EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Standard operating procedure

Title: Early Notification System: procedure for advanced notification of emerging safety issues to EU regulatory network and international partners		
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1. Purpose

The purpose of this standard operating procedure (SOP) is to describe the process for the Early Notification System (ENS). The purpose of the ENS is to notify the European Union (EU) regulatory network (European Medicines Agency [EMA], National Competent Authorities [NCAs] and the European Commission) and international partners of emerging safety issues for which regulatory action and communication are envisaged. Notification is given every month in advance of the Committee for Medicinal Products for Human Use (CHMP) meeting. Before the end of the CHMP meeting, the completed communication material is disseminated within the EU regulatory network and to international partners prior to publication on the EMA website.

As part of the procedure, the Pharmacovigilance Working Party (PhVWP) prepares a table with outcome recommendations following each monthly meeting, which is disseminated within the EU regulatory network.

2. Scope

This SOP applies to the Human Medicines Development and Evaluation Unit, the Patient Health Protection Unit and the Office of the Executive Director.

3. Responsibilities

It is the responsibility of each Head of Sector to ensure that this procedure is adhered to within his or her sector. The responsibility for the execution of each step of this procedure is identified in the right-hand column headed "**9. Procedure"**.

The Medical Information Sector is responsible for the co-ordination of the procedure.

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4. Changes since last revision

New SOP.

5. Documents needed for this SOP

The templates needed for this SOP can be found on the X: drive: X:\Templates\Others\H - Early notification templates folder.

The templates for lines to take and press releases are available in Microsoft Word under File/New and can be found on the X: drive: X:\Templates\Filenew\Press.

The templates for question-and-answer documents (Q&As) can be found on the X: drive: X:\Templates\Others\H - Q&A documents.

The list of contacts (EU Regulatory network and international partners) is saved in Documentum\Docbases\EDMS\Operational Units\Human\Post\MIS\ Early Notification System & LTT\Contact lists.

6. Related documents

SOP/EMA/0111 – Preparation, dissemination and publication of safety-related EMA press releases and question-and-answer documents.

SOP/H/3347 - Preparation of 'lines-to-take' documents for use within the EU regulatory network to answer external queries in a consistent manner.

WIN/H/3210 - Sending of lines to take and safety-related information to the European Union regulatory network and international partners.

WIN/H/3234 – Preparation of CHMP monthly report.

Policy on European Medicines Agency communication on (emerging) safety related Issues for medicines for human use (EMA/170165/2010).

European Medicines Agency Communication on (emerging) safety related issues for medicines for human use – practical arrangements (EMA/785792/2009).

