EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

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EU PAS Register Guide

(currently ENCePP E-Register of Studies)

The EU PAS Register is temporarily hosted on the ENCePP website www.encepp.eu

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An agency of the European Union

1. Introduction

The European Network of Centres for Pharmacoepidemiology and Pharmacovigilance (ENCePP) is co-ordinated by the European Medicines Agency (EMA) with a view to strengthening the available expertise and resources in Europe in the areas of pharmacoepidemiology and pharmacovigilance.

Ultimately, the network's goal is to both facilitate and enhance the conduct of collaborative pharmacoepidemiology and pharmacovigilance studies. For this purpose the electronic **ENCePP E-Register of Studies** (http://www.encepp.eu/encepp/studiesDatabase.jsp) was launched in 2010 to provide a free and publicly accessible resource for the online registration of such studies.

Registration of studies serves to:

- Increase transparency
- Reduce publication bias
- Promote information exchange
- Facilitate collaborations within the scientific community
- Facilitate optimal use of expertise in Europe by preventing unnecessary duplication of research

The present guide has been developed in light of the ENCePP E-Register of Studies acting temporarily as the EU electronic register of post-authorisation studies (EU PAS Register) maintained by the EMA to facilitate registration of studies.

2. ENCePP E-Register as a temporary EU PAS Register

The 2010 pharmacovigilance legislation requires transparency to the public of ongoing research and surveillance relating to medicines used in clinical practice, including information on post-authorisation studies.

Registration of protocols and final study reports in a public register of studies is a means to achieve these objectives, while supporting transparency, quality and methodological standards and exchange of information between the EMA, Member States and marketing authorisation holders.

The 2010 pharmacovigilance legislation also requires the EMA to publish in a publicly available register the protocols and public abstracts of results of **post-authorisation safety studies (PASS) imposed as an obligation** by a competent authority in accordance with Articles 10 or 10a of Regulation (EC) No 726/2004 or with Articles 21a or 22a of Directive 2001/83/EC. It specifies that the final report of such studies must provide the date of registration in this register.

In order **to support transparency on all non-interventional PASS and to facilitate exchange of pharmacovigilance information between the Agency, regulatory authorities and marketing authorisation holders**, the marketing authorisation holders should also enter in the EU PAS Register all non-interventional PASS conducted voluntarily in the EU or included in the risk management plan agreed in the EU. Further information about the requirements for the registration of PASS is available in the guideline on Good Pharmacovigilance Practices (GVP) module VIII, chapter VIII.B.

The publicly available register referred to is the 'EU PAS Register', which is to be maintained by the EMA and built as an upgrade of the ENCePP E-Register of studies (http://www.encepp.eu/encepp/studiesDatabase.jsp).

Before the EU PAS Register is fully operational, the ENCePP E-Register of Studies serves as the 'EU PAS Register' for all pharmacoepidemiological and pharmacovigilance studies regardless of whether they are initiated, managed or financed by a MAH; or are conducted by a research centre that is a partner of the ENCePP network; or any other research centre within the EU. MAHs should, therefore, for now register non-interventional PASS as required in the GVP Module VIII in the ENCePP E-Register of Studies. The future EU PAS Register will include all studies already registered in the ENCePP E-Register of Studies.

It is important to note that the registration of a study in the EU PAS Register is independent from the application for the 'ENCePP Study Seal' which provisions are explained in the ENCePP Study Seal Application – Step by Step Guide. However, all studies which apply for the ENCePP Study Seal by definition have to be registered in the ENCePP E-Register which currently is the EU PAS Register.

For clinical trials conducted in the EU, registration in the EudraCT database is a legal obligation. Additional registration of clinical trials in the EU PAS Register is only mandatory for clinical trials applying for the 'ENCePP Study Seal'.

3. EU PAS Register: How does it work?

3.1. How to register a study – Step by Step Guide

MAHs and investigators who wish to register their studies in the 'EU PAS Register' referred to in the GVP need to submit on-line via the ENCePP website (as detailed step-by-step below) a completed questionnaire and any other relevant documents to be made publicly available either voluntarily or in line with the requirements of Articles 107 m-q of Directive 2001/83/EC.

The MAH and investigator will receive an automatic acknowledgment email from the ENCePP Secretariat once a study has been registered, with the date of the study registration, the study registration number and login details to regularly update the details of their studies in the register, including as milestones are reached.

Before You Start – Important User Information

Please DO NOT use the 'Enter'-key to move in the application. Always use the **'Tab'-key** or your mouse to move from one data field to the next;

Timeout is 4 hours, i.e. if you do not save your data within this timeframe it will be lost.

