

<b>CMD<sub>v</sub> SUB-GROUP ON DOCUMENT MANAGEMENT</b>
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## **BACKGROUND**

According to Article 31 of Directive 2001/82/EC as amended by Directive 2004/28/EC the Veterinary Coordination Group was established for the examination of any question relating to marketing authorisation of a medicinal product in two or more Member States.

The CMD(v) as an official group has therefore to establish a formal way to elaborate the documents that are emitted by the group to be able to comply with the functions established in the Directive and the Rules of procedure.

## **MANDATE**

The mandate of the CMD(v) Sub-group on Document Management will be:

1. To prepare the Procedure for the elaboration and management of documents and their hierarchy.
2. To propose those documents and templates needed for the correct functioning of the CMD(v).
3. To propose the need for revision of existing documents in collaboration with the Vice-chair or at the request of the member states.
4. Have contact with Rapporteurs/Co-rapporteurs and Secretariat that prepare the documents with the objective of producing consistent documents and avoiding overlapping.
5. Be a forum for discussions on all issues related to the creation, classification and updating of documents, if necessary.