) change the status to permanent cessation/not marketed in one or more Member State(s), then 'Date of Marketing Status Change', 'Reason of cessation', 'Does cessation lead to Shortage' become mandatory and have to be specified by the user to save the details.
- **Marketing Status = 'Never Marketed'**: Select this field to report that one/more presentation(s) of the medicinal product has/have never been marketed in one or more Member State(s) of the Union.

Please refer to regulatory guidance for [Notifying-change-marketing-status](#)

- **Product Presentations** - Single or multiple product presentations can be added by clicking on the 'Add' button present under 'Product Presentations'.

- **Member State** - presentations can be marketed in different countries, single or multiple countries can be selected here.

Figure 18: Adding product presentation, Marketing Status & Member states

Register Marketing Status Marketing Status Notification (Single)
Reference: EMA/PA/0000056130

Authorised Product *
PRD/0000003234

Product *
PRD/0000003234

EU Number
EU/1/17/1181

Product Name
Spherox

Marketing Status *
Not marketed

Date of Marketing Status Change *
26/05/2021

Product Status (SIAMED)
Valid

Reference Product Identifier
PRD/0000003234

Active substance(s)
SPHEROIDS OF HUMAN AUTOLOGOUS MATRIX-ASSOCIATED CHONDROCYTE

Reason for Cessation *
01. Safety - Medicinal product is harmful (Articles 116 and 117)

Does Cessation lead to Shortage? *
Yes

Product Presentations Add

EU Number ↑	Nickname	Marketed Country List	Not Marketed Country List	Temporarily Unavailable Country List
EU/1/17/1181/001	Spherox 10-70 spheroids/cm ² - Implantation suspension			

Member State Add

Name ↑
Austria
Belgium

- Click **'Have you completed Marketing Status Registration 'Yes/No'** at the bottom of the page. It is possible to add a new Marketing Status for different presentations by clicking No and then **'Save and return'**. This will allow you to start again on point 3 and add a new Marketing Status for different presentations/Member states. This can be repeated as many times as needed.
 - Once you have completed the Marketing Status Registration, click Yes and then click on **'Save and return'** to go back to the previous section. Please note that in 'Current Marketing Status' form, you will not see any of the presentations just added, those will be showing in section **'View Proposed Marketing Status'**.
- Click on **'View Proposed Marketing Status'** to view the recently added changes in Marketing status pending to be submitted. This section will list all the presentations and their marketing status in the countries selected in Section **'Register Marketing Status'**. You can also delete presentation for a specific member state by clicking on the v-shaped arrow as shown in Figure 19 below. Click on **'Return'** after checking all information;

Figure 19: Viewing proposed presentations

	Nickname (Product Presentation)	Strength (Product Presentation)	Pharmaceutical form (Product Presentation)	Pack Size (Product Presentation)	Country	Marketing Status	Date of Marketing Status Change	Reason for Cessation	Does cessation lead to Shortage?	Estimated date of Reintroduction
001	Spherox 10-70 spheroids/cm ² - Implantation suspension	10-70 spheroids cm ²	Implantation matrix	1 to 10 sterile tubes with up to 2 applicators each + 1 syringe per applicator	Austria	Marketed	26/05/2021	01. Safety - Medicinal product is harmful (Articles 116 and 117)	Yes	
001	Spherox 10-70 spheroids/cm ² - Implantation suspension	10-70 spheroids cm ²	Implantation matrix	1 to 10 sterile tubes with up to 2 applicators each + 1 syringe per applicator	Belgium	Marketed	26/05/2021	01. Safety - Medicinal product is harmful (Articles 116 and 117)	Yes	

- After completing the steps above, click on **'Declaration'**, confirm the declaration, click Save and Return and submit your application in the **'Submit Application'** section. You will receive a confirmation email on the successful submission.
- Your submission is shown in the **"Submissions/Ongoing"** sub-tab. After the case (procedure) is automatically processed by the IRIS system, the submission will be moved to the **"Submissions/Completed"** tab. You will receive a confirmation email of the completion of the procedure. Please raise a ticket via the [EMA Service Desk](#) by selecting service as **'IRIS'** in case of facing any issues.

6.2. Marketing Status Notification (Bulk Upload)

In addition to the steps in the general procedure as described in [2.3. Create a new submission \(general procedure for all submission types\)](#), select **"Marketing Status Notification (Bulk Upload)"** and note the following additional points:

Select the Authorised product in the section **"Select Authorised Product"**, click **'Save & Return'**.

Click on **"Download Current Marketing Status"** section (Figure 20). All product presentations associated with the product are now displayed in a table; to download the presentations in an Excel file, click on the **'Download'** button. Once the file is downloaded, click on **'Return'** to go back to the main page.

You can then update the data in the file as per your needs. Please make sure that you delete the rows where no changes are required. Also note, all presentations shall belong to same authorised product selected in [beginning of the submission](#).

Please note that the values in each column must be provided in a standardised format; refer to Table 3 for the correct format and values to avoid validation failures. The order of the columns should also be maintained, and the headers should not be modified.

Table 3: Format/Values for Fields in csv

Data columns	format and allowed values
Marketing Status	Marketed Not marketed Temporarily unavailable Never marketed
Date of Marketing Status Change (format)	Excel will apply local time and date format to the Excel file with current marketing status.
Reason for Cessation	01. Safety - Medicinal product is harmful (Articles 116 and 117) 02. Efficacy - Medicinal product lacks therapeutic efficacy (Articles 116 and 117) 03. Benefit/risk - risk-benefit balance is not favourable (Articles 116 and 117) 04. Quality - Quantitative and qualitative composition of the medicinal product is not as declared (Articles 116 and 117) 05. Quality - Controls of the medicinal product and/or on the ingredients and the controls at an intermediate stage of the manufacturing process have not been carried out or some other requirement or obligation related to the grant of the marketing authorisation have not been fulfilled (Article 117) 06. Particulars supporting the application as provided for in Articles 8, 10, 10a, 10b, 10c or 11 are incorrect or have not been amended in accordance with Article 23 (obligation to keep dossier up to date) (Article 116) 07. Any conditions referred to in Articles 21a, 22 or 22a have not been fulfilled (PAES, PASS, PV obligations, obligations under exceptional circumstances) (Article 116) 08. Commercial reasons (excluding any ground of art 116 or 117)
Does Cessation lead to Shortage	Yes No

Data columns	format and allowed values
Country	ISO code (2 digit) AT,BE,BG,HR,CY,CZ,DK,EE,EL,FI,FR,DE,,HU,IS,IE,IT,LV,LI,LT,LU,MT,NL,NO, PL,PT,RO,SK,SI,ES,SE,XI

Figure 20: Download Excel

Home > Draft Submissions > Submission Form > Download Current Marketing Status

Download Current Marketing Status Marketing Status Notification (Bulk Upload)
Reference: EMA/PA/0000052874

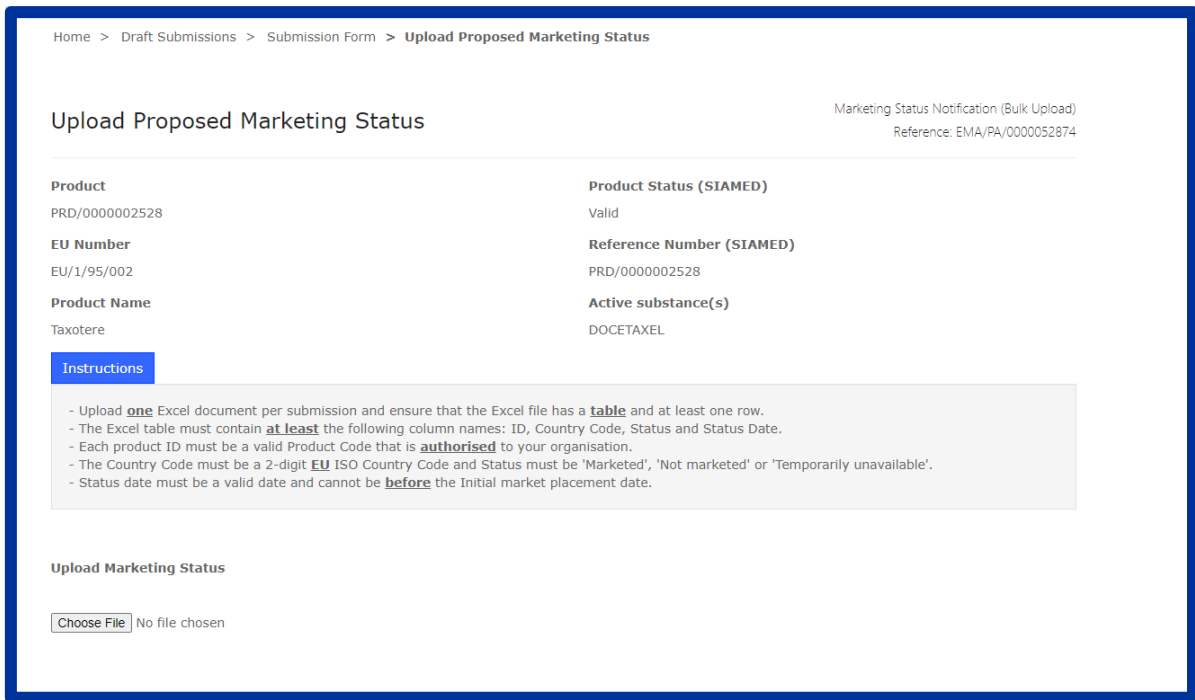
Product * PRD/0000002528	Product Status (SIAMED) Valid
EU Number EU/1/95/002	Reference Number (SIAMED) PRD/0000002528
Product Name (Calculated) Taxotere	Active substance(s) DOCETAXEL

Current Marketing Status Search [Download](#)

EU Number	Product Nick Name	Strength	Pharmaceutical form	Pack Size	Member State ↑	Marketing Status	Date of Marketing Status Change	Reason for Cessation	Estimated Date of Reintroduction	Does Cessation lead to Shortage?
EU8613	Taxotere 80 mg/2 ml - Concentrate and solvent for solution for infusion	80 mg/2 ml	Concentrate and solvent for solution for infusion	1 vial + 1 vial	Austria	Marketed	27/05/2021			
EUUUU27773	Taxotere 20 mg/1 ml - Concentrate	20 mg/1 ml	Concentrate for solution for infusion	1 vial	Austria	Not marketed	25/05/2021	01. Safety - Medicinal product is		

The **'Upload Proposed Marketing Status'** section is now enabled to upload the Excel file. Please do not use the Excel downloaded from the Marketing Status Report since it has a different format, use only the Excel downloaded as explained in this section (above points). Click on the **'Notification'** button to read the instructions on uploading the file. Upload the file by clicking on the **'Choose file'** (Figure 21) button. Once the file is uploaded, click on **'Save and Return'**.

Figure 21: Upload CSV file



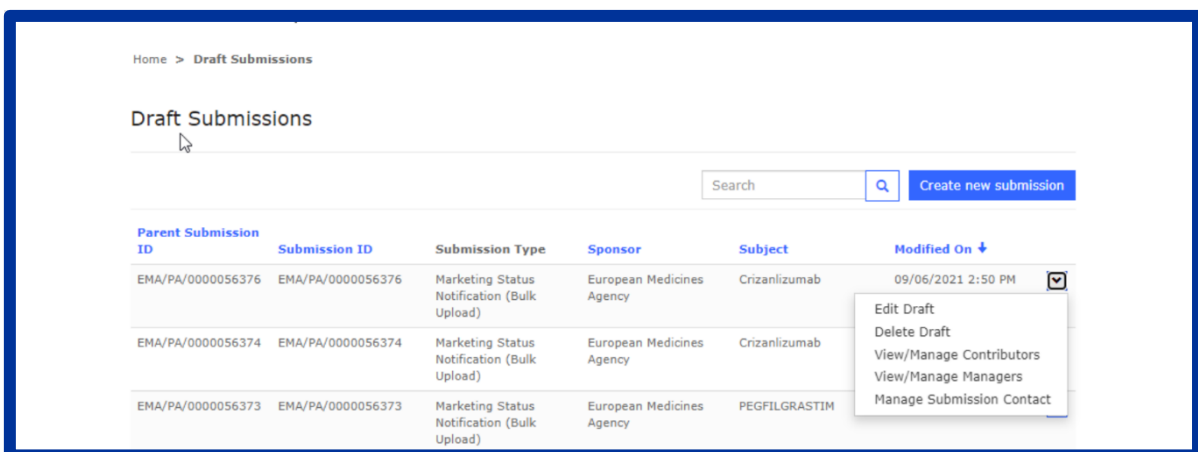
The “**View Proposed Marketing Status**” section will be blank at the time of submission. Data is added to the view once EMA has processed the case.

After completing the steps above, confirm the declaration and submit your application in the ‘**Submit Application**’ section. You will receive a confirmation email on the successful submission.

Your submission is shown in the “**Submissions/Ongoing**” sub-tab.

You will receive an email if the system finds errors in the uploaded file. The submission will move back to the “**Draft Submissions**” section if errors are found. Please login to the IRIS portal, open the same submission by clicking on ‘**V**’ shaped button in the right end corner of the record and selecting “edit draft”.

Figure 22: Opening the submission in edit mode



Click on the ‘**Upload Proposed Marketing Status**’ section (Figure 23). Errors will be shown under section ‘**Input File Validation**’ as shown in Figure 24.

Figure 23: Excel Validation Errors

Submission Form Marketing Status Notification (Bulk Upload)
Reference: EMA/PA/0000052874

Please make sure that the required sections have a green tick to the right (except "Documents from EMA") before submitting the application.
 Customer Name : Stanton Inc and Sons
 Address : 63284 MY Kita 862 Lemke Fall Japan

[Select Authorised Product](#) ✓
[Download Current Marketing Status](#) ✓
[Upload Proposed Marketing Status](#) ✗
[View Proposed Marketing Status](#)
[Declaration](#)
[Submit Application](#)

Figure 24: Showing Validation errors and required corrections

Upload Marketing Status

The record already contains data and re-uploading will overwrite its contents. [Download](#)

No file chosen

Input File Validation

Name ↑	Description
EU613	Row4:Country is invalid,Marketing Status does not exists
EU8613	Row2:Country is invalid
EUUUU27773	Row3:Country is invalid,Does Cessation Lead to shortage does not exists

Download the file again by clicking on 'Download', correct the data and make a new submission.

