



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

SPOR webinar: Using OMS & RMS data in eAF

28 November 2017





1. Case for SPOR (why, how, what)
Agnieszka Laka, SPOR Business Change Lead
2. RMS in summary
Jaume Gonzalez, RMS Business Lead
3. OMS in summary
Kepa Amutxastegi, OMS Business Lead
4. Using RMS in eAF
Jaume Gonzalez
5. Using OMS in eAF
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6. Demonstration & case study
Kristiina Puusaari, eSubmissions Business Lead
7. Requesting Substances via EMA Service Desk
Pedro Batista, SPOR Data Steward
8. SPOR user registration process
Gabriel Boronat, SPOR Business Change
9. Key messages
Agnieszka Laka & Gabriel Boronat
10. Additional information & relevant documents
Gabriel Boronat



- Data is at the centre of organisations
- We are collecting more data than ever
- Data is scattered across organisations, applications, databases.
- Consequence is data that is not consistent and/or not integrated
- **The result?**
Inconsistent data cannot be reused

We are **centralising management of data** in four domains of pharmaceutical & regulatory data:

- **Substances**
- **Products**
- **Organisations**
- **Referentials**

Integrate SPOR master data with business processes so that **data** is **entered once** and **reused across different business processes**

- Process optimisation
- Decision making
- Public health
- Compliance
- Transparency

Benefits will be realised overtime.



- **ISO IDMP standards** (five standards) define the rules that uniquely identify medicinal product and the relevant elements to identify them.
- [Commission Implementing Regulation \(EU\) No 520/2012](#) (art. 25 & 26) obliges EU Member States, marketing authorisation holders, and EMA to **make use of the ISO IDMP standards**.
- **SPOR projects** implement ISO IDMP standards and the processes to **manage** four domains of data (**master data**) in pharmaceutical/regulatory industry:
 - **Substance Management Services (SMS)** – ISO 11238
 - **Product Management Services (PMS)** – ISO 11615, 11616
 - **Organisation Management Services (OMS)**
 - **Referentials Management Services (RMS)** – ISO 11239, 11240
- **Delivery of SPOR is phased**
 - RMS and OMS services delivered first (June 2017)
 - Delivery of PMS and SMS will follow (iterative)
- **SPOR applies to both Human & Veterinary domains**



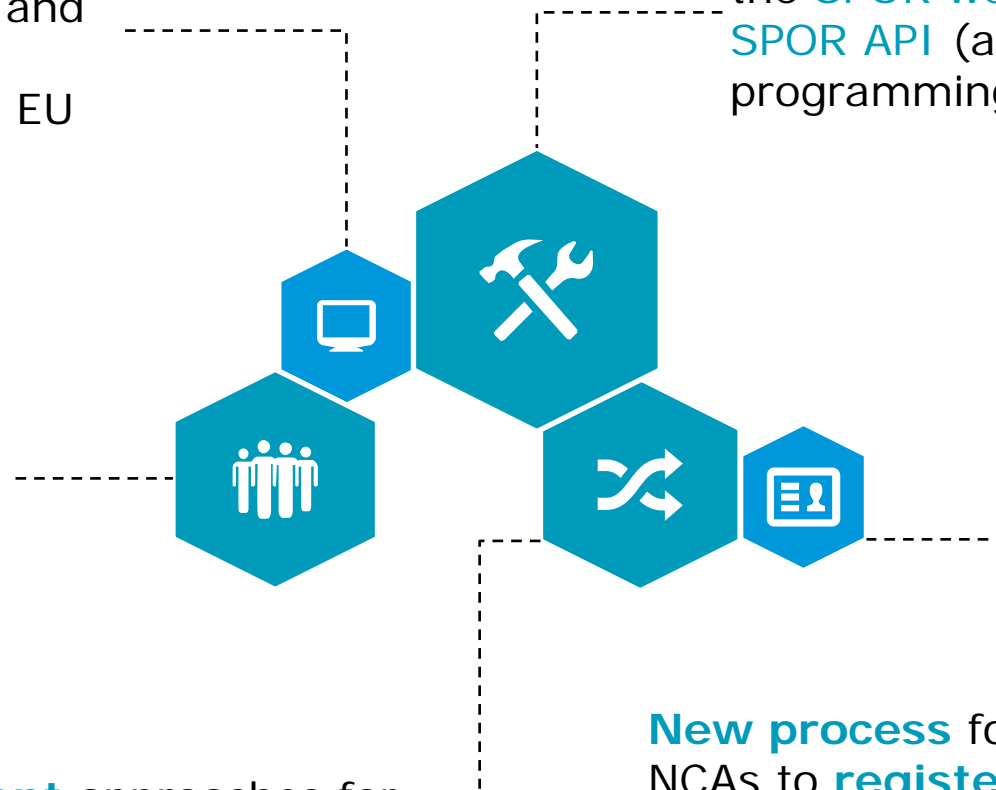
Lists of organisations, (OMS dictionary), **referentials, terms,** and **substances** for stakeholders to use in EU regulatory activities

A specialised team of **EMA data stewards** will manage SPOR data and provide support to stakeholders

New **data management** approaches for industry, NCAs, and EMA:

- On-going data synchronisation.
- Possible need for data transformation/enrichment

SPOR data accessible via the **SPOR web portal** and **SPOR API** (application programming interface)



New process for industry and NCAs to **register/update** SPOR data before submitting regulatory applications. **Data entered once and reused** in different processes

Integration of RMS and OMS with eAF



ISO IDMP compliant **RMS & OMS services live** in June 2017.
 No impact on regulatory submissions at go live.
 RMS and OMS projects concludes in December 2017.



Use of RMS mandated as of July 2018

Use of OMS in eAF mandated

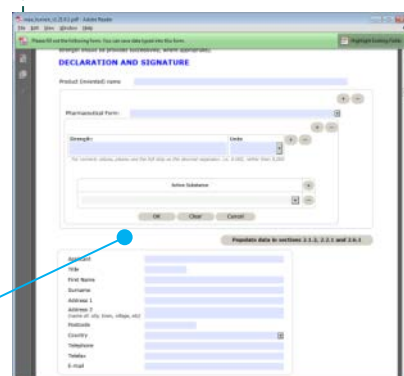


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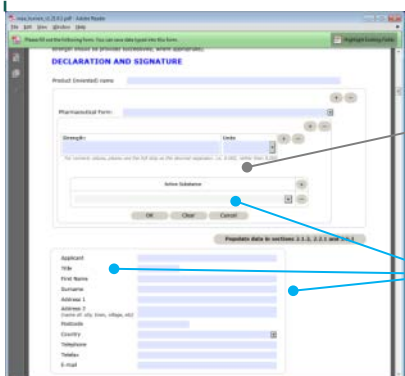
2018



Consultations with stakeholders on the benefits of using SPOR services



June 2017:
RMS replaces EUTCT,
 RMS integrated with eAF
 (consumes RMS data)



15 Dec 2017:
eAF integration with OMS
 (MA application, Renewals, Variations for Human and Veterinary)

Q3/Q4 2018 CEESP planned to go live (*)

(*) – subject to planning



- The launch of RMS and OMS services (June 2017) did not immediately change any regulatory submission processes.
- EMA has been consulting stakeholders on the benefits of using SPOR data (data entered once, reused often).
- Consultation with the eAF Group resulted in plan to integrate of eAF with OMS - scheduled for December 2017.
 - RMS is already integrated with eAF
- In future SPOR master data is expected to support regulatory submissions in Telematics systems such as the electronic application forms (eAF) and the Common European Single Submission Portal (CESSP).
- A minimum period of 6 months will be allowed before the use of RMS and OMS will be mandated in any given regulatory procedure.



Referentials Management Services (RMS) – summary



- **RMS replaces EUTCT** (EU Telematics Controlled Terms) **as the central repository** and provider of Referentials data for the EU medicines regulatory network (EMRN).
- EMA will act as data broker (one-stop shop) and liaise with maintenance organisations and data owners to consolidate **Referentials Lists** into a single place and in a **common format**.
- **RMS includes the following lists of controlled terms:**
 - Lists migrated from EUTCT;
 - EDQM lists and Units of Measurement (UoM) lists (*these are ISO IDMP standard lists*);
 - EudraVigilance lists;
 - New lists required for OMS.
- **Substance-related lists remain in EUTCT until** the Substance Management Services (SMS) is delivered.
 - [EUTCT](#) should be used only for browsing and downloading the Substances-related lists.



- Users can access the data via the RMS web portal, or programmatically via the application programming interface (API).
- There is a **common process** for Industry and other parties to submit change requests for the **registration of new terms** or **update of existing terms** in the **RMS portal, prior to submitting regulatory applications**. This includes:
 - Creation of a new list/term, or
 - Request updates of already existing lists/terms, or
 - Request deletion of terms.
- The new RMS tool enables these tasks to be performed in a more efficient way as data stewards do not depend on IT colleagues.
- In addition to standard functionality such as browsing or searching RMS allows users to set preferences to personalise their RMS experience:
 - Subscribe to receive notifications of changes to terms and lists;
 - Tag subsets of referential terms;
 - Save frequently used searches.



