



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

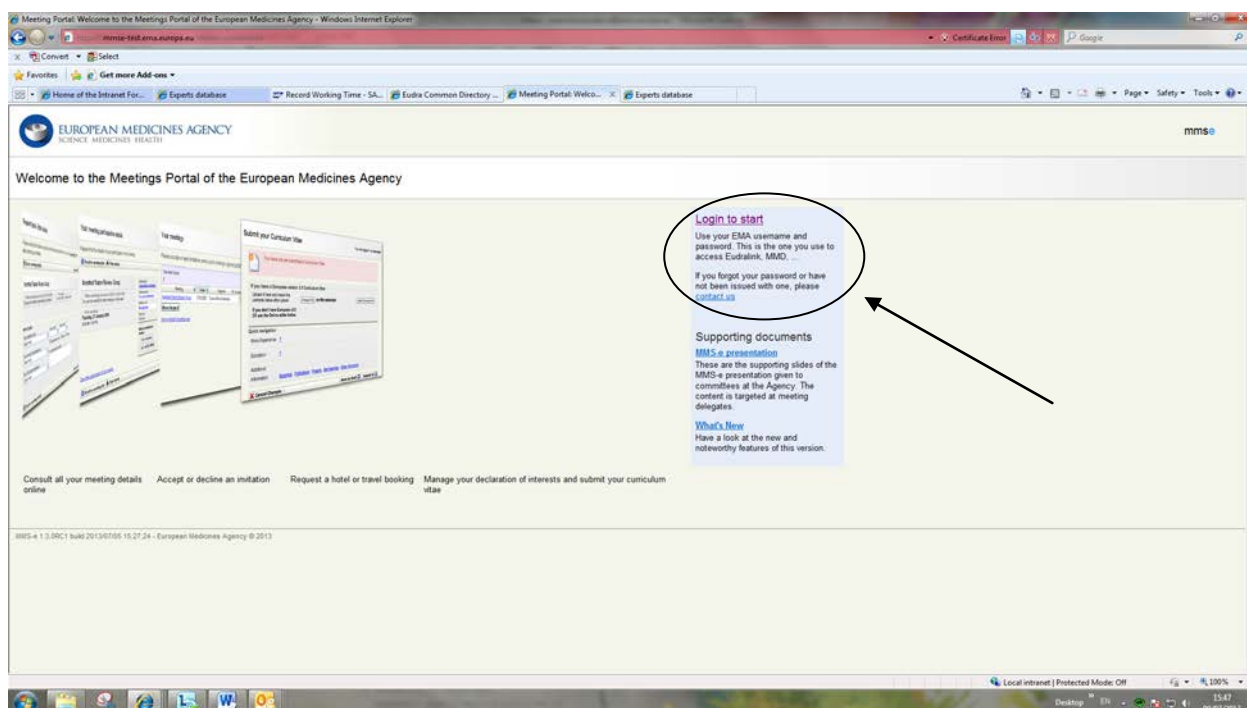
9 July 2013
EMA/
Regulatory, Procedural and Scientific Support

Guidance for Submission of Electronic Curriculum Vitae

The following document details steps for submission and update of the e-CV using the MMS system.

