

Work instructions

| Title: Managing EudraCT alerts | | | | | | | |
|---|---------------------|----------------------------|--|--|--|--|--|
| Applies to: Compliance and Inspection Department (P-CI) | | | | | | | |
| Status: PUBLIC | | Document no.: WIN/INS/2053 | | | | | |
| Lead Author | Approver | Effective Date: 13-OCT-14 | | | | | |
| Name: Raffaella Chersoni | Name: Ana Rodriguez | Review Date: 13-OCT-17 | | | | | |
| Signature: On File | Signature: On File | Supersedes: n/a | | | | | |
| Date: 09-OCT-14 | Date: 09-OCT-14 | TrackWise record no.: 3801 | | | | | |

1. Changes since last revision

New WIN.

2. Records

The e-mail template for EudraCT alerts in relation to centrally authorised products (CAPs) is located on the X: drive (X:\Templates\Others\Compliance and Inspection\GCP\EudraCT). Electronic copies of all records generated using this template, are saved in the GCP mailbox in Outlook (<u>GCP@ema.europa.eu</u>).

3. Instructions

This WIN covers the management of the EudraCT alerts in relation to centrally authorised products (CAPs) by the Clinical and Non-Clinical Compliance Service in the Compliance and Inspections Department (P-CI-CNC). The EudraCT database contains data on clinical trials conducted in Europe and outside Europe if they are part of a Paediatric Investigational Plan (PIP). This database automatically generates an alert as soon as a change in the status of a clinical trial occurs (i.e. prematurely ended, temporarily halted, suspended, restart, end of suspension, prohibited). The clinical trial affected can be related to a product authorised via the centralised procedure (i.e. CAP) or to a product authorised via national procedures (i.e. MRP/DCP).

Actions in relation to this alert will only be taken in case it is related to a centralised product.

Whenever an alert related to a CAP is automatically transmitted by EudraCT, the information needs to be forwarded to the appointed EMA Evaluation Product Leader (EPL) for the concerned product.



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³⁰ Churchill Place • Canary Wharf • London E14 5EU • United Kingdom Telephone +44 (0)20 3660 6000 Facsimile +44 (0)20 3660 5555 Send a question via our website www.ema.europa.eu/contact

If the trial concerns paediatric population, it should be forwarded separately to the paediatric PM making it clear in the subject of the e-mail that it is only for information.

Please note that if the sponsor of the trial concerned and for which the alert has been generated is not the applicant of the on-going procedure, then the information related to the alert cannot be shared with the applicant.

The frequency for sending the e-mail to the EPL is once a month. This activity is done by the responsible person in the P-CI-CNC.

Abbreviations

- CAP Centrally Authorised Product
- DCP Decentralised Procedure
- MRP Mutual Recognition Procedure
- NAP Nationally Authorised Product
- NP National Procedure
- P-CI Compliance and Inspection Department
- PIP Paediatric Investigational Plan
- EPL Evaluation Product Leader
- PM Product Manager

P-CI-CNC - Clinical and Non-Clinical Compliance Service, in the Compliance and Inspections Department

Step 1 – Upon receipt of the EudraCT alert, check if the product is a CAP by searching in SIAMED either by active substance or by product name. When found in SIAMED, identify the name of the EPL or PM for paediatric trials.

| EUROPEAN MEDICINES AGENCY | | | Reports ECD. | Manager Help |
|---|--|---|---------------|--------------|
| SCIENCE MEDICINIS REALTHE Manage EC updates Manage committee meeting User preferences | | | | |
| Dashboard All products All WS/IG apps Search results | Lifecyde stage. Name Substance/Vacine Status | Applicant Address Contact SAP number SNE number Expiry | | |
| | Product resources Team Leader | Rapporteur | Co-Rapporteur | 9 |
| | Role | Person | | From |
| | | | | |
| | | | | tion at |

Step 2 – Cross-check the information received in the alert against the records on the EudraCT Secure site system (<u>http://eudract.eudra.org</u>) by entering the EudraCT number in the Search text field. The EudraCT number can be found in the subject of the alert.

| Sind Clinical Trials Search | | | | | |
|-----------------------------|--------------------------|--|------------------------------------|--------|-----------------------|
| | | | | Search | Reset أ⊘ Options ⊡ |
| | Submission Organisation: | | Copy Copy Remove Remove Remove All | | |
| | Are | as: Search 💌 History 🗆 Number of results per pa | | AII | |

Step 3 – Before forwarding the alert:

- Change the subject to specify the type of alert (i.e. prematurely ended, temporarily halted, suspended, restart, end of suspension, prohibited) and its justification.
- Include the information as per the e-mail template referred to in section 2 of this WIN.

Step 4 – Send the e-mail to the concerned EPL/PM, as required, copying in both the GCP mailbox and product shared mailbox with an indication to inform the concerned Rapporteur to decide whether any action has to be taken.