Organisation Management Services (OMS) – summary



- **OMS** is a **new service** that EMA is implementing **for the EU medicines regulatory network**
- **OMS** will provide a **central source of organisation data (OMS dictionary)** that consists of lists of organisations with associated physical locations to be used in support of EU regulatory activities
- **eAF** is the **first** business process **to use OMS** dictionary

Example of organisation search in OMS portal

Organisation ID	Organisation Name ▲	Country ⇅	Location ID ⇅	City ⇅	Address	Postcode ⇅	Location status ⇅
ORG-100001756	Aventis Pharma Limited	United Kingdom	LOC-100003259	Alnwick	Willowburn Avenue	NE66 2JH	ACTIVE
ORG-100001756	Aventis Pharma Limited	United Kingdom	LOC-100002301	Guildford	One Onslow Street	GU1 4SY	ACTIVE
ORG-100004158	Sanofi - Aventis A.E.B.E	Greece	LOC-100000261	Kallithea	Syngrou Avenue 348	176 74	ACTIVE
ORG-100000970	Sanofi Aventis S.A	Spain	LOC-100001217	Leganes	Poligono Industrial Ciudad Del Automovil	28914	ACTIVE
ORG-100001968	Sanofi S.p.A.	Italy	LOC-100002628	Milan	Viale Luigi Bodio 37/B	20158	ACTIVE
ORG-100001968	Sanofi S.p.A.	Italy	LOC-100002763	Scoppito	Strada Statale 17 Km 22	67019	ACTIVE
ORG-100001968	Sanofi S.p.A.	Italy	LOC-100001330	Brindisi	Via Sant'Angelo 22/26	72100	ACTIVE
ORG-100001968	Sanofi S.p.A.	Italy	LOC-100002755	Anagni	Localita Valcanello 4	03012	ACTIVE
ORG-100000111	Sanofi-Aventis	France	LOC-100003678	Neuville Sur Saone	31 Quai Barbes	69250	ACTIVE
ORG-100000111	Sanofi-Aventis	France	LOC-100003674	Chilly-Mazarin	1 Avenue Pierre Brossolette	91380	ACTIVE



- The initial content of the OMS dictionary derives from existing systems, *i.e.* xEVMPD – Article 57, EudraGMDP, and other EMA corporate systems.
 - In future new sources may be identified and organisation data incorporated in the OMS dictionary, *e.g.* CESSP, EV Vet, NCA systems, *etc.*
- This source data has been standardised, cleansed and consolidated by EMA Data Stewards.
- Data has been segregated to align with business priority which is based on organisation roles.
- EMA will inform stakeholders once each data set has been included in the OMS dictionary.

Initial OMS content plan 2017/2018



Key



Points at which new organisation data set is published/completed in OMS. Communication will be provided closer to the publication of the data set.

MAHs - Marketing Authorisation Holders

MAAs - Marketing Authorisation Applicants

CAPs - Centrally Authorised Products

NAPs - Nationally Authorised Products

H, V - Human, Veterinary

OMS go-live

June 2017



NCA/Regulatory Authorities

End of 2017



Sponsors:
(H) CAPs & NAPs



End of Q1 2018



Manufacturers:
(H+V) CAPs

End of Q3 2018



Manufacturers:
(H+V) NAPs



- **MAHs:** (H+V) CAPs & (H) NAPs
- **MAAs:** (H+V) CAPs
- **MRL applicants** (Vet)

Additional Organisation data to be added in future; prioritisation defined at a later stage eg. Vet non CAP MAHs



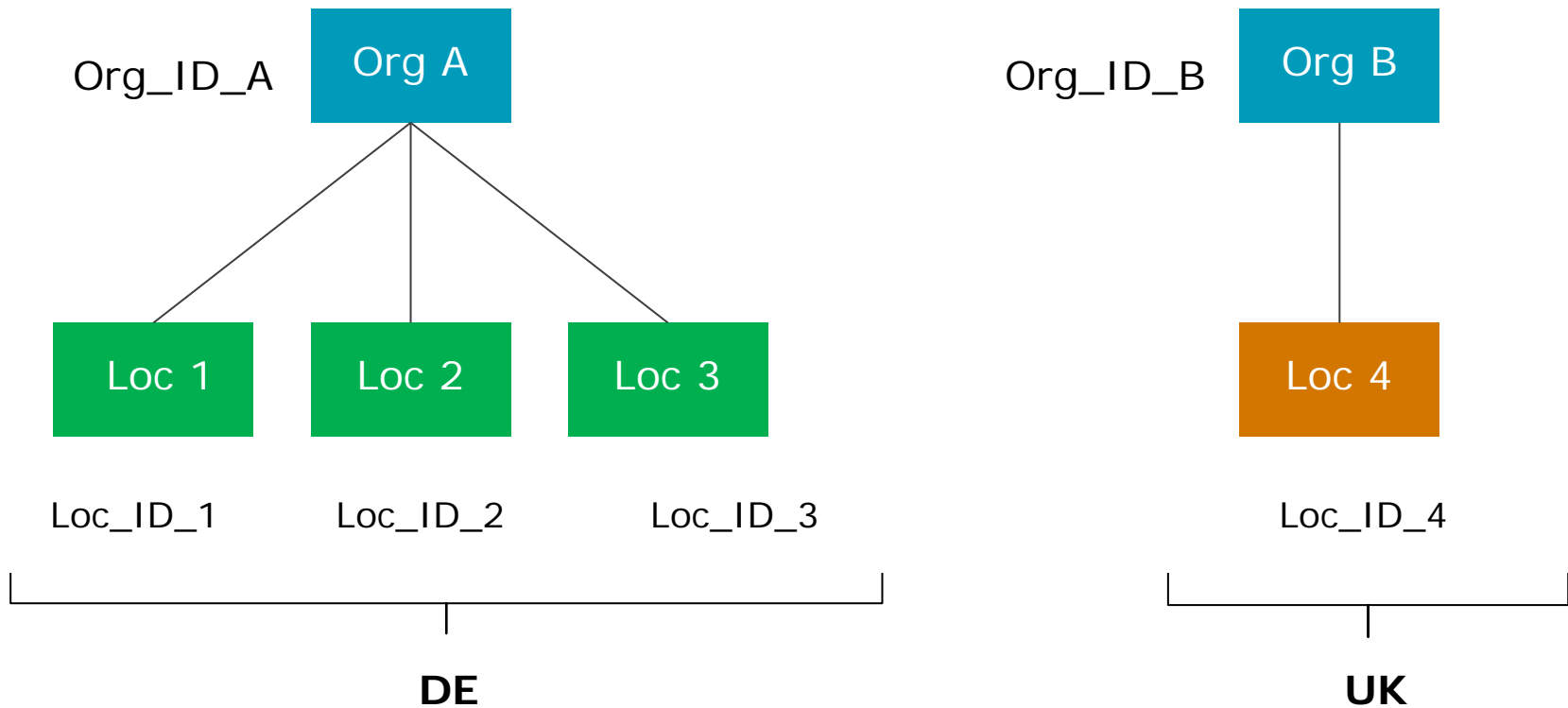
- Organisation data will be structured with unique IDs (**Organisation_ID** and **Location_ID**) and mapped to records loaded from source systems, *e.g.* xEVMPD or EudraGMDP organisation IDs
- In the OMS there is **no differentiation between an organisation created in the context of a human medicinal product versus a veterinary medicinal product**
- OMS **will not define which role(s) the organisation performs** since this depends on the context in which the data will be used
 - *e.g.* in theory an organisation can act as an MAH in the context of one medicinal product but as Sponsor or Manufacturer for another medicinal product
- Organisations are categorised by **type**: 'Industry', 'Regulatory Authority', 'Educational Institution', 'Healthcare', *etc.* or by **size**: SME as 'Micro', 'Small', or 'Medium'



- OMS data can be accessed directly via the [OMS web portal](#) or programmatically via the application programming interface (API).
- Anybody can access the SPOR portal and **view / search OMS data**.
- Users will be able to search for organisations and locations and view details of organisations and locations.
- Search is a starting point for the user to request changes to the organisation data. The following options are available:
 - if the user is not able to find the requested organisation – defined by name in a given country – they can request **creation of a new organisation**;
 - if the organisation is found, but the required location is not found, the requestor needs to submit a request to **add a new location to the existing organisation**;
 - alternatively, a user locates an existing organisation and location, but determines that the **organisation and/or location need to be changed**.



Note: Org A name can be the same as Org B name





Using RMS in eAF

Integration of RMS data with eAF



- RMS is already integrated with eAF (RMS data is pulled into eAF automatically).
- **Terms should be registered** before they are required to be used in a regulatory procedure.
- Current process for applicants to request registration of terms is by sending email to mdms@ema.europa.eu (as described in eAF Q&A document).
- From December 2017 applicants are encouraged to start using RMS portal to submit change request to register terms (mdms@ can still be used until end of June 2018).
- From July 2018 only change request submitted via RMS will be accepted.

June 2017 RMS services live.
RMS is integrated with eAF. No impact on regulatory submissions at go-live.