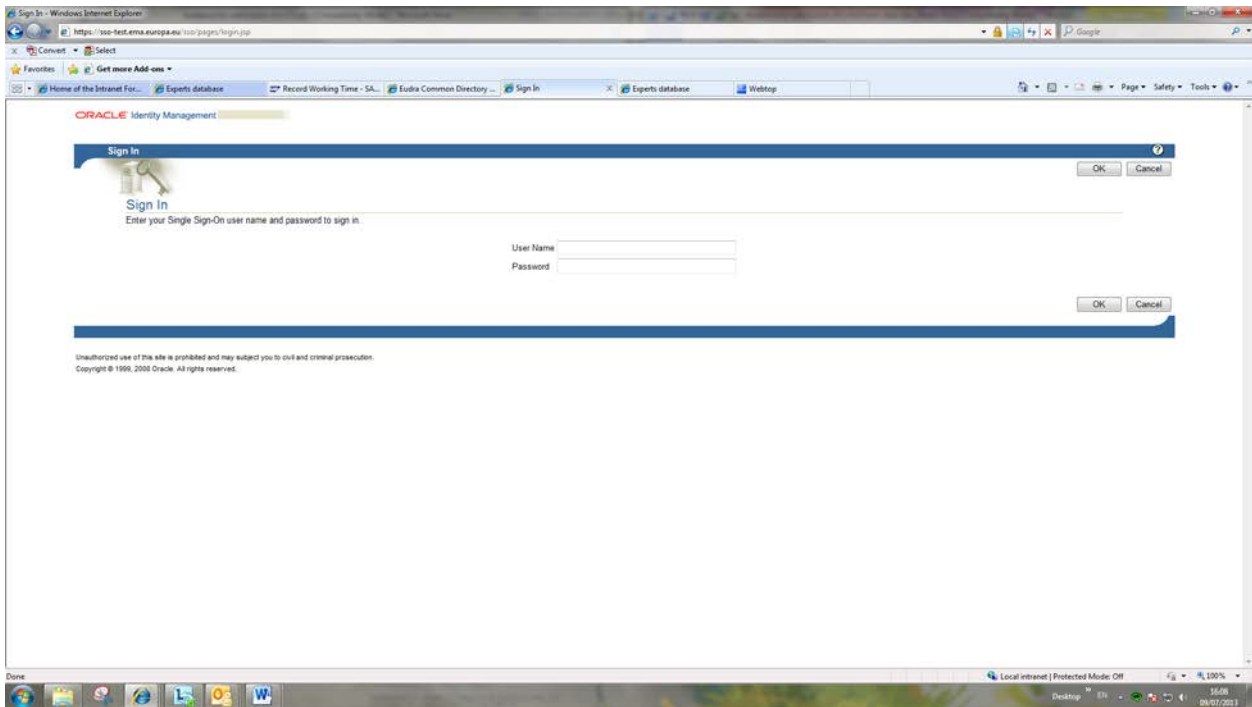
1. Submitting an e-CV for the first time

Use the weblink provided to go to the **Meetings Portal** of the European Medicines Agency