Use **'Save & Exit'** often to ensure that no data is lost. To return to the latest saved version of the questionnaire please either use the 'Resume draft'-function of the database, or alternatively create a **favourite browser link** for easy resume access. The link will be displayed when you return to the form after having, at a minimum, completed all the mandatory information on the first page of the data form, and pressed 'Save & Exit'. The format of this link will be as follows:
http://www.encepp.eu/encepp/studyRegistration.htm?resumeLabel=ENCEPP/SDPP/xxxx&adminEmail=email_access

The **display format** of the pages changes depending on the stage of data entry. During '*Add a study*'-mode the four pages of the data entry form are displayed – and need to be completed – consecutively. The same applies for partially or fully completed questionnaires in '*resume draft*'-mode. Once all sections have been completed and by clicking on '*Review and Submit*' the display of the pages changes to Tabs which are identical to the public registry. The information may be edited by section prior to

submitting the whole entry to the ENCePP Secretariat. The Tabs view is also present in '*Edit*'-mode when reviewing data that has already been submitted.

Only **pdf documents** of 2Mb or less each can be uploaded to the database; only pdfs are supported.

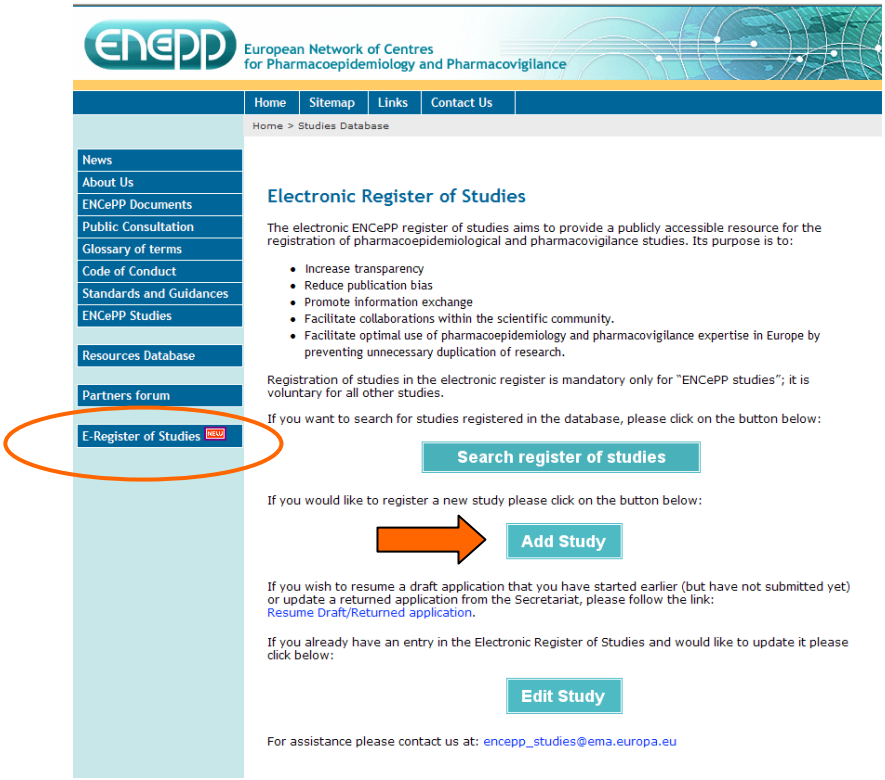
3.1.1. How to add a study

Go to ENCePP Website (www.encepp.eu)

Click on "Add Study":

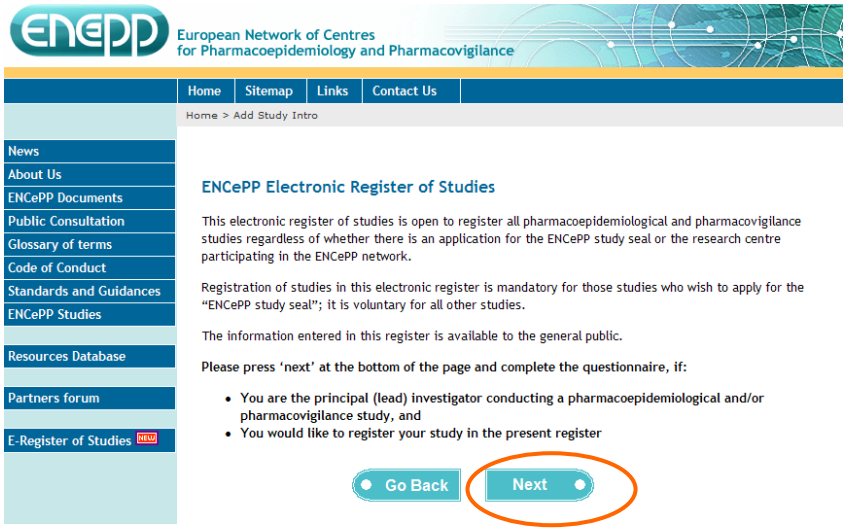
or

Click on "E-Register of Studies" and then click on "Add Study":



