



Brussels, 10 September 2024

13TH MEETING

SUBGROUP FOR METHODOLOGICAL AND PROCEDURAL GUIDANCE

10 SEPTEMBER 2024

Location

The meeting is taking place in hybrid format.

AGENDA

14.00 – 14.15

1) 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 minutes from 12th meeting

14.15 – 15.30

2) Discussion of the Guidance on filling in the dossier template

- Current status of the guidance's structure and content
- Overview of the SG comments received
- Discussion of open questions

Supporting documents: Guidance on filling in the dossier template and table template collection (v. 0.2) and SG comments (not yet answered) (available in the MPG SG meeting section of the IT platform)

15.30 – 16.00

3) Discussion of template documents for Joint Scientific Consultation

- Briefing Document Templates MP
- Submission Request Template MP

Supporting documents: answered comments and revised document versions (available in the MPG SG meeting section on the IT platform)

16.00 – 16.15

Break

16.15 – 17.15

4) Discussion of the Guidance on the scoping process

- Overview of SG comments received
- Discussion of open questions

Supporting documents: scoping guidance (v. 0.3), answered comments (available in the MPG SG meeting section on the IT platform)

17.15 – 17.45

5) Update on the work plan for 2025)

- Status of the work plan
- Organisation of the work in 2025
- Meeting frequency in 2025

17.45 – 17.55

6) General information

- Update on the IT Platform by DG Sante
- Information on outstanding guidance
- Next steps

17.55 – 18.00

7) Closing of the meeting

- AOB and concluding remarks by Chair and co-Chair