1. **Acknowledgement of receipt to applicant:** **\_msgPSReceipt DONE**

We hereby acknowledge receipt of your submission for the following conference: <<CONFERENCE>> from <<start date>> to <<end date>> in <<city>>, <<country>> (herewith referred to as the “Conference”).

Based on the review process explained on the [www.ethicalmedtech.eu](http://www.ethicalmedtech.eu/) platform, we will issue an assessment of this conference, via email, within 30 calendar days.

Please ensure that you use the following reference number: <<ref. number>>, in all future communications regarding the Conference.

Should any information be missing or insufficiently detailed, we will contact you prior to any assessment decision.

Sincerely,

Christine SAINVIL

Compliance Officer

1. **When information is partially complete and compliant**
   1. **Notification of assessment to PCO\_msgPSNotYetAssessed DONE**

To whom it may concern,

We hereby inform you that the following conference:  <<Conference name>> on <<conference start date>> in <<city, country>> (the “Conference”), which we understand you are organising, has been submitted to us for a **partial** assessment as to whether or not certain, but not all, **of the**  **criteria under the Conference Vetting System** are compliant with the [Eucomed Code of Ethical Business Practice](https://mail.eucomed.be/owa/redir.aspx?C=b8a26ed6fc004c83ad66aa354c20b304&URL=http%3A%2F%2Fwww.eucomed.org%2Fkey-themes%2Fethics) (the “Eucomed Code”).

This determination will be made pursuant to the rules of the Eucomed Conference Vetting System.

For more information, please visit the [www.ethicalmedtech.eu](https://mail.eucomed.be/owa/redir.aspx?C=b8a26ed6fc004c83ad66aa354c20b304&URL=http%3A%2F%2Fwww.ethicalmedtech.eu) platform which is dedicated to ethics and compliance in the European MedTech industry and is supported by Eucomed, the European medical technology industry association.

Members of Eucomed and of national associations affiliated with Eucomed may not sponsor or cover expenses of Healthcare Professionals to attend educational conferences organised by medical societies, professional conference organisers and other third parties unless the conference is in full compliance with the Eucomed Code.

You will be notified, via email, of the partial assessment decision.

Sincerely,

Christine SAINVIL

Compliance Officer

* 1. **Compliance notice to applicant-\_msgPSCompliantApplicant**

To whom it may concern,

We refer to your partial submission dated <<submission date>> related to the <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country>> (herewith referred to as the “Conference”). We are pleased to inform you that following our assessment we have determined that the conference is: **PROVISIONALLY COMPLIANT.**

This partial assessment decision will remain valid until 35 days prior to the conference starting date. By that time, you should have provided to the Compliance Officer, via the same conference online form, information on the missing criteria for a full assessment to be made. If we do not receive such a submission, by the 35th day deadline, the conference will not be assessed and a non-assessment notice will be posted on our website: [www.ethicalmedtech.eu](http://www.ethicalmedtech.eu/undefined/) .

Please note that:

1. In rendering this decision, we have relied on the documents and information which have been provided to us.  We have not independently verified the accuracy of that information or of those documents nor have we determined whether they are up-to-date.
2. The overall conference scientific programme has been reviewed, but not for content. Therefore, we have not made a determination with regard to its scientific value.
3. This decision does not take into account national or local laws, regulations or professional or company codes that may impose more stringent requirements.
4. The Eucomed Code of Ethical Business Practice requires Eucomed members and members of national associations to notify in writing each sponsored Healthcare Professional’s hospital administration, superior or locally designated competent authority with a full description of the purpose and scope of all sponsorship provided. It is up to each Eucomed member and national association member to comply with this transparency requirement.

Sincerely,

Christine SAINVIL

Compliance Officer

**c. Compliance notice to PCO-\_msgPSCompliantPCO DONE**

To whom it may concern,

With reference to the email dated <<date of sent notification of assessment to PCO>> related to the <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country>>, we are pleased to inform you that based on our assessment, we have determined that the conference is: **PROVISIONALLY COMPLIANT.**

This partial assessment decision will remain valid until 35 days prior to the conference starting date**.** The submitting party should provide to the Compliance Officer, via the online submission form, information on the missing criteria for a full assessment to be made.

