



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

16 October 2020
EMA/486654/2016 Rev.¹
Deputy Executive Director

Multinational assessment teams

Guide for rapporteurs and coordinators

1. Background

The multinational assessment team (MNAT) concept allows the option of an assessment team to be formed from different national competent authorities (NCAs) and allows payment by EMA to the individual NCAs of the assessment team. It was initiated by the Baltic Consortium which allowed Denmark, Estonia, Finland, Iceland, Latvia, Lithuania, Norway, Poland, and Sweden to collaborate on the assessment. The concept was broadened to all Member States for Co-Rapporteurships for assessment of initial applications for human medicines.

The multinational collaboration maximises the use of available resources and expertise within the network and facilitates participation of national competent authorities in assessments allowing for expertise to be built up, while maintaining the high quality scientific work of the scientific committee.

In the beginning of 2015 it was agreed by the Executive Director of the EMA to formalise the concept of multinational assessment teams and to extend the scope to also include the option of Rapporteurs for human initial marketing authorisation applications, (Co)-Rapporteur teams for veterinary initial marketing authorisation applications and for MRL applications and coordinators for scientific advice procedures for both human and veterinary products.

Building on a positive experience with the MNATs a request was made by some CHMP members in Q4 2015 to extend the MNAT concept to post-authorisation procedures for human medicines which have already been authorised using this concept for the (Co)-Rapporteur's team. It has therefore been agreed in April 2016 by the Executive Director of the EMA to extend the concept. In the first phase the extension applies to the MNATs that were used for the initial marketing authorisation application pre-authorisation. These existing MNAT (Co)-Rapporteurships can now be used for extension of indication (and, additionally for veterinary medicines, addition of non-food target species) and line extension applications in the post-authorisation phase.

¹ Revised in October 2020 to update the EMA e-mail address to be included when sending letters on distribution of remuneration and, for post authorisation, also dossier distribution.



2. Steps to be taken

2.1. Scientific advice, initial evaluation and MRL applications

- Before submitting an offer for (Co)-Rapporteurship/Coordinator role consider which types of expertise are needed for the assessment of the particular scientific advice or, initial application or MRL application and whether assessors/co-ordinators from other NCAs are prepared to form a team (consult the rolling list of Member State expertise in relation to MNAT, if needed).
- The (Co)-Rapporteur/Coordinator leading the multinational assessment teams informs the CHMP/CVMP or SAWP secretariats when submitting an offer that consists of multinational team.
- If the offer is accepted, an arrangement between the lead NCA offering the (Co)-Rapporteur/Coordinator and the participating NCAs in the multinational team should be undertaken to formally agree on distribution of work, responsibilities and percentage share of the remuneration. In cases where both CAT and CHMP are involved the lead of the multinational team must be from the same NCA for both committees and the percentage share of the remuneration is identical.
- For the avoidance of doubt the lead NCA's (Co)-Rapporteur/Coordinator retains all responsibility for the quality of the relevant assessment report(s).
- If in exceptional circumstances the split in remuneration needs to be revised following receipt of the dossier the EMA will need to be informed in writing before the formal validation of the application is completed.
- The EMA will inform the applicant that the (Co)-Rapporteur/Coordinator team is a multinational team.
- No later than a month before the intended submission date the CHMP/CVMP/CAT (Co)-Rapporteur emails to the EMA the remunerate letter (see annex 1 to this document for template letter) setting out the distribution of remuneration amongst the members of the multinational team. The Coordinator for Scientific Advice Working Party emails the EMA 5 working days in advance of the intended submission date. The email is sent to the Executive Director with copy to the following email address: financialworkflow@ema.europa.eu.
- If in exceptional circumstances after the appointment of the (Co)-Rapporteur/Coordinator it is necessary to establish a MNAT due to lack of resources, the lead NCA's (Co)-Rapporteur/Coordinator will need to request agreement from the CHMP on the revised assessment team before sending the remunerate letter to the EMA. As mentioned above the remunerate letter should be sent to the EMA no later than a month before the intended submission date.
- The NCA of the lead (Co)-Rapporteur/Coordinator is responsible for the evaluation including quality of service, management of declared interests and confidentiality undertakings as per the Cooperation Agreement.
- The (Co)-Rapporteur/Coordinator is the contact point for the EMA and responsible for the communication within the multinational assessment team.
- At the time of payment, EMA will pay the participating NCAs directly according to the agreed share of the remuneration as set out in the remuneration share letter from the lead (Co)-Rapporteur/Coordinator.

