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Patients and Healthcare Professionals Department

Guidance note for reimbursement of delegates entitled to the double daily allowance

In December 2009, the European Medicines Agency's Management Board agreed that in specific cases some experts may be eligible to receive double the normal "daily subsistence allowance" when participating in EMA meetings.

This is based on the following considerations, as well as existing experience:

- A lack of financial resources can make participation difficult for some experts in the activities of the Agency, as participation very often implies a great effort both from the expert and where applicable, from their organisation.
- Experts nominated by the Agency who work on a voluntary basis, are not remunerated for their work nor the time invested in EMA activities.

Those experts entitled to the double daily allowance are:

- Nominated directly by the Agency, or the European Commission (not by National Competent Authorities), and
- Work on a voluntary basis, and do not receive any financial support for the work they do at the Agency, nor any financial compensation for any loss of income or additional expenses incurred due to their attendance at the Agency.

The double daily allowance may be paid to one representative per organisation for each meeting day attended and where the above criteria are met.

In the case of attendance to training sessions or workshops that do not require preparatory work from participants the double daily allowance will not apply. Only the single daily allowance will be paid. This measure will be based on information provided by the meeting organisers and applied at the discretion of the Agency. A double daily allowance will still be granted to experts who contribute in training sessions or workshops (e.g. as speaker).