From July 2018 submission of change requests via RMS portal only



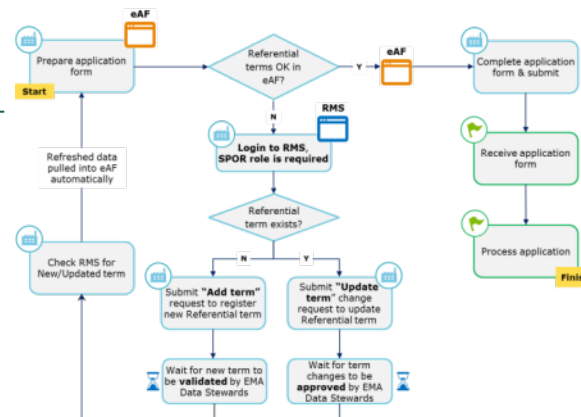
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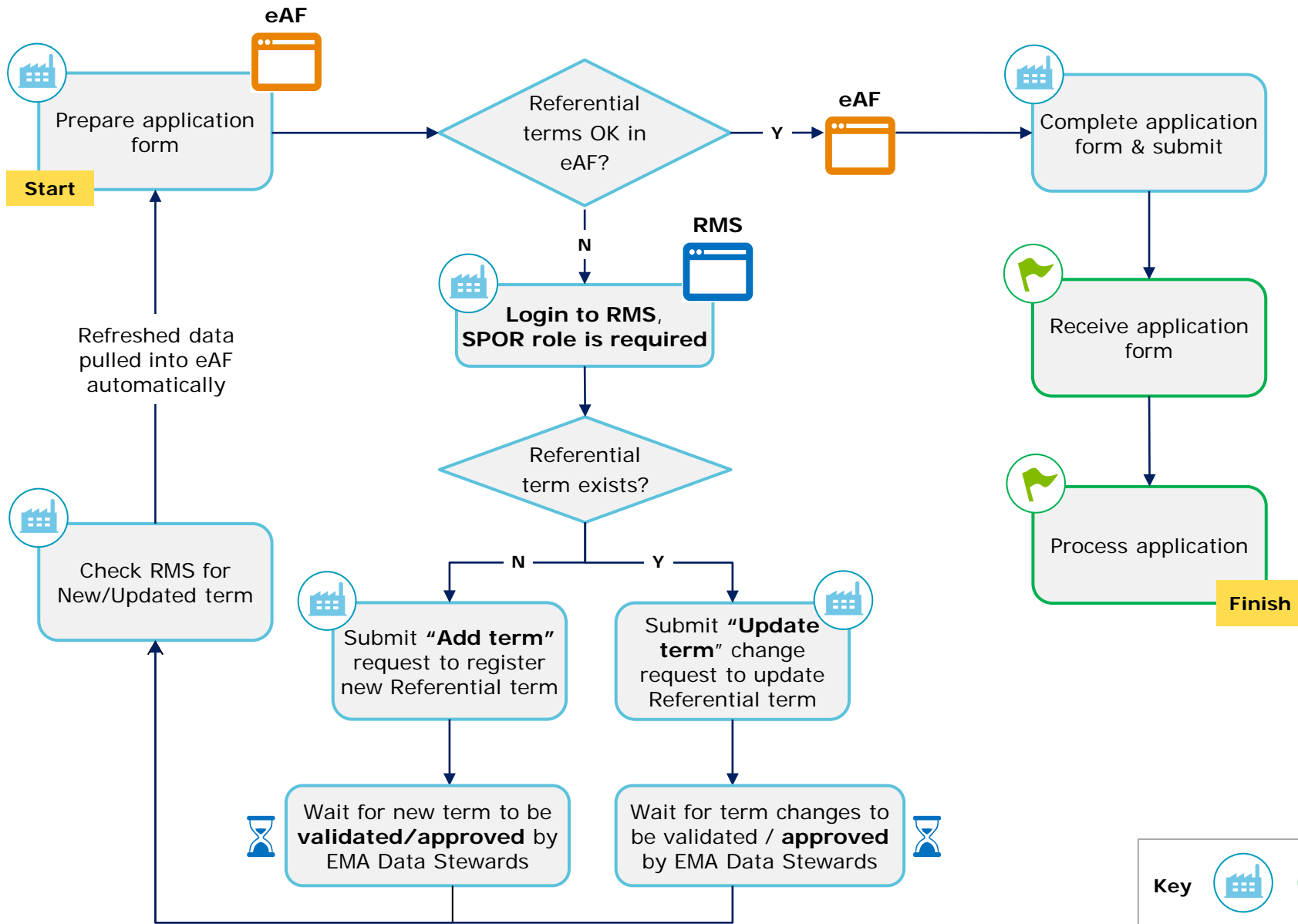
15 December 2017 industry stakeholders start using RMS portal instead of mdms@



2018

Using RMS in eAF process (see slide 19)







- After submitting “**Add term**” request it will usually take 2-3 working days to be **validated** and get a **provisional** term available for selection in eAF.
 - Data stewards can reject the request at validation level in case is clearly not a valid term. The requestor would have to submit a new term request
 - Data stewards can return the request at validation level in case the request is no complete or if additional information is required. The requestor would have to submit additional information
- Additionally, there is an **approval process** to determine the final term naming conventions. Depending on the List owner it can take from **1 month** to **1 year**.
 - When terms are approved their status becomes **CURRENT** (approved)
 - When terms are rejected their status becomes **NULLIFIED** or **NON-CURRENT** (used but no longer recommended)
*=> use a **CURRENT** term instead*

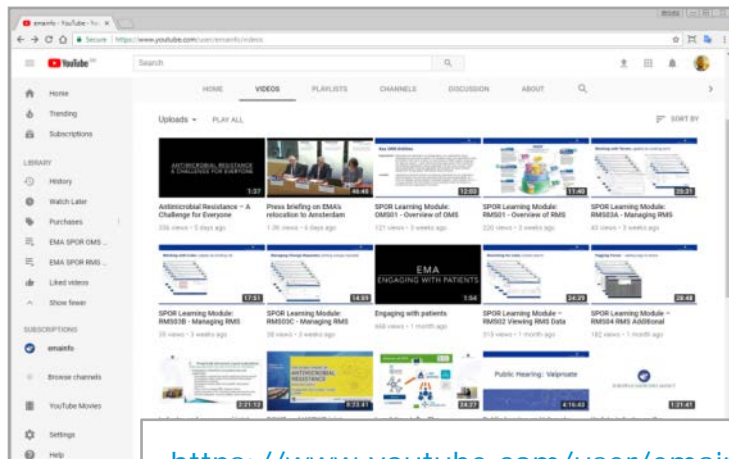


- After submitting an “**Update term**” request it will usually take 3-5 working days to be validated. After validation no changes will be reflected in the term.
 - EMA Data stewards can reject the request at validation level in case the changes are not acceptable. The requestor would have to submit a new update term request, if needed.
- Additionally, there is an **approval process** that will take up to 2 months.
 - If the “Update term” request is **approved** the requested changes become visible in RMS/eAF;
 - If the “Update term” request is **rejected** the term information remains the same in RMS/eAF.



- RMS training videos are published on the [@emainfo](https://www.youtube.com/user/emainfo) YouTube channel. They cover core functionality for users of RMS and are available freely.
- RMS web user manual – provides step-by-step guidance for main functionalities available from the RMS web user interface, e.g. searching and browsing data, requesting new data entries, and requesting changes to existing data.
- SPOR Service Level Agreements (SLAs) – service levels for validation of change requests to update RMS data.

<http://spor.ema.europa.eu/sporwi/>



<https://www.youtube.com/user/emainfo/videos>

EUROPEAN MEDICINES AGENCY
SPOR - Organisations Management System

Substances | Products | Organisations | **Referentials** | Help

SPOR Home | Organisations | **Documents**

Home / View Documents

General | Technical

Document Name	Document Description	Published Date	Actions
About OMS	Introduction to OMS content and legal disclaimer and copyright information about the use of this content.	2017-06-26	
About SPOR	Introduction to the legal disclaimer, copyright and other policies of using SPOR data.	2017-06-26	
Change requests validation in OMS	Guidance document on providing the supporting documentation with change requests in OMS	2017-06-16	
Definitions of OMS Controlled Vocabularies	RMS controlled vocabularies used in OMS	2017-06-16	
OMS L0 - L2 To-Be Business Processes	Business process related to OMS	2017-06-16	
OMS UAT Plan - September 2017	September OMS UAT plan as approved by the EMA OMS Project Board	2017-09-01	
OMS Web User Manual	A manual giving guidance on OMS services - how to search, view and export data, how to request a new data entry and how to request a change of currently provided data	2017-07-07	
Organisation data quality standards in OMS	Guidance document on the data quality standards to be applied in OMS	2017-06-16	
Phase I operating model-OMS	Operating model which will be implemented as OMS is enforced by regulatory business processes	2017-06-16	
RMS and OMS user on-boarding	Referentials Management Service (RMS) and Organisations Management Services (OMS) user on-boarding plan	2017-07-12	
September OMS UAT preparatory webinar	Presentation provided on the OMS UAT preparatory webinar on 1 September 2017	2017-09-01	
SPOR SLAs	Service Level Agreement (SLA) for the validation of change requests to update OMS (and RMS) content	2017-06-16	
SPOR User Affiliation Template Letter	A template letter to be submitted in support of a request for organisation's first SPOR Super User role to the EMA IT Service Desk	2017-10-04	
SPOR User Registration Manual	Step-by-step manual how to register for EMA systems and request SPOR user roles	2017-08-18	



Using OMS data in eAF



- **OMS** will be **integrated in all four** electronic application **forms** for **all address fields** in eAF release v1.22.0.0, planned to go-live on 15 December 2017.
- Use of **OMS** in the **eAF** will **initially** be **optional**.
- **Mandating OMS** planned for **Q3/Q4 2018**.



June 2017 OMS data services live.
No impact on regulatory submissions at go live.

