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Protocol No. 81867
RE-COMMUNICATION

**SUBSTITUTION OF CIRCULARS FOR SCIENTIFIC EVENTS WITH
PROTOCOL NUMBER 66500/1.10.2010 - 82205/3.12.2010 -
14660/25.2.2011-47558/4.7.2012-1867/19.11.2012**

CIRCULAR FOR SCIENTIFIC EVENTS

I. INTRODUCTION

Pursuant to article 31 par. 3 of Law 1316/83 “organising or financing conferences or seminars and any respective means of information on issues concerning the competencies of EOF from pharmaceutical industries or companies or through any advertising or other company rendering services, may be permitted only with the prior approval of EOF”.

For the exercise of this jurisdiction, EOF has decided to apply a new circular.

The objects of the new circular are:

- a) The exercising of EOF’s jurisdiction in accordance with applicable laws.
- b) The observance of the code of ethics between healthcare professionals and the companies with products under EOF’s jurisdiction.
- c) The retention of pharmaceutical expenditure and other expenditure for the products under EOF’s jurisdiction.

d) The verification of the scientific nature of the approved events and the check of the due preparation and performance of their budget.

Funding of events for informing the patients and in general citizens for issues that relate to prevention, treatment and rehabilitation in individual diseases or nosologic categories organised by unions of patients, are not subject to the provisions on scientific events/seminars and therefore the approval by EOF is not required.

Events for informing patients by pharmaceutical companies are not allowed, in accordance with applicable legislation.

II . DEFINITIONS

A. Conferences with scientific content (Type A)

Scientific are the conferences, seminars and similar events of on-going training, which are organised by the State agencies, which include universities and state hospitals (clinics, laboratories, health clinics, health agencies and units of Social Insurance), unincorporated scientific unions, as well as unincorporated scientific foundations, Public Law or Private Law Legal Entities, by associations of healthcare scientists and scientific unions, of any legal form, including private practices. They are conducted in Greece or abroad and their programme consists in whole and exclusively, of scientific content (medical/dental/pharmaceutical /inpatient /public health – health services).

The same category includes all respective events organised in Greece or abroad from foreign agencies and are sponsored by companies with products under EOF's jurisdiction.

B. Scientific Update Events (Type B)

Conferences, meetings, seminars and similar events for scientific update are those organised by pharmaceutical companies or other companies with products under EOF's jurisdiction, in co-operation with the beneficiaries of Type A category, so as to ensure that any interested scientist will be able to participate; these are held in Greece and their programme consists in whole and exclusively, of scientific context for the issues under EOF's jurisdiction.

C. Scientific update events of pharmaceutical or other products (Type C)

Conferences, meetings, seminars and similar events for update on pharmaceutical products or other products under EOF's jurisdiction in the context of the promotion thereof, are the events organised by companies with products under EOF's jurisdiction, they are held in Greece and the main part of their programme aims at informing healthcare professionals for the products under EOF's jurisdiction.

D. Scientific Update Events (Type D)

(a) Scientific events (Type D) in Greece are organised by companies with products under EOF's jurisdiction, with registered offices outside Greece, who undertake in full the cost of the event, without any promotional purposes, and on the contrary, these are solely of training or research nature, and constitute specialised fora, with a complete scientific programme, bringing together speakers of high calibre (e.g. training seminars for speakers and/or for writing scientific articles and/or theses, CMEs, research programmes).

The number of the participants in Type D Events from foreign companies, can be unlimited, with unlimited number of participations.

Type D events organised by foreign companies with products under EOF's jurisdiction are not subject to any limitations as regards the filing of the application (Type D application form).

(b) Scientific events (Type D) in Greece, are organised by companies with products under EOF's jurisdiction having their registered office in Greece, who undertake in full the cost of the event, without any promotional purposes, and on the contrary, these are solely of training or research nature, and constitute specialised fora, with a complete scientific programme, bringing together speakers of high calibre (e.g. training seminars for speakers and/or for writing scientific articles and/or theses, CMEs, research programmes etc.). They are held at the registered office of the company. The number of the participants in Type D scientific events organised by pharmaceutical companies with registered office in Greece can be unlimited, with a maximum number of events ten (10) events per company per year.

