

Quick guide for EMA experts: registration, declaration of interests and contracts

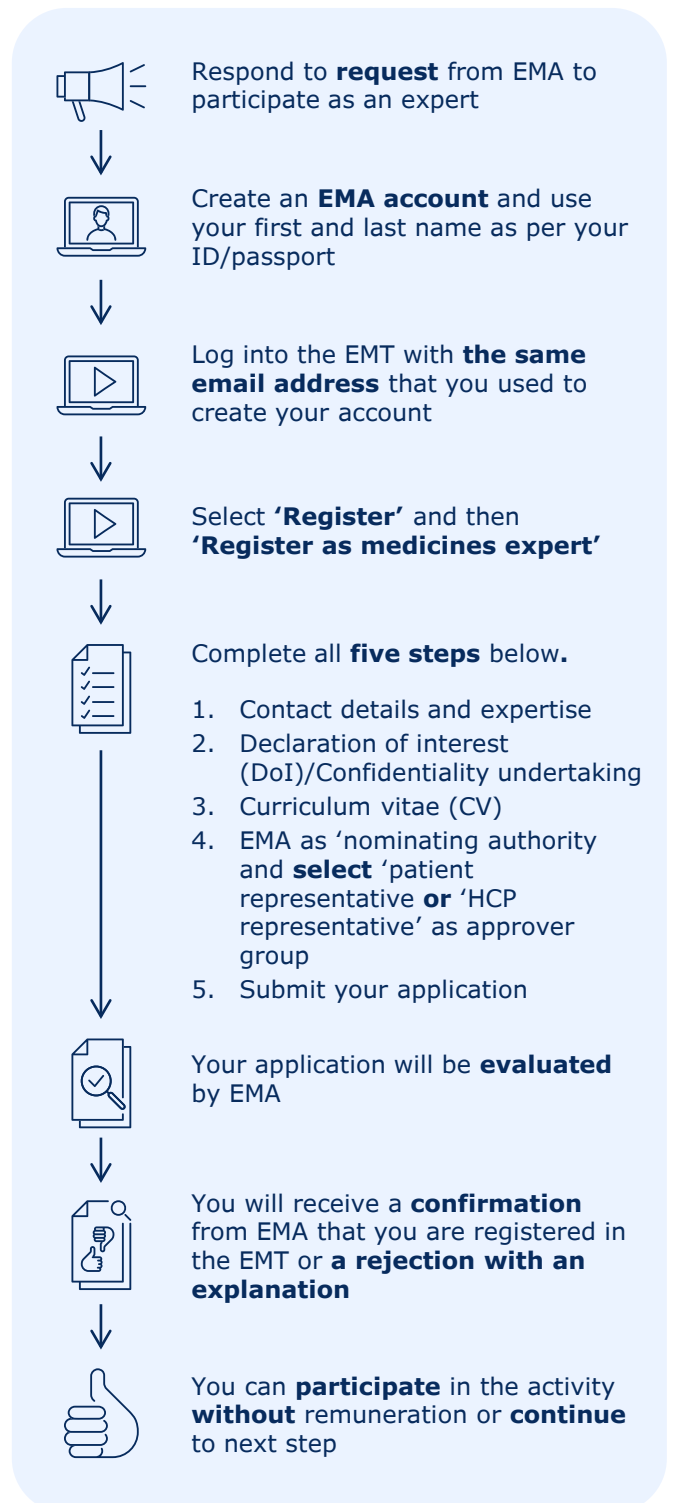
Last updated: 18 August 2026

EMA invites patients, consumers and healthcare professionals to register as experts and contribute their valuable expertise and lived experience to medicine-related activities. Experts may be remunerated

Prior to participating, potential experts must complete various administrative steps that include submission of a declaration of interests, confidentiality undertaking and a curriculum vitae, which help ensure compliance with EMA's policies. This guide outlines the main steps and requirements and includes clarifications on frequent questions received.