Use of OMS
in eAF is mandated

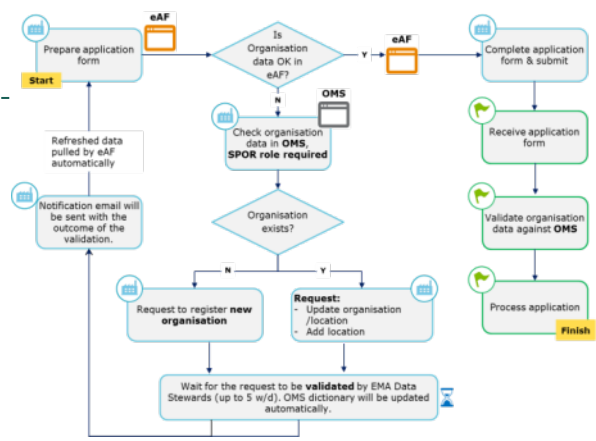
15 December 2017 start using OMS in eAF

2017

2018

Using OMS in eAF
process see slide 27

Q3/Q4 2018 CESSP
planned to go live (*)

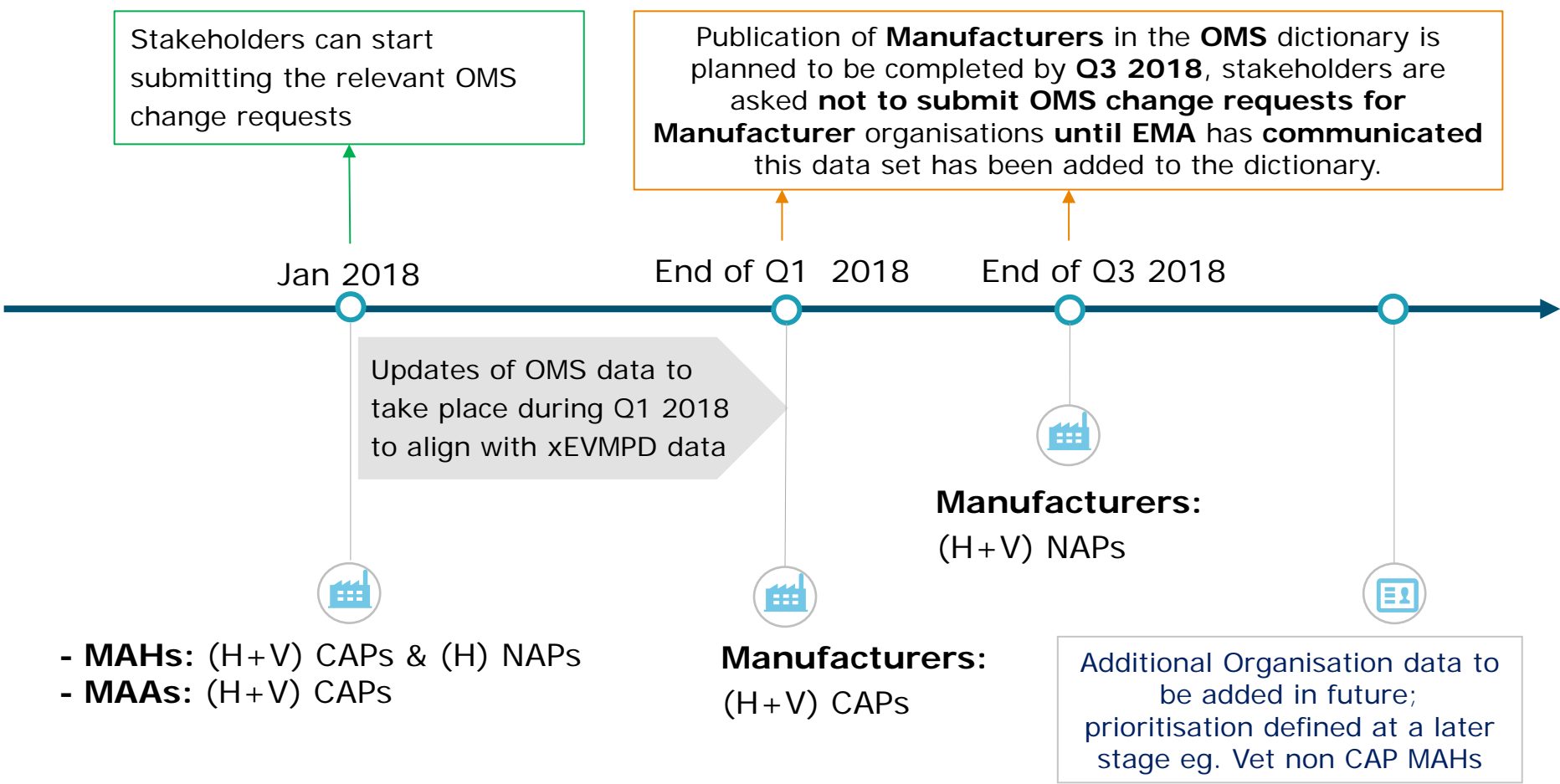




Applicants are advised to **perform a search** from within the form to **familiarise** themselves **with the use of OMS** and to ensure that they are familiar with the process **before its use becomes mandatory**.

Two outcomes are possible after searching for an organisation:

1. If the **address/location is not found or is incorrect**, users can enter manually the address details using free text fields, as previously in the eAF. Users are advised to follow the OMS process to submit requests for adding or amending organisation data.
2. If the **address/location is correct**, users may proceed using the OMS-provided data.



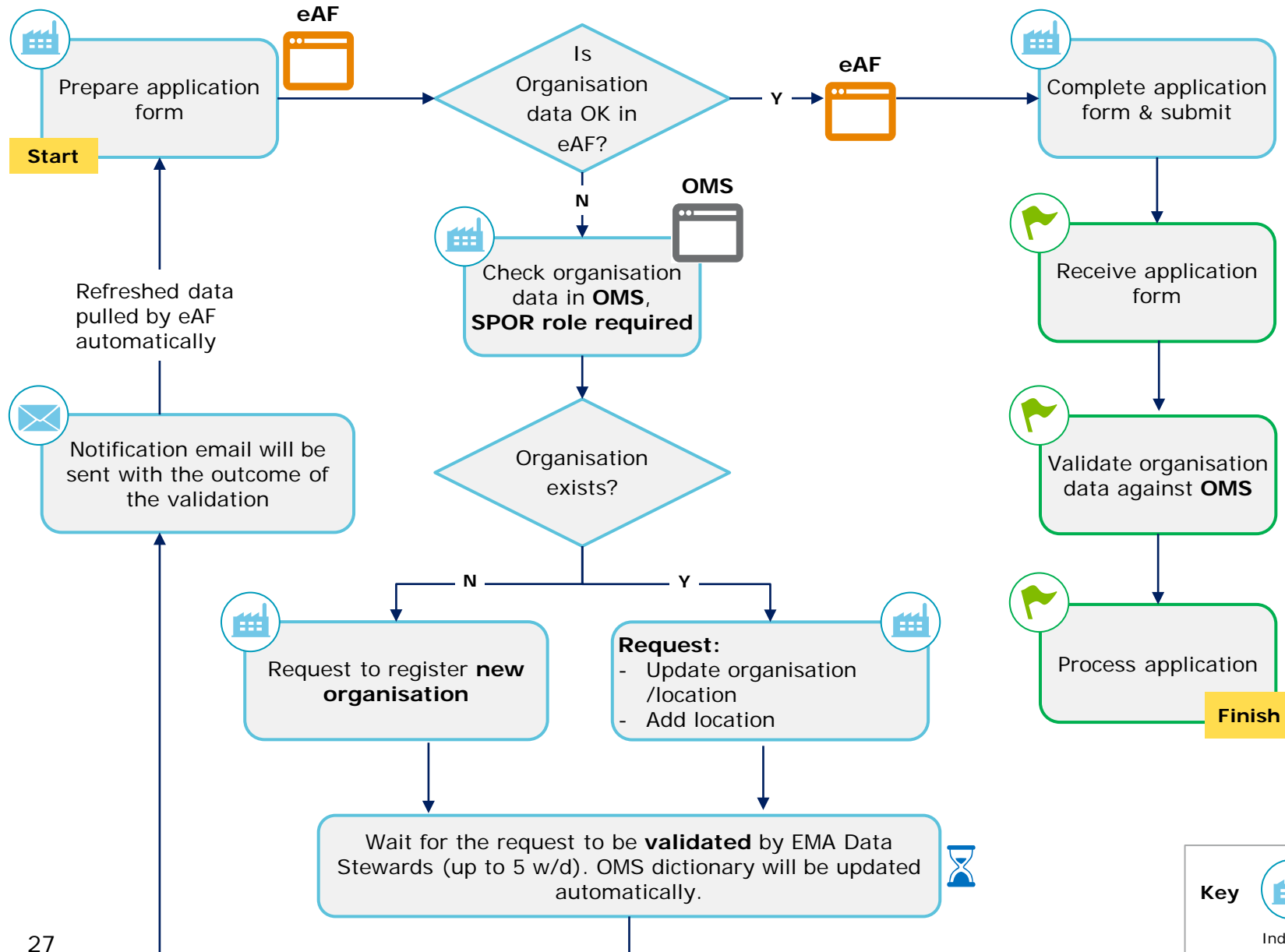
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Manufacturers:
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Additional Organisation data to be added in future; prioritisation defined at a later stage eg. Vet non CAP MAHs

Key
 Points at which new organisation data set is published/completed in OMS.
Communication will be provided closer to the publication of the data set



Key





EMA is the maintenance organisation of 'O' data

- EMA will generate and maintain Organisation IDs.
- When NCAs receive applications they will need to validate against OMS data. If the data does not exist in OMS, or is not accurate, then they will need ask Industry to submit via OMS a new organisation registration or an update.
- This user process will not become applicable for Veterinary-only NCAs until Manufacturers-related data is available in a later release of the OMS dictionary.