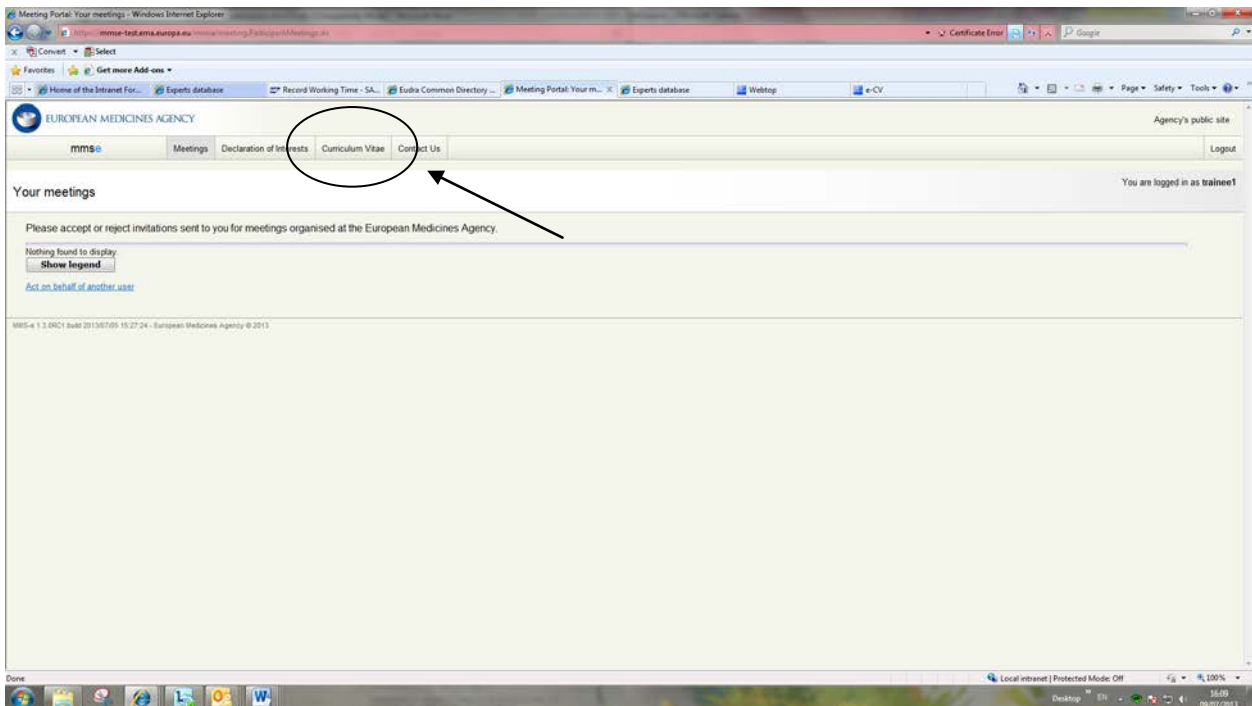


Select '**Login to start**'. The following screen will appear:



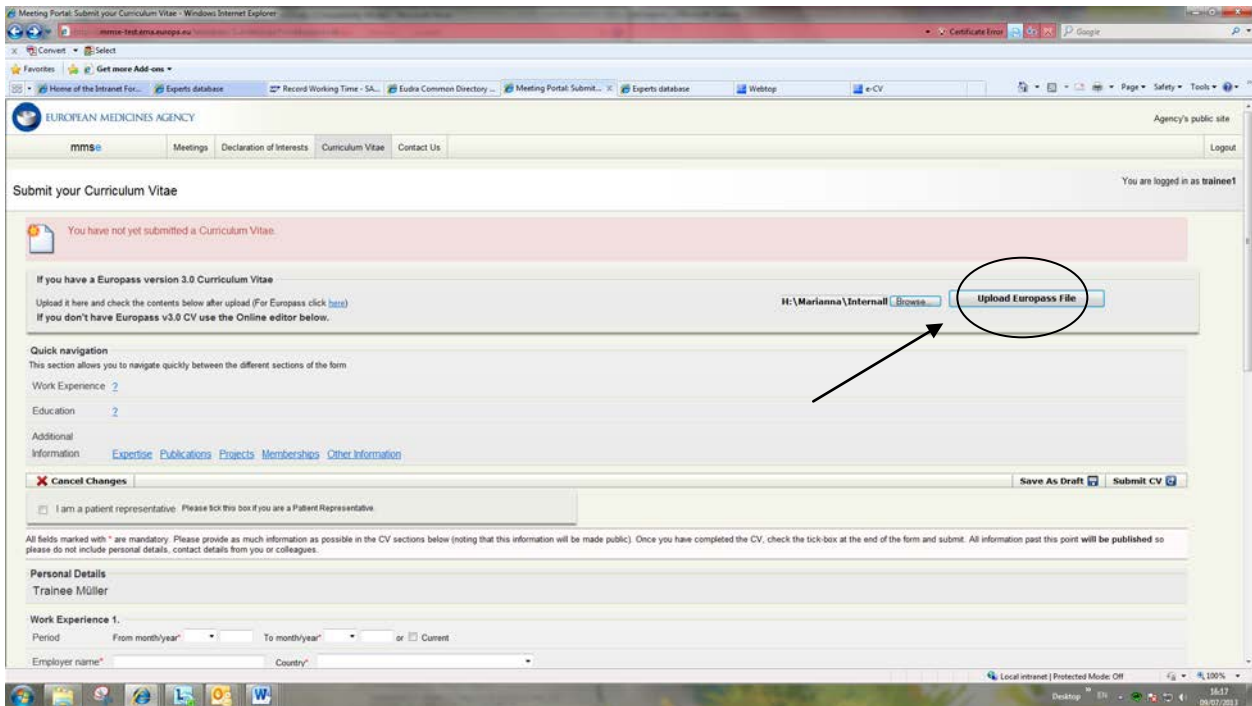


Enter your username and password, as provided by the EMA and click 'OK'. The following screen will appear.