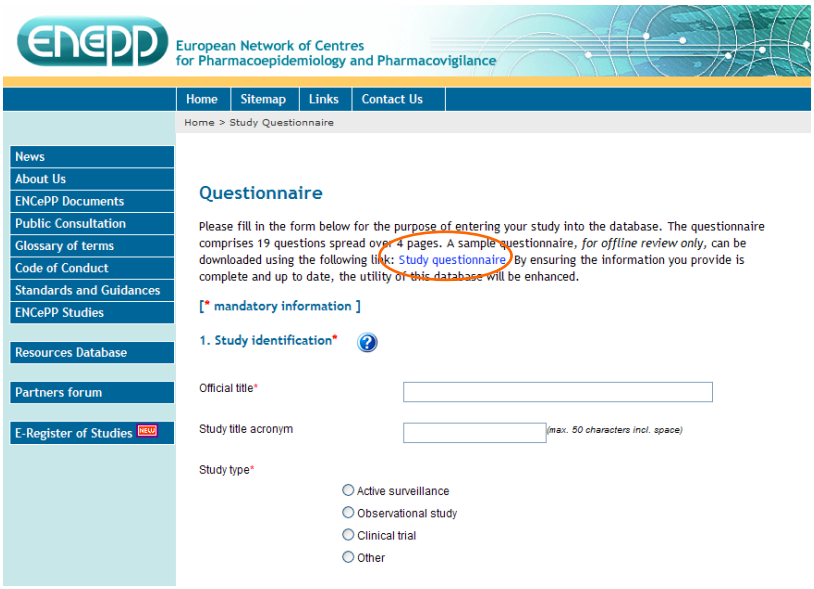
You will be guided to an introduction page.

Click on “Next”:



Accept “Terms and Conditions” if in agreement and click on “Next”:

Complete the questionnaire (total of 19 questions). Note a pdf-version of the questionnaire may be viewed/downloaded by clicking on the words “study questionnaire”:



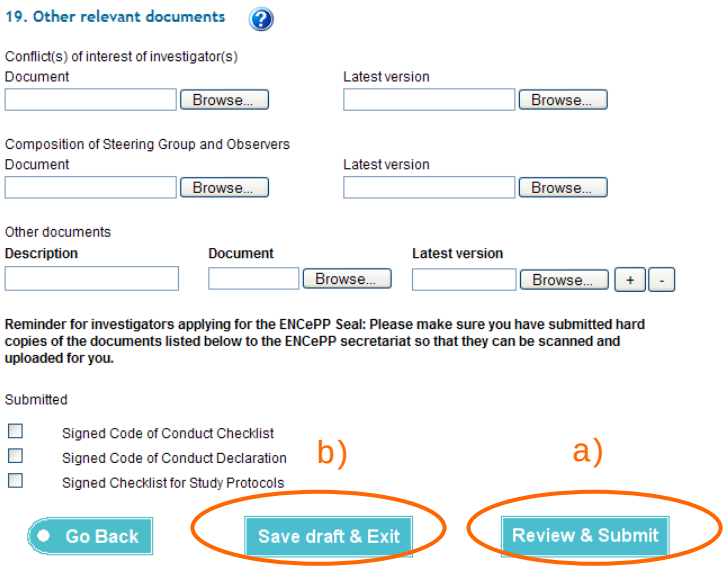
On completion of the questionnaire:

a) If you are **ready to submit the data**, click on “Review and Submit” ➔ this will allow you to review the data entered so far, edit if necessary, and from the last tab you can choose to “Submit” the data to the ENCePP Secretariat for review and approval.

Once the entry has been approved, you will receive an email with a password for future updates. Of note, this password is not record-specific, but will provide access to all studies registered with the details of the same (primary) lead investigator.

NOTE: On clicking “Review and Submit” the display of the pages changes to Tabs which are identical to the public registry. The information may be edited by section prior to submitting the whole entry to the ENCePP Secretariat.

