



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 has 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 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 the form in electronically, print it, sign it and send it to the Agency for the attention of the Head of HR. Please also send the Head of HR the electronic version of the form by e-mail to facilitate internal circulation (this version does not need to have your signature on it).