7. Definitions

CHMP: Committee for Medicinal Products for Human Use

D-ED-COM: Communications and Media

EMA: European Medicines Agency

EU: European Union

ENS: Early Notification System

LTT: Lines to take

MedW: Medical writer

NCA: National Competent Authority

PhVWP: Pharmacovigilance Working Party

P-MI AST: Assistant in the Medical Information Sector

P-MI HoS: Head of Medical Information Sector

POM: Product oversight meeting

PR: Press release

PTL: Product team leader

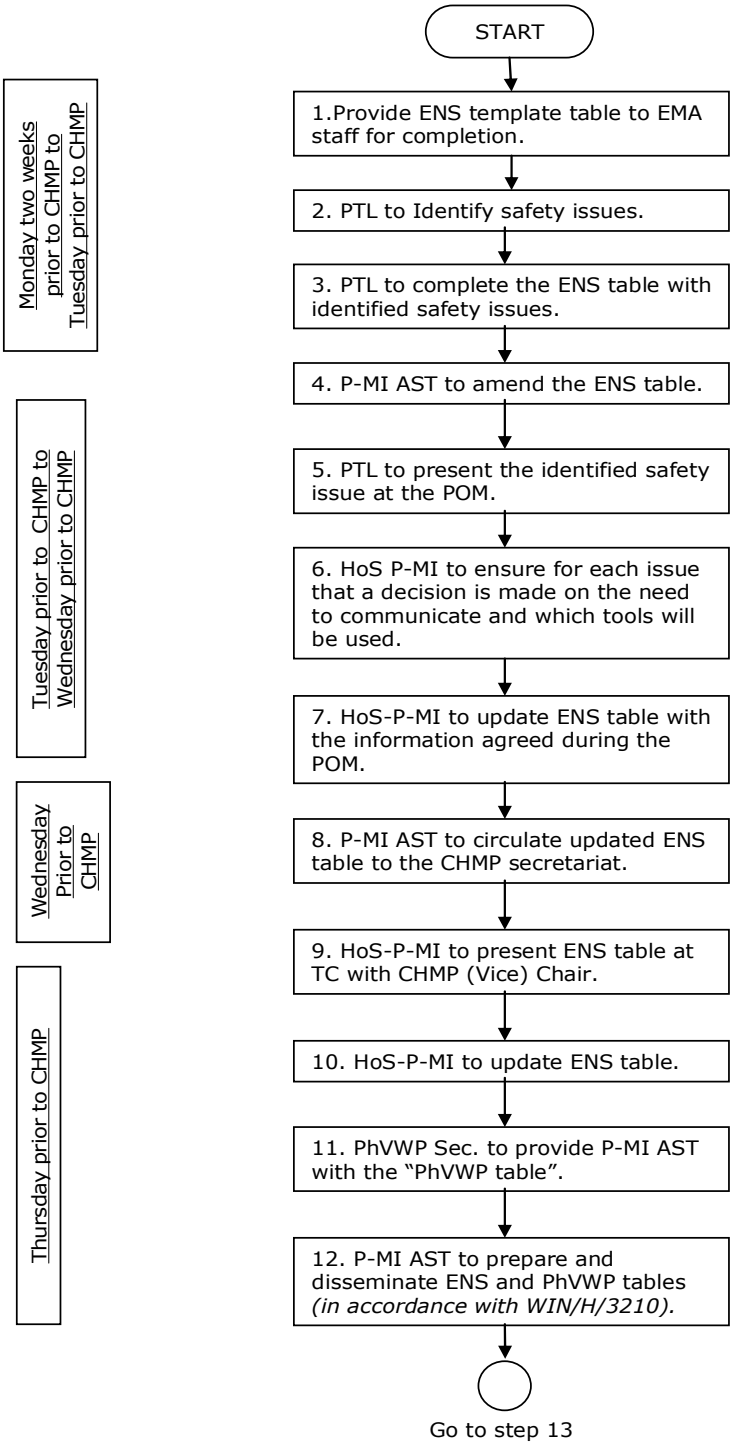
Q&A: Question-and-answer document

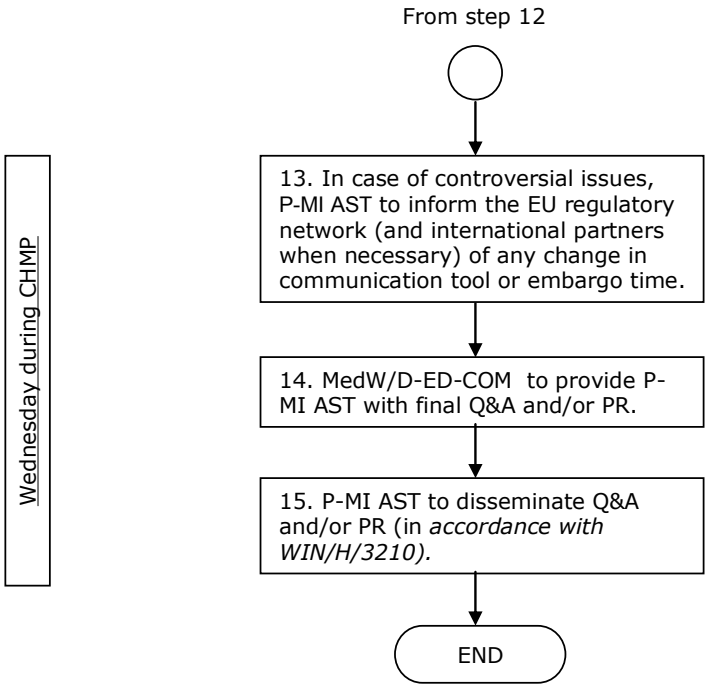
Sec.: Secretariat

SOP: Standard operating procedure

TC: Teleconference

8. Process map(s) / flow chart




From step 12
Wednesday during CHMP
13. In case of controversial issues, P-MI AST to inform the EU regulatory network (and international partners when necessary) of any change in communication tool or embargo time.
14. MedW/D-ED-COM to provide P-MI AST with final Q&A and/or PR.
15. P-MI AST to disseminate Q&A and/or PR (in *accordance with WIN/H/3210).*
END

