EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Standard operating procedure

Title: Updating of the European Public Assessment Report for a veterinary medicinal product		
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1. Purpose

The purpose of this SOP is to provide the scientific administrators, administrative assistants and assistants in the Veterinary Medicines Department with guidance on the procedure for updating the European Public Assessment Report (EPAR) following a change to a marketing authorisation of a veterinary medicinal product. This procedure should also be invoked when information on a negative opinion or a withdrawal for a post-authorisation application or marketing authorisation is being published.

2. Scope

This standard operating procedure (SOP) applies to the Veterinary Regulatory and Organisational Support (V-ROS) and Development and Evaluation of Veterinary Medicines (V-DEM) Services.

3. Responsibilities

It is the responsibility of the Head of Veterinary Medicines Department (HDep), delegated to Heads of Services (HSer) for Veterinary Regulatory and Organisational Support and Development and Evaluation of Veterinary Medicines, to ensure that this procedure is adhered to within the department. The responsibility for the execution of a particular part of this procedure is identified in the right-hand column of section **9. Procedure**.

4. Changes since last revision

Rebranding and business review following the new corporate identity of the Agency. Update to reflect current practice/terminology in preparation of EPARs.

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5. Documents needed for this SOP

Template 1 Correspondence to MAH asking for comments/proposals on confidential issues or corrections

Template 2 Correspondence to Rapporteurs for comments/proposals on scientific issues

Template 3 Correspondence to the Translations request e-mail box requiring translation of summary for the public

Template 4 Correspondence to Webteam for publication of EPAR

(*Templates 1-4 are to be created in Outlook*).

Template 5 EPAR publication transmission slip – Revised EPAR - Veterinary

Template 6 EPAR publication transmission slip – Withdrawn MA application- Veterinary

(*Templates 5-6 are available under Word, File, New, My Templates, More, Transmission Slips*).

6. Related documents

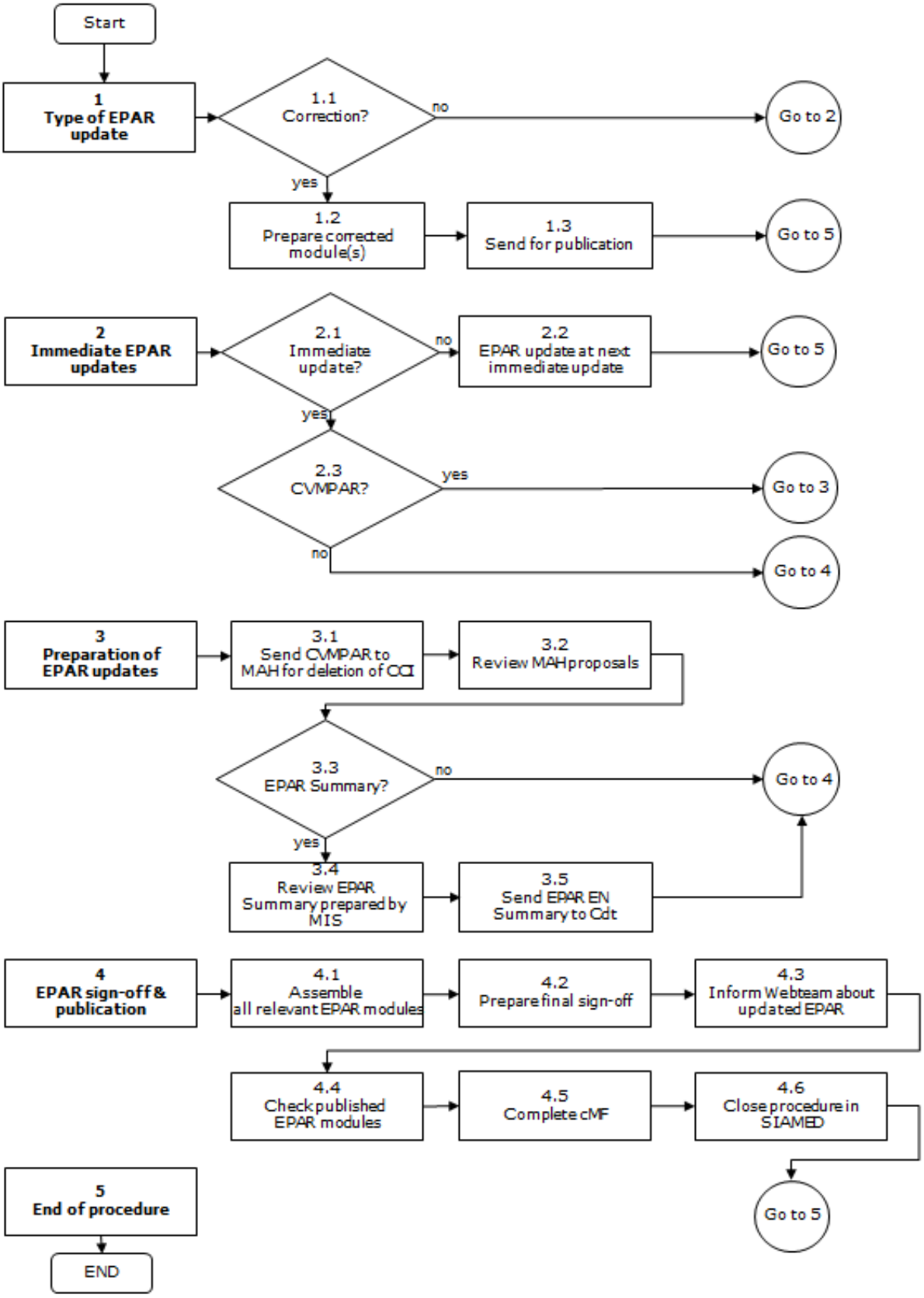
- EMEA/45422/2006 – Principles to be applied for the deletion of commercially confidential information for the disclosure of EMA documents.
- SOP/H/3131 – Preparation and updates of EPAR summaries by Medical Information.
- SOP/V/4037 – Preparation of an initial European Public Assessment Report (EPAR) for a veterinary medicinal product following positive or negative opinion.
- WIN/V/4035 – Secretarial tasks for preparation and update of veterinary European Public Assessment Reports (EPARs).

