

## EBAH Office Internal Procedures

Who is involved	Procedure	Remarks
<i>Meeting organizer</i>	Submission of an application for a CME event, including submission fee when applicable.	Sent to the EBAH Office at least 8 weeks prior to the first day of the event. The review does not start before the submission fee has been paid.
<i>EBAH Office</i>	Controls if all requested documents are present and if the submission fee, when applicable, has been paid.	If everything is in order, the process can continue If not, then the submission goes back to the meeting organizer.
<i>EBAH Office</i>	Defines two reviewers from the EBAH Board to review the CME event.	From this moment on the countdown starts.
<i>Reviewers of the EBAH Board</i>	Review the documents and provide their evaluation within one week.	There are three possible constellations: 1) Both reviewers agree on accreditation of the CME event 2) There is a discrepancy between the two reviewers 3) Both reviewers agree on rejection
<i>EBAH Office</i>	1) <u><i>Both reviewers agree on accreditation of the CME event</i></u> The EBAH Office reports to the meeting organizers the agreement for accreditation of the CME event and provides the credit points according to the reviewers' estimation	<p>For situation a) following possibilities can occur</p> <ol style="list-style-type: none"> <li>I. The agreement on the submission is fine and in this case, the procedure continues the normal course</li> <li>II. The meeting organizer has to complete the submission documents and in this case, the EBAH Office contacts the meeting organizer. After completion of the documents, the meeting organizer can resubmit the documents, without an additional fee</li> <li>III. The decision is eventually rejection of the submission; the course of the procedure will be as for point 3 (see below)</li> </ol> <p>For situation b)</p> <p>The EBAH Chair evaluates the third review and decides with both first reviewers what will be the final decision. Thereafter the procedure goes as for a) (see above)</p>
	2) <u><i>There is a discrepancy between the reviewers</i></u> a) The chair takes contact with both reviewers to see if there is an agreement possible b) If no agreement is possible between the two reviewers, the documents are sent to a third reviewer who has to provide his evaluation within 5 working days. Based on the result of all three reviewers, the EBAH Chair makes a decision.	
	3) <u><i>Both reviewers agree on rejection</i></u> It can be a definitive rejection or a rejection for which an amendment by the meeting organizer is possible. The EBAH Office informs the meeting organizer about the	

	decision of the EBAH. The fee for the accreditation is not paid back.	submission with no need to repay the submission fee.
<i>Meeting Organizer</i>	The EBAH accredited meeting takes place according to the guidelines.	
<i>EBAH Office</i>	Designation of a person making an audit during the meeting.	This is an optional step. Auditing is carried out due to decisions made within EBAH Board's discretion.
<i>Meeting organizer</i>	After the meeting, the organizer is responsible to upload the follow-up report via the EBAH system	The organizer has to provide all required documents within 4 weeks.
<i>Auditor</i>	In case an auditor has been designated by the EBAH Office, the auditor has to send back the filled-out documents of the audit to the EBAH Office.	The auditor has to provide all required documents within 5 working days.
<i>EBAH Office</i>	The EBAH Office collects all documents from the meeting organizer and the auditor and makes an evaluation of the documents.	The following situations can occur: a) All documents are fine b) There are some formal open questions c) There are concerns on the quality of the meeting d) No documents have been sent back to the EBAH Office
<i>EBAH Office</i>	a) All documents are fine	The EBAH Office informs the meeting organizer that the documents are fine and that the accreditation procedure is now completed
<i>EBAH Office</i>	b) There are some formal open questions	The EABH Office tries to solve the formal problems with the meeting organizers In case of persisting problems the EBAH Office contacts the Chair of EBAH
<i>EBAH Office</i>	c) There is a question on the quality of the meeting	EBAH is confronted with the situation and comes to a common decision. In the best case, the EBAH Office informs the meeting organizer that there is a quality problem, and that next time the Board will monitor more closely. In the case that there are major concerns on the quality of the meeting, different options are considered: a) Withdraw the accreditation retroactively b) Inform the meeting organizer c) The meeting organizer is added to a monitoring list of EBAH. At the time of the next submission, EBAH will be more strict
<i>EBAH Office</i>	d) No documents have been sent back to the EBAH Office	Same procedure as for case with major concerns on the quality of the meeting (see above).

*EBAH Office*

The accreditation procedure is completed.  
The office keeps all relevant information about the procedure in the record.

The records will serve later for:

- a) An annual evaluation of the CME procedures (Quality control)
- b) Can be part of the annual report
- c) Can be used for CME publications