2.2. Post-authorisation – line extensions and extension of indication applications (and for veterinary medicines also addition of non-food target species)

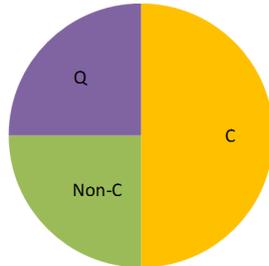
- For existing MNAT teams pre-authorisation the (Co)-Rapporteur informs the EMA after the opinion on the initial application whether the MNAT team will be applied or not for extension of indications (and for veterinary medicines, addition of non-food target species) and line extensions. The information is given using the template attached (annex 2 to this document).

At the time of the initial Marketing Authorisation Application Opinion, a reminder is added to the CHMP summary of outcomes (SoO) and in the CVMP Procedure Management (NCA) dashboard, respectively, whether the MNAT will continue in post-authorisation. It should also be noted, that in case the EMA does not receive information as to the use of MNAT post-authorisation the payment will be made to the (Co)-Rapporteur only. Furthermore, once the MNAT is started in post authorisation it can be stopped at any time. The (Co)-Rapporteur must notify the EMA accordingly and EMA will subsequently make the payments to the (Co)-Rapporteur only. Similarly, if the MNAT does not continue in post-authorisation immediately after opinion, it can re-start at any time during the lifespan of the medicinal product as long as the (Co)-Rapporteur informs the EMA of the intention to continue the MNAT in post authorisation by sending to the EMA a remuneration share letter.

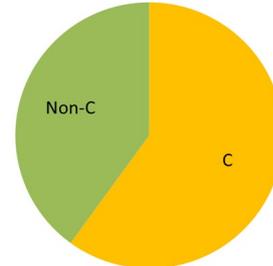
- Any existing remuneration for the lead (Co)-Rapporteur, stemming from the pre-authorisation phase, should always be fixed in the post-authorisation phase to 10% of the total fee for the post-authorisation procedure. The remaining 90% of the fee will be distributed based on the type of data submitted as part of the procedure.
- In case the pre-authorisation (Co)-Rapporteur wishes to apply the MNAT concept for line extensions and extensions of indication (and for veterinary medicines, addition of non-food target species) guidance is provided in the template as to the remuneration and dossier distribution within the team. The information is provided using the template letter (see annex 2).
- For example, for human medicines the dossier can be divided into the following parts only: quality, non-clinical, clinical pharmacology, clinical efficacy and clinical safety. For veterinary medicines the dossier can be distributed in the following parts only: quality, safety and efficacy. This means that for example the quality part of the dossier cannot be attributed to more than one NCA.
- The information is sent by email to the Executive Director with copy to the following email address: financialworkflow@ema.europa.eu. Note that the changes will apply to the next upcoming application and can not be applied to applications that have already been submitted.
- The NCA of the lead (Co)-Rapporteur is responsible for the evaluation including quality of service, management of declared interests and confidentiality undertakings as per the Cooperation Agreement.
- The (Co)-Rapporteur is the contact point for the EMA and responsible for the communication within the multinational assessment team.
- At the time of payment, EMA will pay the participating NCAs directly according to the agreed share of the remuneration as set out in the remuneration share letter from the (Co)-Rapporteur.
- The distribution of remuneration between the participating NCAs will be calculated based on the procedure type and the parts of the dossier affected by the application. For example, if an extension of indication application with only non-clinical and clinical data is submitted, only the NCAs assessing the clinical and non-clinical part of the dossier will be remunerated. The

remuneration will be according to the percentages indicated. This means that if the remuneration is shared quality: non-clinical: clinical as 25%:25%:50%, then the remuneration for that particular extension of indication would be 1/3 of the fee for the non-clinical and 2/3 for the clinical (as the percentage distribution between the two is 1:2). Please see example below.

MNAT share distribution
chosen post-authorisation



Extension of indication procedure
(non-C and C data) share distribution



It is important to note that in order to allow for automation of the remuneration process the percentage remuneration distribution cannot be customised to the procedure type nor changed from procedure to procedure. Instead, it is set at the product level and applicable to all eligible procedures based on the parts of the dossier being assessed and the relative contribution of each part. However, in exceptional circumstances e.g. when expertise is no longer available, there may be changes to the NCAs participating in a MNAT with a consequent change to the agreed share of the remuneration as set out in the remuneration share letter from the (Co)-Rapporteur. In such situations, the (Co)-Rapporteur will notify EMA of such changes and the new share distribution will subsequently be applied to all eligible procedures.

3. Contractual agreements

The Cooperation Agreement covers the relationship between EMA and the lead NCA being the (Co)-Rapporteur or Coordinator for the particular procedure.

EMA is not part of the contract between the NCA of the lead (Co)-Rapporteur/Coordinator and the multinational assessment team and cannot give advice on a particular contract due to the differences in law in the various participating member states. The EMA is not responsible for any dispute arising from the contractual arrangement between the NCA of the lead (Co)-Rapporteur/Coordinator and the participating NCAs.

