



Brussels, 9 November 2023

5TH MEETING

SUBGROUP FOR METHODOLOGICAL AND PROCEDURAL GUIDANCE

09 NOVEMBER 2023

The meeting is taking place online

AGENDA

- 10.00 – 10.15** **Opening of the meeting**
- Welcome by Chair and Co-Chair
 - Information on COI and request for updates to DOI forms
 - Approval of the agenda
 - Approval of summary minutes from 4th meeting
- 10.15 – 12.00** **Discussion of the Guidance on the Scoping Process**
- Overview of the SG comments received
 - Overview of comments solved in working group including discussion of questions from SG members
 - Discussion of open comments
 - Agreement on the interim version of the guidance
- 12.00 – 12.15* *Break*
- 12.15 – 12:45** **Update of the work plan and general information**
- For information
- 12.45 – 12.55** **Other information topics**
- Update on the IT Platform by DG Sante
- 12.55 – 13.00** **Closing of the meeting**
- AOB and concluding remarks by Chair and co-Chair