The organising of Type D events by companies with registered office in Greece, is subject to the same limitation as regards the filing of the application with the Type B and C events (Type D application form). No staying overnight is provided, with the exception of special cases for healthcare professionals for events held in the country and only for one night, and provided that the programme exceeds five hours in duration.

In case the event is organised by a company with registered office in Greece (paragraph D, case (b)), the cost-plus data are filed to EOF by the company with registered office in Greece, within 2 months from the date the event was held, together with programme of the event, the number of participants and companies of the expense vouchers, if requested.

The sustenance limits for Type A domestic conferences apply.

E. Granting of access to Scientific Events/Conferences and/or research events held Abroad or in Greece to healthcare professionals via the internet, regardless of the employer

Companies with products under EOF's jurisdiction may financially support healthcare professionals (individually or in groups), by granting access codes for the continuance of training through the use of technology.

A necessary condition for the financing of (group/individual) attendance in Domestic scientific events via the internet is that the scientific agency

organising the event has obtained the approval of EOF for the event, including the broadcasting.

For group attendance via the internet, the expenses for the premises and facilities may be covered by the pharmaceutical company with products under EOF's jurisdiction. Only the offer of coffee/ refreshment drinks is permitted in group attendance.

No preliminary approval or the filing of cost-plus data from the companies with products under EOF's jurisdiction is required, for individual or group activities of this nature.

F. Events for informing the public

For the events held for informing the public, which are organised by Scientific agencies, no approval of EOF is required, unless these events are financed by companies with products under EOF's jurisdiction. In this case, the provisions that apply for Type A Domestic events apply also to the filing of the application – approval and review.

G. Products under EOF's jurisdiction

Type A scientific events that require EOF's approval in accordance with law 1316/83, are those which the organising scientific agency and/or the object thereof and/or the majority of the participants therein are related to the following products under EOF's jurisdiction.

- Pharmaceutical products for use in humans and animals
- Medicine-containing forage and forage additives
- Special nutrition food and supplements
- Biocides
- Medical technology products
- Cosmetics

H. Expenses for the promotion of pharmaceutical products

Pursuant to article 86 of the Ministerial Decision No ΔΥΓ3α/οικ.82161/2012 (Gov. Gazette 2374/B/34.8.2012) which transposed in Greek Law the Directive 2001/83/EC, as today in force, the recipients of promotional activities financed from the promotion expenses of pharmaceutical companies are only "the persons authorised to issue the relevant prescriptions or to supply medicines" (article 94, par. 1).

Based on applicable law, the promotion expenses of companies under EOF's jurisdiction include sponsorships for the organising of events by scientific agencies, whose object is exclusively or to its largest part associated with the administration or promotion of medicines and other products under EOF's jurisdiction (according to par. D of the definitions hereof). These expenses must concern the projection of specific products via exhibitions, demonstrations, forms, stands etc.

Promotion expenses also include the organising expenses for the events (rental of space, conference material, audio & visual equipment, accommodation of organisers and guests, sustenance of participants).

Promotion expenses do not include coverage of transportation costs and participation of healthcare professionals in Type A, B and D scientific events held both in Greece and abroad, as well as sponsorships for events organised by agencies whose object is not associated with the administration or promotion of medicines and other products under EOF's jurisdiction (e.g. Hellenic Conference of the Greek Company for Promotion and Aid of Health).

I. Accommodation Expenses

Accommodation expenses exclusively include the expenses for the entry for participation in the respective event, stay and sustenance during the event, as well as transportation from the place of business to the place the event is held and must be reasonable both as to their level and as to their cost, compared to the market prices and in relation to the main scientific goal of the event.

J. Training Leave of Healthcare Professionals

A necessary condition for the participation of the healthcare professional, which is sponsored by companies under the jurisdiction of EOF, in Type A, Domestic and/or foreign Scientific Events is:

- The granting of training leave by the employer thereof, or in case of weekends or holidays, the notification of his/her participation to the employer, based on the applicable law (L. 2889/2001).
- The filling in of a solemn declaration provided by the relevant applicable law, addressed to EOF for the number of the participations of the healthcare professional already effected in the current year, as well as that based on the above, he/she has requested the training leave or has notified his/her participation to the employer thereof (the solemn declaration will be filed to the sponsor/company).