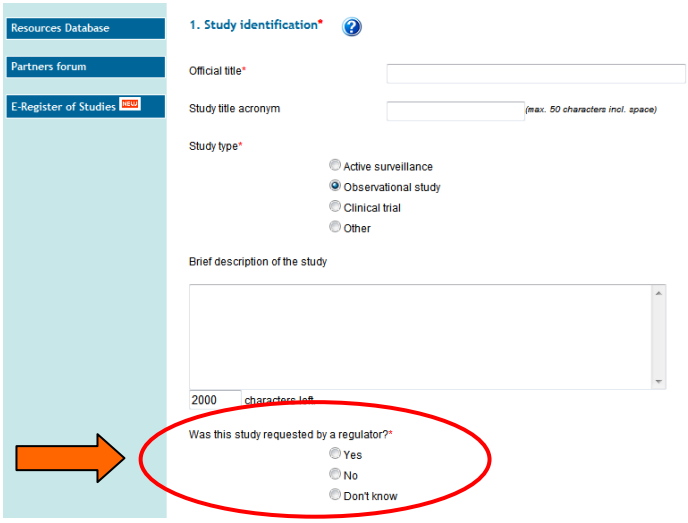
b) If you **do not wish to submit the data yet**, and would like to resume the completion of the form later, click on “Save draft & Exit” ➔ your **login details** for editing your entry at a later date will be displayed on screen (**do not forget to note them down!**).



3.1.2. Important information for marketing authorisation holders

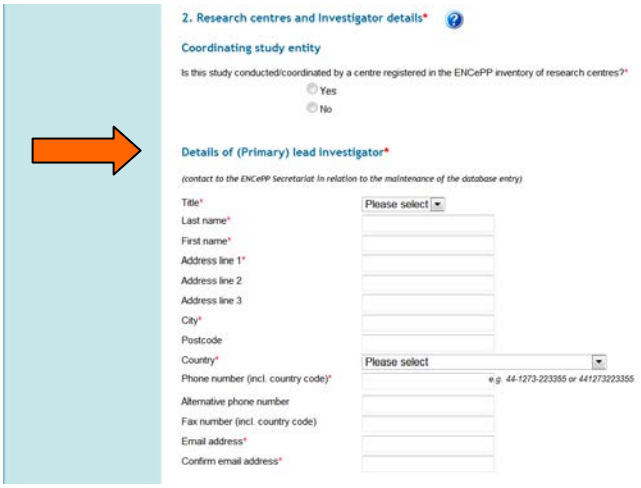
Questionnaire question 1 – Study identification

If the study is a **PASS imposed as an obligation** by a competent authority in accordance with Articles 10 or 10a of Regulation (EC) No 726/2004 or with Articles 21a or 22a of Directive 2001/83/EC, or a PASS which is initiated, managed or financed voluntarily by a marketing authorisation holder and **required in the Risk Management Plan (RMP)** to further investigate safety concerns or any **other study requested by a regulatory authority** for any other reason, the question "Was this study requested by a regulator" should be answered with "Yes":



Questionnaire question 2 – Research centres and investigator details

The (primary) lead investigator is the main contact for a registered study. In situations where no (primary) lead investigator has been nominated by the sponsor the contact details of the person in charge of the conduct of the study should be entered in the respective fields. The staff member of a pharmaceutical company or institution who is entering the study details into the E-Register should provide his/her contact details under the contact for scientific or public enquiries:



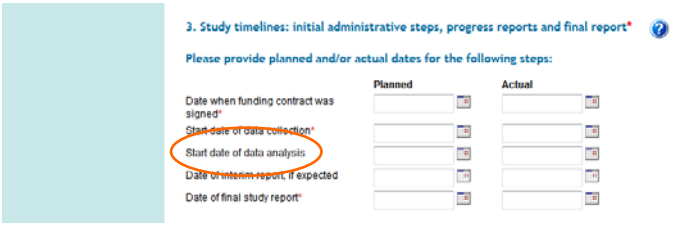
Questionnaire question 3 – Study timelines: initial administrative steps, progress reports and final study report

A study may have the status "planned", "ongoing" or "finalised". The EU PAS Register foresees **five different study timelines**, three of which are mandatory:

- Date when funding contract was signed: when the planned or the actual date is entered, the status of the study will be "planned";
- Start date of data collection: when the actual date is entered, the status of the study will change from "planned" to "ongoing";
- Date of final study report: when the actual date is entered, the status of the study will change from "ongoing" to "finalised".

Unless the relevant "actual dates" have been entered, automatic reminders are sent to the Primary/Lead Investigator's contact email address 30 days after the planned date for the start of data collection, and 30 days after the planned date of the final study report.