7. Definitions

AA	Administrative Assistant (procedure manager for variations, in VROS)
AR	Assessment report
AST	Assistant
ATCvet	Veterinary Anatomical Therapeutic Chemical classification code
CCI	Commercially Confidential Information
CD	Commission Decision
CdT	Centre de Traduction (Translation Centre)
cMF	Core master file
CVMP	Committee for Medicinal Products for Veterinary Use
CVMP AR	CVMP assessment report
DREAM	Document Records Electronic Archive Management system
EC	European Commission
ECO	EPAR module 6 co-ordinator (appointed responsible staff member for CCI coordination for a vet EPAR, in DEM or VROS, as applicable)

EPAR	European public assessment report, consisting of:
	Product overview
	Summary for the public
	Authorised presentations
	Scientific discussion
	Steps taken after authorisation
	Product information
EPAR Summary	Summary for the public that is written in a manner that is understandable to the public
HDep	Head of Department
HSer	Head of Service
MA	Marketing authorisation
MAH	Marketing authorisation holder
MedW	Medical writer
MIS	Medical and Health Information Service
PI	Product information
PIPIT	Translation timetable
PM	Project Manager (Scientific Administrator for extension, in DEM)
QRD	Quality review of documents
SIAMED	European Medicines Agency product information and application tracking system
SOP	Standard operating procedure
SPC	Summary of product characteristics
V-VM-DEM	Development and Evaluation of Veterinary Medicines (Service)
V-VM-ROS	Veterinary Regulatory and Organisational Support (Service)
WEPAR	Withdrawal European public assessment report
WIN	Work instructions

8. Process map(s) / flow chart(s)



9. Procedure

Step	Action	Responsibility
1.0	**Type of EPAR update**	
1.1	An EPAR update may be arising from: • a correction: this is used to correct a small mistake e.g. a typographical error and concerns generally one component/one language only. • a revision is used in all other cases if there has been at least one procedure completed such as an extension, variation, renewal, transfer, annual reassessment since the last publication of the EPAR. • a WEPAR following the withdrawal of a marketing authorisation (application). • a negative opinion on an initial, extension or variation application. Before creating a correction, consider whether a procedure has been completed since the last publication of the EPAR. Is the current EPAR update a correction? If yes, go to 1.2 (correction) If no, go to 2.0 (revision)	AA
1.2	Prepare the corrected EPAR component(s) and save it/them in a folder named according to the product name and variation number in the G:/drive (External Information Draft/Vet Working Area) and copy this folder for the Webteam to G:/SIGN OFF/Veterinary Unit.	AST
1.3	Submit the corrected EPAR component(s) to the Webteam e-mail box requesting that the document(s) in question be replaced online. In the e-mail, indicate the location of the corrected document(s) in the G:/drive. *NB: Corrections do not get a revision number. If the correction relates to a specific revision of an EPAR, include the revision number in the e-mail to the Webteam for their information.* *Ensure that the corrected components are included in the latest version of the EPAR in the cMF.* Proceed to 5.0	AST