Select the Curriculum Vitae Tab. (Note: If you are validating your electronic Declaration of Interest, and have not yet submitted an electronic CV, you will be directed to do so in the Declaration of Interests section).

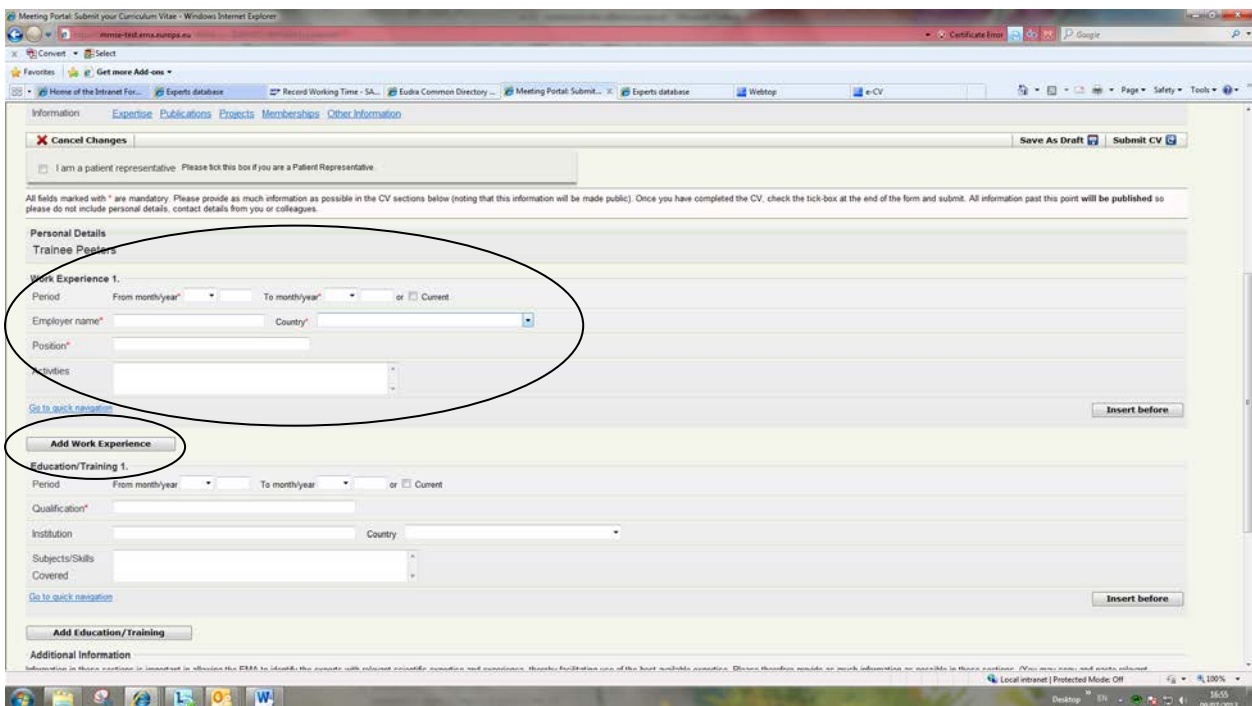
The screen below will appear.