The healthcare professional is solely liable for the correctness and accuracy of the information he/she records in the solemn declaration.

The company/sponsor is not obliged to obtain a copy of the training leave of the healthcare professional.

Taking of training Leave:

- Physician of the NHS-Health Centre: from the supervising authority of the Hospital.
- Hospital Physician: From the Supervising Authority of the Hospital.
- Physician co-operating with an Insurance Agency (waged status): From the Directorate of the Insurance Agency.

For the participation in Scientific Events held both in Greece and abroad, as well as for the granting of a training leave to NHS-Hospital, military, EOPPY physicians as well as all physicians co-operating with the Public Insurance Funds, the provisions of par. 18, article 11 of law 2889/2001 (Gov. Gazette 37A/2001) apply.

K. (Honoraria)

1. The payment of an honorarium is permitted by companies with products under EOF's jurisdiction, to the invited speakers or chairmen of the meetings of Type A, B and C and D Scientific Events, provided that such payment is in compliance with the provisions of law 2889/2001 as in force, with the obligation of the organisers of the event to inform EOF of the full name, specialty, professional agency and the amount of the honorarium for each speaker.
2. In case no honorarium is paid to the speakers, this must be expressly referred to in the financial review. Any honorarium paid to NHS or University physicians, which is granted in accordance with par. K1, is deposited to ELKEA or ELKE respectively, who reimburse it to the beneficiary after making the relevant withholdings (if any) and at the end of the year they issue a relevant certificate of wages to be used by the person receiving the fee for tax purposes. As regards Private healthcare professionals, the payment of the honorarium is effected in a domestic bank account with the issue of the necessary tax voucher.
3. Physicians and other healthcare professionals being paid honoraria for a speech, are obliged to state it in the second slide presented upon the commencement of the event (conflict of interest). For a period of two years, the list of companies from which a speaker has been paid an honorarium must be referred (a) in the beginning of his/her speech and (b) in any future publication, which may be related with the products of the company, in Greek or international scientific magazines.
4. Payment of honoraria of the foreign invited speakers is not subject to the obligation of depositing them in the accounts of ELKE or ELKEA.

L. Formation of the Special Scientific Committee

A nine-member Special Scientific Committee is formed in EOF with the participation of the representative of KESY (from the Training Committee of KESY) and of PIS (who is responsible for granting the S.I.E. points), as well as seven physicians and other healthcare professionals appointed by EOF.

The Committee will evaluate the requests for the organising of Domestic Type A scientific events as to their scientific content, assessing in parallel the current scientific developments, the dynamics and the interest of the suggestive scientific topics, the range, the originality and in general the quality of the programmes filed, the validity and responsibility of the

organising agency, as well as the scientific group which it addresses and the number of the specialised physicians thereof.

In co-operation with the competent department of EOF, which will control the organising and financial content of the events, it will suggest to the Administration of EOF the approval or rejection of the relevant applications.

M. Convocation of a wider meeting from the agencies involved i.e. EOF, KESY, SFEE, PEF, SEPTE, SAFEE

Four (4) times a year, a wider meeting will be convoked from the agencies involved, i.e. EOF, KESY, SFEE, PEF, SEPTE, SAFEE for the purposes of informing, exchanging views for the application of the circular and interventions will be suggested within the transparency framework, which will be of joint acceptance and for the mutual benefit.

III. PROCEDURES FOR ORGANISSCIENTIFIC EVENTS/ CONFERENCES

III.A. Domestic Scientific Events/ Conferences (Type A)

1. All beneficiary agencies who are interested in organising Type A domestic conferences, must file their request to EOF five (5) times per year i.e. in September, January, May and November, submitting:
 - a) the name of the scientific agency
 - b) the name of the scientific supervisor
 - c) the title and the relevant topics
 - d) time and place the conference will be held
 - e) original budget (income, expenses, sources of income-expenses)

The applications are not limited to the events of the forthcoming three-months, but they may concern any other future date. Each agency must see to the timely filing of its application, so that an adequate period will elapse between the meeting of the Committee and the date the event will be held.

By this procedure, financial loss and unnecessary preparation of speakers in case of non-approval by EOF, are avoided.

EOF will announce each October, February, June and December the approved events for the following 12 months.