Step	Action	Responsibility
2.0	**Immediate EPAR updates**	
2.1	A procedure requires an 'immediate' update to the EPAR if it results in an update to the product information or the terms of the MA (e.g. change to Annex II), and usually means within 15 days of the CD (see Annex for timelines) or in case of a withdrawal of a marketing authorisation (application) or a negative opinion. Does the procedure trigger an immediate EPAR update? If yes, go to 2.3 If no, go to 2.2	
2.2	In the absence of updates to product information or terms of the MA, the variations that may have affected the product since the last EPAR update can be included the next time an immediate update is required. Proceed to 5.0	AST
2.3	Does the procedure require the publication of a CVMP AR? If yes, go to 3.0 If no, go to 4.0	
3.0	**Preparation of EPAR update**	
3.1	*Day 1 after CVMP opinion* After adoption of the CVMP opinion and AR send out the CVMP AR (converted into publication format) to the MAH by Eudralink, requesting the MAH to identify those issues that are considered to be CCI or corrections and to make a proposal including justifications for any deletions or corrections (modifications), within 15 calendar days (Template 1).	AST
3.2	*Day 15 after CVMP opinion* Receive the MAH's proposals and check acceptability with ECO/HSer/PM (only confidential information, factual errors, typographical and grammar mistakes should be amended). Consult the rapporteur (Template 2) only if the proposals impact on the scientific integrity of the report. Ensure that all confidentiality issues have been resolved (including deletion of personal data such as EMA staff names). *NB: If CVMP endorsement is required for updated EPAR proceed in accordance with the SOP/V/4037.*	AA AA ECO

Step	Action	Responsibility
3.3	Has the need for an update of the EPAR Summary been identified at the time of opinion? *NB: For positive opinions following a major change (i.e. the MAH, new target species, indication, change in withdrawal period) the updated EPAR summary is prepared as outlined in SOP/H/3131.* *In case of doubt, contact the MedWs at the time of adoption of the opinion.* If yes, go to 3.4 If no, go to 4.0	
3.4	*Within 28 days of CVMP opinion (or as agreed with MedW)* Receive final updated EPAR Summary from MIS. Review and send to the rapporteurs for their comments, if necessary. MIS will send final version to the MAH.	AA
3.5	*By day 35 after CVMP opinion* Submit final version of the EPAR summary to the Translation requests e-mail box for translation into all EU languages by CdT (Template 3). Monitor receipt of translations of EPAR summary in all EU languages by agreed timeframe by CdT. Proceed to 4.0	AST AST
4.0	**<u>Sign-off and publication of EPAR update</u>**	
4.1	*Day 35-45: Assembling EPAR or WEPAR* or negative AR** sign-off folder* Format and name files in line with *WIN/V/4035.* <u>a. Product overview</u> (to be updated following a change in product name, name or address of MAH, ATCvet code, major change of ATCvet group (i.e. change to level 1 or 2), change to indications section 4.1 of the SPC, change in status of product e.g. exceptional circumstances). Using SIAMED, create the updated 'product overview' to supply to the web publishing team. <u>b. EPAR summary for the public</u> (to be updated following a major change i.e. the MAH, new target species, indication, change in withdrawal period, etc.). Save EPAR component in all EU languages sent by CdT to DREAM *product name* EPAR 07 or 11 folders depending on old and new folder structures, format and name documents. <u>c. All authorised presentations</u> (to be updated following a change	AA AST

Step	Action	Responsibility
	resulting in one or more new MA numbers). Use the updated Annex A supplied by the MAH at day 25 of PIPIT timetable to prepare the updated EPAR – all authorised presentations in all EU languages. d. Scientific discussion (CVMP AR prepared for publication) Format and name the document. In case of extension procedure table module 6 with changes visible for next, if possible, CVMP meeting for endorsement. e. Steps taken after authorisation On the first change post-authorisation the component 8 *Steps taken after authorisation* is created. Once SIAMED has been fully updated including the CD date where applicable, generate template from SIAMED, save and name document in DREAM product name EPAR 07 or 11 folders. f. Product information Use the updated product information supplied by the MAH at day 25 of PIPIT to prepare the updated EPAR – product information in all EU languages. *NB: Only one EPAR folder (DREAM 07 or 11 EPAR) exists for any one authorised product. No new EPAR folders are to be created under post-authorisation procedures.* *In case of a WEPAR following withdrawal of a marketing authorisation all current EPAR components (when applicable in all the EU languages) must be watermarked as 'Medicinal product no longer authorised'. **In case of a negative opinion on an initial, extension or variation application the following EPAR components must be published: • Questions and answers on the recommendation for the refusal of the marketing authorisation in all EU languages (for initial application only). • the CVMP summary of negative opinion in EN language (for extension and variation application). • the EPAR Public assessment report in EN language (for initial, extension or variation application).	