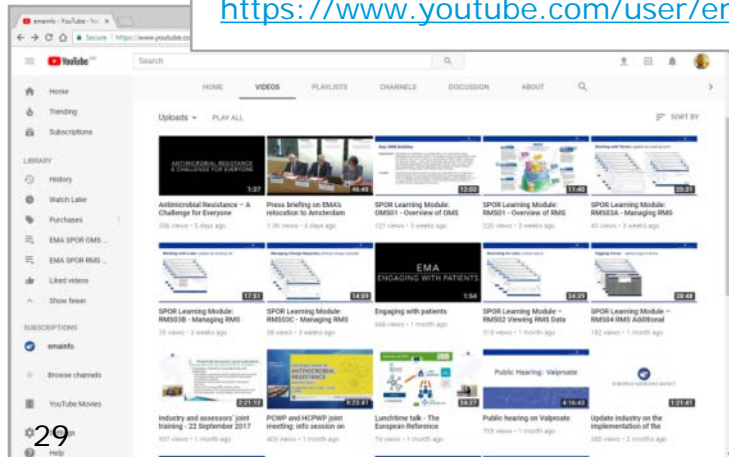
Checking Organisation data will help ensure **completeness** of the OMS dictionary which will be paramount to support future business cases in the context of EU regulatory activities

OMS relevant documents



- OMS training videos are published on the [@emainfo](https://www.youtube.com/user/emainfo) YouTube channel. They cover core functionality for users of RMS and OMS and are available freely.
- OMS web user manual – provides guidance on OMS services, e.g. searching and viewing data, exporting data, requesting new data entries, and requesting changes to existing data.
- Organisation data quality standards – guidance on the data quality standards applicable to OMS.
- SPOR Service Level Agreements (SLAs) – service levels are indicative and will be reviewed in future. SLAs will be discussed with stakeholders and adjusted as SPOR data is consumed by additional systems.

<https://www.youtube.com/user/emainfo/videos>



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	validation of change requests	2017-06-16	
	support of a request for role to the EMA IT Service Desk for EMA systems and request	2017-10-04	
		2017-08-18	

<http://spor.ema.europa.eu/sporwi/>

eAF-OMS – example form



Applicant [text]
 Title [text]
 First Name [text]
 Surname [text]

Please select organisation from SPOR OMS to autofill address details. If the organisation is not found or the address details are not correct, please visit the OMS page in the SPOR portal for more information: <http://spor.ema.europa.eu/oms#wj/#/> Find Address Clear Address

Address [text]
 Address 1 [text]

City/Locality/Town/Village [text]
 State [text]
 Country [text]
 Postcode [text]
 Country [text]
 Telephone [text]
 Telefax [text]
 E-mail [text]

Applicant [text]
 Title [text]
 First Name [text]
 Surname [text]

Please select organisation from SPOR OMS to autofill address details. If the organisation is not found or the address details are not correct, please visit the OMS page in the SPOR portal for more information: <http://spor.ema.europa.eu/oms#wj/#/> Find Address Clear Address

LocID [dropdown] [input]
 OR
 Organisation name [text] Search
 Country [dropdown]

Address Results
 [text area]

Select Select/Close

Address [text]
 Address 1 [text]

City/Locality/Town/Village [text]
 State [text]
 Country [text]
 Postcode [text]
 Country [dropdown]
 Telephone [text]
 Telefax [text]
 E-mail [text]

Applicant GlaxoSmithKline
 Title [text]
 First Name [text]
 Surname [text]

Find Address Clear Address

LocID [dropdown] [input]
 OR
 Organisation name [text] Search
 Country [dropdown]

Address Results
 EN|Austrian Agency for Health and Food Safety|Spargelfeldstrasse 191|+Vienna,donaustadt|Austria
 DE|Austrian Agency for Health and Food Safety|Spargelfeldstraße 191|line 2|Austria
 DE|Austrian Agency for Health and Food Safety|Spargelfeldstraße 191|Donaustadt|Austria
 DE|Austrian Agency for Health and Food Safety|Spargelfeldstraße 191|Wien,donaustadt|Austria
 EN|GlaxoSmithKline|GSK House|980 Great West Road|United Kingdom

Select Select/Close

Address [text]
 Address 1 GSK House
 980 Great West Road

City/Locality/Town/Village [text]
 County Middlesex
 Postcode TW8 9GS
 Country United Kingdom
 OrgID ORG-10000
 LocID LOC-10000
 Telephone [text]
 Telefax [text]
 E-mail [text]

Applicant GlaxoSmithKline
 Title [text]
 First Name [text]
 Surname [text]

Find Address Clear Address

Address [text]
 Address 1 GSK House
 980 Great West Road

City/Locality/Town/Village [text]
 County Middlesex
 Postcode TW8 9GS
 Country United Kingdom
 OrgID ORG-100005534
 LocID LOC-100001352
 Telephone [text]
 Telefax [text]
 E-mail [text]

eAF-OMS – example form



Applicant [Redacted]
Title [Redacted]
First Name [Redacted]
Surname [Redacted]

Please select organisation from SPOR OMS to autofill address details.
If the organisation is not found or the address details are not correct,
please visit the OMS page in the SPOR portal for more information:
<http://spor.ema.europa.eu/oms/wi/#/>

Find Address **Clear Address**

Address
Address 1 [Redacted]

City/Locality/Town/Village [Redacted]
State [Redacted]
Country [Redacted]
Postcode [Redacted]
Country [Redacted]
Telephone [Redacted]
Telefax [Redacted]
E-mail [Redacted]

Applicant [Redacted]
Title [Redacted]
First Name [Redacted]
Surname [Redacted]

Please select organisation from SPOR OMS to autofill address details.
If the organisation is not found or the address details are not correct,
please visit the OMS page in the SPOR portal for more information:
<http://spor.ema.europa.eu/oms/wi/#/>

Find **Clear**

LocID [Redacted] **OR**

Organisation name [Redacted] **Search**

Country [Redacted]

Address Results

EN Austrian Agency for Health and Food Safety Spargelfeldstrasse 191 +Vienna,donaustadt Austria
DE Austrian Agency for Health and Food Safety Spargelfeldstraße 191 line 2 Austria
DE Austrian Agency for Health and Food Safety Spargelfeldstraße 191 Donaustadt Austria
DE Austrian Agency for Health and Food Safety Spargelfeldstraße 191 Wien,donaustadt Austria
EN GlaxoSmithKline GSK House 980 Great West Road United Kingdom

Select **Select/Close**

Address
Address 1 GSK House
980 Great West Road

City/Locality/Town/Village [Redacted]
County Middlesex
Postcode TW8 9GS
Country United Kingdom
OrgID ORG-100005534
LocID LOC-100001352
Telephone [Redacted]
Telefax [Redacted]
E-mail [Redacted]

Applicant GlaxoSmithKline
Title [Redacted]
First Name [Redacted]
Surname [Redacted]

Find Address **Clear Address**

Address
Address 1 GSK House
980 Great West Road

City/Locality/Town/Village [Redacted]
County Middlesex
Postcode TW8 9GS
Country United Kingdom
OrgID ORG-100005534
LocID LOC-100001352
Telephone [Redacted]
Telefax [Redacted]
E-mail [Redacted]