6.3. Marketing Status Withdrawal Notification

In addition to the steps in the general procedure as described in **2.3. Create a new submission (general procedure for all submission types)**, select **"Marketing Status Withdrawal"** and note the following additional points:

1. Select the Authorised product in section **"Select Authorised Product"**, click 'Next', and select one of the options to proceed further. Please note if you select **'No'** as option, then the system will provide a relevant message on proceeding further (Figure 25).You have to delete this draft submission yourself (2.7. Delete a draft submission);

Figure 25: Withdrawal of one or more presentations

The screenshot shows a web form titled "Select Authorised Product". At the top left, there is a breadcrumb "Home > Select Authorised Product". At the top right, it says "Marketing Status Withdrawal Notification" and "Reference: EMA/PA/0000056150". Below the title, there is a section for "Authorised Product" with the value "PRD/0000002528". A red warning message states: "Please note that the submission type 'Product Withdrawal Notification' is to remove all product presentations for all member states. If you would like to withdraw product presentations for certain member states only please select the submission type 'Marketing Status Notification' instead. Kindly navigate back to the draft submission page, delete this submission and create a new submission of type 'Marketing Status Notification (Single or Bulk)'." Below this, a question asks: "Do you want to withdraw/suspend all presentations of the medicinal product? (Art. 14b)". There are two radio buttons: "Yes" (unselected) and "No" (selected). At the bottom left, there is a blue button labeled "Save and Return".

2. If you have selected 'Yes', the system will proceed to next step after clicking on 'Save and Return' button.

Figure 26: Withdrawal of all presentations

The screenshot shows a web form titled "Select Authorised Product". At the top left, there is a breadcrumb "Home > Select Authorised Product". At the top right, it says "Marketing Status Withdrawal Notification" and "Reference: EMA/PA/0000056150". Below the title, there is a section for "Authorised Product" with the value "PRD/0000002528". Below this, a question asks: "Do you want to withdraw/suspend all presentations of the medicinal product? (Art. 14b)". There are two radio buttons: "Yes" (selected) and "No" (unselected). At the bottom left, there is a blue button labeled "Save and Return".

3. Click on the section "Reasons for Product Withdrawal" and choose one of the options as shown in Figure 27 and enter the details as requested based on the selection of data. Once you have entered the data in all the fields, click on 'Save and Return'.

Figure 27: Adding Reason for withdrawal

Reasons for Product Withdrawal Marketing Status Withdrawal Notification
Reference: EMA/PA/0000056150

Authorised Product
PRD/0000002528

Do you want to withdraw/suspend all presentations of the medicinal product? (Art. 14b)

Yes No

If yes, Please choose:

A request for withdrawal of the central marketing authorisation of your product ⓘ
 A decision not to apply for the renewal of a marketing authorisation
 Permanent cessation of marketing of the product ⓘ

Please provide the intended date:

Please provide the reason for permanent marketing cessation:

Based on the grounds provided in Articles 116 and 117 of Directive 2001/83/EC
 Not based on the grounds provided in Articles 116 and 117 of Directive 2001/83/EC

4. After completing the steps above, confirm the declaration and submit your application in the **‘Submit Application’** section. You will receive a confirmation email on the successful submission.

Your submission is shown in the **“Submissions/Ongoing”** sub-tab. After the case (procedure) is completed by EMA, the submission will be moved to the **“Submissions/Completed”** tab. You will receive a confirmation email of the completion of the procedure.

6.4. Marketing Status Report

The Marketing Status Report can be accessed in [IRIS Portal](#) under the **“Products”** tab, Marketing Status Report. This report allows users¹ to see only the products they are entitled to visualise, i.e. those associated with an organisation to which they are affiliated to (for Industry users). Users will be able to filter and search the registry based on the data columns shown in Figure 28. Searches can be made using a wildcard search (* /1/00/129/*) or selecting a value from the dropdown.

Once the search criteria have been selected, click on the **‘Apply’** Button. The report is generated with all presentations as per the selected criteria.

Users can download the data shown in the table in an Excel file by clicking on the **‘Download’** button. To reset and make new selections click on the **‘Reset’** Button.

Select the **‘Report Date’ in the future** to see the forecasted Marketing Status for all Authorised Products, all Presentations for all Countries on that selected date in the Marketing Status Report page. Please note that the **“Download”** button will be disabled when this feature is on.

¹ Industry Portal users

System allows to reset the report date to see Marketing Status for all Authorised Products, all Presentations for all Countries on current date.

Figure 28: Marketing Status Report

> View Marketing Status Report

Marketing Status Report provides an overview of current/future Marketing Status for all Authorised Medicinal Products for all Countries.

EU Number Product Name Strength Pharmaceutical Form Marketing Status

Future Marketing Status Country Shortage Future Shortage Date of Marketing Status Change

Future Date of Market Status Change

[Apply](#)

Report Date [Apply](#) [Reset](#)

[Q](#) [Download](#)

EU Number ↑	Product Nickname	Strength	Pharmaceutical Form	Pack Size	Marketing Authorisation Holder	Country ↑	Marketing Status	Date of Marketing Status Change	Date of initial placing on the market	Reason for Cessation	Es da Re
EU/1/95/002/001	Taxotere 20 mg/0.5 ml - Concentrate and solvent	20 mg/0.5 ml	Concentrate and solvent for solution for infusion	1 vial + 1 vial	Sanofi Mature IP	Austria	Marketed	01/06/2021	01/06/2021		

7. Inspections

7.1. GMP inspections

These inspections are requested by the Committee for Medicinal Products for Human Use and/or the Committee for Medicinal Products for Veterinary Use to verify compliance with Good Manufacturing Practice ([GMP](#)) of sites responsible for the manufacture of centrally authorised products.

The details of each of the inspections adopted by the Committee(s), including the contact details of the persons in the inspection services who will be involved can be found in the IRIS Industry portal: a new “submission” record is created for every organisation involved in an Inspection. Of note, this is different from the normal IRIS behaviour, where an application is created by an applicant, and the EMA procedure is created only at the time of submission.

Please let EMA know immediately, by replying to the email e-mail address from which the notification of the inspection request has been received, if any of the information given has changed or is incorrect. The inspectors will contact you to finalise the dates and detailed arrangements.

Upon adoption of a GMP inspection request by the CHMP or CVMP, the user² will receive a notification from EMA indicating that an inspection request has been adopted by the relevant committee (CHMP or CVMP) for one of their products. It is recommended that the e-mail address linked to the user is a personal e-mail address instead of a general e-mail address (e.g. john.doe@pharma.com instead of pharma.product@company.com).

At that point, you must update the submission with the necessary information (e.g. Purchase Order number) and submit it via the IRIS Portal, within 10 working days of the inspection announcement. Please follow the steps below to submit the required information.

1. Login into [IRIS Portal](#) with EMA credentials and access ‘**My Draft Submissions**’ present under ‘**Submissions**’ tab;
2. You should have a Submission starting with ‘**EMA/IN/0000XXXXX**’ and a submission type as ‘**GMP Inspection**’. Open the submission in edit mode by clicking on the ‘V’ icon present on the right-hand side of the screen as shown below (Figure 29);

Figure 29: Edit Mode

² The notified user is the existing Product Contact as already notified to EMA (integrated from SIAMED2); this user becomes the Portal Contact (a.k.a. Submission Contact) for the ongoing submission. To change the product contact, use the [existing procedure](#).

Draft Submissions

Search

Parent Submission ID	Submission ID	Submission Type	Sponsor	Subject	Modified On ↓	
EMA/IN/0000057197	EMA/IN/0000057197	GMP Inspection			19/08/2021 1:35 PM	<input type="checkbox"/> <ul style="list-style-type: none"> Edit Draft View/Manage Contributors View/Manage Managers Manage Submission Contact
EMA/SA/0000057174	EMA/SA/0000057174	Initial Scientific Advice - Human			17/08/2021 12:14 PM	
EMA/OD/0000057054	EMA/OD/0000057054	Annual Report			22/07/2021 5:27 PM	

- Click on the **'Inspection Overview'** section as shown in Figure 30. Inspection related information will be shown: 'Inspection Sub Type', Site Name & address, Reporting date, Lead Inspectorate, Supporting Inspectorate and Contacts. click on **'Return'** to go back to the main menu;

Figure 30: Inspection Information

Home > Draft Submissions > Submission Form > Inspection Information

Inspection Information GMP Inspection
Reference: EMA/IN/0000057197

Inspection Sub type	Site Inspected Name	Reporting Date
—		—
	Address	
Lead Inspectorate	Supporting Inspectorate	Supporting Inspectorate 2
—	—	—

Inspection Contacts

Contact	Role ↑	Email (Contact)	Organisation
There are no records to display.			

- Click on the **'Inspection Details'** section to view the information on Authorised Products. Under the **'Authorised Products'** section, all authorised products are listed. You must add the Purchase Order Number for one of the products to submit the submission.

Figure 31: To Edit Purchase Order and fees

Inspection details

Reference: EMA/IN/0000057369

Please note that you can only submit the data for this inspection if the purchase order number is provided for each product. If you do not have a purchase order number for a product, please include the text n/a instead.

Authorized Products

Invented name (Product)	EMA Number (Product)	Domain (Product)	Active substance(s) (Product)	Number of fees ↑	Inspection Scope	Purchase Order number

Product Details

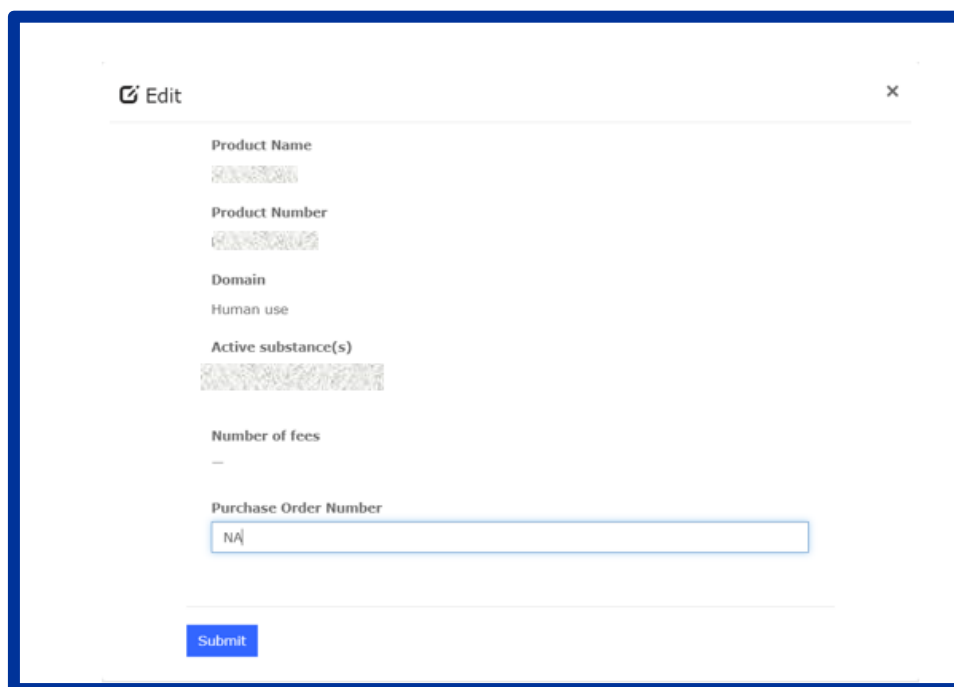
Invented name (Product)	Strength (Product)	Pharmaceutical form (Product)	Manufacturing Operation ↑	Active substance in scope for inspection

< 1 2 3 4 5 6 7 8 ... 16 >

Click on edit as shown in Figure 31: To Edit Purchase Order and fees, enter the PO number. If you do not have a PO number, please add the text **N/A**, since this field is mandatory to proceed with the submission. Purchase order information will be quoted on the invoice issued for the inspection carried out. Please note that the EMA will not accept delays on payments based on missing purchase order (PO) reference number information. Once updated, click on the **Submit** Button and you will be taken back to the Inspection details screen. You can also add remarks under the section **General Comments**. If you have any questions related to the inspection case, please do not enter them in the general comments field but address them to the relevant EMA inspection co-ordinator by replying to the IRIS notification you received at the start of the process. When replying, please do not change the subject of the message to ensure the e-mail is correctly routed.

Click on **Save and Return** to save the details;

Figure 32: Adding Purchase Order Number



The screenshot shows a web form titled "Edit" with a close button (X) in the top right corner. The form contains several fields: "Product Name" (with a blurred value), "Product Number" (with a blurred value), "Domain" (with the value "Human use"), "Active substance(s)" (with a blurred value), "Number of fees" (with a value of "-"), and "Purchase Order Number" (with the value "NA"). A blue "Submit" button is located at the bottom left of the form.

5. **Documents from Applicant:** It is possible to add documents under this tab. Select the declaration confirming that documents have been attached and click on "Save and Return";
6. **Documents from EMA:** Can be skipped as part of the drafting process (this tab is used to check if any documents have been made available by EMA);
7. **Declare and Submit changes:** Once all the above tabs have been filled and the green check marks show, the "Declare and Submit changes" button becomes enabled. Click on it and a new screen will open, select the checkbox asking for confirmation and click on the "Submit Application" button box. A pop-up window will appear, giving you a final opportunity to go back and check that all the details have been entered correctly ("Review Application"), or continue and submit. Once submitted, the submission will be shown in the "Ongoing Submissions" tab.

7.2. GCP Inspections

[Good clinical practice \(GCP\)](#) is an international ethical and scientific quality standard for designing, recording and reporting trials that involve the participation of human subjects. Compliance with this standard provides public assurance that the rights, safety, and wellbeing of trial subjects are protected, and that clinical-trial data are credible.

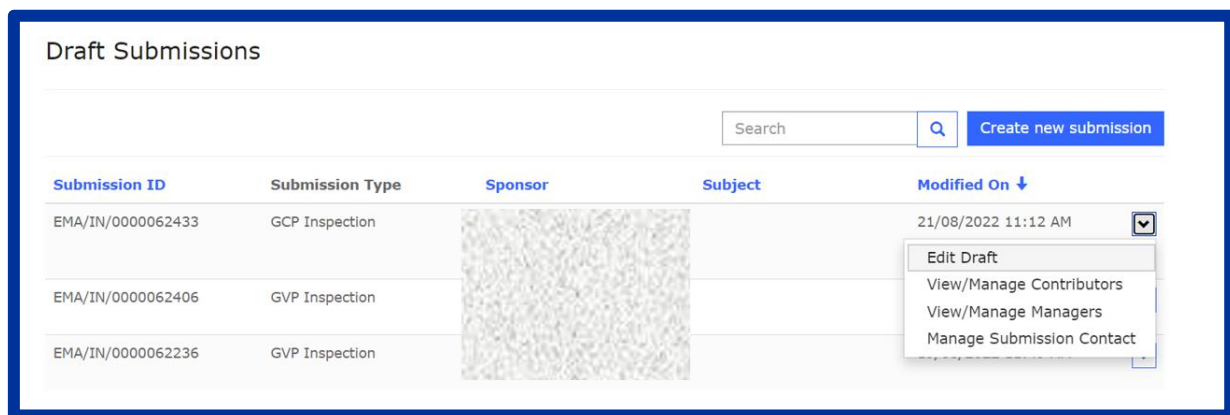
GCP inspections are adopted by the CHMP or CVMP and may be routine or may be triggered by issues arising during the assessment of the dossier. They are usually requested during the initial review of a marketing authorisation application, but could also be requested post-authorisation following a regulatory submission.