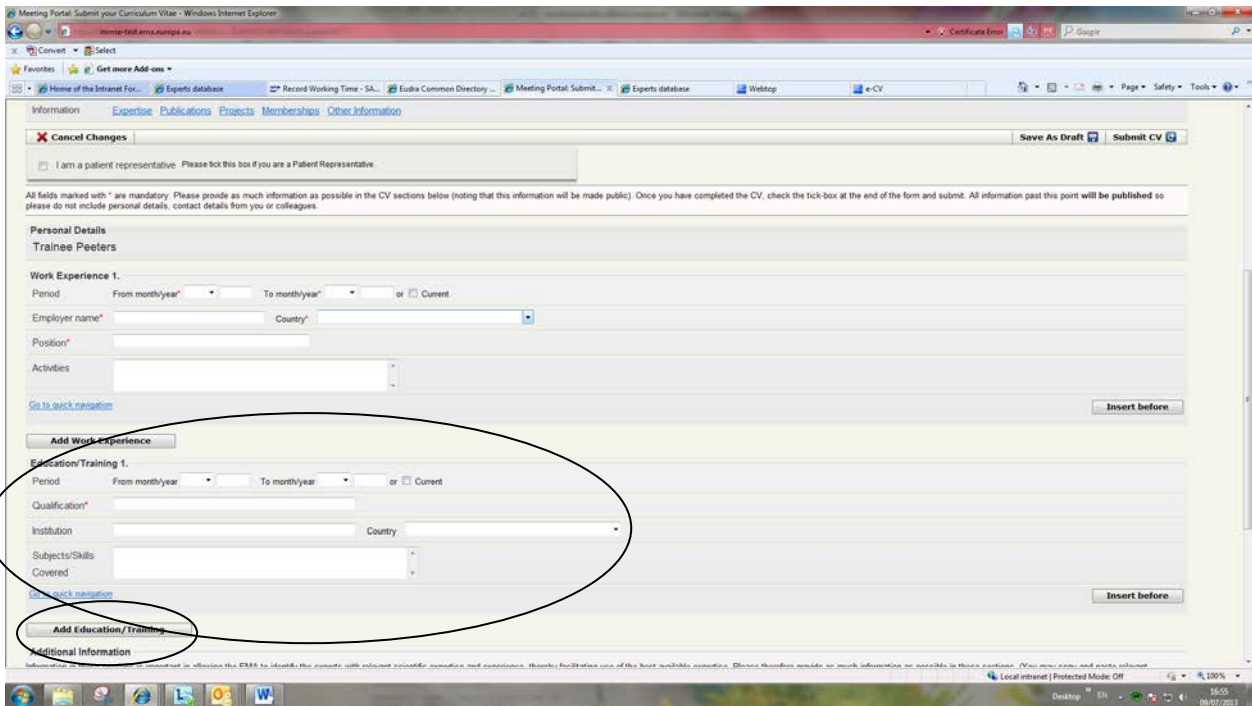
If you already have a CV in a Europass format, you can now upload this by clicking on the Browse button, selecting a file from your computer and then clicking on 'Upload Europass File' use this to **complete the Work Experience and Education elements** of the CV. This will complete the Work Experience and Education sections of the Electronic CV.

If you do not have a Europass format CV available, you can complete the Work experience and Education sections, by following the instructions below. (Note: Mandatory fields in these sections are marked with an asterisk).