EOF will make public at its website the title of the event, the organising scientific agency and the amount of the budget.

Hospitals, University clinics, laboratories, NHS clinics can only organise, alone or jointly, Scientific Events. The term of these events cannot

exceed a period of two days and the sponsorship from all companies/sponsors may amount to a total of €1,500 per day.

- **With free participation**
- **Near the city where the Hospital is located (within the borders of a former prefecture or adjacent former prefecture)**
- **Preferably in the amphitheatre of the Hospital**
- **Without any stands of pharmaceutical Companies**

2. Cost-plus data of the Organising Agency

Following the conclusion of the Type A scientific event and within four (4) months, the organising agency files to EOF the final programme of the event, the financial review of the event, the list of names of the sponsors and the amounts of sponsorships, the number of participants as concluded from the entries made, as well as a solemn declaration pursuant to applicable Law, with which they will declare that the income-expenses data referred to in the review, are true and accurate.

They are also obliged to produce ratified copies of any voucher issued to EOF, if so requested.

Transgression over 25% of the original budget is prohibited, unless it is fully justified, based on the respective increases of the sizes of the scientific event.

3. Agreement with a Scientific Events/Conference Organisation office

In the context of the agreement executed between the two parties, the following must be included:

- Full details of the contracting parties (registered office, name, VAT Registration Number, Tax Office, legal form, legal representation etc.)
- True and accurate financial data (budget that corresponds to the data of the request, fee of PCO and any other data)
- In general, the agreement must be accurately presented and described.

4. Sponsorships of scientific events/ conferences held in Greece

Support of scientific events/ conferences from pharmaceutical companies and other companies with products under EOF's jurisdiction, which are organised in Greece upon the approval of EOF, with showrooms, satellite conferences, lectures, advertisements as well as their general sponsorship cannot exclude per pharmaceutical company the following limits (VAT including):

- **Worldwide/Pan-European Scientific Events held in Greece by foreign scientific agencies or jointly with a Greece scientific agency, up to €50,000 per company/sponsor**

- **Scientific Events held by scientific agencies throughout the Greek State with a term less or equal to three (3) days and with a number of participants a less of equal to one hundred (100) up to €30,000 per company/sponsor**
- **Scientific Events with a term equal or higher than two (2) days and with a number of participants equal or higher than one hundred (100) up to €30,000 per company/sponsor**
- **Scientific events of a term of one (1) day, regardless of the number of participants, up to €10,000 per company/sponsor**

Conferences held in Greece are realised not more than once per year and per agency of recognised specialty.

Sponsorships/subsidies are deposited in an account maintained by the beneficiary scientific agency referred to A of the definitions or in the Special Account for Research and Development Funds (ELKEA) of the relevant Y.PE., if it concerns clinics or laboratories of state hospitals or Special Account for Research and Development Funds of Universities, if it concerns Universities and Higher Education Institutions, with the issue of the relevant vouchers to the sponsor.

In case the organising scientific agency is professionally inadequate or, in the context of the form of its legal entity cannot proceed with the issue of the relevant voucher, then it is able, in the context of the agreement it executes with the contractor PCO (Professional Conference Organiser), who must strictly be subject to EPF's approval, assign to the PCO the collection of sponsorships, the invoicing to the sponsors and the general financial management of the conference, as well as the issue of the relevant tax vouchers to the sponsors-companies.

The contractor PCO is obliged, following the conclusion of the event, to proceed with the clearance and review and deliver any surplus to the responsible scientific agencies.

5. No satellite conference, sponsored by pharmaceutical companies is graded (applies to the U.S.A. and the E.U. countries)

6. The annual number of participations in Type A scientific events/conferences held in Greece of healthcare professionals sponsored by companies with products under EOF's jurisdiction, cannot exceed the number five (5) per healthcare professional.

7. Exception: cases where a healthcare professional actively participates as the "speaker", "chairman", "member" of the organising committee, 1st – 2nd and last "author" in a work (oral announcement or post) which has been approved to be presented in the conference, with the necessary proof.

If the speech is the product of a co-operation of more than one clinic or laboratory, then the said exception includes the third and the penult author (1st-2nd-3rd, penult and last author).

The participation in events/conferences of the specialty or relevant specialties.

Clear prohibition of entertaining events or participation there in (e.g. Excursions).