Upon adoption of a GCP inspection, the user will receive an e-mail notification from EMA indicating that an inspection request has been adopted by the relevant committee (CHMP or CVMP) for one of their products. At that point, you must update the submission with the necessary information (i.e. Purchase

Order number and requested documents) within 10 working days of the inspection announcement or otherwise agreed with the Reporting Inspector and submit it via the [IRIS Portal](#). Please follow the steps below to submit the required information.

1. Login into IRIS Portal with EMA credentials and access **'My Draft Submissions'** present under **'Submissions'** tab.
2. You should have a Submission starting with **'EMA/IN/0000XXXXX'** and a submission type as **'GCP Inspection'**. Open the submission in edit mode by clicking on the **'V'** icon present on the right-hand side of the screen (Figure 33: Draft SubmissionFigure 33).

Figure 33: Draft Submission



3. A submission form will open with the following sections: **'Inspection Overview'**, **'Inspection Details'**, **'Documents from Applicant'**, **'Documents from EMA'** and **'Declare and Submit the changes'** (Figure 34).

Figure 34: Submission Form



4. Click on the **'Inspection Overview'** section. Inspection related information will be shown: Product Name, Inspection Sub Type, Reporting deadline, Reporting Inspectorate, Supporting Inspectorates and Contacts. Click on **'Return'** to go back to the main menu.
5. Click on the **'Inspection Details'** section to view the information on trials and sites to be inspected. At the end of the page, you must add the Purchase Order Number in order to submit (Figure 35).

If you do not have a PO number, please add the text **'N/A'**, since this field is mandatory to proceed with the submission. Purchase order information will be quoted on the invoice issued for the inspection carried out. Please note that the EMA will not accept delays on payments based on missing purchase order (PO) reference number information. You can also add remarks under the section **'General Comments'**. If you have any questions related to the inspection case, please enter them in the general comments field or address them to the relevant EMA inspection co-ordinator by replying to the IRIS notification you received at the start of the process. When replying, please do not change the subject of the message to ensure the e-mail is correctly routed. Once updated, click on the 'Save and return' Button and you will be taken back to the Inspection details screen.

Figure 35: Inspection details – pt.1

The screenshot shows the 'Inspection details' form. At the top right, it says 'GCP Inspection' and 'Reference: EMA/IN/0000062433'. The 'Product' section is empty. The 'Trials and sites to be inspected' section contains a table with the following data:

Trial Name	Trial Code	Sponsor	Sponsor Address	Site Name	Site Address	Site Type	Clinical Investigator	Activity Group	Number of Fees	Inspection Scope
Trial name - Test	2017-CT2022-18	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Clinical investigator	[Redacted]		1	In scope

Below the table is the 'Purchase Order Number' section, which includes a note: 'Please note that if you do not have a purchase order number, please include the text 'Not applicable' instead.' The input field contains 'PO number - test'. The 'General Comments' section is an empty text area.

- Documents from Applicant:** It is possible to add documents under this tab. Select the declaration confirming that documents have been attached and click on "Save and Return".
- Documents from EMA:** This tab is used to check if any documents have been made available by EMA (e.g. the Integrated Inspection Report at the end of the process (if applicable)).
- Declare and Submit changes:** Once all the above tabs have been filled and the green check marks show, the "Declare and Submit changes" button becomes enabled. Click on it and a new screen will open, select the checkbox asking for confirmation that you have read this guidance and the 'Guidance for applicants/MAHs involved in GMP and GCP inspections co-ordinated by EMA' and click on the "Submit Application" button box. A pop-up window will appear, giving you a final opportunity to go back and check that all the details have been entered correctly ("Review Application"), or continue and submit. Once submitted, the submission will be shown in the "Ongoing Submissions" tab.

7.3. GVP Inspections

GVP inspections are conducted to ensure that requirements for monitoring the safety of medicines are met. The responsibility for carrying out the inspections rests with the national competent authorities. EMA is co-ordinating GVP inspections requested by the Committee for Medicinal Products for Human Use and the Committee for Medicinal Products for Veterinary Use.

Upon adoption of a GVP inspection, the QPPV for the pharmacovigilance system subject to the inspection will receive an e-mail notification from EMA indicating that an inspection request has been adopted by the relevant committee (CHMP or CVMP). Details of an inspection can be viewed by logging into the IRIS portal. At that point, you must update the submission with the necessary information (i.e. Purchase Order number and requested documents) within 10 working days of the inspection announcement or otherwise agreed with the Reporting Inspector and submit it via the [IRIS Portal](#).

Please follow the steps below to submit the required information:

1. Login into IRIS Portal with EMA credentials and access '**My Draft Submissions**' present under '**Submissions**' tab.
2. You should have a Submission starting with '**EMA/IN/00000XXXXX**' and a submission type as '**GVP Inspection**'. Open the submission in edit mode by clicking on the '**V**' icon present on the right-hand side of the screen (Figure 22).
3. Click on the '**Inspection Overview**' section. Inspection related information will be shown: PSMF Code, Inspection Sub Type, Reporting deadline, Reporting Inspectorate, Supporting Inspectorates and Contacts. Click on '**Return**' to go back to the main menu.
4. Click on the '**Inspection Details**' (Figure 36) section to view the information on the sites to be inspected and products covered by the inspections. At the end of the page, you must add the Purchase Order Number in order to submit.

If you do not have a PO number, please add the text '**N/A**', since this field is mandatory to proceed with the submission. Purchase order information will be quoted on the invoice issued for the inspection carried out. Please note that the EMA will not accept delays on payments based on missing purchase order (PO) reference number information. Once updated, click on the 'Save and return' Button and you will be taken back to the Inspection details screen.

Figure 36: Inspection details – pt.2

Inspection details

GVP Inspection
Reference: EMA/IN/0000062406

Site	Address 1 - composite (Site)	Site type	Number of fees	Inspection Scope
		PSMF Location	1	In scope

Centrally authorised products covered by inspection

Invented name (Product)	Active substance(s) (Product)	EMA Number (Product)	Applicant/MAH/Sponsor ↑

< 1 2 3 4 >

Customer Purchase Order Number
Please note that if you do not have a purchase order number, please include the text 'Not applicable' instead.

5. **Documents from Applicant:** It is possible to add documents under this tab. Select the declaration confirming that documents have been attached and click on “Save and Return”.
6. **Documents from EMA:** This tab is used to check if any documents have been made available by EMA (e.g. the Integrated Inspection Report at the end of the process (if applicable)).
7. **Declare and Submit changes:** Once all the above tabs have been filled and the green check marks show, the “**Declare and Submit changes**” button becomes enabled. Click on it and a new screen will open, select the checkbox asking for confirmation that you have read this guidance and the ‘Guidance for applicants/MAHs involved in GMP, GCP and GVP inspections co-ordinated by EMA’ and click on the “**Submit Application**” button box. A pop-up window will appear, giving you a final opportunity to go back and check that all the details have been entered correctly (“**Review Application**”), or continue and submit. Once submitted, the submission will be shown in the “**Ongoing Submissions**” tab.

8. Veterinary Signal Management

For specific information on veterinary signal management please consult the document “[Guideline on veterinary good pharmacovigilance practices VGVP\) Module: Signal Management](#)” on the [Pharmacovigilance \(veterinary medicines\)](#) page of the EMA website and the tutorial documents on the “[Union Pharmacovigilance Database: webinar on signal detection and analysis](#)” page of the EMA website.

8.1. Annual statements submission

In addition to the steps in the general procedure as described in Section 2.3. “**Create a new submission (general procedure for all submission types, except PLM procedures)**”, select “**Annual statements submission**” as the submission type. Note the following additional points as shown below (Figure 37):

Figure 37: Submission Form



1. The reference number will contain VS (e.g. EMA/VS/0000001234) for the draft submission.
2. Click on “**Select Authorised Products**” and then click on “**Add Products**”, select the relevant product(s) (grouping of products will be allowed on the basis of same or similar products), click on “**Add**” and once the product(s) is(are) added, click on “**Save and Return**”;
3. Click on “**Submission Details**”, select the “**Period of analysis**” (i.e. “Date From” and “Date To”) and select the relevant statement on the tab “**Benefit-risk balance**” (i.e. “I confirm that the benefit-risk balance remains unchanged” or “A procedure is ongoing concerning a new risk identified or a change to the benefit-risk profile”). The “Submission Details” step is completed once you click on the tick box next to the statement (that begins with the words: “I confirm...”) and then click on “**Save and Return**”;
4. Click on “**Documents from Applicant**” and add all corresponding documents (if applicable) by clicking on “**Add files**”. For each uploaded document select the appropriate Document type (i.e. “Literature data” or “Other relevant risks identified” or “Other information”). Click on “**Save and Return**”;
5. “**Documents from EMA**”: This tab can be skipped initially, as part of the creation of a new submission process, as no documents are required from the applicant. It is used to check if any documents have been made available to you by EMA at a later stage;
6. Click on “**Declaration and Submission**”, click on the tick box to the left of the declaration statement (that begins with the words: “I confirm...”) to formally declare that you are authorised to submit the application and then click on “**Submit Application**” to complete the submission of the annual statement.

8.2. Signal management submission

In addition to the steps in the general procedure as described in Section 2.3. “**Create a new submission (general procedure for all submissions type)**”, select “**Signal management submission**” as the submission type and note the following additional points:

1. Click on “**Select authorised products**” and then click on “**Add products**”. Select the relevant product(s), click on “**Add**” and then click on “**Save and return**”;
2. Click on “**Submission details**”;
 - a. Fill in the **signal title** according to the following format:

“Active substance – PRODUCT NAME = VeDDRA term (PT level) in species affected”

Please ensure the signal title is specific and does not concern general issues such as potential drug interactions or medication errors. In these cases, the consequences of the potential drug interaction or medication errors should be specified (e.g. “serious adverse drug reactions including bleeding events following potential drug interaction between X and Y”).
 - b. Under “**Type of signal**”, select if it concerns a Signal or an Emerging safety issue (for which a 3-day notification requirement applies) or a Public announcement or a Submission of a regulatory measure.
 - c. Under “**Date of Analysis**”, select the date when the assessment was performed.
 - d. Click on “**Add Species**” and select the concerned animal species, then click “**Add**”.
 - e. Click on “**Add VeDDRA**”, select the concerned VeDDRA PT term(s) and then click on “**Add**”.
 - f. Under “**Previous signal submission**” you may link the current signal submission to any previous signal submissions in IRIS. E.g., if you previously submitted a signal concerning the same with the proposal to refute the signal, but with the current submission, the conclusion is to propose further regulatory actions such as an SPC update.
 - g. Under proposal for action, select the appropriate regulatory action(s).
 - h. Under “**Proposal for action description**”, please describe the specific proposals for regulatory action(s) indicated above in detail.

For example: in case of amendment of the product information, you should provide here the specific wording to be amended or added to the SPC and the corresponding section(s) to be updated. In case of the signal being proposed to be refuted or for close monitoring, you should provide a brief summary of the review of the cases, including the total number of cases, and the justification for the conclusion of the assessment.
 - i. Click on “**Save and return**”.
3. Click on “**Documents from applicant**”. Then click on “**Add files**” and add the corresponding additional documents from the signal assessment. In case a thorough assessment is required, such as for signals with proposals for further regulatory action (30-day notification), please add here the filled template used for the signal assessment. Then click on “**Save and return**”;

4. Click on "**Declaration and submission**", click on the tick box to the left of the declaration statement (that begins with the words: "I confirm...") to formally declare that you are authorised to submit the application and then click on "**Submit application**" to complete the signal management submission.

9. Registration of an MAH i-SPOC on supply and availability

Domain applicability: human

For general information on the legal requirements and objectives to register an Industry Single Point of Contact (i-SPOC), please consult [Regulation \(EU\) 2022/123 article 9](#) and the [Industry contact points for supply and availability of critical medicines section of the Availability of medicines page](#) of the EMA website. For additional guidance on how to register an i-SPOC please see the [demonstration video](#).

9.1. Purpose of this section

This section has been developed to show Marketing Authorisation Holders (MAHs) how to use the [IRIS](#) platform to establish and maintain an Industry Single Point of Contact (i-SPOC) on supply and availability issues for their portfolio of medicinal products (for human use) authorised in the Union.

The registration of an MAH i-SPOC takes place in a 2-step approach, as follows:

- **Step 1** - Set up of an EMA account and role. This prerequisite needs to be met to allow a successful registration in the IRIS portal. Further instructions are available within **Section 1.2 and 1.3**.
- **Step 2** – Create or maintain an MAH i-SPOC in the IRIS portal. Information on a successful creation or maintenance of an MAH i-SPOC is further detailed in **Section 9.2, 9.3, 9.4**.

9.2. Register an MAH i-SPOC

Who can register an i-SPOC?

In order to register or update the i-SPOC, user should have already an “IRIS Industry Manager” role in IRIS. Please be informed that only the user with an “IRIS Industry Manager” role in IAM/IRIS can successfully register or update an MAH i-SPOC within the IRIS portal

Who can be an i-SPOC?

The i-SPOCs should oversee the product supply chain, manufacturing capacity management and shortages.

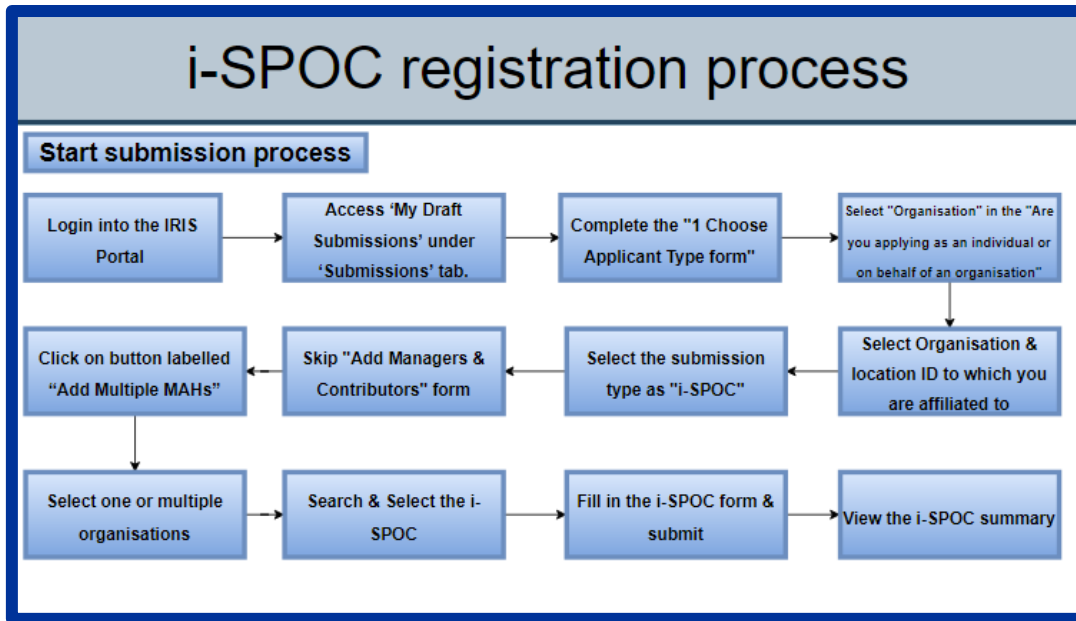
MAH staff registered as an i-SPOC must also be affiliated to the organisation in IAM/IRIS.