Step	Action	Responsibility
4.2	*Day 45-60: Agency sign-off*	
	Prepare the final sign-off folder of all relevant EPAR components. Allocate revision number and circulate to ECO/PM/AA/HSer and HDep, as applicable, (in case of major type IIs variations and extensions) for approval within 15 days of the CD being issued.	AST
	For minor variations (including type IAs and IBs) and type IIs, renewals and transfers send e-mail with DREAM links to the AA for their review and to the HSer for final approval. For major type IIs variations (including update of CVMP AR and summary for the public) and WEPAR or negative AR circulate EPAR components via paper in a signataire with the relevant transmission slip.	
	NB: If the EPAR revision also incorporates other procedures, ensure that they are listed in the correspondence or on the transmission slip.	AST
4.3	Following sign-off, process and submit all documents and translations for web publication using e-mail to Webteam (Template 4).	AST
	Publication can only take place once the CD has been issued (except for correction EPAR), and should be within 15 days of the issue of any CD (CD of the lead procedure if more than one procedure is included in the EPAR revision) for procedures with immediate CD and between 15 days and 2 months of positive opinion or notification for procedures not followed by immediate CD.	
4.4	At receipt of confirmation e-mail or EPAR transmission slip from the Webteam informing that the EPAR has been published, check external website to ensure that the publication of documents is correct.	AST
	Archive the confirmation e-mail received from the Webteam along with the internal sign-off transmission slip (in case of major type IIs variations and extensions) in the EPAR transmission slip folder.	
4.5	Commit to Core Master File (cMF) relevant EPAR components in DREAM	AST
4.6	Close procedure in SIAMED with revision number and publication date.	AST
	Proceed to 5.0	
5.0	**End of procedure**	

10. Records

EPARs are part of the cMF and should be archived according to *SOP/PDM/1004*. Electronic documents are saved in the appropriately labelled product folder (07 EPAR) in DREAM.

Annex - EPAR publication timeframes

Application type	Outcome	Timing of publication
Line extension	Positive opinion	Within 2 months of the Commission Decision
	Withdrawal Negative opinion	Within 3 months of withdrawal letter for AR Within 2 months of CVMP opinion
Type IIs as defined in Article 23(1a)(a)	Positive opinion CD within 2 months	Within 2 months of the Commission Decision
	Negative opinion	2 months of CVMP negative opinion
	Withdrawal	3 months of receipt of withdrawal letter
Type IIs other 'major' • Removal of an indication • Deletion of SPC 4.3 CI • Outcome of safety review	Positive opinion CD within 1 year	Within 2 months of the CVMP opinion.
Type IIs other	Positive opinion CD within 1 year	Within 2 months of CVMP opinion
All **types Is** (IA_{IN}, IA or IB) changing the terms of the MA	Accepted	Within 2 months of notification

'Immediate' can be elaborated as being within 15 days of the CD and for those procedures with no CD within two months of the CVMP opinion or the positive notification.

In practice, whilst adhering to the above general principles where possible consecutive variations have to be handled in an efficient manner so it will often be appropriate to combine some procedures in a single EPAR revision taking into account of timelines and in order to incorporate a major procedure. However, the objective should be to avoid delay of publication of more than additional two months for minor procedures.

For grouped variations the variations should be kept together regardless of the outcome, thus making an exception for publishing outcomes of minor variations even if either negative or withdrawn.

Variations followed by a CD within 2 months as defined in Article 23(1a)(a) of Regulation (EC) No 1234/2008

Relevant for veterinary medicinal products:

- variations related to the addition of a new therapeutic indication or to the modifications of an existing one;
- variations related to the addition of a new contra-indication;
- variations related to a change in posology;
- variations related to the addition of a non-food producing target species or the modification of an existing one;
- variations concerning the replacement or addition of a serotype, strain, antigen or combination of serotypes, strains or antigens for a veterinary vaccine;
- variations related to changes to the withdrawal period;
- other type II variations that are intended to implement changes to the decision granting the marketing authorisation due to a significant public or animal health or environmental concern.