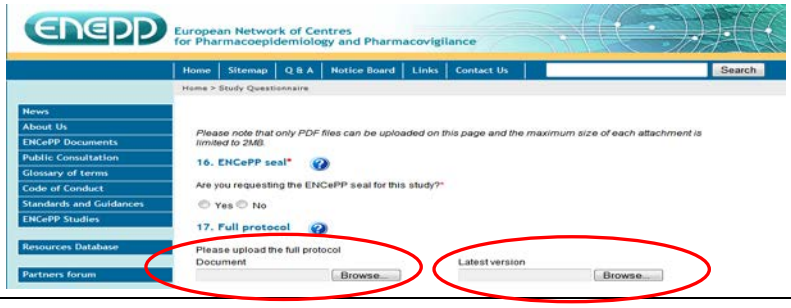
In line with the definition of the "end of data collection" provided in the guideline on Good Pharmacovigilance Practices (GVP) module VIII, chapter VIII.B.2, the date from which the analytical dataset is completely available also means "start date of data analysis". The **date for the end of data collection**, which is required in the context of the submission of the final study report, should therefore be entered in the field "start date of data analysis":



Questionnaire question 17 – Full protocol

The study protocol should be provided before the start of data collection. Where prior publication of the protocol could threaten the validity of the study or the protection of intellectual rights, a study protocol with redactions may be entered into the register prior to the start of data collection. Further information about the requirements for the registration of PASS is available in the guideline on Good Pharmacovigilance Practices (GVP) module VIII, chapter VIII.B.4.

There is no limit to the number of versions of the study protocol that can be uploaded in the system. No changes can be made to the "initial" document throughout the history of the study record once it has been uploaded and submitted. In "edit mode" (Edit a Study) if a "latest" version has been uploaded, this can be overwritten as often as necessary with a newer version, but only the very latest version will be visible.



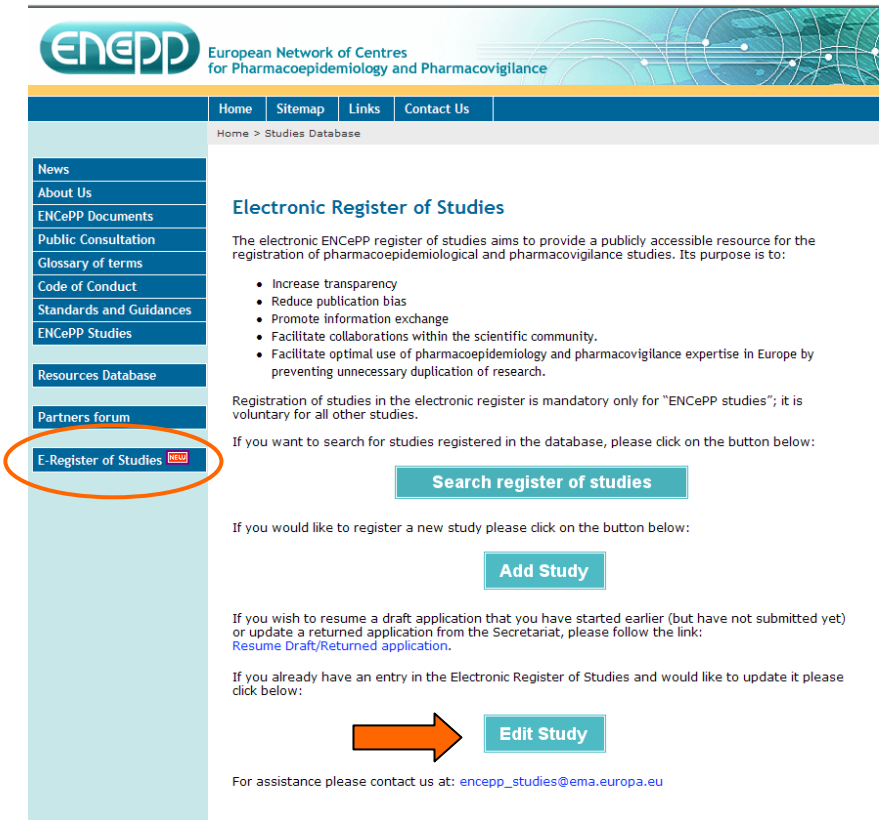
3.1.3. How to edit an existing entry

Existing entries may be edited any time following acceptance by the ENCePP Secretariat (e.g. updates as milestones are reached, changes to the protocol that may affect the interpretation of the study, upload of documents, etc.).

Go to ENCePP Website (www.encepp.eu);