Please note that:

1. In rendering this decision, we have relied on the documents and information which have been provided to us. We have not independently verified the accuracy of that information or of those documents nor have we determined whether they are up-to-date.
2. The overall conference scientific programme has been reviewed, but not its scientific content.
3. This decision does not take into account national and local laws, regulations or professional and company codes that may impose more stringent requirements upon Eucomed members, members of local associations, Healthcare professionals and/or conference organisers. (sometimes spelled with a Z in place of S – please ensure consistency)
4. The Eucomed Code of Ethical Business Practice requires Eucomed members to notify in writing each sponsored Healthcare Professional’s hospital administration, superior or locally designated competent authority with a full description of the purpose and scope of all sponsorship provided. It is up to each Eucomed member to comply with this transparency requirement.

Sincerely,

Christine SAINVIL

Compliance Officer

1. **When information is complete and not compliant** 
   1. **Correction notice to PCO:** \_msgPSCorrectionPCO **DONE**

To whom it may concern,

We refer to the partial submission relating to the <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country>> (the “Conference”).

A Eucomed member has requested that we provide them with our decision as to whether or not the criteria required for a partial assessment under the Conference Vetting System are compliant with the Eucomed Code of Ethical Business Practice. This is to inform you that following our assessment we have come to the provisional determination that one or more of these criteria are NOT COMPLIANT subject to the following:

a. In rendering this provisional determination, we have relied on the documents and information which have been provided to us.

b. We have not independently verified the accuracy of that information or of those documents nor have we determined whether they are up-to-date.

In making our assessment, the following items were identified as being non- compliant:

* << The following highlighted content is subject to change on a case to case basis>>
* ***Hospitality*** - Spouses, partners, family and guests may not participate in hospitality sessions (coffee breaks, meals)

Please note that we provide 10 calendar days from the date of this letter for conference organizers to take corrective measures regarding non-compliant criteria relating to their conference. We therefore invite you to send us by email, within that time period, documentation which clearly shows that appropriate corrective action has been taken to enable the Conference to receive an assessment of compliance with the Eucomed Code of Ethical Business Practice.

If we do not receive such documentation by the end of business on <<deadline date>>, we will issue a final non-compliant decision for the Conference that will be posted on [www.ethicalmedtech.eu](https://mail.eucomed.be/owa/redir.aspx?C=b8a26ed6fc004c83ad66aa354c20b304&URL=http%3A%2F%2Fwww.ethicalmedtech.eu).

Members of Eucomed and of national associations affiliated with Eucomed may not sponsor or cover expenses of Healthcare Professionals to attend conferences organised by medical societies, professional conference organisers or other third parties unless the conference is in compliance with the Eucomed Code of Ethical Business Practice.

Sincerely,

Christine SAINVIL

Compliance Officer

* 1. **Follow-up email to applicant\_msgPSCorrectionApplicant DONE**

To whom it may concern,

With regards to the <<conference name>> (Ref. #: <<ref. Number>>) you have submitted for assessment, please note that one or more non-compliant criteria have been identified during the initial assessment.

We have sent a correction notice to the conference organiser today, inviting them to send to me via email documentation which clearly shows that appropriate corrective action has been taken to make the Conference compliant with the Eucomed Code of Ethical Business Practice.

Please note that we provide 10 calendar days, in this case to <<Deadline date>> for the conference organisers to take corrective action.

If we do not receive such documentation by xxx, we will issue a final non-compliant decision for the Conference that will be posted on [www.ethicalmedtech.eu](https://mail.eucomed.be/owa/redir.aspx?C=b8a26ed6fc004c83ad66aa354c20b304&URL=http%3A%2F%2Fwww.ethicalmedtech.eu).

Sincerely,

Christine Sainvil

Compliance Officer

* 1. **After 10 days, if corrections made: compliant notice to applicant: see above**
  2. **After 10 days, if corrections made: compliant notice to PCO: see above**
  3. **After 10 days, if corrections not made: non-compliant notice to applicant\_msgPSNotCompliantApplicant DONE**

To whom it may concern,

We refer to the submission relating to <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country>> (the “Conference”). We would like to inform you that following our assessment, we now confirm the decision that the Conference is: **NOT COMPLIANT** with the Eucomed Code of Ethical Business Practice, subject to the following:

1. In rendering this decision, we have relied on the documents and information which have been provided to us.
2. We have not independently verified the accuracy of that information or of those documents nor have we determined whether they are up-to-date.