The nominated i-SPOC person can, nonetheless, be any MAH user with an “IRIS Industry Manager” or a “Contributor” role in IAM/IRIS.

Registration process in IRIS portal - workflow

The workflow and the detailed description below illustrate the various steps which need to be followed in order to complete a successful registration/maintenance of an MAH i-SPOC within IRIS portal end-to-end.

Figure 38: i-SPOC registration process



In addition to the steps in the general procedure as described in **Section 2.3**. "Create a new submission (general procedure for all submission types)", select "**Organisation**" in the "Are you applying as an individual or on behalf of an organisation" form and subsequently select "**i-SPOC**" as the submission type. Note the following additional points:

1. System will navigate the user to the next form named "Add Managers & Contributors". For i-SPOC registration, **no user action is required on this form** hence click on NEXT button & proceed to the next screen/form
2. In the next screen, click on button labelled "Add Multiple MAHs". System will display the list of your

Figure 39: Select organisations

affiliated organisations

Organisation Name ↑	Full Name (i-SPOC Contact)	Email (i-SPOC Contact)	Email Address 2 (i-SPOC Contact)	Business Phone (i-SPOC Contact)	Mobile Phone (i-SPOC Contact)
Add Multiple MAHs					

3. Select your organisation for which you want to register an i-SPOC. Post selection, click on "Add" button.

Figure 40: Lookup records

NOTE: Listing of organisations in this screen is **dependent on your affiliations in IAM**. The system will list all the organisations to which you are affiliated with a manager role.

4. After the selection of the organisation, system will prompt you to select the i-SPOC. A list is presented/displayed with all affiliated users for selection. You can filter/search for i-SPOC user & select

Figure 41: select i-SPOC

an individual record. Click on Save & Next button

5. User is prompted to fill in the additional information about the contact details of the MAH i-SPOC. Fields "Job Title", "Department", "Alternative Email" are mandatory in nature. Simultaneously, ensure that "Alternative email" address is different than the i-SPOC email address. Either "contact number" or "Alternative contact number" information should be provided. System will prompt an error message if

the mandatory information is not populated. Mandatory information is marked with an asterisk (*).
Click on the Submit button;

Figure 42: Update i-SPOC Contact details

The screenshot shows the IRIS portal interface for updating i-SPOC contact details. The header includes the European Medicines Agency logo and the text 'EUROPEAN MEDICINES AGENCY IRIS'. A navigation menu contains 'Home', 'Forums', 'Org. Reg. Entitl.', 'Products', 'Submissions', and 'Org. Contact'. The breadcrumb trail is 'Home > Draft Submissions > Submission Form > Portal - i-SPOC Regis... > Update i-SPOC Contact details'. The main heading is 'Update i-SPOC Contact details' with a 'Reference:' label on the right. The form is divided into two columns. The left column contains: 'Full Name' (pre-filled with 'IRIS Portal Test User 3'), 'Job Title *' (empty), 'Department *' (empty), and 'Address' (empty). The right column contains: 'Email' (empty), 'Alternative Email *' (empty), 'Contact Number *' (pre-filled with 'Provide a telephone number'), and 'Alternative Contact Number' (pre-filled with 'Provide a telephone number'). A legend indicates '* Required Fields'. At the bottom are 'Submit' and 'Return' buttons.

6. System will notify you of the registration outcome (i.e., successful/unsuccessful) by displaying an outcome summary screen message.
 - a. **Valid** registration outcome - i-SPOC user should be affiliated in IAM/IRIS with the organisation. During the registration process, if the user selects the i-SPOC who is affiliated to the selected organisation; then the registration will be successful & information will be displayed in the section under the **green** font header.

- b. **Invalid** registration outcome – When the user registers an i-SPOC for multiple organisations at once, then it may happen that selected i-SPOC is not affiliated to all the selected organisations. In such case, system will not register the i-SPOC & list the same in the section under the **red** font header.

Figure 43: i-SPOC Registration Summary

i-SPOC Registration Summary i-SPOC
Reference: EMA/iSPOC0000062268

Valid i-SPOC registration outcome

MAHs Name	i-SPOC contact
European Medicines Agency	IRIS Mauual Test User

Invalid i-SPOC registration outcome

MAHs Name	i-SPOC contact

(NOTE: i-SPOC user should be affiliated to the MAHs in IAM hence please check user affiliations in IAM. Please refer to the User guide on IAM preconditions. If user is affiliated in IAM & issue still exists then please raise a Service Desk ticket)

Dear user, in case the report is not displayed, please refresh the page.

[Return](#)

7. Click on "Org. Contact" menu option to view the registered i-SPOC contact(s)

Figure 44: Organisation Contact Management

Organisation Contact Management

View of all the affiliated organisation(s). Select the industry single point of contact (i-SPOC) for each organisation listed.

Organisation Name ↑	iSPoC	Email	Alternative Email	Number	Alternative Number
European Medicines Agency	IRIS Mauual Test User	zx.testaccountiris4@euema.onmicrosoft.com	a@a.com	8881212	

9.3. Update an MAH i-SPOC

For modification of an MAH i-SPOC, user will have to create a new submission & follow the general procedure as described in **Section 9.2**.

9.4. Maintain the same i-SPOC for multiple local affiliates

MAHs may wish to maintain their i-SPOC at company Headquarter level, instead of an i-SPOC at each individual company affiliate level. Hence, during the registration process the system will allow MAH users to create or maintain a single i-SPOC person for multiple, local affiliates (or organisations).

Please be aware that in order to have a MAH centralised at Headquarter level the MAH user must be affiliated in IAM/IRIS to multiple local organisations.

Please follow the standard steps of the i-SPOC registration described in **Section 9.2**. Note the following additional points:

1. In the “Select organisations” screen, click on button labelled “Add Multiple MAHs”. System will allow the user to select multiple organisations to which they are affiliated to.

Figure 45: Lookup records

The screenshot shows a window titled "Lookup records" with a search bar containing "european". Below the search bar is a table with the following columns: Organisation Name, Full Name (iSPoC Contact), Email (iSPoC Contact), Email Address 2 (iSPoC Contact), Business Phone (iSPoC Contact), and Mobile Phone (iSPoC Contact). Two records are listed, both for the "European Medicines Agency". The first record is for "IRIS eAF Portal Test User 6" with email "zx.testaccounteaf1@euema.onmicrosoft.com" and phone "111111 2222". The second record is for "IRIS Portal Test User 3" with email "zx.testaccountiris3@euema.onmicrosoft.com" and phone "123456789". Below the table is a "Selected records" section showing two instances of "European Medicines Agency" with a close button (X) next to each. At the bottom right are "Add" and "Cancel" buttons.

✓ Organisation Name ↑	Full Name (iSPoC Contact)	Email (iSPoC Contact)	Email Address 2 (iSPoC Contact)	Business Phone (iSPoC Contact)	Mobile Phone (iSPoC Contact)
<input checked="" type="checkbox"/> European Medicines Agency	IRIS eAF Portal Test User 6	zx.testaccounteaf1@euema.onmicrosoft.com	alternative@organisation.com	111111	2222
<input checked="" type="checkbox"/> European Medicines Agency	IRIS Portal Test User 3	zx.testaccountiris3@euema.onmicrosoft.com	alternative_email@ema.com	123456789	

2. After the selection of the organisation(s), system will prompt you to select the i-SPOC. List displays all the affiliated users for the selected organisations. You can filter/search for i-SPOC user & select an individual record. Click on Save & Next button
3. Complete the remaining steps defined in Section 9.2.

10. PRIME Eligibility

Domain applicability: human

For general information on PRIME Eligibility procedures, please consult the [PRIME: Priority medicines](#) section of the EMA website.

For specific information on how to submit an application for PRIME Eligibility, including the supporting documentation) please refer to the [European Medicines Agency Guidance for applicants seeking access to PRIME](#) on the EMA website.

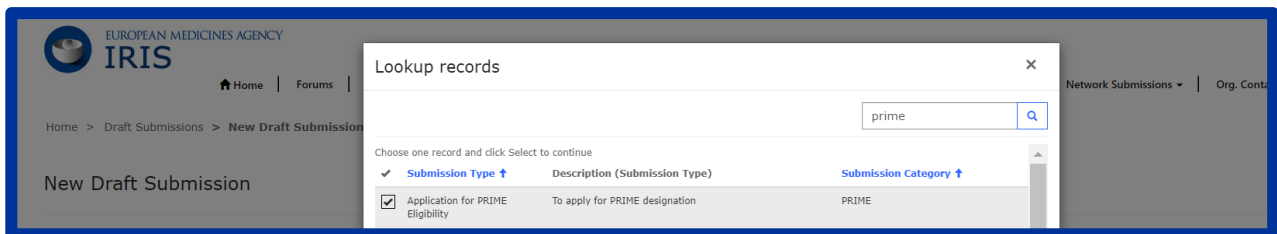
a) 10.1 Create an application for PRIME Eligibility

Step-by-step guidance on how to create a submission, please refer to the generic steps described in section 2.3.

For process specific step, please follow the steps below:

1. When choosing the submission type, **“2. Choose Submission Type”** click on the magnifying glass symbol in the drop-down list and type in a keyword (e.g., PRIME) or the process type you wish to apply for (e.g. **Application for PRIME eligibility**).

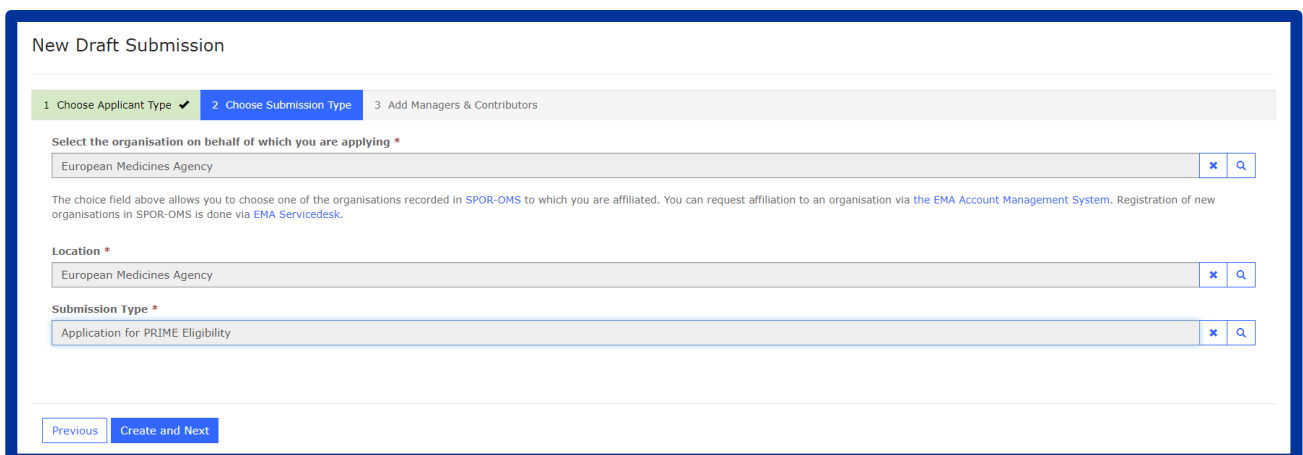
Figure 46: Submission Form steps



The screenshot shows the IRIS submission form interface. A modal window titled "Lookup records" is open, displaying a search bar with the text "prime" and a magnifying glass icon. Below the search bar, there is a table with the following columns: "Submission Type", "Description (Submission Type)", and "Submission Category". The table contains one row with a checked checkbox in the "Submission Type" column, the text "Application for PRIME Eligibility" in the "Description" column, and "PRIME" in the "Submission Category" column. The background shows the "New Draft Submission" page with navigation links like "Home" and "Forums".

2. Once all three fields in step 2 are selected click **“Create and Next”**.

Figure 47: Submit Submission Type



The screenshot shows the "New Draft Submission" form. At the top, there are three steps: "1 Choose Applicant Type" (checked), "2 Choose Submission Type" (active), and "3 Add Managers & Contributors". Below the steps, there are three dropdown menus, each with a magnifying glass icon. The first dropdown is labeled "Select the organisation on behalf of which you are applying *" and contains "European Medicines Agency". The second dropdown is labeled "Location *" and also contains "European Medicines Agency". The third dropdown is labeled "Submission Type *" and contains "Application for PRIME Eligibility". At the bottom of the form, there are two buttons: "Previous" and "Create and Next".

3. In the Submission form there is a list of nine steps (tabs) starting with “**Administrative Information**” and ending with “**Submit Application**” relating to the PRIME Eligibility Application displayed on the left-hand side of your screen.

Figure 48: Submission Form steps

The screenshot shows a web interface titled "Submission Form". In the top right corner, it displays "Application for PRIME Eligibility" and "Reference: EMA/PR/0000073466". Below the title, there is a message: "Please make sure that the required sections have a green tick to the right (except 'Documents from EMA') before submitting the application." This is followed by customer information: "Customer Name : European Medicines Agency" and "Address : Domenico Scarlattilaan 6 1083 HS Amsterdam Netherlands". A vertical list of steps is shown on the left: "Administrative Information", "Select RPI", "Product Information", "Procedural Information", "Scientific Information", "Submission Notes", "Documents from Applicant", "Documents from EMA", and "Submit Application". At the bottom left, there are two buttons: a blue "Return" button and a white "Generate Application Form" button.

Note the following additional points:

- the reference number follows the format EMA/PR/0000001234, which is assigned automatically for your draft submission displayed on the upper right-hand side of the screen.
 - the two sections “Administrative Information” and “Select RPI” must be completed, before the section (tab) “Product Information” becomes available (turns from grey to blue);
 - the section (tab) “Submit Application” becomes available (turns from grey to blue) only when all mandatory sections, including “Documents from Applicant” are completed.
 - all the mandatory field(s) marked with a red asterisk “*” should be completed.
4. In section “**Administrative information**”, you need to indicate the registered SME status or if you are part of Academia.
 - If the applicant is registered as SME, enter the “Applicant SME register number” (e.g., EMA/SME/123). If an SME applicant is not yet registered, please consult the “Applying for SME status” section of the EMA website.
 - If you are applying on behalf of another company developing the product, please select the relevant company in the “Linked entity information” section.

