



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

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Administration

## Guidance for usage of application form related to Article 16 of the Staff Regulations

Application for authorisation to engage in an occupation after leaving the European Medicines Agency

Former EMA staff have to declare, in advance, to the EMA any paid or unpaid activities they intend to do for a period of 2 years after their departure date from the Agency. Article 16 of the Staff Regulations states that if the activity will be related to the work carried out during the last three years of service and could lead to a conflict with the legitimate interests of the Agency, the Executive Director may either forbid the activity or give approval subject to conditions. The Agency will notify you by e-mail of its decision within 30 working days of being informed. If no notification is made by the end of that period, the activities will have been accepted implicitly.

Where Article 16 applies to you, you should use the form ("Application for authorisation to engage in an occupation after leaving the EMA") to inform EMA about your activities in the 2 years after you have left. There is no need to inform us about your activities after expiry of these 2 years.

Please fill in the form, sign it and send it by e-mail to: [Article16@ema.europa.eu](mailto:Article16@ema.europa.eu) .

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**Address for visits and deliveries** Refer to [www.ema.europa.eu/how-to-find-us](http://www.ema.europa.eu/how-to-find-us)

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