



EMEA/CMD(v)/115381/2006

**CMD(v)/BPG/008**

**BEST PRACTICE GUIDE**

**for**

**Automatic Validation of Applications in the Mutual Recognition / Decentralised  
Procedures**

**Edition 01**

**Edition date: 8 November 2007**

**Implementation date: 23 November 2007**

<b>BEST PRACTICE GUIDE</b> <b>for</b> <b>Automatic Validation of Applications in the Mutual Recognition/ Decentralised Procedures</b>	CMD(v)/BPG/008
	Ed.: 01
	Page 2 of 5

**Index:**

- 1. INTRODUCTION**
- 2. AIM AND SCOPE**
- 3. REFERENCES AND RELATED DOCUMENTS**
- 4. GENERAL**
  - 4.1 Table of abbreviations**
- 5. DESCRIPTION OF PROCEDURE**
  - 5.1 Prevalidation period**
  - 5.2 Start of the 14 day validation period**
  - 5.3 Validation period**
  - 5.4 Clock start dates**

<b>BEST PRACTICE GUIDE</b>  <b>for</b>  <b>Automatic Validation of Applications in the Mutual Recognition/ Decentralised Procedures</b>	CMD(v)/BPG/008
	Ed.: 01
	Page 3 of 5

## 1. INTRODUCTION

The start of a new procedure is preceded by a fixed time period to allow for a check of the validity of the respective application. This automatic validation procedure for applications in the Mutual Recognition and Decentralised Procedure has been agreed by CMD(v), to ensure that validation times are within those agreed in the Best Practice Guide. Completion of CTS (Communication Tracking System) records by all involved is essential for the operation of this procedure.

## 2. AIM AND SCOPE

This Best Practice Guide (BPG) has been prepared for use during the automatic validation phase by both Applicants and Reference Member State (RMS)/ Concerned Member State (CMS) in order to facilitate the progression of this period.

This Best Practice Guide (BPG) is valid for:

- new applications,
- extension procedures according to Annex II of Commission Regulation (EC) No 1084/2003,
- repeat use procedures,
- renewals,
- Type II variation procedures

in the Mutual Recognition and Decentralised Procedure.

## 3. REFERENCES and RELATED DOCUMENTS

- Best Practice Guide for Veterinary Mutual Recognition Procedure: CMD(v)/BPG/001.
- Best Practice Guide for Veterinary Decentralised Procedure: CMD(v)/BPG/002
- Best Practice Guide for Repeat use of the Mutual Recognition Procedure: CMD(v)/BPG/003.
- Best Practice Guide for Handling Renewals in the Mutual Recognition Procedure: CMD(v)/BPG/007.
- Best Practice Guide for Type II Variations: CMD(v)/BPG/006.

<b>BEST PRACTICE GUIDE</b> <b>for</b> <b>Automatic Validation of Applications in the Mutual Recognition/ Decentralised Procedures</b>	CMD(v)/BPG/008
	Ed.: 01
	Page 4 of 5

## 4. GENERAL

### 4.1 Table of Abbreviations

Abbreviations

AR	Assessment Report
BPG	Best Practice Guide
CMD(v)	Veterinary Coordination Group on Mutual Recognition and Decentralised Procedure
CMS	Concerned Member State
CTS	Communication Tracking System
RMS	Reference Member State
MRP	Mutual Recognition Procedure
DCP	Decentralised Procedure

## 5. DESCRIPTION OF PROCEDURE

### 5.1. Pre- validation period

The applicant should fax or e-mail the date of dispatch and the address to which the dossier was sent to RMS and CMS. This should be done from the single central contact address not from individual local affiliates using a single fax document showing all the dispatch dates when dispatch is complete. It is within the responsibility of the applicant that the relevant fees have been paid in advance of the procedure where necessary.

The RMS will send the assessment report (AR)<sup>1</sup> and update CTS with the date on which the AR was sent.

### 5.2. Start of the 14 day validation period

The RMS will send an e-mail giving the start date of the 14 day validation phase after the dispatch dates have been received and dispatch is completed. This e-mail will include the preliminary timetable of the respective procedure to be started. The AR<sup>1</sup> may be included in this notification.

On receipt of the AR<sup>1</sup> and the notification (incl. fees where necessary), each CMS will update the CTS record.

<sup>1</sup> Only for new applications, extension procedures and repeat use procedures using the MRP

<b>BEST PRACTICE GUIDE</b> <b>for</b> <b>Automatic Validation of Applications in the Mutual  Recognition/ Decentralised Procedures</b>	CMD(v)/BPG/008
	Ed.: 01
	Page 5 of 5

### 5.3. Validation period

If, after 7 days of notification of both AR<sup>1</sup> and dossier dispatch, the CTS record is not complete with respect to AR and dossier received date for each CMS, the RMS will notify (by e-mail) the CMS's who have not completed the CTS record that the clock will start at the date foreseen in the preliminary timetable, unless notification of an invalid application is received.

#### 5.3.1 Invalid application

If a CMS has previously informed the RMS that the application is not valid, the clock will be started after that CMS informs the RMS when the application is valid.

A CMS must inform the RMS that the application has become valid within 7 days of the missing information being supplied.

#### 5.3.2 Valid application and end of the validation period

The RMS will close the validation period 7 days after the notification mentioned under 5.3 unless informed by a CMS that the application is not valid. The RMS will send a notification to this effect including the final timetable of the procedure.

### 5.4. Clock start dates

For repeat use procedures, new applications and extension procedures in the MRP as well as for assessment step II in the DCP the date of the start of the clock will normally be set according to the agreed list of dates for starting the clocks which are timed so that the day of a CMD(v) meeting falls on or about Day 78.