



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

e-DoI and e-CV: Who/Why/How?

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An agency of the European Union





EMA Policy on the Handling of Conflicts of Interest of Scientific Committee members and Experts

Inclusion in Agency's Expert Database

- All Scientific Committee members and experts must be included in the Agency's experts database prior to the first appointment resulting in involvement in activities at the level of the Agency (meeting attendance, scientific evaluation, inspections, guidance development, etc.).
- Such inclusion is only possible once the following documents have been submitted to the Agency:
 - Nomination form,
 - Public **declaration of interests** and confidentiality undertaking form,
 - **Curriculum Vitae.**



Completion of the e-DoI

What to include

- Before any involvement in EMA activities, a patient/consumer expert must be formally nominated by the Agency.
- Any current activities as well as all activities within the past 5 years must be declared (current is interpreted as the time of completion of the form).
- If unsure whether an interest relates to a medicinal product or to a pharmaceutical company, declare the information under the relevant section of the form
- In completing the form, please take note of the definitions and explanatory notes included under each section of the form and the additional guidance in this document
- Should the expert acquire any additional interests or should interests change since last e-DoI, he / she must submit an **updated e-DoI**



Completion of the e-DoI

Blank DoI looks like:

<http://experts.eudra.org/experts/ExpertdocDisplayExternal.do>



e-CV: Digitalizing the paper to keep the records current

- A user-friendly system allows both the creation and uploading of an existing (Europass v.3.0) CV
- e-CV is published on EMA webpage (similar to the e-DoI)
- The format in which it will be published is available for preview at the time of submission
- **Mandatory** to be completed: necessary to be allowed to participate in meetings/activities
- Required in order to validate DoI; without a CV the system won't allow validation
- e-CV to be updated on yearly basis (at time of update of e-DoI)



Completion of the e-CV

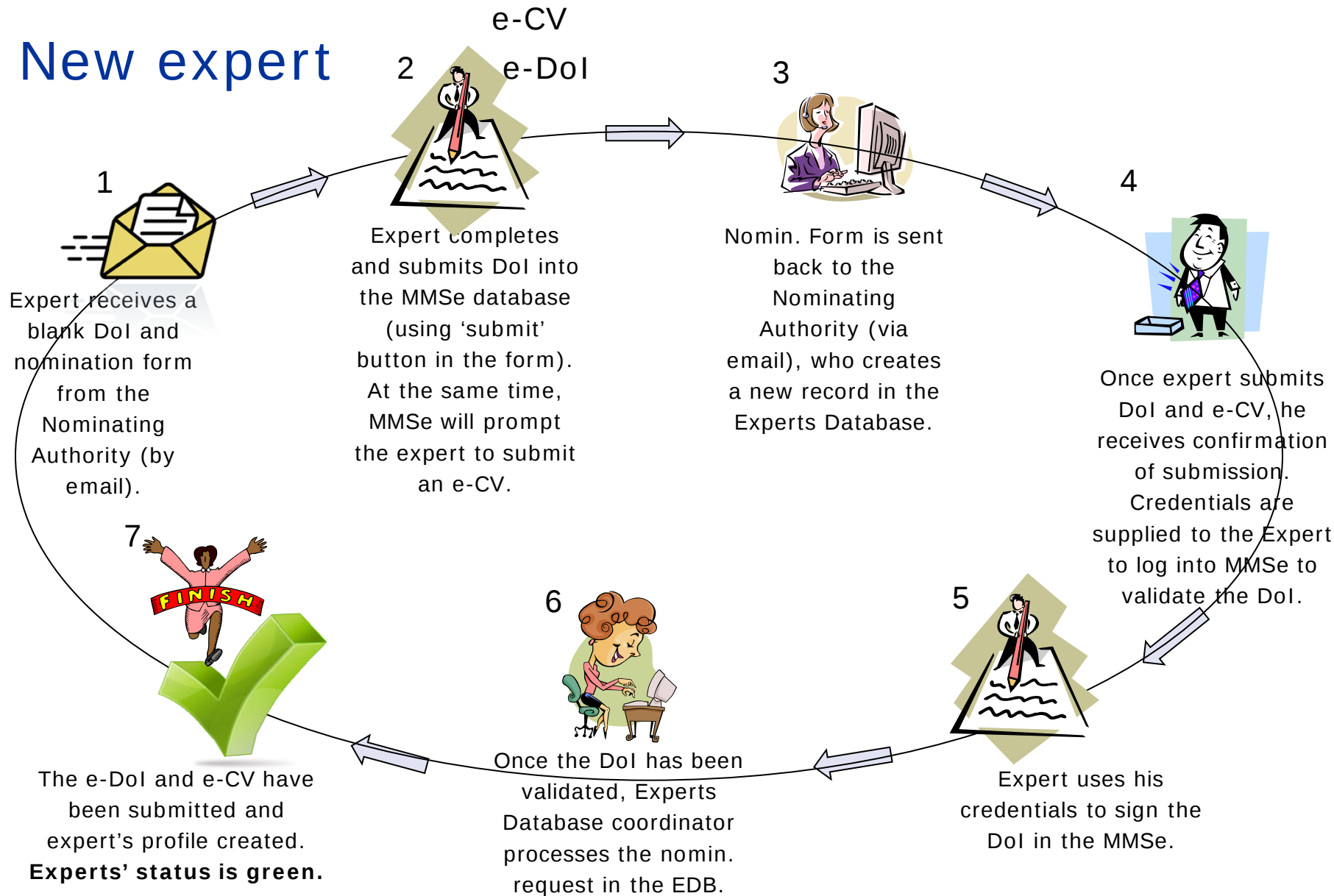
- Experts are requested, in the e-CV format, to provide information on Qualifications, and Experience and can provide additional information on any research interests, publications etc.
- The e-CV template includes a tick box for “Patient Representative”, which will then appear in the published e-CV. Completion of the other fields in the CV template by Patient Representatives is not mandatory.



Nomination of new and existing experts/patient representatives and annual update: The process



New expert





Submitting an e-CV: Guidance

[e-CV guidance](#)



Questions?