4. Distribution of remuneration

The percentage share of the remuneration is to be decided amongst the NCA of the lead (Co)-Rapporteur/Coordinator and participating NCAs and shall not exceed 100% corresponding to the allocated amount in accordance with the Implementing Rules of Regulation 297/95. EMA does not have a set distribution key and will apply the distribution key that is provided in writing by the lead NCA of the ((Co)-Rapporteur/Coordinator). EMA is not in a position to advise on the distribution of remuneration and will not be responsible for any dispute or difference arising out or in connection with the distribution of the remuneration. Such disputes will be resolved solely between the NCA of the lead (Co)-Rapporteur/Coordinator and the participating NCA(s).

5. Monitoring of the initiative

EMA will monitor the use of the multinational assessment teams and provide feedback to the EMA Management Board, the Heads of Agency and the scientific committees and scientific working parties involved on a yearly basis.

6. Contact point

In case of any queries relating to the multinational assessment teams please contact the EMA secretariats for the CHMP, CVMP, SAWP-H and SAWP-V as appropriate.

ANNEX 1 – TEMPLATE LETTER SETTING OUT DISTRIBUTION OF REMUNERATION FOR INITIAL APPLICATIONS

Professor Guido Rasi
Executive Director
European Medicines Agency
30 Churchill Place
Canary Wharf
London E14 5EU

[DATE]
[Reference number]

TEMPLATE LETTER

Dear Professor Rasi,

Subject: Payment of Rapporteur's/Co-Rapporteur's/Co-ordinator's remuneration

We refer to the appointment of our national delegation [named co-opted member] ("NCA") as Rapporteur/Co-Rapporteur/Co-ordinator [please delete as appropriate] for the assessment of the medicinal product [Please insert the name of the product] under procedure [Please insert the procedural number and details of the procedure]. This assessment is governed by the Cooperation agreement dated [date and reference number of the agreement to be inserted] (the "Cooperation Agreement").

We wish to inform you that our assessment team will also include representatives of the following NCA(s):

[Please specify the participating National Competent Authorities]

We have separately agreed with the above NCA(s) that the total remuneration set forth in the Cooperation Agreement for this assessment would be split as detailed below; provided however, that the total remuneration shall remain unaltered and equal to the one set forth in the Cooperation Agreement.

Therefore, we hereby request and authorise the Agency to make direct payments to the participating NCA(s) as follows:

- a) Lead NCA: % of the Rapporteur/Co-rapporteur/Co-ordinator remuneration [please delete as appropriate] supporting the quality/non-clinical/clinical part of the dossier [please delete as appropriate]
- b) Participating NCA [please include the name of the NCA]: % of the allocated remuneration [please include the agreed percentage of the remuneration and not a fixed amount) supporting the quality/non-clinical/clinical part of the dossier [please delete as appropriate].

We would like to confirm that the Agency will not be responsible for any dispute or difference arising out or in connection with the distribution of the remuneration as requested in this letter. Such disputes will be resolved solely between the lead NCA and the participating NCA(s).

We can also confirm that our NCA, as lead NCA, retains all responsibility for the quality of the Rapporteur/Co-rapporteur/Co-ordinator [please delete as appropriate] assessment report.

Yours sincerely

Please sign and print your name (to be signed by the Head of the lead NCA and cannot be delegated)

ANNEX 2 – TEMPLATE LETTER SETTING OUT DISTRIBUTION OF REMUNERATION AND DOSSIER DISTRIBUTION FOR POST-AUTHORISATION – LINE EXTENSIONS AND EXTENSION OF INDICATION (AND FOR VETERINARY PRODUCTS ALSO ADDITION OF NON-FOOD TARGET SPECIES) FOR EXISTING MNAT

Professor Guido Rasi
Executive Director
European Medicines Agency
30 Churchill Place
Canary Wharf
London E14 5EU

[DATE]
[Reference number]

TEMPLATE LETTER

Dear Professor Rasi,

Subject: Multinational assessment team post-authorisation for the product [please insert product name]

We refer to the appointment of our national delegation [named co-opted member] (“NCA”) as Rapporteur/Co-Rapporteur [please delete as appropriate] for the assessment of the medicinal product [Please insert the name of the product].

We wish to inform you that our assessment team in the post-authorisation phase will [Please tick the appropriate box and if applicable please specify the participating National Competent Authorities]:

not continue as a multinational team

or

continue as a multinational team with representatives of the following NCA(s):

We have separately agreed with the above NCA(s) that the total remuneration set forth in the Cooperation Agreement for the assessment of line extensions and extension of indication (and for veterinary medicines also addition of non-food target species) would be split as detailed below; provided however, that the total remuneration shall remain unaltered and equal to the one set forth in the Cooperation Agreement.