8. Verification of the presence of the physician in events held abroad

The conference organiser: has computers, lists with names and barcodes for each participant available.

Upon the entrance, the registration is effected, together with the delivery of the card (e.g. full name/ capacity/ country and barcode)

At the entrance of each hall there is a scanner that scans the card.

If there are CMEs, then these are credited to the participant respectively.

When the conference is concluded, he/she receives the certificate of attendance, after having completed 60% on the total programme hours and the CMEs that have been calculated based on the attendance/participation.

Scientific events with less than one hundred (100) participants are excluded.

9. Participation of Healthcare Professionals in Domestic Events Type A, who are sponsored by companies with products under EOF's jurisdiction

For the participation of healthcare professionals who are sponsored by companies with products under EOF's jurisdiction in Scientific events held in Greece, no preliminary approval is required (either the said companies sponsor the events or if they only cover the expenses of the participants).

In these cases, EOF's database will be updated by the company/sponsor on a cost-plus basis and within two (2) months from the date the event/conference was held with the following data:

In these cases, EOF's database will be updated on a cost-plus basis within two (2) months from the date the event is held by the pharmaceutical company with the following data: full name - specialty – Social Security Number – employing agency of the participants - final cost per participant– number of participations for the current year (for which (number) the sponsor company will obtain a solemn declaration provided for by the relevant law in force).

10. Accommodation limits for Healthcare Professionals in Greece

The accommodation cost (stay and sustenance) of healthcare professionals in Scientific events/conferences held in Greece **cannot exceed €70.00/per day for sustenance expenses, not VAT included and €180.00/per day for accommodation, no VAT included.**

A ceiling at the hotel expenses for domestic events is set out, based on the overnight price and not any evaluation based on the hotel stars.

The coverage of the expenses of any accompanying members by the companies with products under EOF's jurisdiction is prohibited (Joint Ministerial Decision NO ΔΥΓ3α/οικ.82161/24.8.2012).

Finally, accommodation must be strictly limited to the main scientific object of the event.

III.B. Organising scientific events /conference (Type A) abroad by Greek scientific agencies in co-operation with foreign scientific agencies

For the organising by Greek scientific agencies, of Type A events in a foreign country, EOF shall grant its approval only if (a) serious scientific reasons exist (e.g. international obligations) and (b) if **there is a foreign scientific agency co-organiser (not a P.C.O.)**, who participates by at least 50% in the expenses, excluding the transportation and accommodation expense of Greek scientists.

III.C. Organising International and Worldwide scientific events in Greece, by foreign agencies

International or worldwide scientific events organised in Greece by foreign agencies,

- a) are not subject to any time limitation for the filing of the request.
- b) The decisions approving the organising of these events, will be notified no later than one month from the date of filing.
- c) As regards the cost-plus data, they will be filed to EOF, if scientific agencies are co-organisers from Greece and are sponsored by Greek companies with products under EOF's jurisdiction.

III.D. Participation of Healthcare Professionals in International Conferences held in Greece

The participation of a healthcare professional in international conferences in Greece which are held by foreign scientific agencies or in co-operation with Greek scientific agencies is deemed as a participation in a Domestic Scientific Event.

The sponsorship of only the entry of a healthcare professional for the participation thereof in Domestic Scientific Events is not calculated in the numerical participation limits (par. 6) if it is not accompanied by transportation and/or accommodation expenses.

IV. Participation of healthcare professional in Scientific events/conferences held abroad

1. Companies with products under EOF's jurisdiction are entitled to cover the participation expenses of a healthcare professional for the transfer,

registration, accommodation, sustenance thereof, subject to the approval of EOF and the approval of the employing agency of the said participant (University – Hospital – EOPPY- Insurance Agency).

2. Healthcare professionals participate in Greece, in events (type A) of great scientific interest, such as:

- **International**
- **European Countries Events (National)**
- **North America Countries Events (National)**

which are held by scientific agencies of recognised specialties and fields.

3. The number of times in one year, for which a healthcare professional may be sponsored by pharmaceutical companies for participating in a Scientific event / Conference held abroad, cannot be higher than three (3), with at least two (2) of them being held in Europe.