9. Procedure

Step	Action	Responsibility
1.	**Monday two weeks before the CHMP meeting:** Prepare ENS table and send it by email to the relevant EMA staff for completion. The list of recipients and the e-mail template are saved on the X: drive: X:\Templates\Others\H - Early notification templates folder.	P-MI AST
2.	Identify safety issues that may require communication after the CHMP meeting (as proposed in the Policy on European Medicines Agency communication on (emerging) safety related Issues for medicines for human use (EMA/170165/2010)). As a guide, the following types of safety issues should be included: • Suspension, withdrawal or revocation of a marketing authorisation for safety reasons; • Start or finalisation of a community referral or review procedure initiated for safety reasons (e.g. article 5(3), 20, 31 or 107); • New safety information such as new contraindications, warnings or undesirable effects; • Supply shortages; • Product defects that may lead to safety concerns; • Restrictions of indication or reductions of dose; • Any other emerging safety concerns that may give rise to media interest.	PTL
3.	Complete the ENS table with the identified safety issues before noon of Tuesday prior to the CHMP meeting. The ENS table is discussed during the POM that is scheduled for the afternoon of that day.	PTL
	Tuesday prior to the CHMP meeting:	
4.	Ensure that the information for every product in the ENS table is complete in accordance with the template requirements.	P-MI AST
5.	Present the identified safety issue(s) for discussion during the POM.	PTL
6.	For every issue, ensure that a decision is made on whether there is a need to communicate or not. Agree on the communication tools (i.e. Q&A, PR, CHMP press release, CHMP monthly report or LTT) to be used in each case. If a Q&A or PR is to be prepared, follow SOP/EMA/0111. If LTT are to be prepared, follow SOP/H/3347.	P-MI HoS

Step	Action	Responsibility
	For issues to be included in the CHMP monthly report, follow WIN/H/3234.	
7.	Update the ENS table with the information obtained during the meeting, including the embargo for publication.	P-MI HoS
	Wednesday prior to the CHMP meeting:	
8.	Supply the updated ENS table to the CHMP secretariat, for circulation to the CHMP Chair and Vice-Chair.	P-MI AST
	Thursday prior to the CHMP meeting:	
9.	Present the ENS table during the teleconference with the CHMP Chair and Vice-Chair.	P-MI HoS
10.	Implement any changes to the ENS table agreed during the teleconference with the Chair and Vice-Chair.	P-MI HoS
11.	Provide P-MI AST with the PhVWP table with outcome recommendations following each monthly meeting by 12:00 noon for circulation.	PhVWP Secretariat
12.	Prepare and disseminate the ENS and PhVWP tables to the EU regulatory network and when applicable to international partners in accordance with WIN/H/3210.	P-MI AST
	Wednesday during CHMP meeting:	
13.	In case of controversial issues during CHMP discussions, inform the EU regulatory network (and international partners if necessary) of any change in the communication plan (e.g. change in communication tool, change in embargo time, etc).	P-MI HoS
14.	Provide P-MI AST with the locators of the final versions of all completed safety-related Q&As or LLT by 3:00pm. Provide P-MI AST with the locators of the final versions of all completed safety-related PRs by 3:00pm.	MedW D-ED-COM
15.	Disseminate PRs, Q&As and LTT to the EU regulatory network and when applicable to international partners in accordance with WIN/H/3210.	P-MI AST

10. Records

Original signed hard copies of cover notes are filed in the ENS master file. The electronic copies are saved in Documentum\Docbases\EDMS\Operational Units\Human\Post\MIS\Early Notification System & LTT\Faxes.

Copies of all correspondence are also saved in Chrono H-MIS.