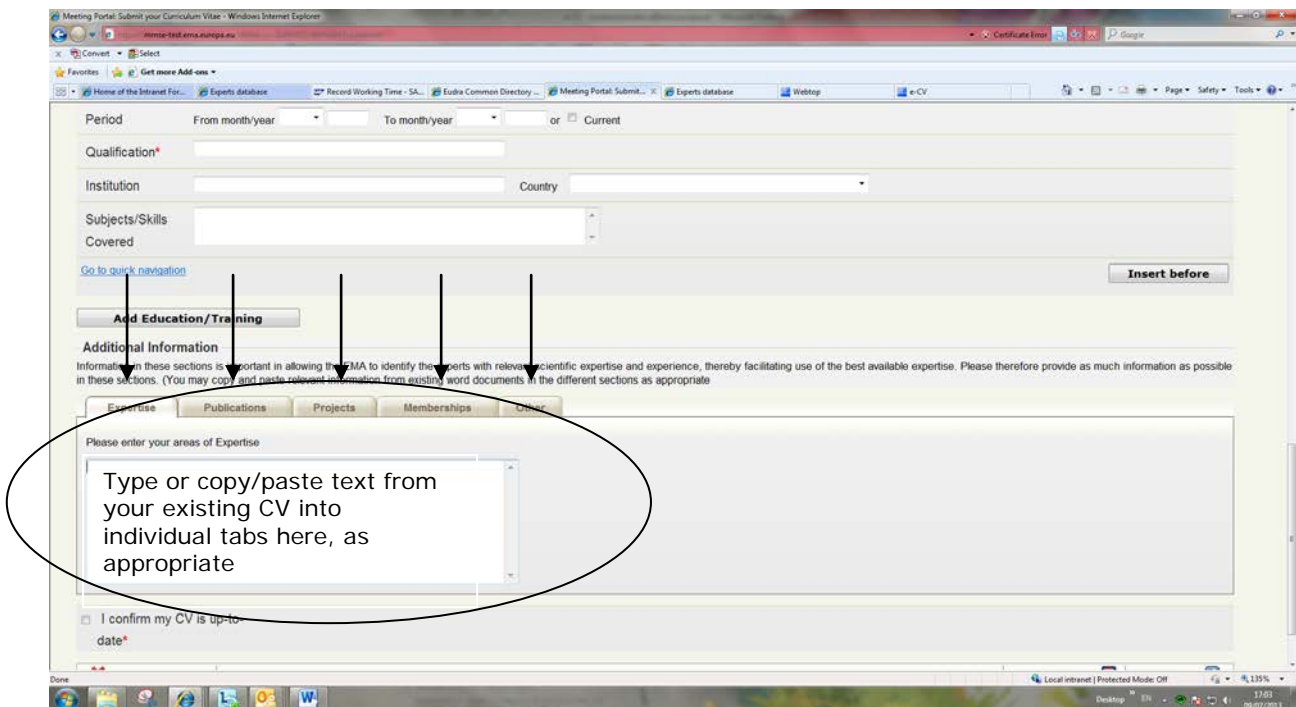
To start, please submit your work experience. You can add more than just one experience by selecting the 'Add work experience' button.



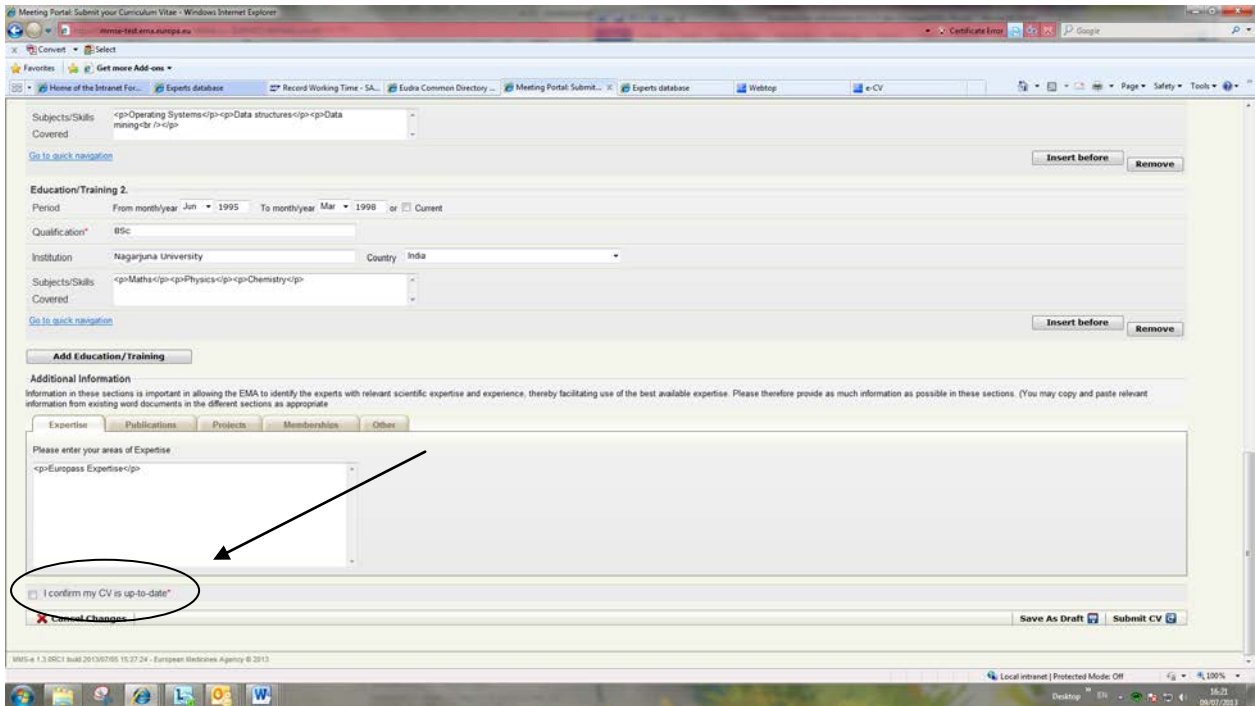
1.2.3 Once you have completed your work experience, please submit your Education / Training details. As with work experience, you can add more education details by selecting the 'Add Education/Training' button.



