Notification of Advisory Board Meeting

Please email this completed form (and any attachments) to [advertisingcompliance@hpra.ie](mailto:advertisingcompliance@hpra.ie) with the subject heading‘**Advisory Board - [insert name of company] - notification of meeting**’. This form should be submitted at least six weeks prior to holding any Advisory Board meeting.

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| **Advisory Boards held in Ireland** | | |
| **Details of meeting** | **Notify the HPRA?** | **Comment** |
| * Local Irish affiliate involvement\* in its planning/organisation * Irish-based advisors | Yes | The HPRA may attend as an observer. |
| * No local Irish affiliate involvement in its planning/organisation. All is done by Global. * Irish-based advisors | Yes | Notification to the HPRA is required. The HPRA will not attend but may request a report on the meeting afterwards. |
| * No local Irish affiliate involvement in its planning/organisation * No Irish-based advisors | No | The HPRA will not attend. |

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| **Advisory Boards held outside Ireland** | | |
| **Details of meeting** | **Notify the HPRA?** | **Comment** |
| * Local Irish affiliate involvement in its planning/organisation * Irish-based advisors | Yes | The HPRA reserves the right to attend and may request a report on the meeting afterwards. |
| * No local Irish affiliate involvement in its planning/organisation * Irish-based advisors | No | The HPRA will not attend. |

\*Note: Local Irish affiliate involvement in Advisory Boards includes any of the following:

* planning, hosting, running or attending the Advisory Board
* selecting the advisors
* issuing the invitations to the advisors on its own letterhead/email, etc.
* involvement in arrangements for the Advisory Board, e.g. making or assisting with hotel bookings, travel arrangements, room booking, hospitality, providing a medical writer, etc.
* paying the advisors

It may be useful for the organisers of the Advisory Board meetings to advise attendees of the following in advance of holding any such meetings:

* The HPRA may attend Advisory Board meetings, in full or in part, for the purpose of checking compliance with relevant medicines legislation.
* The HPRA’s attendance at any Advisory Board meeting is not intended to regulate or apply oversight to the attendees (advisors) at the meeting; it is intended to evaluate the company’s running and management of the meeting.
* The HPRA will not actively participate in the meeting – if it does attend an Advisory Board meeting, it will be only as an observer.

This is one aspect of the HPRA’s surveillance monitoring of the pharmaceutical industry, and the HPRA’s attendance at any Advisory Board meeting in no way implies that a non-compliance issue exists with that particular company.

1 meeting details

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|  | Complete details as requested. Further background information or comments can also be included if necessary. |
| Name, address and contact person details for the Advisory Board meeting MAH/Sponsor |  |
| Meeting title, date(s), duration and location |  |
| Meeting agenda (draft or final, as relevant) |  |
| Concise information on the objectives of the meeting, including the nature of the advice that is being sought from the attendees |  |
| Information on the clinical/therapeutic area of concern and any medicine(s) that will be the subject of the meeting |  |
| Information on the types and number of persons who may be invited to attend the meeting |  |
| Information on the payments (expenses, fees, etc.) to attending advisors |  |
| Outline the hospitality arrangements (and their cost per attendee) for in-person meetings |  |
| A copy of the MAH/Sponsor’s procedure (SOP) regarding holding Advisory Board meetings |  |
| Any other relevant information relating to the organisation and/or holding of this meeting |  |

2 hpra contact information

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