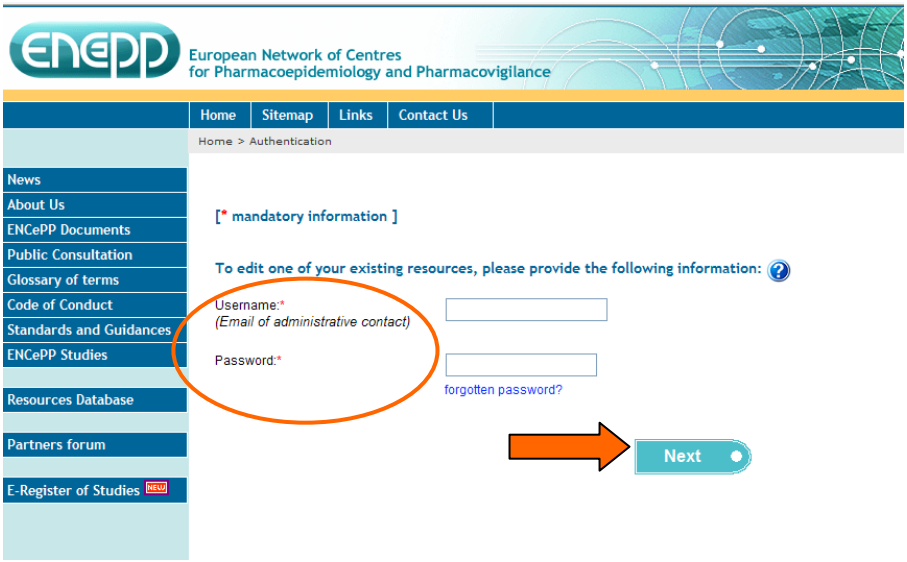
Click on “E-Register of Studies”;

Click on “Edit Study”:



When prompted, enter your username (email of admin contact) and password;

Click on “Next”:



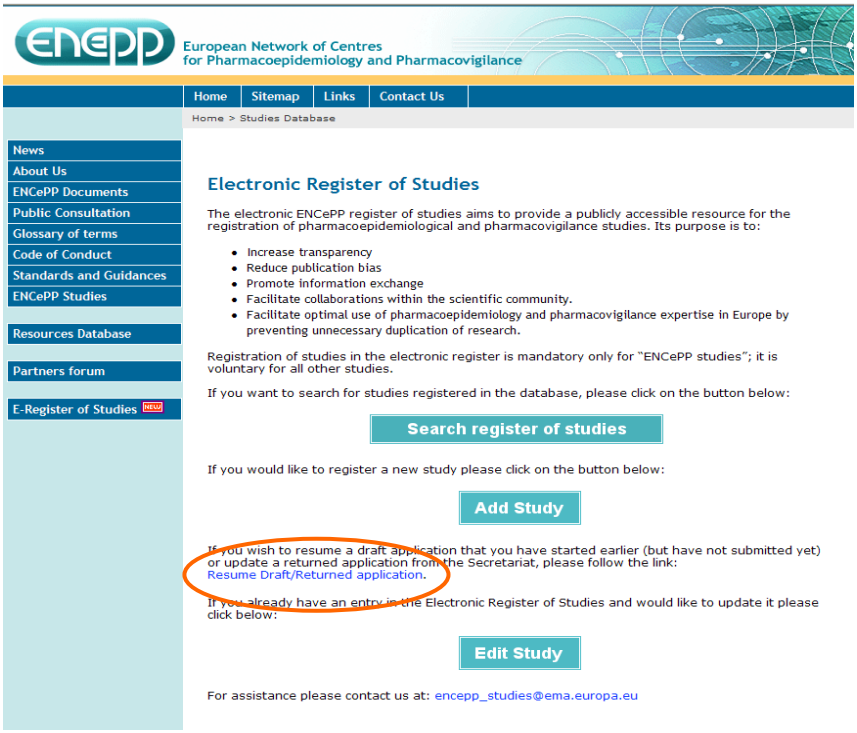
NB: If you have forgotten your password, click on "forgotten password" to retrieve it. You will be prompted to enter the email address of the administrative contact and the password will be sent to this address.

Your data will be retrieved and may be edited. Once you have completed your update(s), re-submit the data.

3.1.4. How to retrieve a draft application / returned application

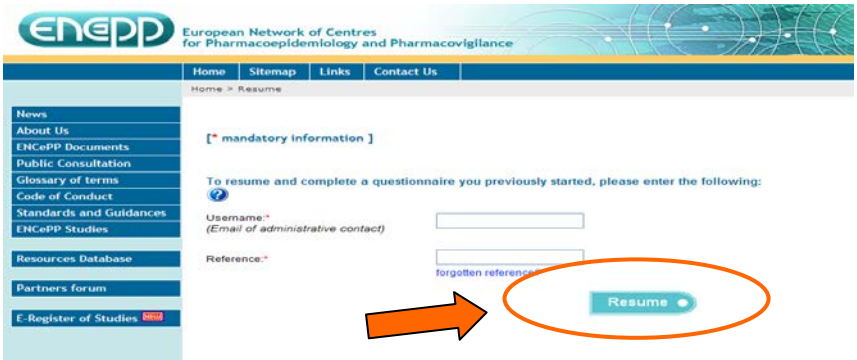
Draft application that have been started earlier (but have not been submitted yet) or applications that have been returned by the ENCePP Secretariat for the purpose of requesting additional information, can be retrieved by following these steps:

Click on "Resume Draft/Returned application":

