



CALYX™

BREXIT - Managing  
the UK Withdrawal  
from CPs\_BP\_  
Calyx\_registration-  
Publishing

CALYX.AI

# 1 Revision History

When Calyx releases a new version of Calyx RIM, they issue Release Notes which explain the new features and updates. Calyx reviews the Release Notes against each Best Practice to determine any impact to the document:

- Impact = Release Notes change this Best Practice
- No Impact = Release Notes do not change this Best Practice

When Release Notes impact Best Practice documentation, Calyx recommends that clients review the entire Release Notes for a full understanding of all changes associated with this Best Practice documentation.

Software Version	Release/ Revision Date	Summary of Change(s) (Refer to Release Notes for Full Description)
v7.0	30-Apr-2021	Update Best Practice for 7.0 - No Impact
N/A	13-Apr-2021	Update Best Practice for Calyx Rebranding – No Impact
N/A	15-Dec-2020	Inclusion of Calyx RIM Publisher related changes
N/A	24-Nov-20	Update to comply with EU and UK Government requirements following the implementation of the UK’s decision to leave the European Union
v6.2 CHF6	21-Oct-2020	Update Best Practice for v6.2 CHF6 – No Impact
v6.2 CHF5	03-Aug-2020	Update Best Practice for v6.2 CHF5 – No Impact
v6.2 CHF4	28-Feb-2020	Update Best Practice for v6.2 CHF4 – No Impact
v6.2 CHF3	27-Jun-2019	Update Best Practice for v6.2 CHF3 – No Impact
v6.2 CHF2	15-Feb-2019	Update Best Practice for v6.2 CHF2 – No Impact

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### 3 Document Purpose

The United Kingdom's (UK) decision to leave the European Union (also known as "BREXIT") has significant impacts, including withdrawing the UK (whilst retaining Northern Ireland) from European Union regulatory activities.

The purpose of this document is to provide a best practice guide for managing EU Centralised Applications to comply with EU and UK Government requirements following the implementation of the UK's decision to leave the European Union.

### 4 Scope

This document provides the steps required to modify existing CP Applications to indicate the UK's withdrawal and Northern Ireland's inclusion and the creation of new national Applications to manage the new Great Britain MAAs. Also included are the steps required to create the baseline submission which must be submitted to the MHRA within a year of the 1<sup>st</sup> January 2021.

This document includes actions to cover planning, tracking and publishing activities.

Tasks / sections identified by an asterisk (\*) relate to actions necessary for Calyx RIM Publisher users only.

Note: This Best Practice is based upon the latest regulatory guidance provided by the MHRA at the time of publication and will be updated as new information is made available.

### 5 Data Administration Activities

It is imperative that Data Administrators properly set up data, data dependencies and data relationships in Data Administration before users begin tracking BREXIT activities in Calyx RIM. For guidelines, refer to Best Practice entitled, *BREXIT - Data Administration Management for the UK Departure from the EU*.

## 6 Managing the UK Withdrawal from EU Centralised Applications


### 6.1 Disassociating the United Kingdom from, and Associating Northern Ireland with, the Centralised Application

- On the EU Centralised **Application** update the **Reviewing Country** and **Co-Rapporteur** if required, i.e. to replace the United Kingdom
- On the EU Centralised **Application Countries** screen:
  - Available Concerned Member States: Select Northern Ireland
  - Create an **Event** under the EU Centralised **Application** with the following attributes:
    - Event Country:
    - Associate the United Kingdom (remove the European Union Entry)
    - Associate Northern Ireland

- **Event Name:** follow organization naming convention (e.g.: Withdrawal of the United Kingdom from the Centralised Procedure).
- **Associate Products:** as required to ensure the **Product Detail Sets** can be associated
- Complete other fields as required by your organization.
- Associate the **Product Detail Set(s)** with the Event & open it:
- In the PDS **Country** node, locate the United Kingdom, right-click and select Withdraw.
- Right-click on the node, select **Add Country** and add **Northern Ireland**, including desired Country details.
- Withdraw the United Kingdom under any other PDS detail:
  - Labeling
  - Manufacturing
  - Indications
- Add **Northern Ireland** to applicable details (see bullets, above)
- Repeat step 4 for each associated PDS.
- For clients with the *Management of Change* Module, create *Changes* and *Change Details* and associate them to the Event as required by your organization.
- After steps 3 & 4 are complete, close the **Event** and its Associations as *Approved*.
- The **Application Country Withdraw Date** for the UK will automatically populate with the **Event Closed Date**.
- Using the **Sunset Clause Marketing Status Query** on the **Queries > Product Detail Management** Tab, identify the current marketing status for the United Kingdom recorded in the Country Registration Package Set Entity. Enter the following values as required:
  - Product Family Type
  - Product Family Name
  - Product Name(s)
  - Package Set
  - Procedure Type
- Export the results to Excel, filter for Country = GB, and Save.
- Note: if there is a client defined report that provides additional configured attributes run this in place of the Sunset Clause Query.
- Locate the **EU Centralised Registration** and navigate to the **Package Sets** Tab. Click to open each Package Set associated with the EU Centralised License, locate and delete the entry for the UK.
- From the **EU Centralised Registration**, navigate to the Registration-Package Set tab.
- Open the first **Package Set** where marketing details need to be added for Northern Ireland
- On the Countries tab, click on the **Associate Country** icon to add Northern Ireland to the Package Set
- Add desired country **marketing information** and Save
- Repeat for each Package Set as applicable

## 7 Creating a National Application for Great Britain

- To create a **Product Detail Set** for the new GB National Application, navigate to the EU **Application** for the desired Product and locate the latest approved **Event**.