4. Participation in conference of the specialty or relevant specialties.

Clear prohibition of entertaining events or participation therein (e.g. Excursions).

5. The coverage of the expenses of any accompanying members by the companies with products under EOF's jurisdiction is prohibited (Joint Ministerial Decision NO ΔΥΓ3α/οικ.82161/24.8.2012).

6. Companies with products under EOF's jurisdiction file an application form (the EOF application form) for approval of the participation of the healthcare professional in a scientific event/ conference to EOF, one month before the event is held and during the first fifteen days of each month (e.g. if the application is filed in January, then it will concern the events held from March 1 and during the remaining months of the year) where the following will be recorded:

- Full name
- Specialty
- Employing agency
- Social Security Number and
- Solemn declaration of the applicant for the number of his/her participations, for the current year, as well as notification of his/her participation to his/her employing agency
- Suggestive cost per healthcare professional

- Subject -Place-Time –Organiser of the event
(Organising Scientific Agency and not P.C.O.)

Following the filing of the application, the sponsor company will send the details electronically (xl) to the following email address med_conf@eof.gr.

A substitution of a healthcare professional is possible five (5) days before the commencement of the conference, while any cancellation (without substitution) is permitted until the commencement date.

Companies with products under EOF's jurisdiction, must request, after the end of the event, a copy of the participation certificate from the healthcare professional whose participation they sponsored.

The database operated by EOF is updated by the pharmaceutical company on a cost-plus basis, with all the above details and the final cost.

7. Maximum number of participants per sponsor company in scientific events/ conferences held abroad (Type A)

- In conferences held outside Europe, 30 healthcare professionals/ conference
- In N. America and Canada, 10 healthcare professionals/ conference
- In the remaining world, 5 healthcare professionals/ conference, with the exceptions a, b and c referred to below in paragraph V.

V. Exceptions in the annual number of participating healthcare professionals in scientific events held abroad (Type A and targeted training activities)

a. If the healthcare professional is the “speaker”, “chairman”, “member” of the organising committee, **1st – 2nd – 3rd “author”** in a work (oral announcement or post) approved to be presented in the event. If the speech or the announcement is the product of a co-operation of more than one clinic or laboratory, then the said exception includes the third and the penult author (**1st-2nd-3rd, penult and last author**).

b. The healthcare professionals participating in international clinical trials approved by EOF (the head of the programme, the technician and the physician conducting the trial).

c. Ability to participate in targeted training activities without any restrictions e.g. participation in special workshops (learning of special endoscopic techniques or operating techniques), research seminars, training Schools for one specific topic (e.g. European Respiratory School on monitoring airways diseases).

Each company with products under EOF’s jurisdiction, is entitled to send up to five (5) healthcare professionals per event and healthcare professionals are entitled to participate to three (3) events per year.

For all the above exceptions, the applicant healthcare professional will fill in a special application form, in order to be granted a special permit (EOF’s application form). The said application will record:

- The full name – specialty – employing agency – Social Security Number of the healthcare professional
- The suggestive cost per healthcare professional
- Subject – Place – Time – Organiser of the Event

- An accurate description of the type of exception (e.g. 1st author etc.)

In addition, the supporting documents that prove his/her participation as well as the solemn declaration provided for by the relevant law in force, that he/she has notified his/her participation in the scientific event to his/her employing agency will be attached. For participation in international clinical trials, the relevant approving decision of EOF will also be attached.

All the above will be filed to EOF by the pharmaceutical company undertaking to sponsor the applicant(s), with a supporting document.

Following the filing of the application, the sponsor company will send the details electronically (xl) to the following email address med_conf@eof.gr.

Accommodation Limits for Healthcare Professional in Foreign Countries

For airplane transits, economy class tickets must be issued and only in case of transits exceeding 4 hours, business class tickets can be issued, if possible.

The total cost (stay and sustenance) of the healthcare professionals in scientific events/conferences held abroad is set as follows: **€70.00 maximum sustenance cost, VAT not included) and €280.00 maximum stay cost, VAT not included.**

Accommodation of healthcare professionals in scientific events/conferences held abroad must be in 4-star hotels and only in special occasions in 5-star hotels following justification. Finally, accommodation must be strictly limited to the main scientific object of the event.