The assessments are governed by the Cooperation agreement dated [date and reference number of the agreement to be inserted] (the “Cooperation Agreement”).

Therefore, we hereby request and authorise the Agency to make direct payments to the participating NCA(s) as follows:

Human medicines:

Human:		Dossier part				
	Lead NCA	Quality	Non-Clinical	Clinical - Pharmacology	Clinical - efficacy	Clinical - Safety
MS responsible						
NCA entity responsible						
Percentage remuneration	10%					

Veterinary medicines:

Veterinary:		Dossier part		
	Lead NCA	Quality	Safety	Efficacy
MS responsible				
NCA entity responsible				
Percentage remuneration	10%			

[Please fill and delete as appropriate. Please note that only one Member State/NCA entity can be responsible for a dossier part, e.g. the Quality part cannot be assigned to more than one Member State/NCA. Please also note that the percentage remuneration distribution should amount to a total of 90% since 10% of the fee of the procedure will automatically be allocated to the lead NCA. In addition, the percentage remuneration distribution cannot change within a procedure type from procedure to procedure and that the remuneration calculation will depend on the dossier parts affected by the procedure.]

We would like to confirm that the Agency will not be responsible for any dispute or difference arising out or in connection with the distribution of the remuneration as requested in this letter. Such disputes will be resolved solely between the lead NCA and the participating NCA(s).

We can also confirm that our NCA, as lead NCA, retains all responsibility for the quality of the Rapporteur/Co-rapporteur [Please delete as appropriate] assessment reports.

Yours sincerely

Please sign and print your name (to be signed by the Head of the lead NCA and cannot be delegated)

ANNEX 3 – TEMPLATE LETTER SETTING OUT DISTRIBUTION OF REMUNERATION AND DOSSIER
DISTRIBUTION FOR POST-AUTHORISATION – LINE EXTENSIONS AND EXTENSION OF INDICATION
(AND FOR VETERINARY PRODUCTS ALSO ADDITION OF NON-FOOD TARGET SPECIES) FOR NEW MNAT

Professor Guido Rasi
Executive Director
European Medicines Agency
30 Churchill Place
Canary Wharf
London E14 5EU

[DATE]
[Reference number]

TEMPLATE LETTER

Dear Professor Rasi,

Subject: Multinational assessment team post-authorisation for the product [please insert product name]

We refer to the decision of our national delegation [named co-opted member] (“NCA”) as Rapporteur/ Co-Rapporteur/Co-ordinator [please delete as appropriate] for the medicinal product [Please insert the name of the product] to introduce the MNAT concept post-authorisation for the assessment of line extensions and extension of indication (and for veterinary medicines also addition of non-food target species). This assessment is governed by the Cooperation agreement dated [date and reference number of the agreement to be inserted] (the “Cooperation Agreement”).

We wish to inform you that our assessment team will also include representatives of the following NCA(s):

[Please specify the participating National Competent Authorities]

We have separately agreed with the above NCA(s) that the total remuneration set forth in the Cooperation Agreement for the assessment of line extensions and extension of indication (and for veterinary medicines also addition of non-food target species) would be split as detailed below; provided however, that the total remuneration shall remain unaltered and equal to the one set forth in the Cooperation Agreement.

Therefore, we hereby request and authorise the Agency to make direct payments to the participating NCA(s) as follows:

Human medicines:

Human:		Dossier part				
	Lead NCA	Quality	Non-Clinical	Clinical - Pharmacology	Clinical - efficacy	Clinical - Safety
MS responsible						
NCA entity responsible						
Percentage remuneration	10%					

Veterinary medicines:

Veterinary:		Dossier part		
	Lead NCA	Quality	Safety	Efficacy
MS responsible				
NCA entity responsible				
Percentage remuneration	10%			

[Please fill and delete as appropriate. Please note that only one Member State/NCA entity can be responsible for a dossier part, e.g. the Quality part cannot be assigned to more than one Member State/NCA. Please also note that the percentage remuneration distribution should amount to a total of 90% since 10% of the fee of the procedure will automatically be allocated to the lead NCA. In addition, the percentage remuneration distribution cannot change within a procedure type from procedure to procedure and that the remuneration calculation will depend on the dossier parts affected by the procedure.]

We would like to confirm that the Agency will not be responsible for any dispute or difference arising out or in connection with the distribution of the remuneration as requested in this letter. Such disputes will be resolved solely between the lead NCA and the participating NCA(s).

We can also confirm that our NCA, as lead NCA, retains all responsibility for the quality of the Rapporteur/Co-rapporteur [Please delete as appropriate] assessment reports.

Yours sincerely

Please sign and print your name (to be signed by the Head of the lead NCA and cannot be delegated)