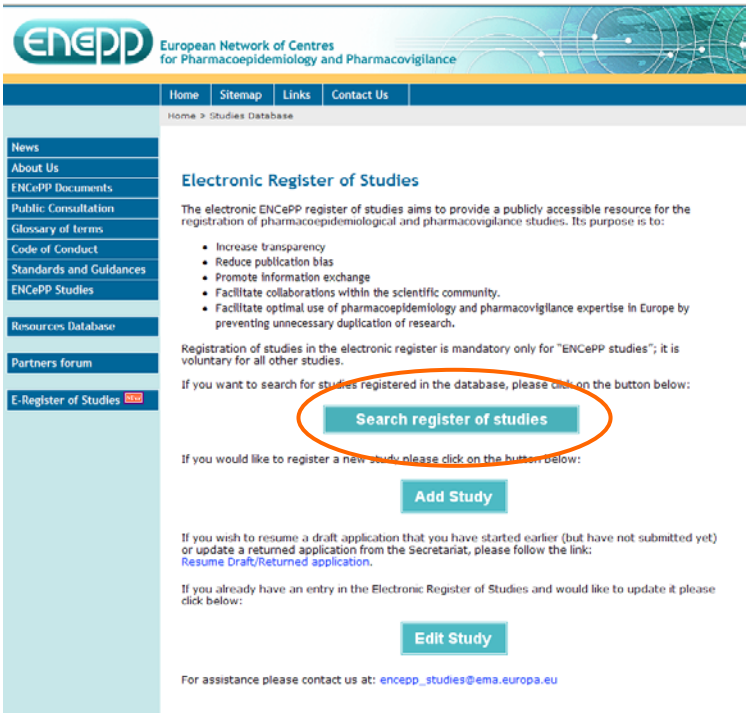


When prompted, enter your username (e-mail of admin contact) and reference and click on "Resume":

NB: If you have forgotten your reference, click on "forgotten reference" to retrieve it. You will be prompted to enter the email address of the administrative contact and the password will be sent to this address.



3.2. Searching the E-Register of studies



Choose from available search criteria:

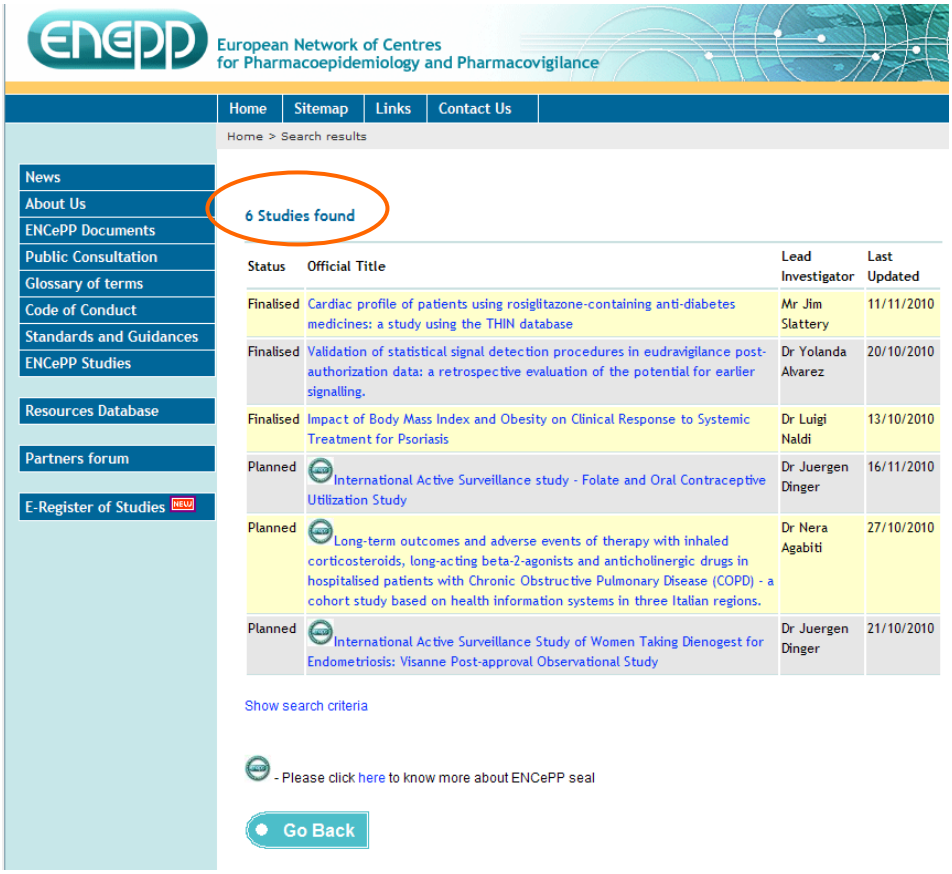
- Status of Study
- Title of Study
- Acronym
- Study type
- Study requested by a regulator
- Coordinating Study entity
- Research Network
- Study drug
- Medical condition
- ENCePP Seal
- Population age
- Other population
- Scope of the Study

(NB: If no search criteria are chosen, the search will return all entries)

Click on “Search”.