VI. SCIENTIFIC EVENTS TYPE B, C, D

1. All beneficiaries-agencies interested in organising Type B, C of D events, must file their request for approval to EOF, one month before the event is held. For Type B, C of D events, applications will be filed within the first fifteen days of each two-months period starting from January (e.g. if the application is filed in January, it will concern the events that will be held from March 1 and during the remaining months of the year).
2. Type B and C events must not exceed 5 events per company per period of applications filing (5B+5C/Company/two months)
3. The application (EOF forms Type B, C, D) will include:
 - Name of the company and data of the co-operating scientific agency for Type B events
 - programme of the event
 - time and place the event is held

- original budget

The approval procedure does not require the positive opinion of the scientific committee, as for Type A Events.

A necessary condition for the approval of Type B and C Events, is the organising of a training session of at least 4 hours, for each day of the event, if the participants stay overnight and for at least two (2) hours, if no staying overnight is required.

Type C events are approved only if their purpose is the promotion of medicines, in accordance with the provisions of the Joint Ministerial Decision (KYA) ΔΥΓ3 (α) 85657 (ΦΕΚΒ'59/2006).

4. The specialty or the object of work/ occupation of the healthcare professionals must be related to the topics of the event.
5. Companies with products under EOF's jurisdiction established in Greece are prohibited from organising Type B, C or D Events abroad.
6. Accommodation of participants must not include clearly entertaining events, while the selection of the countries must be made with care and with regard to the conference facilities and not the recreation and entertainment. The financial coverage by the companies/sponsors of any expenses of accompanying members is prohibited.
7. Participation of NHS physicians and University physicians in Type C Events is not permitted (law 2889/2001, article 11, par. 18)
8. Companies/sponsors are allowed to pay honoraria to the invited speakers or chairmen of the meetings of Type B and C Scientific Events in accordance with the terms stipulated in section **K** of this circular.
9. Companies with products under EOF's jurisdiction must see to that the expenses for the promotion of Type B, C or D Events do not negatively affect the sponsorships for Type A conferences.
10. After the end of the scientific events and within two (2) months, the pharmaceutical company files to EOF the final schedule of the event, the number of participants and the copies of the expenses vouchers, if requested.
11. The stay and sustenance (accommodation) limits for type B, C and D events are in line with the accommodation limits in Type A Domestic Events.

VII. Objections

Objection against the rejecting decision for Type A, B, C and D events is filed by the applicant within 10 days from the date the rejecting decision is notified.

VIII. INSPECTION OF SCIENTIFIC EVENTS/ CONFERENCES – PENALTIES

1. EOF is entitled to conduct inspections during the conferences or the events via its competent bodies or in co-operation with the competent tax authorities and in case the non-observance of the approved provisions is discovered, no approval shall be granted to the relevant

agency for future events for a period of two (2) years. The same applies in the case of serious transgression (above 25%) of the budget from the supporting documents filed.

In these cases, objections can be raised and filed in accordance with applicable procedures.

2. In case the number of participations of healthcare professionals in Type A events/ conferences held in Greece is exceeded (5 per healthcare professional per year) and abroad (3 per healthcare professional per year, of which 2 in Europe) or in case they do not file to the company/sponsor a certificate of attendance or they have not obtained the training leave from the relevant employer then the healthcare professional shall be excluded from any scientific event for one year.
3. Companies with products under EOF's jurisdiction, who do not enter cost-plus data in EOF's database, will not be entitled to organise any Event Type B or C or to send a healthcare professional abroad for a Type A Event.

IX. GENERAL

1. Companies belonging to SFEE are obliged to ensure their compliance with the Code of Ethics and the limitations regarding the accommodation expenses.
2. Companies not belonging to SFEE are invited to adopt the relevant Code of Ethics.
3. EOF's management will decide for any issue not specified in this circular, following the justified recommendation of the Special Scientific Committee referred to in section II hereof.

Documents attached:

Application forms type A (Domestic-Abroad), B, C and D and special exceptions application, solemn declaration template.

Internal Distribution

Office of the president

1st Vice President Office

2nd Vice President Office

THE PRESIDENT OF EOF

PROFESSOR I. TOUNTAS

Attachments: Application forms

Type A –B-C-D- Type A Domestic

Special Exceptions Application

Type A Application in English

Solemn Declaration