Demonstration: V eAF

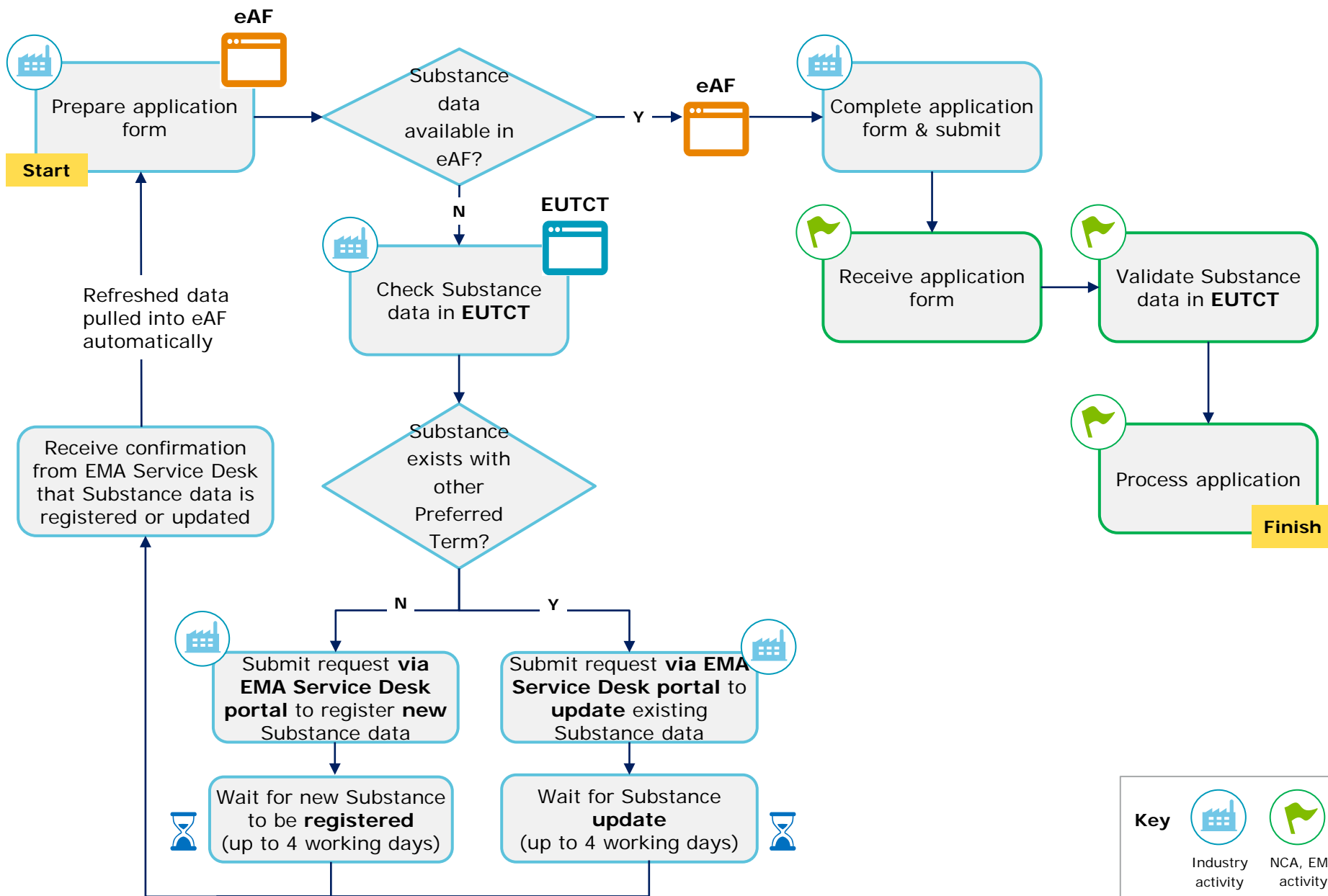


Requesting Substance – using EMA Service Desk instead of mdms@ email



- **Substance-related lists remain in EUTCT until** the Substance Management Services (SMS) is delivered.
- [EUTCT](#) should be used only for browsing and downloading the Substances-related lists.
- Substance data remains in EUTCT until the Substance Management Services (SMS) is delivered.
- As of January 2018 new substance requests and updates should be submitted via requests made to the **EMA Service Desk portal**.
- When submitting a substance request to the EMA Service Desk please provide supporting documentation for the substance (e.g. product SmPC or substance specifications).
- mdms@ema.europa.eu email address will be discontinued in Q1 2018.

Substances in eAF submissions 2/2



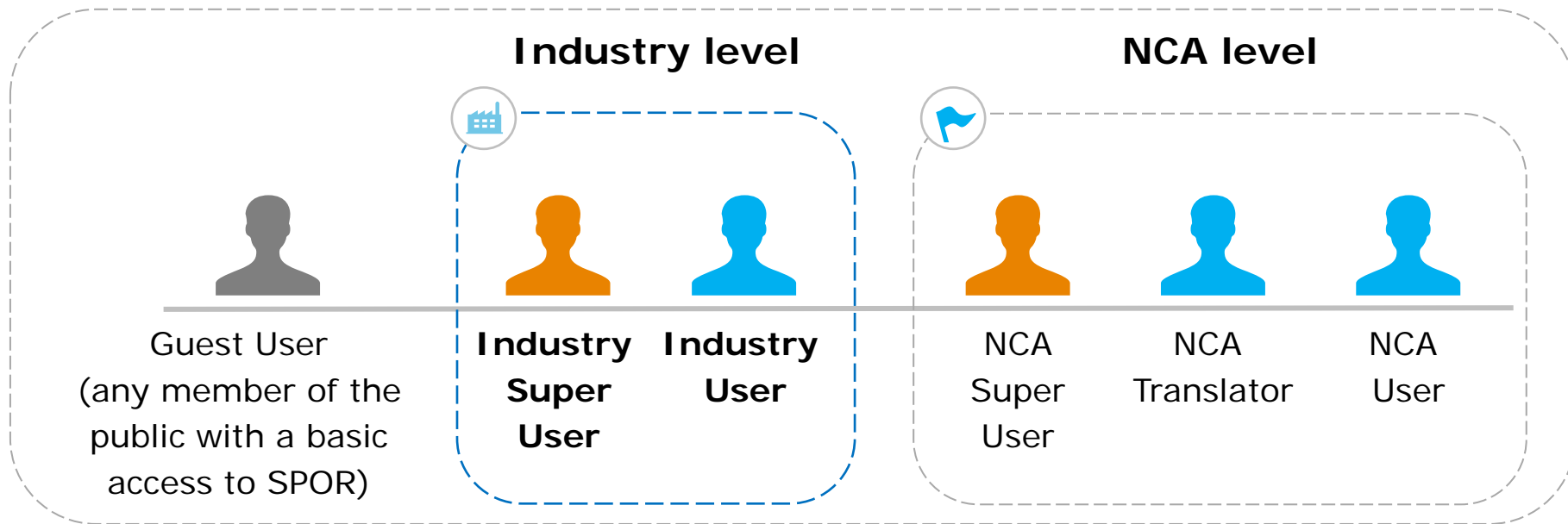


Requesting SPOR roles



- **Referential and Organisation data is accessible** via the [SPOR web portal](#).
- **Anybody** (registered or not) **can** go to the SPOR web portal to **view** and **search publically-available data**:
 - RMS: public lists;
 - OMS: all content.
- SPOR also provides users with services that enable them to **request changes** and **updates** to existing **organisation** or **referential data**.
- To request changes and updates to organisation and referential data users must:
 1. be **registered** with the **EMA Account Management** portal.
 2. have a **SPOR** user **role** and be **affiliated** to a **specific industry organisation**.

SPOR level



- **Guest User** - a user who does not require login credentials (username and password) to access the SPOR portal. They can view and search publically available data (RMS public lists; OMS all content).
- **Super Users** and **Users** are **roles** that **are organisation-specific**, *i.e.* these users are granted their access rights on behalf of a specific organisation. *Industry User is affiliated to a specific industry organisation.*

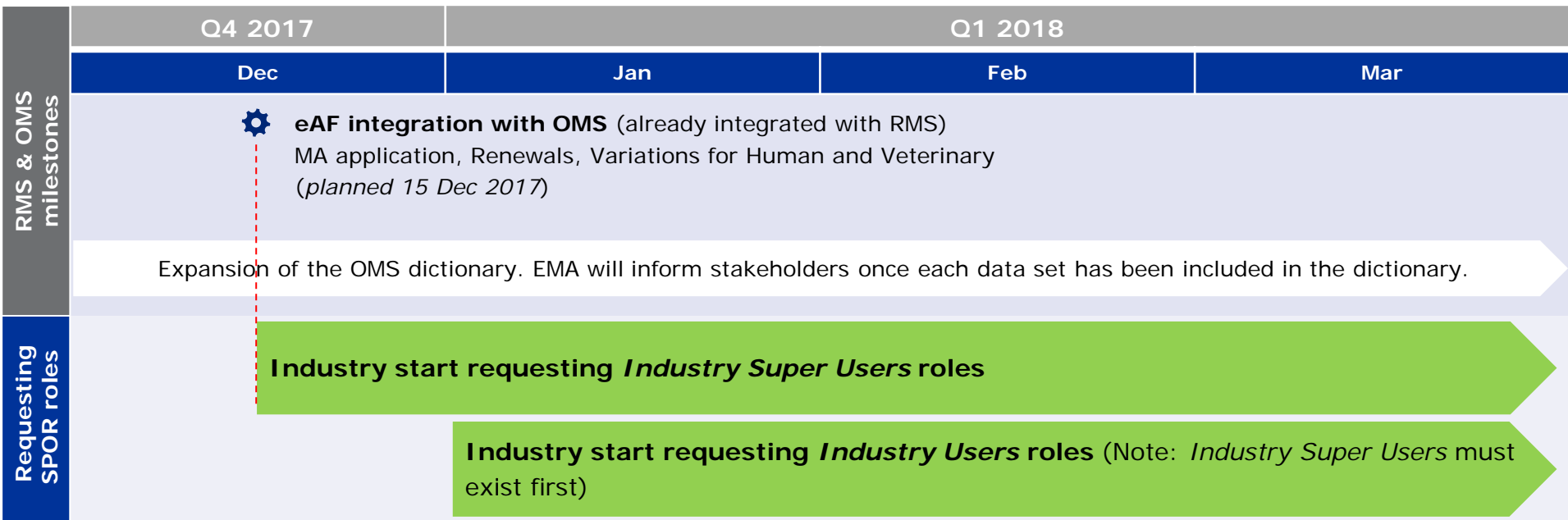
Overview of SPOR user roles & functionality

	Guest User	Industry Super User	Industry User
Login	Not required	Login required	Login required
View Public data	Yes	Yes	Yes
Search data	Yes	Yes	Yes
Download data	No	Yes	Yes
Request changes and updates to data (submit change request)	No	Yes	Yes
Permission to authorise users	No	Yes - Can authorise Industry Users	No

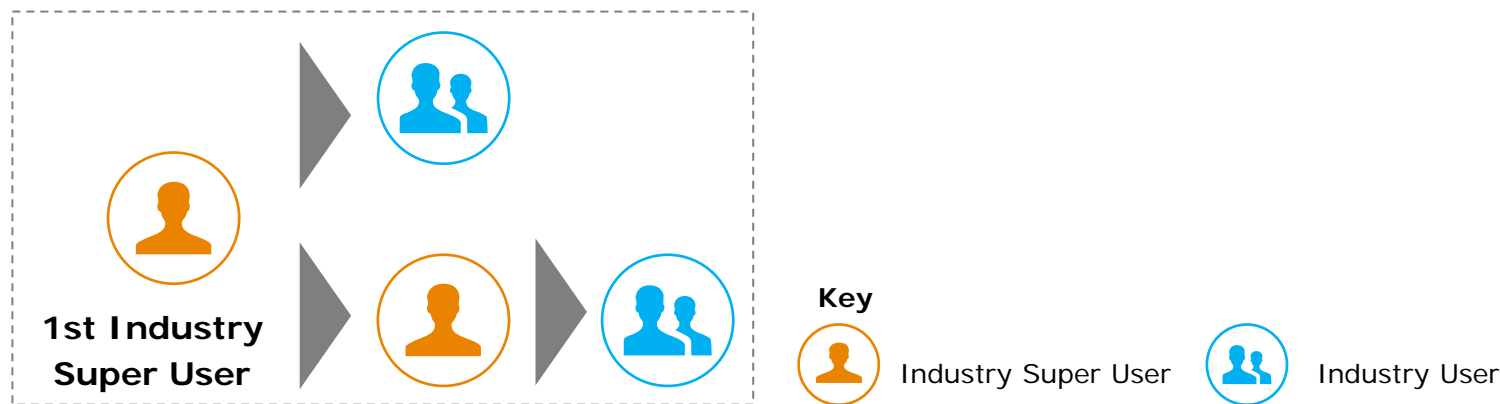


Permission to authorise SPOR users is the only difference between Super User and User