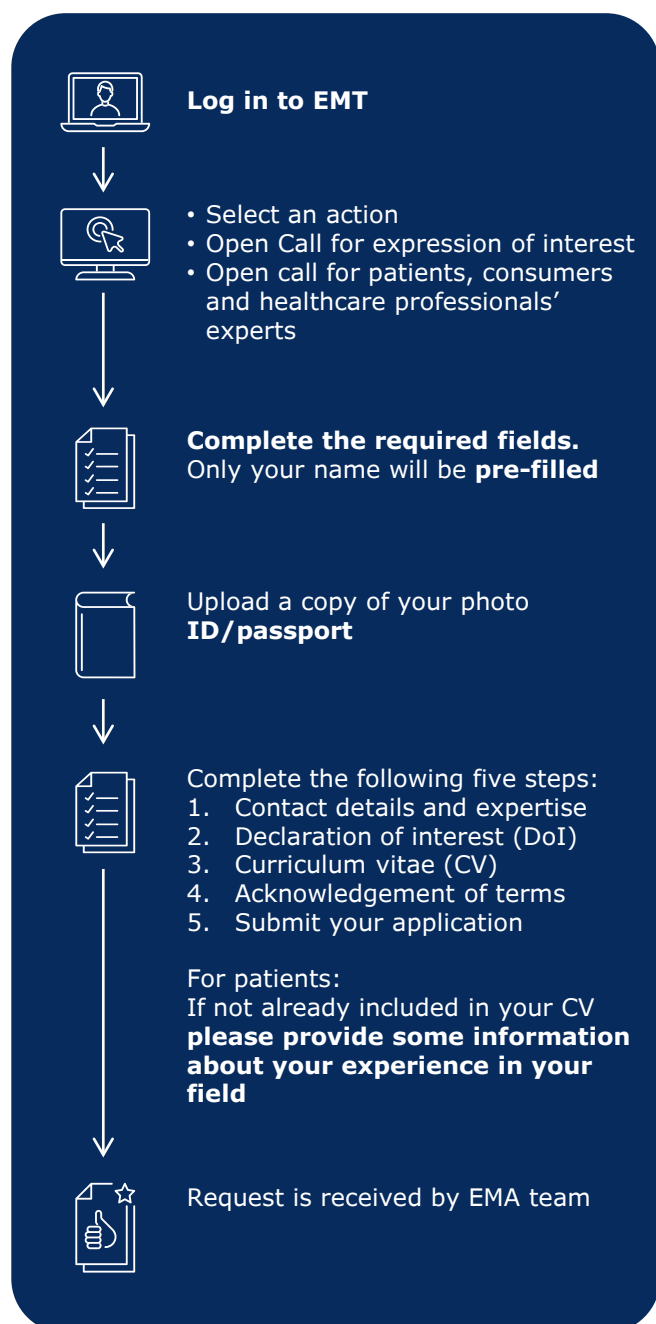
Registering in EMA's expert management tool

- Becoming an EMA expert is mandatory for contributing to medicine-related activities.
- Before registering you must create an EMA account and use the **same email address** for the entire process.
- This [Quick guide](#) for **competing interests** explains the impact of declared interests.
- If you are **employed** by your patient or HCP organisation, you will need to declare **funding** to your organisation. If you are a **volunteer**, you do not need to declare the funding.
- EMA defines '**consulting**' as any one-to-one activity with a company irrespective of payment or discussion on a specific medicine or device.
- Experts representing **patients** can select 'I am a patient representative' in the **curriculum vitae** (CV) tab and submit a blank CV. **HCP** are expected to submit a CV detailing their **experience**.

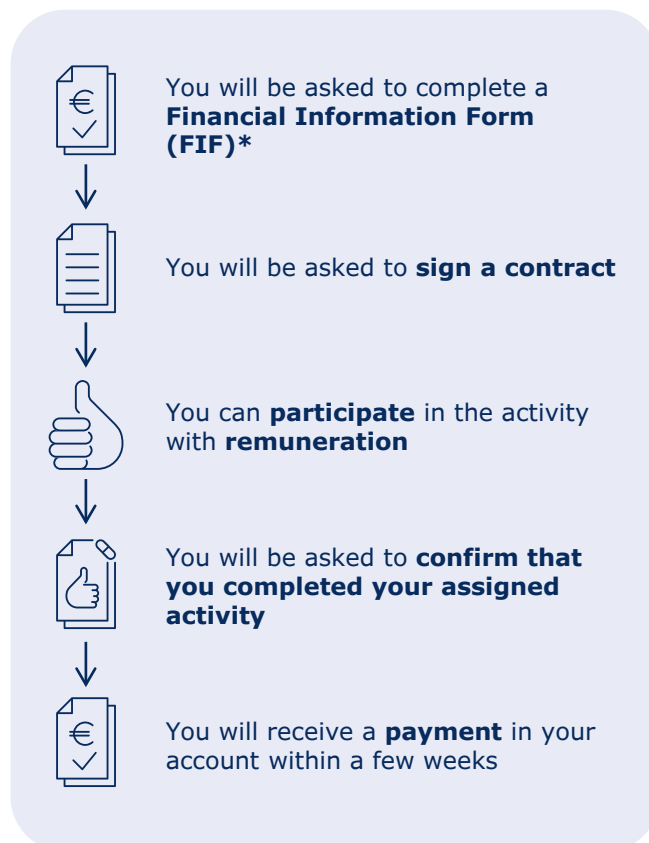


Joining the pool of experts

- Joining the pool of experts is a necessary step and you will need to **resubmit** your declaration of interest (DoI) and CV.
- You may need to provide **more information** regarding your experience in representing your organisation (or condition for patients), participation in EU/national projects, training given, speaker/panellist, member or Chair of the Board of your organisation or other group.
- Please do not include any **health-related** information in your CV.
- You are eligible for remuneration after you have applied for the pool pending approval of your application after evaluation. If you are receiving payment for the same activity from another source (e.g. employment) then you are not eligible for the EMA remuneration.



Contracting and payment



- After applying to the pool of experts, you may be sent a **contract** to sign.
- Remunerated activities are referred to as 'tasks' and can only be remunerated if completed **after** the contract has been **signed**.
- Remuneration can only be made to the individual that signs the DoI and contract and **cannot be transferred** by EMA to a third person or organisation.
- Payment can only be made after you have **confirmed** to EMA that you have completed the task.
- EMA uses a fixed daily rate of 450 euros set by the European Commission. The various activities are paid as a **proportion** of the daily rate.

Additional information

- You would have to ensure compliance with your national tax and social security laws. EMA cannot provide this kind of advice.
- EMA requests photo identification and bank statement information to validate your identity and ensure payment to your account and will be treated as confidential and **deleted** after validation.