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EMA/162459/2013
Executive Director

Recuperation of costs incurred when hosting external organisations events at the European Medicines Agency's premises

POLICY/0062
Status: PUBLIC
Effective date: 01-JAN-13
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Supersedes: POLICY/0062 (01-APR-13)

1. Introduction and purpose

In an effort to enhance the scientific standards of the Agency and its stakeholders the European Medicines Agency experiences an increased number of in-house events organised by external organisations.

In spite of existing administrative and structural costs to the Agency for running or hosting such events, the use of the Agency's infrastructure so far has always been granted free of charge.

However, in order to comply with the principles of sound financial management and to avoid any conflict of interest, the Agency has to ensure that administrative and infrastructural costs incurred by third party events are recuperated at a reasonable level with a minimum of bureaucratic efforts.

2. Scope

The policy applies to external bodies organising events at the Agency's premises.

It does not apply to:

- participants invited directly by the European Medicines Agency in any capacity (attendees, experts, speakers) independently from the organisation they belong to;
- speakers, whether invited by European Medicines Agency or the external organisation and independently from the organisation they belong to.



3. Definitions

None.

4. Policy statement

The European Medicines Agency has to recover its costs incurred by a third party organiser of events at its premises. Furthermore, in order not to give rise to any kind of the conflict of interest, the European Medicines Agency may not subsidise or financially support activities for the benefit of external organisations.

The Agency shall ensure that events hosted at the premises are strictly related and of relevance to the Agency's activities. The Agency's management reserves the right to decline a request should the event be considered not in line with the principles of conflict of interest.

In light of the above, as from the 01 October 2013, for each participant paying a registration fee for the attendance to an event, the external organisation shall be charged a cost recovery for the usage of the Agency's premises.

Specifically the cost recovery will be applied as follows:

- For participants paying a full registration fee (e.g.: pharmaceutical industries*) the external organisation will be charged an amount of €65 per person per day;
- For participants paying a reduced registration fee (e.g.: Small Medium Enterprises, government, academia, non-profit or charitable organisations*) the external organisation will be charged an amount of €30 per person per day.

5. Related documents

EMA/473495/2012 - Instruction paper for external organisations

<https://docs.eudra.org/webtop/drl/objectId/090142b281de124a>

0065 Policy – Working with Training or event providers

(Located in the IQM manual)

6. Changes since last revision

Updated section 1: Focus on conflict of interest with external organisers

Updated section 2: specification on speakers

Updated section 4: reduction for academia, government and non-profit and charitable

London, 23-SEP-13

Signature on file

Guido Rasi

Executive Director

*Non-exhaustive list

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EMA/416034/2012



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

9 January 2013
EMA/473495/2012
Administration

Instruction paper

Guidelines for organisations preparing to hold an event at EMA's premises

You will shortly be contacted to arrange a short meeting/conference call to review all details of your reservation. An EMA main contact person will be assigned to the event for any further enquires during your preparation. A second meeting will be organised a few days before the event to discuss any last-minute points.

On-site arrangements

Coffee breaks and lunches must be organised with and paid directly to EMA's catering company. To request a menu and discuss the arrangements, please contact catering@ema.europa.eu.

You will need to provide your EMA contact person with a full list of participants within 5 working days prior the event, in order to allow the badges to be prepared. No additional registrations will be accepted at reception on the day of the event.

Should you require any nameplates for the event, you will be provided with the correct template to fit EMA's plastic holders. Please advise your contact person of your requirements.

A full list of contacts for Reception, the audio-visual technicians, Security, First Aiders, etc. will be provided in case anything should occur at the Agency's premises during the course of the event.

No printing services will be provided on site. All documents, presentation and print-outs will have to be prepared beforehand and brought to the Agency's premises.

Payments

Following the introduction of policy n.0062, an amount of €65 a day per participant will be charged to cover administrative costs.

The final total amount will be calculated at the end of the event, once the actual number of attendees has been established.

Payment for the total amount to be processed by a single bank transfer within 30 days from receipt of invoice. Please find the bank details below:

Lloyds TSB Bank PLC
Bank account: 301218-59006776
IBAN number: GB80 LOYD 3012 1859 0067 76
SWIFT code: LOYDGB2LCT

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