- Click “Save and Return”.

Figure 49: Administrative Information

5. In section **“Select RPI”**, please note that only RPIs **“owned”** by the applicant, or by the organisation on behalf of which he is applying, can be added.
 - Use the magnifying glass search symbol to look up and select the correct RPI.
 - If you know that an RPI exists, but it does not appear in the records, it is likely that the RPI is assigned to another organisation (a different legal entity). In this case you can request affiliation to that organisation via the [EMA Account Management System](#) and then apply on their behalf, or the current **“owner”** of the RPI can ask for its reassignment to a different organisation. This can be done with a submission in IRIS - the management is automated and completed in a few minutes.
 - If no RPI exists for a new medicinal product, you should request one via IRIS, making sure that the active substance(s) is/are included in the IRIS list of substances (imported from SMS). New active substances can be registered in SMS (and registered automatically also in IRIS) via the [ServiceDesk](#).

Figure 50: Select RPI

Select RPI

Application for PRIME Eligibility
Reference: EMA/PR/0000073466

Select RPI

Please select the RPI for this submission *

N.B.: This popup field will show all the RPIs assigned to you, or the organisation on behalf of which you are applying.

- If you know that an RPI exists, but you cannot see it, it is likely that the RPI is assigned to another organisation (a different legal entity). In this case you can request affiliation to that organisation via the [EMA Account Management System](#) and then apply on their behalf, or the current "owner" of the RPI can ask for its reassignment to a different organisation. This can be done with a submission in IRIS - the management is automated and completed in a few minutes.
- If no RPI exists for a new medicinal products, you need to request one via IRIS, making sure that the active substance(s) is/are included in the IRIS list of substances (imported from SMS). You can register new active substances in SMS (copied automatically in IRIS too) via the Servicedesk.

Save and Return Return

6. In section “**Product Information**” the system displays relevant information on the selected RPI, such as product name, type of product and mechanism of action. Additionally, can provide other information which you find relevant of the submission about this product.

Figure 51: Product Information

Product Information

Application for PRIME Eligibility
Reference: EMA/PR/0000073466

Please select the RPI for this submission: *

PRD/0001201163

Product Name (current)
RPI Test Product

Type of Product
Advanced Therapy Medicinal Product

Mechanism of action
-

Additional relevant information on the product

7. In this section the system also displays **submission pipeline information** that is recorded on PRI “Information on Submission Pipeline”. Please check this information and, if needed, update in the “Update Information on Submission Pipeline” section and provide explanation for the proposed change in the free text box. Please note that any changes made in these fields will result in updating also the information of the RPI record.

Figure 52: Information on Submission Pipeline

Information on Submission Pipeline (Please note this is read only information from RPI)

Foreseen date of the next Marketing Authorization application submission for this RPI
-

Foreseen legal basis of next Marketing Authorisation application submission for this RPI
-

Foreseen date of MAA submission was last updated on
30/06/2023

Applicant's reason for changing MAA forecast
-

Figure 53: Update Information on Submission Pipeline

Update Information on Submission Pipeline

Please confirm that the above listed information on the Submission Pipeline is correct and up to date by choosing "yes" below. If changes are to be made regarding the details of the submission pipeline (legal basis, submission date), please choose "no" and fill in the relevant information.
 Note: Please note that the information on the submissions pipeline is recorded on the RPI, any changes made here will be synchronized with the RPI record.
Please confirm these information are up to date *

Yes No

Foreseen date of the next Marketing Authorization application submission for this RPI: *

DD/MM/YYYY

Foreseen legal basis of next Marketing Authorisation application submission for this RPI *

Search

Applicant's reason for changing MAA forecast *

8. Add any relevant “Enabling technology” for this RPI by clicking on the “Add” button. Enabling technologies apply to the product and its global development, not to the current submission. Please confirm that all relevant enabling technologies are included in the list by ticking the box.

Figure 54: Enabling Technologies

Enabling Technologies

Add any relevant enabling technology for this RPI by clicking on the 'Add' button (Note: you can only add, not remove entries. Enabling technologies apply to the product and its global development, not to the current submission)

Add

Name ↑	Parent Term	Term Status
Adaptive designs	Methodology of clinical trials	CURRENT
Adjuvant	Other Ingredients	CURRENT
Big data analysis	Novel data sources	CURRENT

Please confirm that all relevant enabling technologies are included in the list above *

Save and Return Return

9. In section **“Procedural Information”**, please complete all mandatory fields.
 - If the product currently holds an “Early-Entry PRIME designation”, please choose the PRIME designation number using the magnifying glass search symbol.
 - If the current application is a “resubmission of a previously denied/withdrawn PRIME eligibility request”, please choose the previous PRIME eligibility submission number.
 - If a PRIME eligibility “pre-submission meeting” was held prior to the current submission, please enter the Pre-submission meeting date.
 - If “National Scientific Advice” has been provided in the past, please add the relevant information by clicking on the “Add” button.

Figure 55: Procedural Information

PRIME Submission

Does this product currently hold Early Entry PRIME designation? *
 Yes No

Is this a resubmission of a previously denied/withdrawn PRIME eligibility request? *
 Yes No

Was a PRIME eligibility pre-submission meeting held prior to the current submission? *
 Yes No

Has National Scientific Advice been provided? *
 Yes No

[Add Previous Advice](#)

Reference Number ↑	Country Advice Received	Date of Advice	Comments
There are no records to display.			

Has Breakthrough Designation (FDA) been granted? *
 Yes No

Is this product included in other international expedited development pathways? (eg. Sakigake, ILAP)
 Yes No

- If the product holds an “Orphan Designation” in the condition relevant to this submission, please choose the Orphan Designation Number.
- If a “PIP or Waiver” has been submitted for this product, please enter the PIP/Waiver procedure number (e.g. EMEA-xxxxxx-PIPxx-xx). If a PIP or Waiver has not been submitted, please enter the date of planned PIP submission.
- If eligibility to the “centralised procedure” been confirmed for this product, please enter the corresponding Product Number (H000xxxx).

Figure 56: Procedural information

Information on Orphan Designation

Does this product currently have an orphan designation in the condition relevant to this submission? *
 Yes No

Information on Paediatric Investigation Plan

Has a PIP or Waiver ever been submitted for this product? *
 Yes No

Information on eligibility for the centralised procedure

Has eligibility to the centralised procedure been confirmed? *
 Yes No

[Save and Return](#) [Return](#)

10. In section **“Scientific information”**, please complete information on the condition to be treated by entering the “Proposed scope” (Treatment, Diagnosis or Prevention), the “Proposed Condition/Indication” and select all types of “data supporting the PRIME application”.

Figure 57: Scientific information

11. Notes relating to medical devices and companion diagnostics should also be answered in this section.

Figure 58: Information on Medical Device and Companion diagnostics

12. Any additional comments on the submission can be included in section **“Submission Notes”**.

13. In section **“Documents from Applicant”**, the following documentation should be uploaded, named according to the naming conventions below:

- [PRIME eligibility request – Applicant’s justification](#): the file name should be composed as follows: PRIME eligibility submission number (e.g., EMA/PR/0000001234) – RPI number – request justification.
- References: the file (Zip) name should be composed as follows: PRIME eligibility submission number (e.g., EMA/PR/0000001234) – RPI number – references
- Any additional documentation may be submitted by clicking on the “Add” button.
- You may wish to generate a Word file copy of the Application Form by clicking on the **“Generate Application Form”** button at the bottom of the **“Submission Form”** page. The file will appear automatically in the **“Documents from Applicant”** section.
- Please confirm that you have uploaded all documents that may be relevant to the submission.

After the outcome of the PRIME eligibility application is finalised, the Outcome Letter will become available in the section **“Documents from EMA”**.

14. Please make sure that the required sections have a green tick to the right (except from "Documents from EMA") before submitting the application.

Figure 59: Submitting Application

Submit Application

Application for PRIME Eligibility
Reference: EMA/PR/0000073466

Please note that once you press the Submit Application button, your application will be locked (including the document folder, if applicable). All sections need to be completed before it is possible to submit.

I confirm, as the person authorised to sign this application or on behalf of the sponsor, that the content of the application is as intended and I agree with its submission. *

Return Submit Application

You may review your draft application before submitting by clicking on the “Review Application” button in the pop-up box.

To see the status of your PRIME Eligibility applications (draft and submitted), go to the IRIS home page, click on the “**Submission**” tab and choose one of the three sub-tabs:

- on the “**Draft submissions**” sub-tab you can see a list of all your draft applications; from here you can edit, delete, view/manage the managers, contributors and contact person for each draft application before finalising the submission.
- on the “**Ongoing submissions**” sub-tab you can see a list of all your ongoing submissions and the evaluation status of the submitted case; from here you can edit, view/manage the managers, contributors, and contact person for each submission.
- on the “**Completed Submissions**” sub-tab you can view of all your completed submissions, the outcome and change the submission contact person.

Click on the drop-down arrow tab to perform all above modifications.

b) 10.2 Transfer of a PRIME Regulatory Entitlement

Step-by-step guidance on how to create a submission, please refer to the generic steps described in section 2.3.

For process specific step, please follow the steps below:

1. When choosing submission type, click on the magnifying glass symbol in the drop-down list and type in a keyword (e.g., PRIME) or the process type you wish to apply for (**e.g. Transfer of PRIME Regulatory Entitlement**) and then on “Select”; click “Create and Next”.

Figure 60: New Draft Submission

New Draft Submission

1 Choose Applicant Type ✓ 2 Choose Submission Type 3 Add Managers & Contributors

Select the organisation on behalf of which you are applying *

European Medicines Agency

The choice field above allows you to choose one of the organisations recorded in SPOR-OMS to which you are affiliated. You can request affiliation to an organisation via the EMA Account Management System. Registration of new organisations in SPOR-OMS is done via EMA Servicedesk.

Location *

European Medicines Agency

Submission Type *

Transfer of PRIME Regulatory Entitlement

Previous Processing...

2. Click **“Continue to Submission Form”**.

There is a Submission form list of four steps (tabs) starting with **“Select PRIME Regulatory Entitlement to be transferred”** and ending with **“Submit Application”** relating to your **“Transfer of PRIME Regulatory Entitlement”** application; the application reference number will contain PR (e.g., EMA/PR/0000001234) and displayed on the upper right-hand side of your screen;

Figure 61: Submission Form steps

Submission Form

Transfer of PRIME Regulatory Entitlement
Reference: EMA/PR/0000073469

Please make sure that the required sections have a green tick to the right (except "Documents from EMA") before submitting the application.

Customer Name : European Medicines Agency
Address : Domenico Scarlattilaan 6 1083 HS Amsterdam Netherlands

Select PRIME Regulatory Entitlement to be transferred

Transfer Details
Declaration
Submit Application

Return

Generate Application Form

3. In section **“Select PRIME Regulatory Entitlement to be transferred”**, use the search symbol to look up the number of the PRIME Regulatory Entitlement to be transferred and then click on **“Select”**; click **“Save and Return”**.

Figure 62: Select PRIME Regulatory Entitlement to be transferred

Select PRIME Regulatory Entitlement to be transferred

Transfer of PRIME Regulatory Entitlement
Reference: EMA/PR/0000073469

Select PRIME Regulatory Entitlement to be transferred *

Save and Return Return

4. In section **“Transfer Details”**, use the search symbol to look up the details of the new organization to which the PRIME Regulatory Entitlement will be transferred.

Figure 63: Transfer Details

Transfer Details

Transfer of PRIME Regulatory Entitlement
Reference: EMA/PR/0000073469

Current Sponsor details

Sponsor
European Medicines Agency

Organisation Location
LOC-100020264

Address
Domenico Scarlattilaan 6
Amsterdam 1083 HS
Netherlands

New Sponsor details

New Organization

Save and Return Return

5. In section “**Declaration**”, tick the box to confirm as the person authorised to submit this application or on behalf of the applicant, that the content of the application is accurate and agree to the submission.

Figure 64: Declaration

Declaration

Transfer of PRIME Regulatory Entitlement
Reference: EMA/PR/0000073469

I confirm, as the person authorised to submit this application or on behalf of the applicant, that the content of the application is accurate and agreed to the submission.

Save and return Return

6. Please make sure that all the required sections have a green tick to the right before submitting the application.

You may generate a Word file copy of the Application Form by clicking on the “**Generate Application Form**” button at the bottom of the “**Submission Form**” page. The file will appear automatically in the

Please note that once you press the Submit Application button, your application will be locked.

Should you wish to **withdraw** your “**Transfer of PRIME Regulatory Entitlement**” application, you may do so from the “**Ongoing submissions**” sub-tab by clicking on the drop-down arrow tab on the right-hand side of your application (View/Edit Submission option).

c) 10.3 Withdrawal of a PRIME Regulatory Entitlement

Step-by-step guidance on how to create a submission, please refer to the generic steps described in section 2.3.

For process specific step, please follow the steps below:

1. When choosing submission type, click on the magnifying glass symbol in the drop-down list and type in a keyword (e.g., PRIME) or the process type you wish to apply for (**e.g., Withdrawal of PRIME Regulatory Entitlement**) and then on “Select”; click “Create and Next”.

There is a Submission form, list of five steps (tabs) starting with “**Regulatory Entitlement**” relating to your “Withdrawal of PRIME Regulatory Entitlement” application.

Figure 65: Submission Form steps

Submission Form Withdrawal of PRIME Regulatory Entitlement
Reference: EMA/PR/0000073519

Please make sure that the required sections have a green tick to the right (except "Documents from EMA") before submitting the application.
Customer Name : European Medicines Agency
Address : Domenico Scarlattiilaan 6 1083 HS Amsterdam Netherlands

[Regulatory Entitlement](#)
[Submission Details](#)
[Documents from Applicant](#)
[Documents from EMA](#)
[Declaration and \(re\)submission](#)

[Return](#)

[Generate Application Form](#)

2. In section “**Regulatory Entitlement**”, use the search symbol to look up the number of the PRIME Regulatory Entitlement to be withdrawn and then click on “Select”; click “Save and Return”.
3. In section “**Submission Details**”, it is mandatory to provide a brief explanation detailing the reasons for the submission of the withdrawal of this regulatory entitlement.
4. In section “**Documents from Applicant**”, please upload any documents that may be relevant to the submission.
5. Please make sure that all the required sections (except from "Documents from EMA") have a green tick to the right before submitting the application.

You may generate a Word file copy of the Application Form by clicking on the “Generate Application Form” button at the bottom of the “**Submission Form**” page. The file will appear automatically in the “**Documents from Applicant**” section.