Requesting SPOR user role

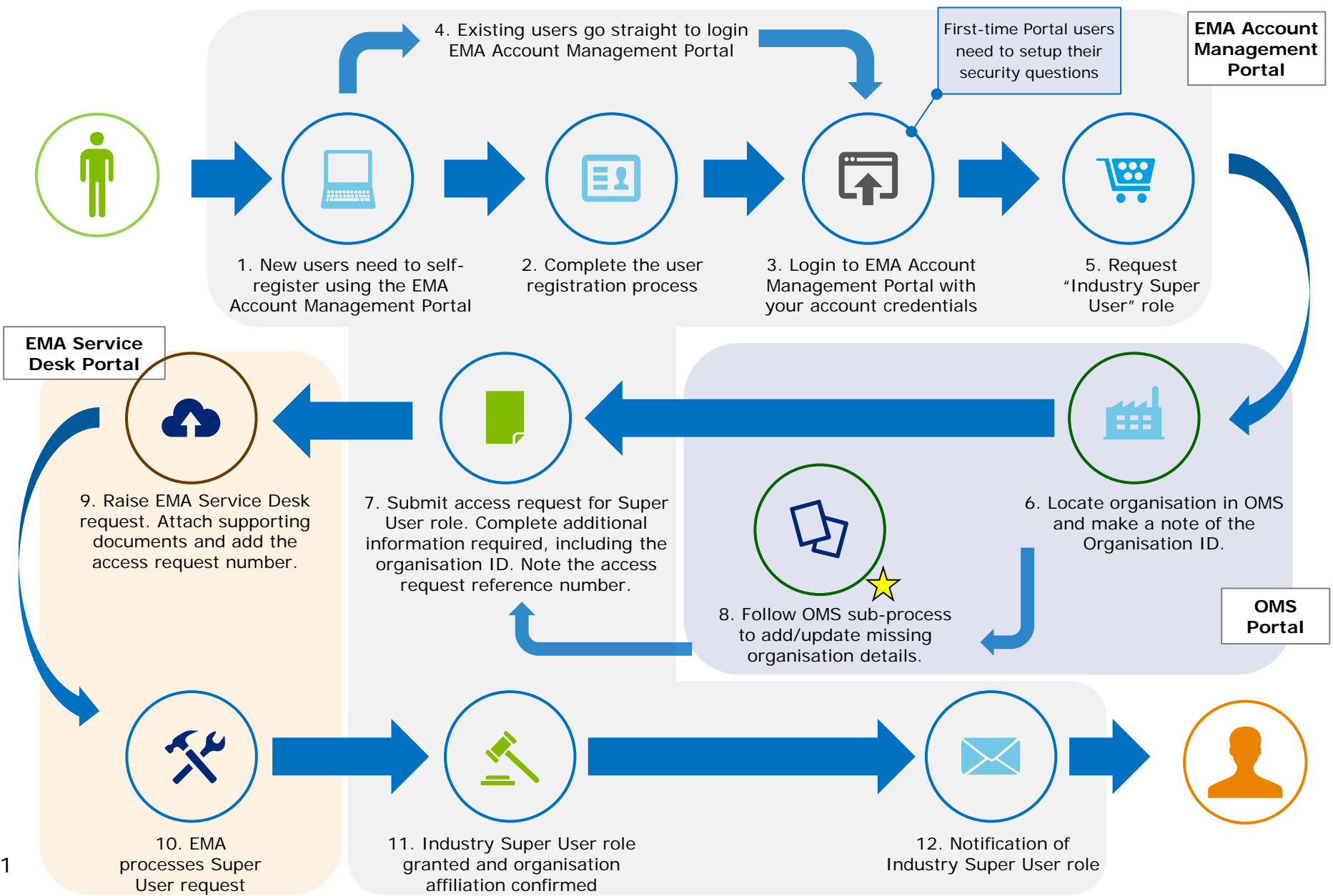


- 15 December – industry stakeholders can start requesting *Industry Super Users* roles.
- From January 2018 - industry stakeholders start requesting *Industry Users* roles (Note: *Industry Super Users* must exist first).



- For each industry organisation, **EMA** will **approve the first Super Industry User**.
- Any **subsequent Super User** or **User** access requests will be **approved by the Super User of the requestor's organisation**.
- Super Users are accountable on behalf of their organisations for approving roles. EMA will not check.
- **Super User accountabilities** are:
 - Approve and verify access for the Users in their organisation
 - Confirm that the Users indeed belong to the organisation before granting them access
 - Ensure there are a sufficient number of SPOR Super Users and Users per organisation
 - [Inactivate leavers etc.] Once the Super User or User leaves the organisation, the Super User needs to inactivate their access in the EMA Account Management Portal (*process to be confirmed*)