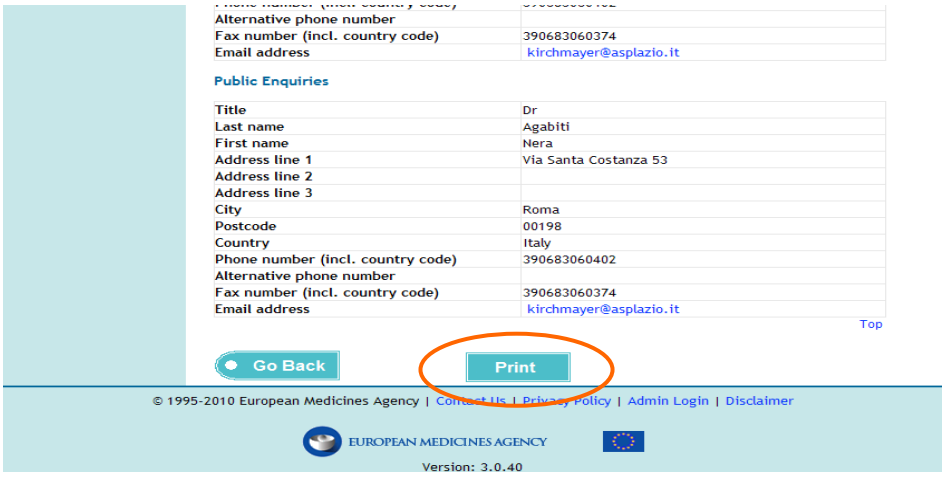
The search result will be displayed; ENCePP studies will display the ENCePP seal.

To view individual entries, click on the study title:

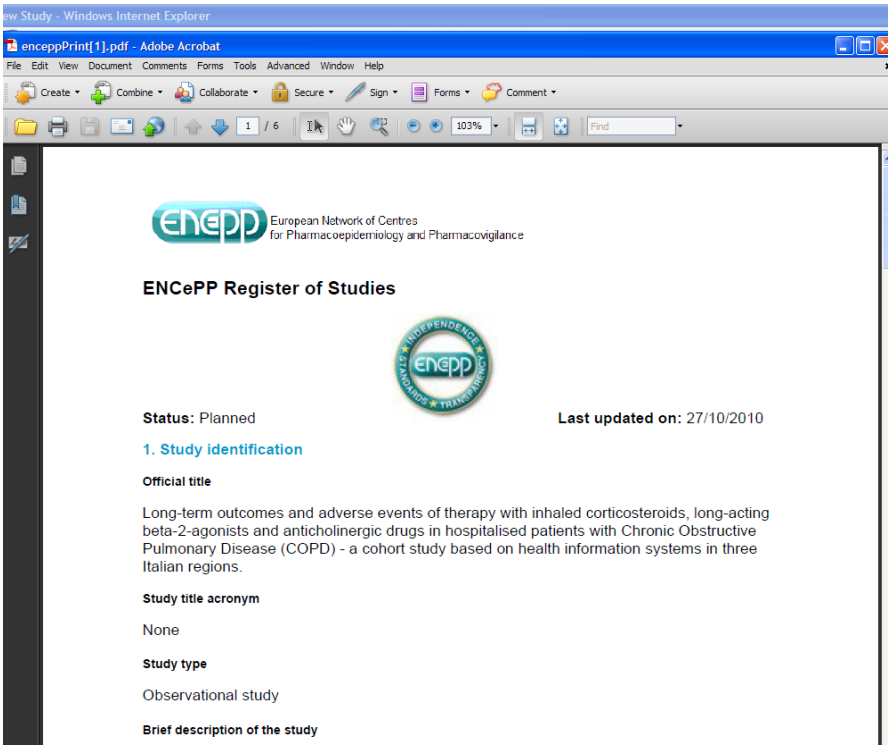


3.3. Printing an individual study record

Once an individual study has been selected, it is possible to print or save a pdf-version of the record by clicking on “Print” at the bottom of the screen. This print option is available on all four pages of the study record:



This will open a pdf-version of the record which can be printed or saved on a local drive:



4. Information and contact

More information can be found on the ENCePP website: www.encepp.eu or by contacting the ENCePP Secretariat at encepp_secretariat@ema.europa.eu or encepp_studies@ema.europa.eu