Please note that once you press the Submit Application button, your application will be locked (including the document folder, if applicable). You may review your draft application before submitting by clicking on the “Review Application” button in the pop-up box.

Should you wish to **withdraw** your “**Withdrawal of PRIME Regulatory Entitlement**” application, you may do so from the “**Ongoing submissions**” sub-tab by clicking on the drop-down arrow tab on the right-hand side of your application (View/Edit Submission option).

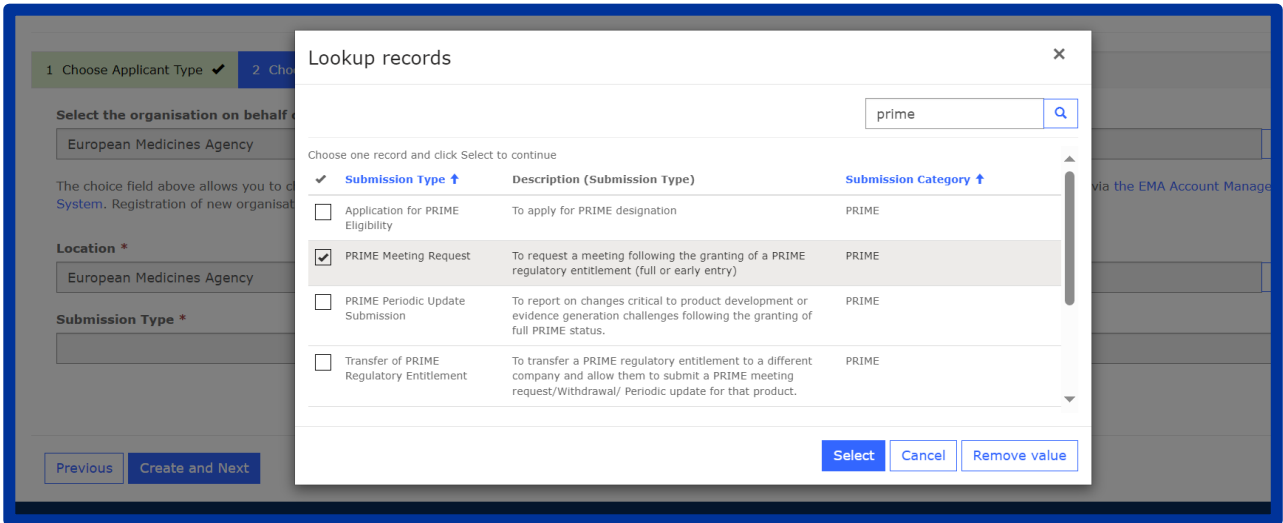
d) 10.4 Submission of a PRIME Meeting Request

Step-by-step guidance on how to create a submission, please refer to the generic steps described in 2.3.

For process specific step, please follow the steps below:

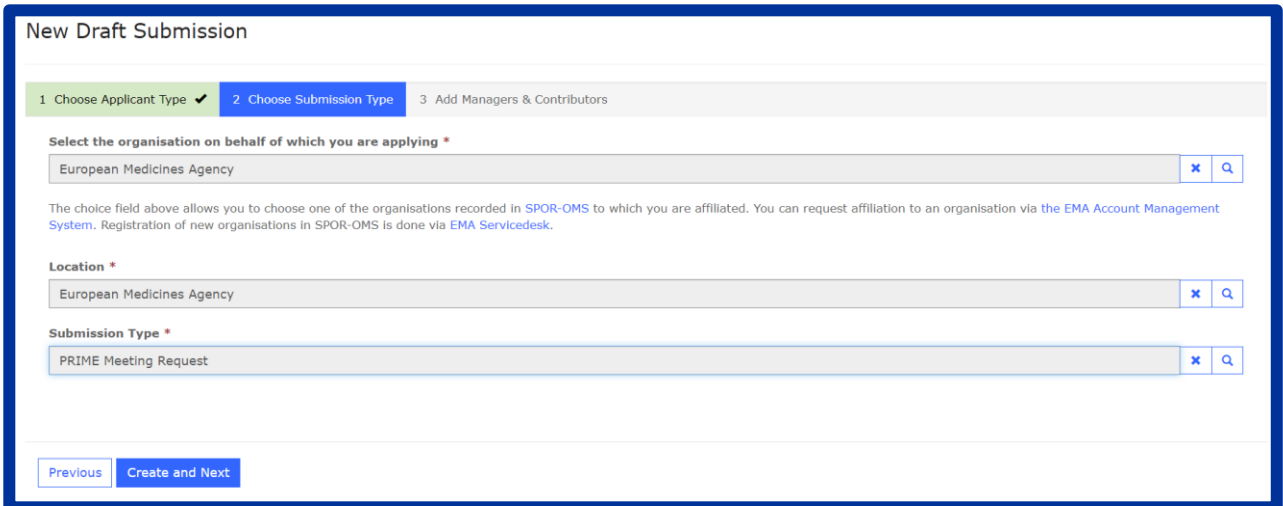
1. When choosing the submission type, “**2. Choose Submission Type**” click on the magnifying glass symbol in the drop-down list and type in a keyword (e.g., PRIME) or the process type you wish to apply for (e.g. **PRIME Meeting request**).

Figure 66: Select Submission Type



2. Once all three fields in step 2 are selected click “Create and Next”.

Figure 67: Submit Submission Type



3. In the Submission form there is a list of four steps (tabs) starting with “Meeting Information” and ending with “Submit Application” relating to the PRIME Meeting Request displayed on the left-hand side of your screen.

Figure 68: Submission from steps

The screenshot shows a web form titled "Submission Form" with a reference number "EMA/PR/0000076410". The customer information is "European Medicines Agency" at "Domenico Scarlattilaan 6 1083 HS Amsterdam Netherlands". The form has several tabs: "Meeting Information" (active), "Documents from Applicant", "Documents from EMA", and "Submit Application". At the bottom, there are buttons for "Return", "Withdraw Submission", and "Generate Application Form".

4. In the “**Meeting Information**” tab, you need to choose the correct meeting type (Kick Off Meeting (KOM), Introductory meeting, Ad-hoc meeting, Submission readiness meeting and Pre-submission meeting).

Figure 69: Submission from steps - Meeting information

The screenshot shows the "Meeting Information" form. It asks to "Please select the meeting type" with a dropdown menu. The options are: Kick-off Meeting (KOM), Introductory meeting, Ad-hoc meeting, Submission readiness meeting, and Pre-submission meeting. Below the dropdown is a date field with "12/11/2023" and a text area for "Additional Comments" containing "test". At the bottom, there are buttons for "Save and Return" and "Return".

5. In the next steps, you need to first select the relevant (if any) **PRIME Regulatory Entitlement**, propose up to 5 possible **dates** for the meeting and add any **additional comments**. Kick-Off meeting and submission readiness meeting can only be requested if there is a full PRIME designation on the product. For early entry PRIME designations, please select Introductory meeting type. Ad-hoc meeting can be requested if the applicant has any type of PRIME regulatory entitlement, regardless of the type. Pre-submission meeting request is not linked to any regulatory entitlement.

Figure 70: Submission From steps – Meeting information

Meeting Information PRIME Meeting Request
Reference: EMA/PR/0000076410

Please select the meeting type ! *

Kick-off Meeting (KOM)

Please select the Regulatory Entitlement (If Applicable)

EMA/PR/0000076161

Proposed Meeting Date (e.g. - 02/Jul/2023; 15/Aug/2023) *

For kick-off meeting, please put 2 hours slot / CET time zone. For Introductory, pre-submission and ad-hoc meetings, please put 1 hour slot / CET time zone.

12/11/2023

Additional Comments

test

[Save and Return](#) [Return](#)

6. In the “**Documents from Applicants**” tab, you need to submit all relevant documentation for the requested meeting. Please follow the naming convention as Reference number + RPI + document type. For example: EMA/PR/0000076571 - PRD/0001234 – Briefing Book

Figure 71: Submission from steps – Documents from Applicant

Documents from Applicant PRIME Meeting Request
Reference: EMA/PR/0000076571

After uploading new documents please make sure to submit/resubmit the application by using the buttons in the main page.

If you need to modify a document already uploaded, please upload a file with the same name of the existing file, and select the “overwrite existing file” option in the pop-up window.

When uploading documents please use the following naming convention:

Reference number + RPI + Document Type (for example Briefing Book, Agenda, Development Tracker, Presentation)

[Add files](#)

There are no folders or files to display.

Please confirm that you have uploaded all documents that may be relevant to the submission *

Yes No

[Save and Return](#) [Return](#)

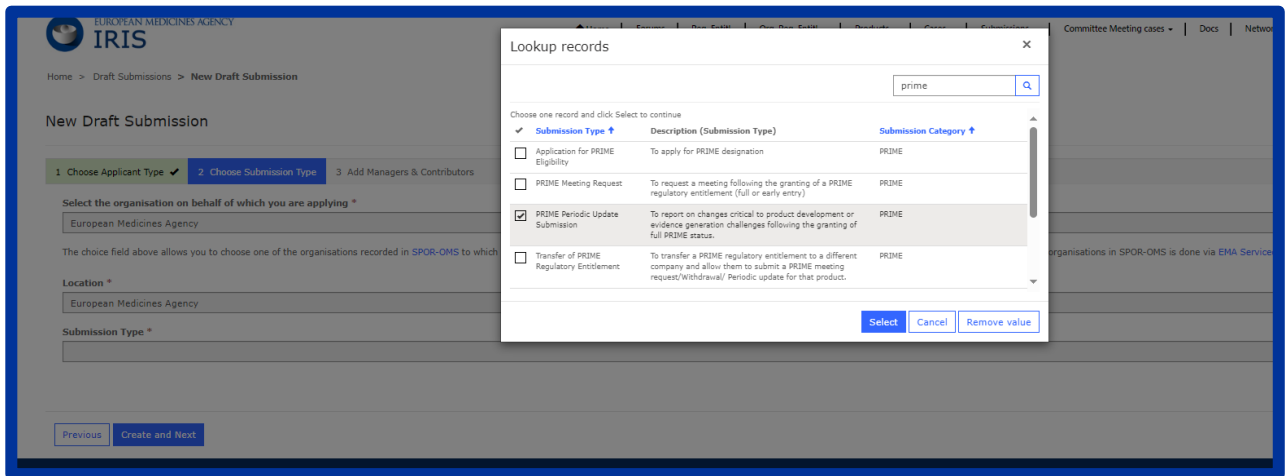
e) 10.5 Submission of a PRIME Periodic Update

Step-by-step guidance on how to create a submission, please refer to the generic steps described in section 2.3.

For process specific step, please follow the steps below:

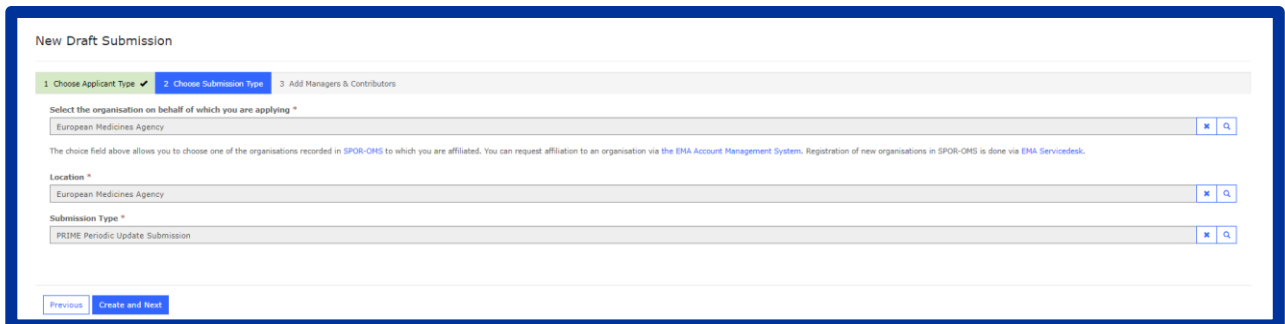
1. When choosing the submission type, “**2. Choose Submission Type**” click on the magnifying glass symbol in the drop-down list and type in a keyword (e.g., PRIME) or the process type you wish to apply for (e.g. **PRIME Periodic Update Submission**).

Figure 72: Select Submission Type



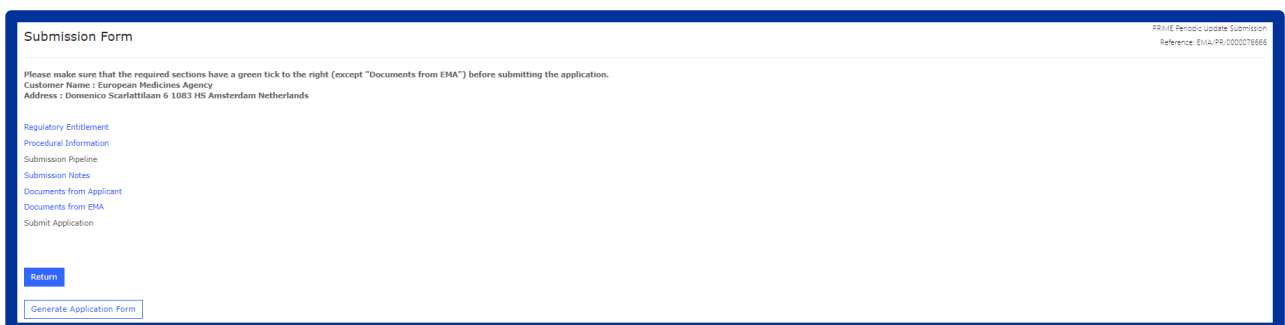
2. Once all three fields in step 2 are selected click “Create and Next”.

Figure 73: Submit Submission Type



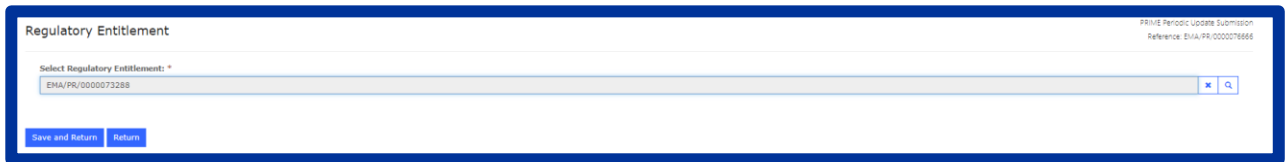
3. In the Submission form there is a list of seven steps (tabs) starting with “Regulatory Entitlement” and ending with “Submit Application” relating to the PRIME periodic update submission displayed on the left-hand side of your screen.

Figure 74: Submission form steps



4. In the “**Regulatory Entitlement**” tab, you need to choose the correct regulatory entitlement for which you wish to submit the periodic update and proceed to the next step by clicking on save and return.