1.2.4 Once you have completed the Work Experience and Education sections (by either uploading a Europass CV format or by direct input), please **complete the fields under Additional information** (you can copy and paste relevant information from existing word documents in the different sections as appropriate). Please provide as much information as possible in these sections.

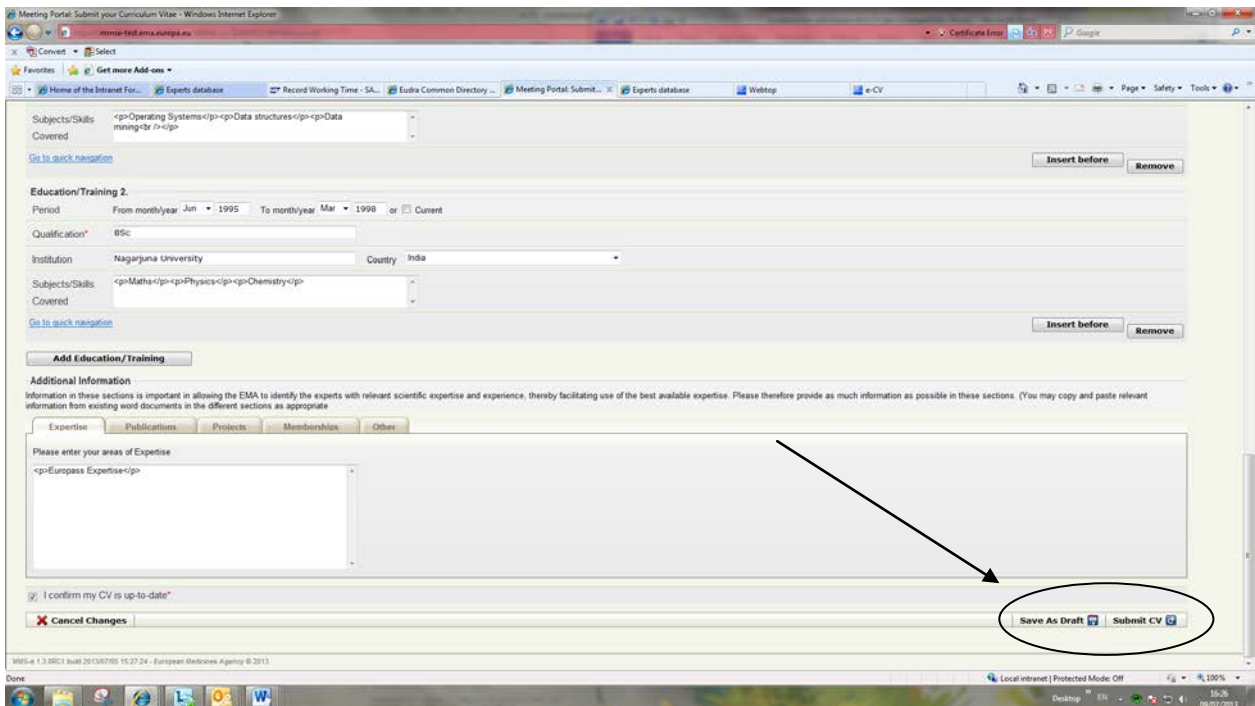


Once you have completed all fields in the CV, please **select the tick-box at the very bottom of the screen** (see screen below) indicating your CV is up to date and ready for submission:



