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

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”).

Based on the review process explained on the [www.ethicalmedtech.eu](http://www.ethicalmedtech.eu) platform, we will issue a recommendation to your request, 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 publishing my recommendation.

Best regards,

Sincerely,   
Christine SAINVIL

1. **When information is complete.**
   1. **Notification of assessment to PCO\_msgNotYetAssessed DONE**

To whom it may concern,

We hereby inform you that a request for assessment of the following conference:  <<ref. number>>-<<Conference name>> 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" \t "_blank) (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

1. **When information is complete and compliant - \_msgCompliantApplicant DONE**
   1. **Compliance notice to applicant**

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

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

To whom it may concern,

With regards to the email 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>> 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 will be posted on [www.ethicalmedtech.eu](http://www.ethicalmedtech.eu).

Sincerely,

Christine SAINVIL

1. **When information is complete and not compliant** 
   1. **Correction notice to PCO - \_msgCorrectionPCO 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”).

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 temporary 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 to 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 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 DONE**

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

To whom it may concern,

We refer to the submission relating to the <<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. 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

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

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”). I 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. 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

1. **When information is incomplete**
   1. **Not assessed notice – information submitted fewer than 75 days -\_msgRejection1 DONE**

To whom it may concern,

We refer to the submission relating to to the <<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.

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 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 international/national conference\_msgRejection2~~**

~~To Whom it may concern,~~

~~I refer to the submission relating to to the <<ref. number>>-<<Conference name>> on <<conference start date>> in <<city>>, <<country>> (the “Conference”). You have requested that I provide you with my 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 the assessment of European Conferences. National and international 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)~~.~~

~~Sincerely,~~

~~Christine SAINVIL~~

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

To whom it may concern,

We refer to the submission relating to the <<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

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



**Christine Sainvil** ■ Compliance Officer

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