Figure 75: Submission form steps – Regulatory Entitlement



5. In the “**Procedural Information**” tab, you need to indicate if *development is still ongoing* for the designated product/indication. In case the development is discontinued, the reasons must be explained in the next field called “*Reasons for discontinuation of development*”, which is a free text field. If PIP has been agreed the *PIP number* should be indicated in the next field. In case *scientific advice* has been received since the last periodic update, this must be recorded in the next section, by indicating the advice number. Finally, if *expedited advice* is requested with the submission of the periodic update, the area and some details must be explained in the last two free text fields. Please note that the expedited scientific advice referred to in the periodic update is a separate procedure and this request will have to be separately submitted.

Figure 76: Submission form steps – Procedural Information



6. In the “**Submission pipeline**” tab, the system displays **submission pipeline information** that is recorded on PRI “Information on Submission Pipeline (Please note this is read only from RPI)”. Please check this information and, if changes are applicable to the either the MAA submission date or the legal basis, update in the “Update Information on Submission Pipeline” section and provide explanation for the proposed change in the free text box. Please note that any changes made in these fields will result in also updating the information of the RPI record.

Figure 77: Information on Submission Pipeline

Information on Submission Pipeline (Please note this is read only information from RPI)

Foreseen date of the next Marketing Authorization application submission for this RPI
—

Foreseen legal basis of next Marketing Authorisation application submission for this RPI
—

Foreseen date of MAA submission was last updated on
30/06/2023

Applicant's reason for changing MAA forecast
—

Figure 78: Update Information on Submission Pipeline

Update Information on Submission Pipeline

Please confirm that the above listed information on the Submission Pipeline is correct and up to date by choosing "yes" below. If changes are to be made regarding the details of the submission pipeline (legal basis, submission date), please choose "no" and fill in the relevant information.
Note: Please note that the information on the submissions pipeline is recorded on the RPI, any changes made here will be synchronized with the RPI record.
Please confirm these information are up to date *

Yes No

Foreseen date of the next Marketing Authorization application submission for this RPI: *
DD/MM/YYYY

Foreseen legal basis of next Marketing Authorisation application submission for this RPI *
[Search icon]

Applicant's reason for changing MAA forecast *
[Text area]

7. Once

all the other steps have been completed the application can be submitted by the authorised person as for the other PRIME related procedures.

Figure 79: Submitting the application

Submit Application

PRIME Periodic Update Submission
Reference: EMA-PR-000007666

Please note that once you press the Submit Application button, your application will be locked (including the document folder, if applicable). All sections need to be completed before it is possible to submit.
 I confirm, as the person authorised to sign this application or on behalf of the sponsor, that the content of the application is as intended and I agree with its submission. *

[Return](#) [Submit Application](#)

11. Parallel Distribution notifications

Domain applicability: human & veterinary

11.1. Purpose and context

This section of the guide is intended for parallel distribution applicants. More information on parallel distribution can be found in [Frequently asked questions about parallel distribution | European Medicines Agency \(europa.eu\)](#).

If you have not yet requested a user access role or have not carried out the pre-requisite steps, please refer to the [IRIS guide to registration and RPIs](#) which can be found on the [IRIS guidance webpage](#).

11.2. Create an application for parallel distribution

In addition to the steps in the general procedure as described in Section 2.3. “**Create a new submission (general procedure for all submission types, except PLM procedures)**” (click to follow link), select the necessary parallel distribution submission as the submission type, Figure 80. Note the following additional points:

The reference number will contain PD (e.g. EMA/PD/0000001234) or GE for some bulk changes (e.g. EMA/GE/0000001234) for your draft submission displayed on the upper right-hand side of the screen;

Each submission screen will display a list of steps displayed on the left-hand side of your screen, each of which will be followed by a ‘green tick’ once completed (see Figure 80);

Figure 80: New Draft Submission

The screenshot shows the IRIS portal interface for creating a new draft submission. At the top, there is a navigation menu with links for Home, Forums, Reg. Entitl., Org. Reg. Entitl., Products, Cases, Submissions, Committee Meeting cases, Documents, Network Subm., Org. Contact, and Company name. Below the navigation menu, the breadcrumb trail reads 'Home > Draft Submissions > New Draft Submission'. The main heading is 'New Draft Submission'. A progress bar indicates the current step: '1 Choose Applicant Type' (checked), '2 Choose Submission Type' (active), and '3 Add Managers & Contributors'. Below the progress bar, there are three search fields: 'Select the organisation on behalf of which you are applying', 'Location', and 'Submission Type'. A 'Previous' button and a 'Create and Next' button are at the bottom.

11.3. Create an initial notification for parallel distribution

In order to create a notification for parallel distribution in the IRIS portal, you must have already registered for, and been granted, a ‘**IRIS Parallel distribution Manager**’ role through the [EMA Account Management portal](#).

1. Follow the steps in section 2.3 “**Create a new submission (general procedure for all submission types, except PLM procedures)**”, then see Figure 81;
2. Click on “**Parallel Distributor Information**” to bring up a screen on which to enter a Purchase Order number or a Reference number defined by you which will be quoted on your invoice. Your SAP customer number will be provided by the system in the field “Customer account number”. If the number is correct, please confirm it with a “Yes”; if the number is incorrect or missing, click “No” and

enter your correct customer account number in the field “Please provide customer account number”, then click on “**Save and return**”;

3. Click on “**Details of Centrally Authorised Product**” and click on the **magnifying glass search symbol** to bring up the entire catalogue of centrally authorised products. Search for the relevant product and presentation which you intend to distribute and “**Select**”;
4. Indicate whether the pack size has been changed (i.e. sourced pack size is different from the distributed pack size) and if yes, search for the product presentation/-s being sourced by clicking on “**Add**”. Then click “**Save and Return**” to return to the Submission Form page;
5. Click on “**Member States of Origin and Destination**” to indicate the MSO(s) and MSD(s) by clicking “**Add**” in each category;
6. Select “**Yes**” or “**No**” as applicable for the Specific Mechanism. If “**Yes**”, the “**Date of prior notification**” field has to be populated with a date. If “**No**”, please fill in the section “**Please justify why the 'Specific Mechanism' is not applicable to this notification.**” (N.B. a dash or “**N/A**” is not a valid justification). Then click “**Save and Return**”;
7. Click on “**Details of Repackagers**” and search for the relevant organisation(s) by clicking “**Add**”. The manufacturing and import authorisation number(s) should be added in the field provided below. Click “**Save and Return**”; N.B. At least one of the repackagers must hold a Manufacturing Importation Authorisation (MIA) licence with secondary repackaging authorised and the address of that repackager must correspond to the manufacturing site address of that MIA.
8. Back in the main “Submission Form” page, click on “**Nature of Repackaging**”; in the next screen that appears, the first question “Is modification to the packaging proposed?” will default to “**Yes**”, as this will always apply to an initial notification for parallel distribution (N.B. do not change it to “**No**”);
9. Indicate the repackaging nature chosen, but ticking “relabelling”, “reboxing”, or “relabelling and reboxing”. Details can be provided in the field below; The “Date of the latest product information update” (annex used) should be indicated. Then click “**Save and Return**”;
10. Back in the main “Submission Form” page, click on “**Documents from Applicant**”; click on “**Add files**” to upload the documents; the pop-up window that appears (SharePoint document repository) shows the secure Sharepoint folder in which your documents will be accessed by EMA.
11. In the section below indicate the package leaflet, mock-up of the outer packaging/labelling and mock-up of the inner labelling among other submitted documents, and the language(s) of these documents by either clicking the document that you uploaded under "Document name" column or the drop-down button on the right (the button will give an "edit" option).
12. A “**View details**” window will open: select the document type "package leaflet" (or "mock-up of outer packaging", or "mock-up of inner labelling") from the drop-down list as applicable, and indicate the language of that document. With multiple languages, indicate 2 or 3, accordingly. Other submitted documents don't require identification.
13. Confirm with a “**Yes**” that the listed documents have been provided and click “**Save and Return**”;
14. You have now successfully created a draft submission which will now appear in your “**My Draft Submissions**”; you can add more information when you are ready to do so;

15. When you want to add more information, click on **“Submissions”**; then **“My Draft submissions”** and find the draft submission you want to edit;
16. Click on the downward arrow on the right-hand side and select **“Edit Draft”** from the drop-down list;
17. Make your changes or additions and, if you are still not ready to submit the final application, click **“Return”** to save your draft application;
18. Repeat steps 14-16 until you are ready for final submission;
19. When you are ready to submit your final application, click on **“Declaration”** and confirm all the statements; click **“Save and Return”**;
20. Next click on **“Submit Application”**, confirm the declaration statement to formally declare that you are authorised to submit the application; Click on the **“Declaration and submission”** button;
21. If you are unsure or think of any part of the application you want to revise, click **“Review Application”** and this will return you to the draft submission; If you are sure you want to submit the application, click **“Submit”**.

Figure 81: Submission Form

Your application has now been submitted and is locked for edit unless EMA opens it up again for you to add any information.

You are returned to the **“Ongoing Submissions”** page and you can now look up the submission you have just made by Submission ID, Submission type, product name, etc.

Draft submissions and submissions already finalised by the Agency can be found in **“My Draft Submissions”** and **“Completed Submissions”** respectively.

11.4. Create a safety update

1. Follow the steps in section 2.3 “Create a new submission (general procedure for all submission types, **except PLM procedures**)”, then see Figure 82;
2. Click on “**Details of the Parallel Distribution Notices**” to bring up a screen on which you can select the notices/ regulatory entitlements for which the safety update will be submitted;
3. Back in the main “**Submission Form**” screen, click on “**Documents from Applicant**”;
4. Click on the blue “**Add files**” to upload documents; add the relevant document(s) into the folder; The pop-up window³ that appears (SharePoint document repository) shows the secure Sharepoint folder in which your documents will be accessed by EMA.
5. In the section below indicate the package leaflet, mock-up of the outer packaging/labelling and mock-up of the inner labelling among other submitted documents, and the language(s) of these documents by either clicking the document that you uploaded under "Document name" column or the drop-down button on the right (the button will give an "edit" option).
6. A "View details" window will open: select the document type "package leaflet" (or "mock-up of outer packaging", or "mock-up of inner labelling") from the drop-down list as applicable, and indicate the language of that document. With multiple languages, indicate 2 or 3, accordingly. Other submitted documents don't require identification.
7. Confirm that the listed documents and a Text Comparison Report, if applicable, have been provided; provide the product information used date (annex date), then click “**Save and return**”.
8. When you are ready to submit your final application, click on “**Declaration**”; click on the tick boxes of the declaration statements to confirm all statements and click “**Save and Return**”;
9. Click on the “**Submit Application**”;
10. Confirm the declaration and then click “**Declaration and Submission**”;
11. If you are unsure or think of any part of the application you want to revise, click “**Review Application**” in the pop up box and this will return you to the draft submission; If you are sure you want to submit the application, click “**Submit**”.

³ Note: In order for the above step to work, you must have “allowed pop-up windows” in your browser. If nothing happens, one way to adjust your web browser settings is to look for a little icon at the right-hand end of your web browser search bar with a little red cross next to it click on this and agree to allow pop-ups windows.

Figure 82: Submission Form

11.5. Create an annual update for parallel distribution

1. Follow the steps in section 2.3 “Create a new submission (general procedure for all submission types)”, then see Figure 83;
2. A reference number (e.g. EMA/PD/000000**1111**) for your draft submission is displayed on the upper right-hand side of the “Submission Form” screen (N.B. It is a good idea to take note of the reference number created);
3. Click on “**Parallel Distributor Information**” to bring up a screen on which to enter a Purchase Order number or a Reference number defined by you which will be quoted on your invoice. Your SAP customer number will be provided by the system in the field “Customer account number”. If the number is correct, please confirm it with a “Yes”; if the number is incorrect or missing, click “No” and enter your correct customer account number in the field “Please provide customer account number”, then click on “**Save and return**”;
4. Click on “**Details of the Parallel Distribution Notices**” and search for the Product name, Pharmaceutical Form and Member State of destination in order to identify the Regulatory Entitlements for which you wish to submit this annual update. N.B. If there are more than one member of destination country, it is enough to choose just one. Click “**Select all notices**” to display the list of related submissions; please select exact pharmaceutical form (see product information (annex)).
5. Click “**Yes**” or “**No**” in the field “Are you informing the EMA of any changes to the selected notices?”, then click “**Return**”;
6. In the “**Documents from Applicant**” folder add documents via “**Add files**” button. The pop-up window⁴ that appears (SharePoint document repository) shows the secure Sharepoint folder in which your documents will be accessed by EMA

⁴ Note: In order for the above step to work, you must have “allowed pop-up windows” in your browser. If nothing happens, one way to adjust your web browser settings is to look for a little icon at the right-hand end of your web browser search bar with a little red cross next to it click on this and agree to allow pop-ups windows.

7. In the section below indicate the package leaflet, mock-up of the outer packaging/labelling and mock-up of the inner labelling among other submitted documents, and the language(s) of these documents by either clicking the document that you uploaded under "Document name" column or the drop-down button on the right (the button will give an "edit" option).
8. A "View details" window will open: select the document type "package leaflet" (or "mock-up of outer packaging", or "mock-up of inner labelling") from the drop-down list as applicable, and indicate the language of that document. With multiple languages, indicate 2 or 3, accordingly. Other submitted documents don't require identification.
9. Confirm that the listed documents and a Text Comparison Report, if applicable, have been provided; provide the product information used date (annex date), then **click "Save and return"**.
10. The **"Documents from EMA"** folder is empty at this stage but will contain documents provided by EMA during the process;
11. Click on **"Declaration"** and tick all boxes to confirm statements accordingly, then **"Save and return"**;
12. If you have **no changes** to report or the only scope of change is update of the product information in line with a new annex, please **"Submit Submission"** at this stage; N.B. **Do not create a scope of change submission;**
13. If you are **reporting changes** to any of the presentations included in this annual update, please **"Return"** to the draft submissions overview at this point (noting down the procedure number may be useful).