Based on the requirements in the Eucomed Code of Ethical Business Practice, the following elements were considered as inappropriate:

* <<The following highlighted content is subject to change on a case to case basis>> *see below examples*
* ***Schedule of the scientific conference programme*** *- The scientific program should be robust and correspond to a "normal" working day (i.e., a minimum of 6 hours for full conference day/ 3 hours for a half day).  The detailed programme should present a clear schedule with unreasonable long breaks and the faculty for each session must be identified, the session topics must be relevant medical subjects.*
* ***Time of the year-*** *The selected time of year must not be associated with a peak touristic season (for example, a ski resort in the winter, a beach resort in the summer or any other geographic location renowned purely as a seasonal vacation or holiday destination) unless attended only by “local” Healthcare Professionals who live or work in the specific geographic location in question or it**s immediate surrounding vicinity.*
* ***The Conference Venue -*** *The conference venue should be a business or commercial center providing conference facilities conductive to the exchange of scientific and medical information and the transmission of knowledge. It should not be the main attraction of the conference. The image of the location among the public, media and authorities cannot be perceived as purely luxury, touristic/holiday and/or an entertainment venue.*

Please note that members of Eucomed and of national associations affiliated with Eucomed may not sponsor or cover expenses of Healthcare Professionals to attend conferences organised by medical societies, professional conference organisers or other third parties which have been determined as being not compliant with the Eucomed Code of Ethical Business Practice.

This decision will be posted on [www.ethicalmedtech.eu](http://www.ethicalmedtech.eu/).

Sincerely,

Christine SAINVIL

Compliance Officer

* 1. **After 10 days, if corrections not made: non compliant notice to PCO\_msgPSNotCompliantPCO DONE**

To whom it may concern,

We refer to our correction notice sent to you via email on <<Date of the correction notice>> regarding <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country>> (the “Conference”). We hereby inform you that following our assessment we now confirm the decision that the Conference is: **NOT COMPLIANT** with the Eucomed Code of Ethical Business Practice, subject to the following.

1. In rendering this decision, we have relied on the documents and information which have been provided to us.
2. We have not independently verified the accuracy of that information or of those documents nor have we determined whether they are up-to-date.

Based on the requirements in the Eucomed Code of Ethical Business Practice, the following elements were considered as inappropriate:

* <<The following highlighted content is subject to change on a case to case basis>> *see below examples*
* ***Hospitality*** - Spouses, partners, family and guests may not participate to hospitality sessions (coffee breaks, meals)

Please note that members of Eucomed and of national associations affiliated with Eucomed may not sponsor or cover expenses of Healthcare Professionals to attend conferences organised by medical societies, professional conference organisers or other third parties which have been determined as being not compliant with the Eucomed Code of Ethical Business Practice.

This decision will be posted on [www.ethicalmedtech.eu](http://www.ethicalmedtech.eu/).

Sincerely,

Christine SAINVIL

Compliance Officer

1. **At 35 days – Additional information provided, Final decision is compliant**

To whom it may concern,

We refer to your submission dated <<submission date>> related to the <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country>> (herewith referred to as the “Conference”). You have requested that we provide you with our decision as to whether or not the Conference is compliant with the Eucomed Code of Ethical Business Practice.

We are pleased to inform you that following our assessment we have determined that the Conference is: **COMPLIANT**

subject to the following:

1. In rendering this decision, we have relied on the documents and information which have been provided to us.  We have not independently verified the accuracy of that information or of those documents nor have we determined whether they are up-to-date.
2. The overall conference scientific programme has been reviewed, but not for content. Therefore, we have not made a determination with regard to its scientific value.
3. This decision does not take into account national or local laws, regulations or professional or company codes that may impose more stringent requirements.
4. The Eucomed Code of Ethical Business Practice requires Eucomed members and members of national associations to notify in writing each sponsored Healthcare Professional’s hospital administration, superior or locally designated competent authority with a full description of the purpose and scope of all sponsorship provided. It is up to each Eucomed member and national association member to comply with this transparency requirement.

This decision will be posted on [www.ethicalmedtech.eu](https://mail.eucomed.be/owa/redir.aspx?C=32adecfcc7be445dbebb6ef21be0f5bc&URL=http%3A%2F%2Fwww.ethicalmedtech.eu).

Sincerely,

Christine SAINVIL

Compliance Officer

1. **At 35 days – Additional information provided, Final decision is not** **compliant**

To whom it may concern,

We refer to the submission related to <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country (the “Conference”).

A Eucomed member has requested that we provide them with our decision as to whether or not the Conference is compliant with the Eucomed Code of Ethical Business Practice. This is to inform you that following our assessment we have come to **the provisional determination** that the Conference is: NOT COMPLIANT

subject to the following:

In rendering this temporary determination, we have relied on the documents and information which have been provided to us.

1. We have not independently verified the accuracy of that information or of those documents nor have we determined whether they are up-to-date.