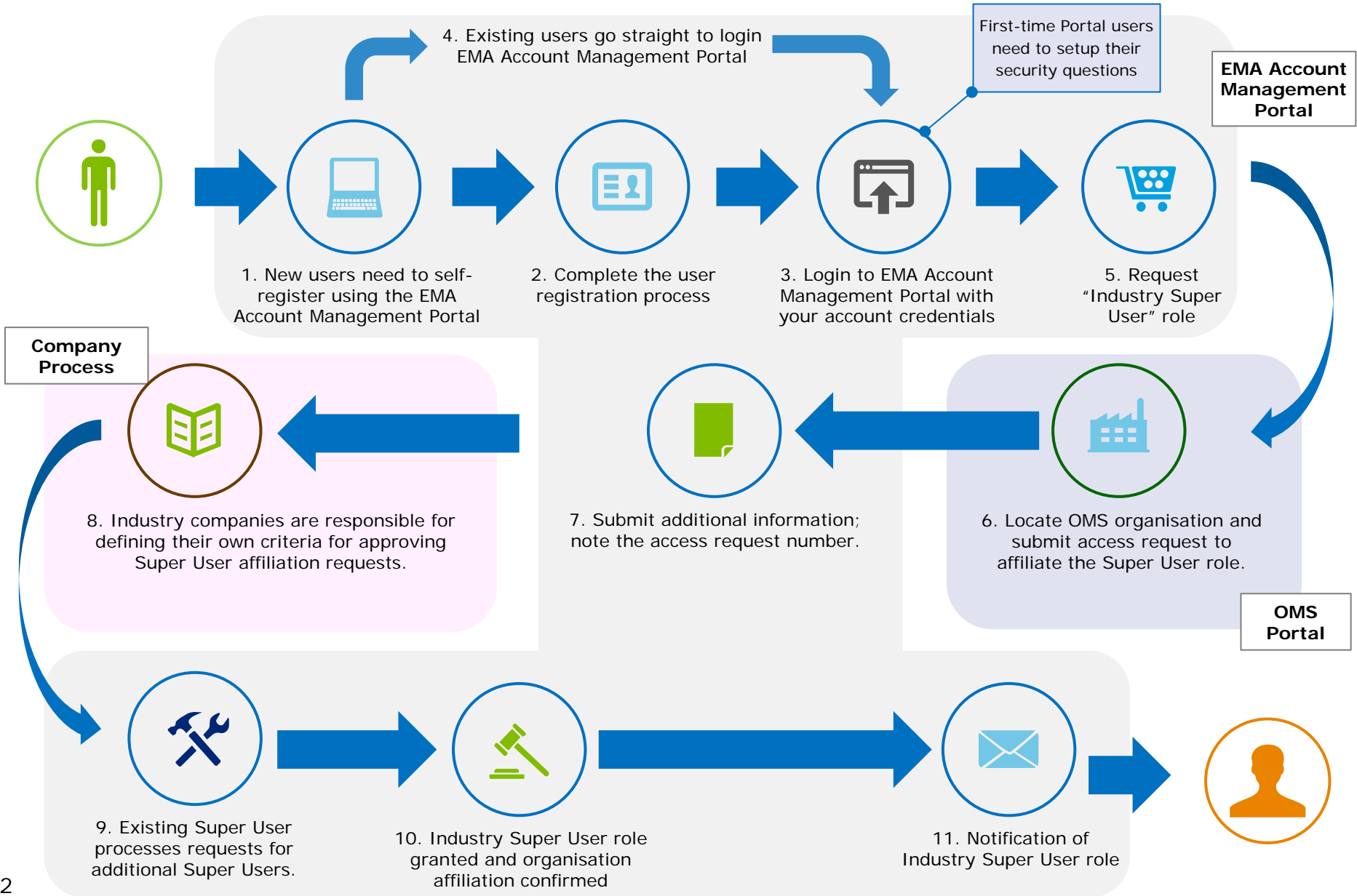
Registering 1st Industry Super User



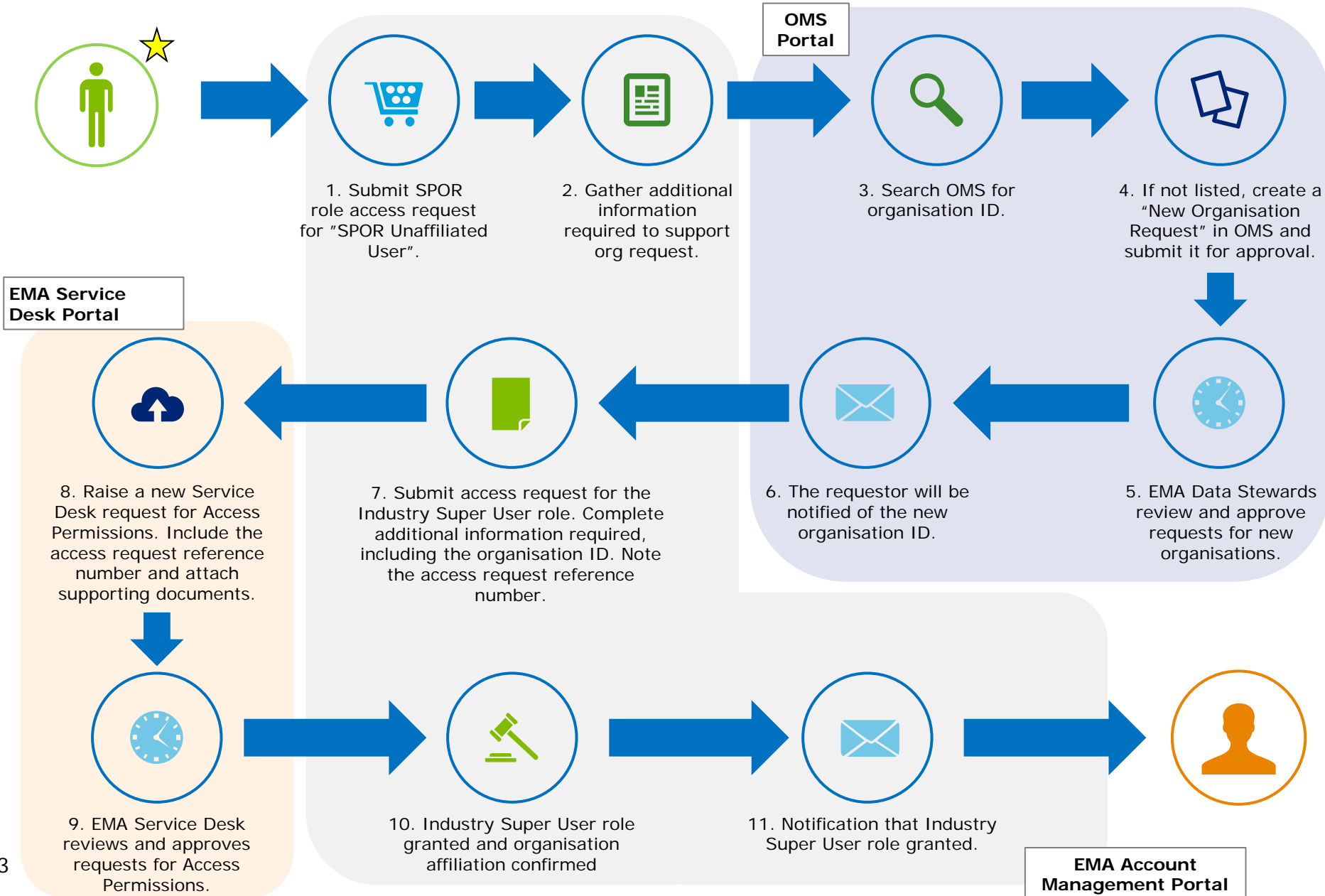
Registering Additional Industry Super Users

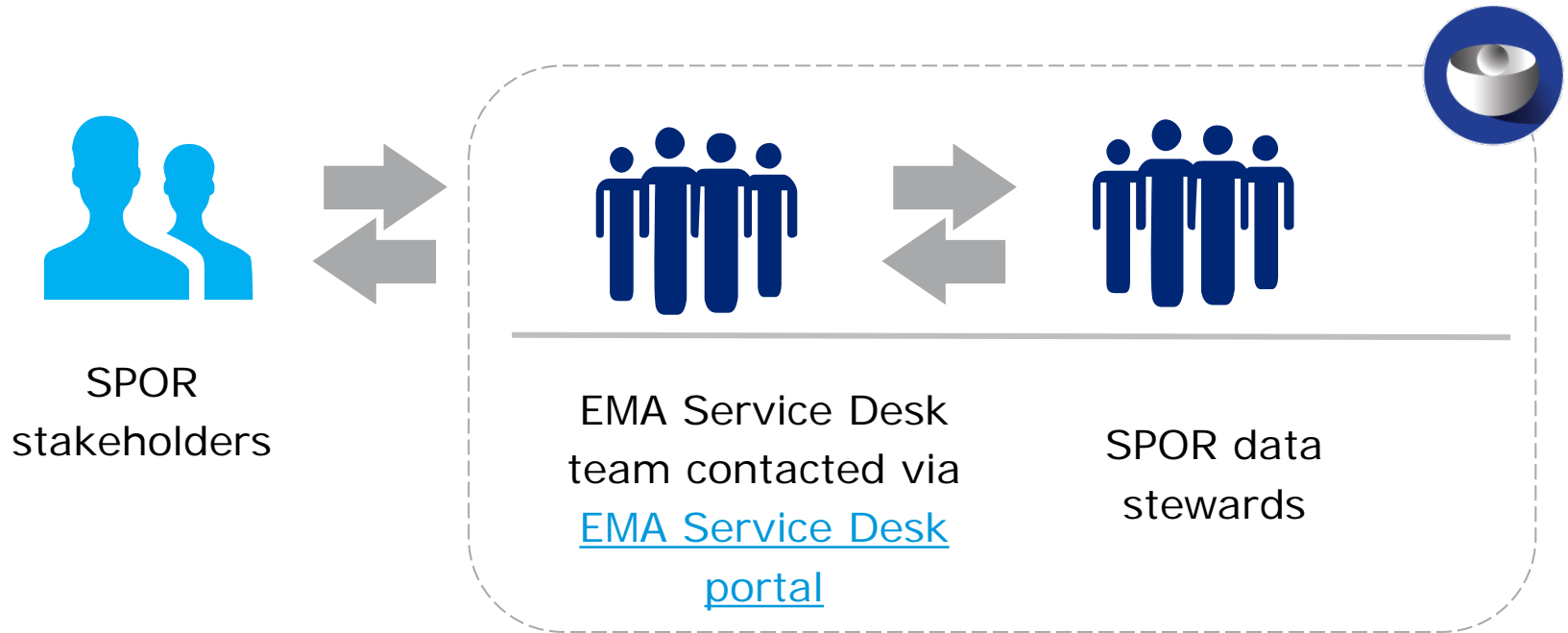


EUROPEAN MEDICINES AGENCY



Requesting Organisations in OMS







Tools/self service	When
EMA Account Management portal https://register.ema.europa.eu/	<ul style="list-style-type: none">• To create a new EMA account in order to obtain access to EMA systems• To request SPOR user role
EMA Service Desk portal. The online EMA Service Desk for IT systems	<ul style="list-style-type: none">• For technical support• Also used when registering 1st industry super user - Raise EMA Service Desk request. Attach supporting documents and add the access request number



Key Messages & Actions



1. Raise awareness of SPOR amongst your colleagues, especially those involved with regulatory submissions and reference data management. Training material is available that covers key functionality of OMS and RMS.
2. Review the EMA Account Registration rules and the SPOR documentation to understand how they apply to your own organisations.
3. Consider how you will appoint Industry Super Users and Industry Users – the scenarios provided above may help you to consider the best options for your own organisations.
4. Consult with colleagues, perhaps from related organisations within your own company, to agree how you will authorise and maintain SPOR user roles.
5. Requests for updates and additions to the data stored in OMS and RMS will require users to have a registered SPOR account.
6. Industry stakeholders should be ready to start registering their first Industry Super User roles from **15 December 2017**. Organisations will need at least one registered Super User before they can register additional Users.



Using OMS in eAF

- The EU electronic application forms (eAF) are now integrated with SPOR master data services for Referentials (RMS). Updated versions of eAF scheduled to be released 15 December 2017 it will be integrated with OMS.
- Use of OMS in the eAF will initially be optional.
- As of January 2018 Stakeholders can start submitting the OMS change requests for:
 - MAH (H+V) CAPs & (H) NAPs
 - MAAs: (H+V) CAPs
- Publication of Manufacturers in the OMS dictionary is planned to be completed by Q3 2018, stakeholders please do not submit OMS change requests for Manufacturer organisations .
 - EMA will communicate when you can start submitting OMS change requests for Manufacturers.
 - Mandating of OMS planned for Q3/Q4 2018.



Using RMS

- The EU electronic application forms (eAF) are now integrated with SPOR master data services for referentials (RMS).
- **Terms should be registered** before they are required to be used in a regulatory procedure.
- Current process for applicants to request registration of terms is by sending email to mdms@ema.europa.eu.
- From December 2017 applicants are encouraged to start using RMS portal to submit change request to register terms (mdms@ema.europa.eu can still be used until end of June 2018).
- **From July 2018 only change request submitted via RMS will be accepted.**

Using OMS & RMS data in eAF





Upcoming events

Topic: SPOR Q&A



When: 7 December 2017, 14.00 – 16.00
London Time

Format: webinar

Audience: SPOR change liaisons, regulatory
(users of eAF)

DRAFT agenda:

SPOR user registration – Q&A

Using OMS, RMS data in eAF – Q&A

Topic: Hands on – how to submit change request for RMS and OMS



When: 2nd half of Jan 2018 date/time tbc.

Format: webinar

Audience: SPOR change liaisons, users of
eAF, SPOR users

DRAFT agenda:

How, what, Dos and don'ts, basic rules on
data quality aspects.

To register please e-mail SPOR-Change-Liaisons@ema.europa.eu

We have limited number of places (registration first come first served).



Thank you!



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