1. **Acknowledgement of receipt to applicant:** **\_msgReceipt не туда письмо приходит**

### Ethical Med Tech - Conference Vetting System - Request for Assessment – Public Title

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

We will issue a recommendation to your request, via email, within 30 calendar days based on the review process explained on the EthicalMedTech platform. Click [here](http://www.ethicalmedtech.eu/conference-vetting-system/full-regular-submission) for more information.,.

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 publishing the recommendation.

Best regards,

Sincerely,   
Christine SAINVIL

1. **When information is complete.**

**Notification of assessment to PCO\_msgNotYetAssessed (сделать ссылки как в тексте)**

### Ethical Med Tech - Conference Vetting System - Notification of assessment – Public Title

To whom it may concern,

We hereby inform you that a request for assessment of the following conference:  <<ref. number>>-<<Conference name>> starting on <<conference start date>> in <<city>>, <<country>> (the “Conference”), which we understand you are organising, has been submitted to us for a determination as to whether or not the Conference is 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 [Conference Vetting System](Ethical%20Med%20Tech%20-%20Conference%20Vetting%20System%20-%20Notification%20of%20assessment) under which members of Eucomed and of national associations affiliated with Eucomed may not sponsor or cover expenses of European 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

1. **When information is complete and compliant - \_msgCompliantApplicant**

**Compliance notice to applicant -----** **письмо не прриходит**

### Ethical Med Tech - Conference Vetting System - Assessment final decision – Public Title

To whom it may concern,

We refer to your submission dated <<submission date>> related to the <<ref. number>>-<<Conference name>> starting 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

* 1. **Compliance notice to PCO** **\_msgCompliantPCO**

Ethical Med Tech - Conference Vetting System - Assessment final decision – Public Title

To whom it may concern,

With regards to ouremail dated << sent date of notification of assessment to PCO>>, I am pleased to inform you that our assessment concluded that the <<ref. number>>-<<Conference name>> starting on <<conference start date>> in <<city>>, <<country>> is: **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. 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 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 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.

This decision has been posted in the online [conference calendar](http://www.ethicalmedtech.eu).

Sincerely,

Christine SAINVIL

1. **When information is complete and not compliant** 
   1. **Correction notice to PCO - \_msgCorrectionPCO (не вся инфо подтягивается с сайта)**

### Ethical Med Tech - Conference Vetting System – Correction Notice – Public Title

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”).

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:

* <<<<<<<<<<нет
* <<<<<<<<<<<нет

In rendering this provisional 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.

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 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 that 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

* 1. **Follow-up email to applicant** **\_msgCorrectionApplicant -(** **письмо не приходит апликанту)**

### Ethical Med Tech - Conference Vetting System – Assessment provisional status – Public Title

Dear <<First Name>> <<Last Name>>,

With regards to the <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country>> you have submitted for assessment, please note that some non-compliant criteria have been identified during the initial assessment.

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

Please note that we allow a 10 business day window, meaning up to <<Deadline date>> for conference organizers to take those actions.

If I do not receive that documentation by then, I 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

* 1. **After 10 days, if corrections made: compliant notice to applicant: see above\_msgCompliantApplicant---(** **письмо не приходит апликанту)**
  2. **After 10 days, if corrections made: compliant notice to PCO: see above \_msgCompliantPCO0 =3a (поменять текст письма)**
  3. **After 10 days, if corrections not made: non-compliant notice to applicant - \_msgNotCompliantApplicant----(** **письмо не приходит апликанту)**

### Ethical Med Tech - Conference Vetting System - Assessment final decision – Public Title

To whom it may concern,

We refer to the submission relating to the <<ref. number>>-<<Conference name>> starting 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:

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.

Please note that members of Eucomed and of national associations affiliated with Eucomed may not sponsor or cover expenses of European 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

* 1. **After 10 days, if corrections not made: non compliant notice to PCO\_msgNotCompliantPCO---(письмо не приходит)**

### Ethical Med Tech - Conference Vetting System - Assessment final decision – Public Title

To whom it may concern,

We refer to our correction notice sent to you via email on <<Date of the correction notice>> regarding the <<conference name>> in <<city>> (the “Conference”). Wewould 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:

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.