In making our assessment, the following items were identified as not being compliant:

* << The following highlighted content is subject to change on a case to case basis>>
* ***Hospitality*** - Spouses, partners, family and guests may not participate in hospitality sessions (coffee breaks, meals)

Please note that we allow a 10 calendar day window from the date of this letter for conference organizers to take corrective measures regarding non-compliant matters relating to their conferences. In this regard, we invite you to send to me by email within that time period documentation which clearly shows that appropriate corrective action has been taken to make the Conference compliant with the Eucomed Code of Ethical Business Practice.

If we do not receive such documentation by the end of business on <<deadline date>>, we will issue a final non-compliant decision for the Conference that will be posted on [www.ethicalmedtech.eu](https://mail.eucomed.be/owa/redir.aspx?C=b8a26ed6fc004c83ad66aa354c20b304&URL=http%3A%2F%2Fwww.ethicalmedtech.eu).

Members of Eucomed and of national associations affiliated with Eucomed may not sponsor or cover expenses of Healthcare Professionals to attend conferences organised by medical societies, professional conference organisers or other third-parties unless the conference is in compliance with the Eucomed Code of Ethical Business Practice.

Sincerely,

Christine SAINVIL

Compliance Officer

1. **At 35 days - No additional information is provided.**

To whom it may concern,

We refer to the submission related to <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country (the “Conference”). A temporary (provisional?) decision had been rendered based on the partial information you had provided. However, because the information required on the missing criteria was not submitted within the deadline of 35 days prior to the conference, the Compliance Officer has been unable to render a final decision. The overall conference status has thus been changed to: **NOT ASSESSED.**

Sincerely,

Christine SAINVIL

Compliance Officer

1. **If information is nevertheless incomplete.**
   1. **Not assessed notice – information submitted fewer than 75days prior to the Conference**

To whom it may concern,

We refer to the submission related to <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country (the “Conference”). You have requested that we provide you with our decision as to whether or not the Conference is compliant with the Eucomed Code of Ethical Business Practice.

We would like to inform you that according to the rules of the Conference Vetting System, we cannot accept and assess conferences submitted fewer than 75 days prior to the Conference date. Therefore we have not assessed the Conference and will not publish a decision on the Ethical MedTech platform regarding the Conference.

For further information, please visit [www.ethicalmedtech.eu](http://www.ethicalmedtech.eu/)

Sincerely,

Christine SAINVIL

Compliance Officer

* 1. **Not assessed notice – information pertains to an international/national conference**

To whom it may concern,

We refer to the submission related to <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country (the “Conference”). You have requested that we provide you with my decision as to whether or not the Conference is compliant with the Eucomed Code of Ethical Business Practice.

We would like to inform you that the current scope of the Conference Vetting System only covers the assessment of European Conferences. National and international conferences will not be assessed at this stage. Therefore we have not assessed your submission and will not publish a decision on the EthicalMedTech platform regarding the Conference.

Please note that in the future the Conference Vetting System may be expanded to include additional categories of conferences.

For further information, please visit [www.ethicalmedtech.eu](https://mail.eucomed.be/owa/redir.aspx?C=32adecfcc7be445dbebb6ef21be0f5bc&URL=http%3A%2F%2Fwww.ethicalmedtech.eu).

Sincerely,

Christine SAINVIL

Compliance Officer

* 1. **Not assessed notice – information available on the conference is insufficient**

To whom it may concern,

We refer to the submission related to <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country (the “Conference”). You have requested that we provide you with our decision as to whether or not the Conference is compliant with the Eucomed Code of Ethical Business Practice. We would like to inform you that in its current state, the conference has **NOT BEEN ASSESSED.**

The reason the conference has not been assessed is due to a lack of information upon which the Compliance Officer can effectively base an assessment. You are invited to re-submit the Conference for vetting through the [online  Conference Vetting System](http://www.ethicalmedtech.eu/), once you have collected detailed information on the Conference programme.

Such submission will be processed as a new conference submission.

For further information, please visit [www.ethicalmedtech.eu](http://www.ethicalmedtech.eu/)

Sincerely,

Christine SAINVIL

Compliance Officer

1. **ALSO please find below my signature for all communications**

**Christine Sainvil** ■ Compliance Officer

Dir.: +32 (0)2 300 9640  
Mob.: +32 (0)498 763603  
Email: [christine.sainvil@ethicalmedtech.eu](https://mail.eucomed.be/owa/redir.aspx?C=38a4bda7e2d54e0d960c0639373b648e&URL=mailto%3Achristine.sainvil@ethicalmedtech.eu)