# Basic information

|  |  |
| --- | --- |
| Name of medicinal product: | …… |
| Active substance(s): | …… |
| Application ID: | …… |
| Applicant: | …… |
| Date/time: | …… |
| Venue: | …… |

# Further information

## Participants

|  |  |  |
| --- | --- | --- |
| Applicant: | NAME | FUNCTION |
|  | NAME | FUNCTION |
| Swissmedic: | NAME | FUNCTION |
|  | NAME | FUNCTION |

## Type of meeting

|  |  |
| --- | --- |
| [ ]  | Scientific Advice Meeting |
|[ ]  Presubmission meeting |
|[ ]  Clarification meeting |

# Questions

|  |
| --- |
| **Question 1:**…… |
| Applicant's position: |
| Swissmedic's position: |
| **Question 2:**…… |
| Applicant's position: |
| Swissmedic's position: |
| **Question 3:**…… |
| Applicant's position: |
| Swissmedic's position: |
| **Question 4:**…… |
| Applicant's position: |
| Swissmedic's position: |
| **Please insert additional questions if necessary:** |
| **The meeting record should be sent to** | **For enquiries contact** |
| SwissmedicSwiss Agency for Therapeutic ProductsOperational Support ServicesHallerstrasse 73012 Bern | Telephone +41 58 462 02 11Fax +41 58 462 02 12E-mail Anfragen@swissmedic.ch |



Change history

| Version | Valid and binding as of: | Description, comments (by author) | Author’s initials |
| --- | --- | --- | --- |
| 1.3 | 01.03.2021 | Formal adjustments to the header and footerNo content adjustments to the previous version. | dei |
| 1.2 | 17.06.2020 | Deleting the signature block | rc |
| 1.1 | 13.01.2020 | Formal adjustment of the description fields | gra |
| 1.0 | 01.01.2019 | Implementation of TPO4 | dts |