Please note that members of Eucomed and of national associations affiliated with Eucomed may not sponsor or cover expenses of European 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 has been posted on [www.ethicalmedtech.eu](http://www.ethicalmedtech.eu). You have the possibility to appeal this decision by sending an [email](mailto:info@ethicalmedtech.eu) to Mrs. Nancy Russotto, Chair of the Compliance Panel within a deadline of 10 days for Regular Submissions and 5 days for Partial Submissions upon the date of receipt of this email.

Sincerely,

Christine SAINVIL

1. **(к кому адресовано???)**
   1. **Not assessed notice – information submitted fewer than 75 days -\_** **msgRejection1**

### Ethical Med Tech - Conference Vetting System – Submission rejection– Public Title

To whom it may concern,

We refer to the submission relating to to the <<ref. number>>-<<Conference name>> starting 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.

I would like to inform you that as per the specifications of the Conference Vetting System we will not accept and assess conferences submitted within a 75 day window prior to the conference starting date.

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 national conference\_msgRejection2**

### Ethical Med Tech - Conference Vetting System – Submission out of Scope – Public Title

To Whom it may concern,

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

I would like to inform you that the current scope of the Conference Vetting System only covers croos border european and international conferences. National conferences will not be assessed at this stage. Therefore I 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" \t "_blank).

Sincerely,

Christine SAINVIL

* 1. **Not assessed notice – information available on the conference is insufficient\_msgRejection3**

### Ethical Med Tech - Conference Vetting System – Insufficient Information – Public Title

To whom it may concern,

We refer to the submission relating to the <<ref. number>>-<<Conference name>> starting 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

1. **Appeal message to conference organisers** –( **не пришло сообщение**) пришло письмо, но пр нажатии на кнопку -appeal board

Ethical Med Tech - Conference Vetting System – Appeal acknowledgement – Public Title

We hereby acknowledge receipt of your appeal to the Eucomed Compliance Panel of the non-compliant decision rendered on <<assessment final decision date>> regarding the following conference: <<CONFERENCE>> from <<start date>> to <<end date>> in <<city>>, <<country>> (herewith referred to as the “Conference”).

We will review the new information provided to us and issue a final decision via email within 72 hours upon date of reciept of this email.

Sincerely,   
Eucomed Compliance Panel

1. **Appeal message to company (не пришло сообщение)**

Ethical Med Tech - Conference Vetting System – Appeal notification – Public Title

Dear <<First Name>> <<Last Name>>,

Please note that the conference organisers of the <<ref. number>>-<<Conference name>> starting on <<conference start date>> in <<city>>, <<country>> have filed an appeal to the Compliance Panel with regards to the non-compliant decision rendered on <<assessment final decision date>>.

The Compliance Panel will review the new information provided to them and issue a final decision within 72 hours upon date of reciept of this email.

We have temporarily removed the conference from the online calendar.

Sincerely,

Christine Sainvil

1. **Double entry notification ( у нас есть такаяже кнопка как и этот статус но при нажатии на нее не приходит сообщение на почту но статус меняется, но у нее доп функция, можно выбрать конференцию)**

Ethical Med Tech - Conference Vetting System – Duplicate submission – Public Title

Dear <<First Name>> <<Last Name>>,

Please note that we have already received a submission for the <<conference name>> you submitted for assessment on << submission date>>. We have linked both records and invite you to refer to the [online calendar](http://www.ethicalmedtech.eu) for the final decision regarding the conference.

Sincerely,

Christine Sainvil

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



**Christine Sainvil** ■ Compliance Officer

~~Dir.: +32 (0)2 300 9640~~  
Tel: +32 (0)498 763603  
Email: [christine.sainvil@ethicalmedtech.eu](https://mail.eucomed.be/owa/redir.aspx?C=38a4bda7e2d54e0d960c0639373b648e&URL=mailto%3achristine.sainvil%40ethicalmedtech.eu)