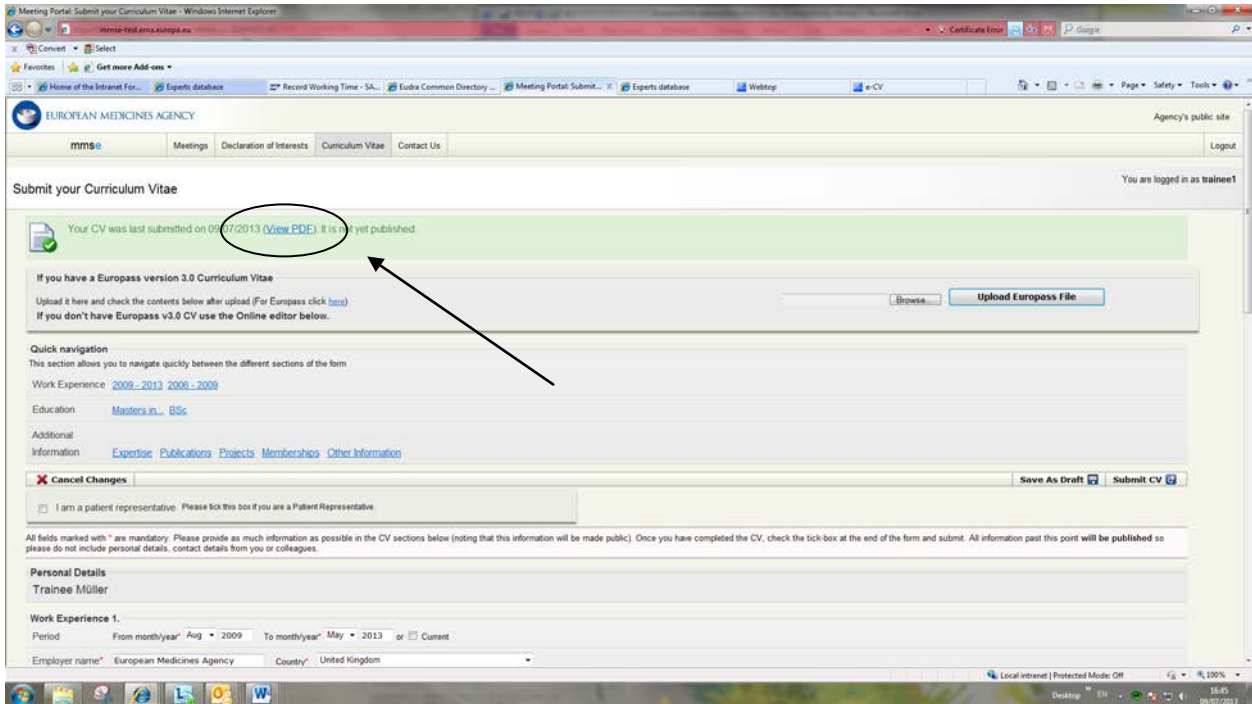
Select **'Save as Draft'** (see screen below) if you wish to finalise the CV at a later time. The CV will be saved as a draft. Or

Once ready to submit, select **'Submit CV'**. (see screen below)



You have now successfully submitted your CV. It will be published once you have validated your e-DoI and the details from your nomination form have been entered into the European Experts Database.

You can view your submitted CV (in the format in which it will be published by selecting the '(View PDF)' link.



2. Updating an existing e-CV

If you have previously submitted an e-CV, you can update this at any time by going to the Curriculum vitae tab in the MMS link as outlined above. This will lead you to a screen which includes all details provided in your already submitted CV. You can update these details or add further details (new work experience, qualifications etc).

On an annual basis, as part of the process of submitted your annual declaration of Interest you will be asked to review your previously submitted CV and to either update it or to confirm that the currently submitted CV is up to date.