Figure 83: Submission Form

11.6. Notifying scopes of changes in an annual update

1. Back in the Draft Submissions, follow the steps in section 2.3 "Create a new submission (general procedure for all submission types)" choosing **"Annual Update – Scopes of Change"** as the submission type;

2. Click **“Continue to submission form”** and a reference number (e.g. EMA/PD/000000**2222**) for your draft submission is displayed on the upper right-hand side of the **“Submission Form”** screen (N.B. It is a good idea to take note of the reference number created), see Figure 84;
3. Click on **“Related Submissions (Annual Update only)”** and using the magnifying glass, select the annual update which you left in the draft status before, then **“Save and Return”**;
4. Click on **“Details of the Parallel Distribution Notices”** and via **“Add”** button search/select the Regulatory Entitlements for which you wish to notify the changes, **“Save and Return”**, the Regulatory entitlements should be **grouped by scopes of change** (i.e. *“Add or Remove Details of Repackagers/ Member States of Origin, etc.”*);
5. Open the scope of change for which you have a change to report, fill in the relevant fields, **“Save and Return”**;
6. To submit this annual update with these scopes of changes or to notify about a further set of scopes of changes to other Regulatory Entitlements within **this** annual update, **“Return”** to the **“Draft Submissions”** overview;
7. If you need to add another **“Annual Update – Scopes of change”** entry, click on the drop down arrow to the right of the draft **“Annual Update – Scopes of change”** and choose **“Clone submission”** in order to create another scope entry (**“Annual Update – Scopes of change”**) for the same annual update with the exact company information (this allows you to skip the first couple of steps within the submission forms);
8. The cloned draft (of e.g. EMA/PD/000000**2222**) will now appear in your draft list, with its own procedure number, e.g. EMA/PD/000000**3333** (it is worth noting it down);
9. Click on the drop-down arrow to the right of this cloned draft and select **“Edit Draft”** in order to input the relevant information as per steps 3 – 6 above;
10. In order to submit the annual update with Annual update - scopes of change linked to it, go back to **“Draft Submissions”**, select the annual update you previously left in draft (EMA/PD/000000**1111**), click on the drop down arrow to the right, and go to **“Edit draft”**;

11. In the “Submission Form” screen of your annual update you will find a list of related submissions at the bottom of the page which are the “Annual update - scopes of change” entries related to this annual update;
12. To proceed with the submission, click on “**Submit application**” and tick relevant statement(s), then click “**Declaration and submission**”, then “**Submit**”;

Figure 84: Submission Form

11.7. Create an update of parallel distribution notice status

1. Follow the steps in section 2.3 “Create a new submission (general procedure for all submission types)”, then see Figure 85;
2. Click on “**Details of the Parallel Distribution Notices**” to bring up a screen on which you can select the notices for which the status will be updated;
3. Click on “**Parallel Distribution Notice Status**” to select the new status of the notices to make them dormant, active or to withdraw the notices. Click “**Yes**” to confirm you agree to the obligations detailed (for “Active” and “Withdrawn” only); click ‘**Save and Return**’;
4. Back in the main “**Submission Form**” screen, click on “**Documents from Applicant**”; if no documents are required for this type of submission, tick ‘**No**’ and click ‘**Save and Return**’;
5. You have now successfully created a draft submission which will now appear in your “Draft Submissions” list and can open it up again to add more information when you are ready to do so;
6. When you want to add more information, click on “**My submissions**”; then “**Draft submissions**” find the draft submission you want to edit;
7. Click on the downward arrow on the right-hand side and select “**Edit Draft**” from the drop-down list that appears; make your changes or additions and, if you are still not ready to submit the final application, click “**Return**” to save your draft application;
8. Repeat steps “2” to “4” until you are ready for final submission;
9. Click on the “**Submit Application**” button;

10. Confirm the declaration(s) and then click **“Declaration and Submission”**;
11. If you are unsure or think of any part of the application you want to revise, click **“Review Application”** in the pop-up box and this will return you to the draft submission;
12. If you are sure you want to submit the application, click **“Submit”**.

Figure 85: Submission Form

11.8. Create change of name and/or address

N.B. Before changing company name and/or address in IRIS, please request a change in OMS (refer to the OMS guide in [IRIS guide to registration](#))

1. Follow the steps in section 2.3 “Create a new submission (general procedure for all submission types)”, then see Figure 86;
2. “Regulatory entitlement overview” is a list of your regulatory entitlements;
3. Click on **“Update name and/or address”** to bring up a screen in which you will see “Current name and/or address” and “New name and/or address” fields; click on **“Select”** and select the new name and/or address for your company;
4. A field “New name and/or address” updates once the information has successfully been entered. Click **“Save and return”**;
5. Click **“Submission details”** – this will open a window to add all the information relevant to the change. Click **“Save and return”**;
6. Click **“Documents from Applicant”** and via **“Add files”** button attach the relevant documents (e.g. new WDA), confirm the upload, click **“Save and return”**;
7. **“Documents from EMA”** will contain documents from EMA (if applicable);
8. Click **“Declaration”**, confirm the statement, click **“Save and return”**;
9. Click **“Submit Application”**;

10. Confirm the declaration(s) and then click "**Declaration and Submission**";
11. If you are unsure or think of any part of the application you want to revise, click "**Review Application**" in the pop-up box and this will return you to the draft submission; If you are sure you want to submit the application, click "**Submit**".

Figure 86: Submission Form

The screenshot shows the IRIS Submission Form interface. At the top, there is a navigation menu with links: Home, Forums, Reg. Entitl., Org. Reg. Entitl., Products, Cases, Submissions, Committee Meeting cases, Docs, Network Submissions, Org. Contact, and Name. Below the navigation, the page title is 'Submission Form'. A breadcrumb trail shows 'Home > Draft Submissions > Submission Form'. The main content area contains a 'Submission Form' section with a 'Return' button and a 'Generate Application Form' button. A pop-up box in the top right corner indicates a 'Change of Name and Address' with a reference number 'EMA CE 00007142'.

11.9. Create change of manufacturer (=repackager for parallel distribution purposes)

N.B. Before reporting change of manufacturer in IRIS, please ensure the repackager is registered in OMS (refer to the OMS guide in [IRIS guide to registration](#))

1. Follow the steps in section 2.3 “Create a new submission (general procedure for all submission types)”, then see Figure 87;
2. Click on “**Parallel Distributor information**” to bring up a screen to provide a purchase order number and your customer account number (your SAP customer number will be provided by the system in the field “Customer account number”. If the number is correct, please confirm it with a “Yes”; if the number is incorrect or missing, click “No” and enter your correct customer account number in the field “Please provide customer account number”). Click on “**Save and return**”;
3. Click “**Save and Return**”;
4. Click on “**Select Parallel Distribution Notices**” and “**Select All Notices**”; click “**Save and Return**”;
5. In “Add or Remove Repackagers” screen add and remove repackages as necessary in the relevant fields; click “**Save and return**”;
6. Click “**Documents from Applicant**” and via “**Add files**” button attach the relevant documents (e.g. new licence), confirm the upload, click “**Save and return**”;
7. “**Documents from EMA**” will contain documents from EMA (if applicable);
8. Click “**Declaration**”, confirm the statement, click “**Save and return**”;
9. Click “**Submit Application**”.
10. Confirm the declaration(s) and then click “**Declaration and Submission**”;
11. If you are unsure or think of any part of the application you want to revise, click “**Review Application**” in the pop-up box and this will return you to the draft submission; If you are sure you want to submit the application, click “**Submit**”.

Figure 87: Submission Form

Submission Form

Customer Name :
Address :

Parallel Distributor Information
Select Parallel Distribution Notices
Add or Remove Details of Repackagers
Documents from Applicant
Documents from EMA
Declaration
Submit Application

Return

Withdraw Submission Generate Application Form

11.10. Create reassignment of notices for parallel distribution

N.B. Before reassigning notices in IRIS, please ensure the other company is registered in OMS (refer to the OMS guide in [IRIS guide to registration](#))

1. Follow the steps in section 2.3 “Create a new submission (general procedure for all submission types)”, then see Figure 88;
2. Click on “**Parallel Distributor Information**” to bring up a screen for your **invoice and account numbers**; fill those in (your SAP customer number will be provided by the system in the field “Customer account number”. If the number is correct, please confirm it with a “Yes”; if the number is incorrect or missing, click “No” and enter your correct customer account number in the field “Please provide customer account number”), click “**Save and return**”;
3. Click on “**Reassignment Details**” and select the new company; click “**Save and return**”;
4. Click “**Documents from Applicant**” and via “**Add files**” button attach the relevant documents, confirm the upload, click “**Save and return**”;
5. “**Documents from EMA**” will contain documents from EMA (if applicable);
6. Click “**Declaration**”, confirm the statements, click “**Save and return**”;
7. Click “**Submit Application**”, confirm the declaration(s) and then click “**Submit Application**” – a “**Confirm Submission**” box will pop up;
8. If you are unsure or think of any part of the application you want to revise, click “**Review Application**” in the pop-up box and this will return you to the draft submission; If you are sure you want to submit the application, click “**Submit**”.

Figure 88: Submission Form

EUROPEAN MEDICINES AGENCY
IRIS

Home | Forums | Reg. Entitl. | Org. Reg. Entitl. | Products | Cases | Submissions | Committee Meeting cases | Docs | Network Submissions | Org. Contact | Name

Home > Draft Submissions > Submission Form

Submission Form

Please make sure that the required sections have a green tick to the right (except "Documents from EMA") before submitting the application.
Customer Name : European Medicines Agency
Address : Domenico Scarlattilaan 6 1083 HS Amsterdam Netherlands

Parallel Distributor Information
Reassignment Details
Documents from Applicant
Documents from EMA
Declaration
Submit Application

Return

Generate Application Form

Reassignment of notices for parallel distribution
Reference: EMA/PD/0000073195

11.11. Add contributors/managers to a PD notification

See sections 2.5. and 2.6.

11.12. Change submission contact person to a PD notification

See section 2.4.

11.13. Display and sort submissions

See section 2.1.

11.14. Search for submissions

See section 2.2.

11.15. Respond to a notification email from EMA requesting VSI

See section 2.10.

11.16. Delete a draft case or withdraw a submitted case

See section 2.7. and section 2.8.

12. Product Lifecycle Management (PLM) procedures⁵

Domain applicability: human & veterinary

⁵ variations and Art. 61(3) notifications under Directive 2001/83/EC, variations requiring assessment under Regulation 2019/6 and Marketing Authorisation transfer applications for human and veterinary medicinal products

For general information on product lifecycle procedures, please consult the [EMA website](#) on relevant procedures.

For specific information on how to submit an application for PLM procedures, including the supporting documentation, please refer to [Submitting a post-authorisation application | European Medicines Agency](#) for human medicinal products and [VET eSubmission](#) for veterinary medicinal products on the EMA website.

Please note for PLM procedures there is no submission creation in IRIS by industry users. The submissions will be created by EMA based on the electronic application form included in eCTD sequence after technical validation and exposed to the industry portal under “Ongoing submissions”. You will receive a confirmation email once the submission has been created – see section 12.1.

12.1. Display and sort submissions

Once a submission is created by EMA, it will be visible under the “**Ongoing Submissions**” sub-tab of the “**Submissions**” Tab.

If you have an IRIS Industry Manager role, you will see all the procedures/cases for which you are ‘submission contact’, plus all the submissions to which you have been added as a manager or a contributor. If you have an IRIS Industry Contributor role, you will see all the procedures/cases to which you have been added as a contributor. In both cases, you will see submissions if you are affiliated to the correct Organisations in IAM (see the ‘IRIS guide to registration and RPIs’ for further details). If you have an IRIS Industry Coordinator role, you will see all PLM procedures/cases and other IRIS submission types of your affiliated organization(s).

See section 2.1 for further details.

12.2. Search for submissions

See section 2.2. “Draft Submissions” is not applicable for PLM cases.

12.3. Add contributors/managers to a PLM procedures

See sections 2.5. and 2.6.

12.4. Communication model and change submission contact person to a PLM procedures

12.5. See section 2.4. Check the current status of PLM Submissions in the IRIS Portal

See section 2.12

12.6. Withdrawal of a PLM procedure

Step-by-step guidance on how to withdraw a full submission (all scopes), please refer to the generic steps described in section 2.8.

Please note for PLM procedures request to withdraw single scopes (not the full submission) continues to be communicated to EMA via email.

12.7. Exchange of documentation and communication with EMA for PLM procedures (outside ECTD/VNeeS submissions)

On receipt of a notification email from EMA stating for example that “Validation Supplementary Information (VSI)” is required for one of your Ongoing Submissions, log into the IRIS portal and carry out the following steps:

1. From the IRIS home page, click on “**Ongoing submissions**” sub-tab present under “**Submission**” tab;
2. Locate the submission mentioned in the e-mail by using the sort or search features described in this Guide, or by just scrolling down the list until you find it;
3. At the right of the row in the list where your submission appears, click on the drop-down arrow and select “View/edit submission”;
4. If you need to upload any document, select “Documents from Applicant”. Click on “+Add files” and select as many documents as needed. Confirm that all documents have been uploaded and click on “Save and Return” when you are done;

Figure 89: Uploading documents from Applicant

Documents from Applicant

Variation type IA
Reference: EMA/VR/0000078097

After uploading new documents please make sure to submit/resubmit the application by using the buttons in the main page.

If you need to modify a document already uploaded, please upload a file with the same name of the existing file, and select the "overwrite existing file" option in the pop-up window.

+ Add files

There are no folders or files to display.

Please confirm that you have uploaded all documents that may be relevant to the submission *

Yes No

Save and Return Return

On receipt of a notification email from EMA stating for example that there is a new document uploaded by EMA for one of your Ongoing Submissions, log into the IRIS portal and carry out the following steps:

5. From the IRIS home page, click on “Ongoing submissions” sub-tab present under “Ongoing submission” tab;
6. Locate the submission mentioned in the e-mail by using the sort or search features described in this Guide, or by just scrolling down the list until you find it;
7. At the right of the row in the list where your submission appears, click on the drop-down arrow and select “View/edit submission”;
8. Select “Documents from EMA” where all documents shared by EMA can be accesable;

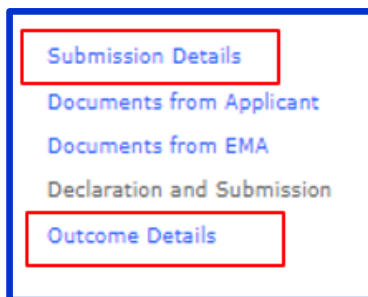
NOTE: When replying to the email sent from EMA, **do not** alter the tab in the subject of the email (keeping the email token in the subject will associate that email to the relevant case in IRIS on EMA side).

12.8. Submission details and outcome information for PLM procedures

Main submission details and additional procedural information (e.g. Timetables, resources assigned to the submission etc.) can be found in the “Submission details” form clicking on the active submission number or by clicking on the drop-down arrow tab on the right-hand side of your submission (View/Edit Submission option).

Main outcome details for the procedures for which the Opinion or Notification have been issued by EMA can be found in the “Outcome details” form by clicking on the drop-down arrow tab on the right-hand side of your submission (View/Edit Submission option).

Figure 90: Submission details and outcome details



12.9. Steps after end of linguistic review

The linguistic review process itself stays outside IRIS. The MAH will upload the final translations and relevant documents via the Industry portal according to the translations timetable available on the Industry portal. EMA will proceed with EPAR publications/EC decision process.

12.10. Re-examination

Process remains unchanged. The MAH will upload via the industry portal a letter to inform of the intention to request a re-examination. Once the detailed grounds for the re-examination have been received (within 60 days from the receipt of the opinion), then the case will be managed according to the agreed timetable.