- From the **Event**, open the Product Detail Set and navigate to the **Product Detail Set Attributes** screen and click on **Create PDS Template from PDS**  to create a GB -specific Template to be used when the first **Event** under the new GB **Application** is created.
- Note: For Products with more than one component, the option Create PDS Template from PDS will not be available if there is an existing template this can be used. Otherwise, create the **PDS** once the **Event** has been created.
- Using the **Create Application** wizard, create a **GB National Application** within the appropriate Product Family:
- Reviewing Country: Great Britain
- **Application Code:** as per organizational naming conventions
- **Application Name:** as per organizational naming conventions e.g. <Product Family Name> MAA <Country>
- **Application Type:** Marketing Authorisation Application
- **Procedure Type:** National Great Britain
- **Registration Type:** Package Set Registration
- **Products:** <as appropriate>
- Complete other fields as required by your organization
- Click Next and Next again
- Enter the **Event** attributes:
- **Event Name:** as per organizational naming conventions
- **Associate Products:** <as appropriate>
- Complete other fields as required by your organization
- Click Next and Next again
- Select the option to create a **Product Detail Set** (if a PDS Template exists; refer to note under step 2):
- Select Next
- Select a **Product** from the drop-down
- Select the correct Product Detail Set Template
- **Move** the Template from the **Available** to the **Selected** Box
- Select Next and Next again
- At the 'Would you like to Select Another Product?' screen select **Yes / No** as required
- Once PDS have been created for all required Products, Select **No**
- Click Next
- From the Summary screen click the link to open the **Event**
- For clients with the Management of Change Module, create **Changes** and **Change Details** and associate them to the **Event** as required by your organization.
- If required, QC pending **Product Detail Set** details and update.
- Close the **Event** and its Associations as *Approved*.
- Create GB National Licenses by navigating to the **Registrations Tab** under the GB National Application and selecting **Create Registration**.
- For each **Package Set** associated with the GB National License, locate the entry for the Great Britain and update the marketing details as per the results of the Sunset Clause Query.

## 7.1 Creating a National Baseline Submission for Great Britain

- Navigate to the Events Tab under the Application and create an Event:
- **Country:** Great Britain
- **Event Name:** as per organizational naming conventions
- **Associate Products:** <as appropriate>
- Complete other fields as required by your organization.
- Change and Change Details should be created and associated to the Event as required by your organization.
- Navigate to the Sequences Tab under the Application and create the UK specific Sequence as required with the following attributes:
- **Sequence Code:** 0000
- **Sequence Name:** as per organizational naming conventions e.g. <Sequence Code> <Filing Description> <Filing Type>
- **Sequence Status:** as required by your organization
- **Sequence Status Date:** as required by your organization
- **Filing Type:** as required by your organization in sync with MHRA requirements and according to EU 3.0.3 specification
- **Events:** <as appropriate>
- Complete other fields as required by your organization.
- Include a single eCTD initiating sequence for the converted EU MA representing the currently authorised and approved position.
- Where more than one dosage form or strength will be converted for the same product trade name, it is expected these will be handled as one eCTD dossier.
- Navigate to the Assembly Tab under the applicable Sequence and create the GB specific Assembly, (aligned with EU DTD and validation criteria) as required with the following attributes\*:
- **Create Assembly:** select Existing Template, Assembly or View
- **Existing Assembly:** browse and select the appropriate View (Approved) of the applicable CP Submission with 'OK'
- **Publishing Settings Library:** as required by your organization
- Retarget Copied Reference Leafs: select default value and Save
- **Name:** as required by your organization
- **Assembly Type:** eCTD
- Complete other fields as required by your organization.
- Ensure the assembly structure is compatible with the national template, i.e. renaming of folders, getting rid of EMA, non-UK countries on country specific nodes.
- Within the EU Envelope Information Folder update the following attributes under the EU Envelope Information Leaf, Folder attributes of EU Module 1 Envelope Information to:
- **Name:** United Kingdom Envelope Information (uk)
- **Abbreviated Name:** United Kingdom Envelope Information (uk)
- Navigate to the Module 1 UK Envelope Information and delete/update/create the UK specific regional values as required by MHRA with the following attributes\*:

- Country: uk
- **UUID:** re-generate and populate a new UUID (outside of Calyx RIM). Once code changes for Brexit are done, copy the existing UUID from the Envelope into the Application entity UUID.
- **Submission Type:** initial-maa (Marketing Authorisation Application)
- Application Tracking Number: as determined by MHRA
- **Applicant:** as required by your organization
- Agency Name: UK-MHRA
- Procedure Type: National
- **Invented Name:** as required by your organization
- Sequence: 0000
- **Submission Description:** as required by your organization/MHRA.
- Under the 1.0 Cover Letter Folder change the 1.0 country specific folder to:
  - **Name:** United Kingdom
  - Abbreviated Name: **United Kingdom**
  - Country: uk
- Update the Cover Letter Leaf Output Filename to uk-cover.pdf
- Update the Tracking Table Leaf Output Filename to **uk-tracking.pdf**
- Under the 1.2 Application Form Folder change the 1.2 country specific folder to:
  - **Name:** United Kingdom
  - Abbreviated Name: **United Kingdom**
  - Country: uk
- Update the Application Form Annex Leaf Output Filename to uk-form-annex.pdf
- Update the Application Form eAF Leaf Output Filename to **uk-form-eaf.pdf**
- Under the 1.3 Product Information Folder change the 1.3.1 SPC, Labelling and Package Leaflet country specific folder to:
  - **Name:** United Kingdom
  - Abbreviated Name: **United Kingdom**
  - Country: uk
- Under any of the 1.3.1 child records, e.g. United Kingdom - English – SPC update the Folder / Leaf values as applicable to reflect National UK:
  - **Name:** United Kingdom
  - Abbreviated Name: **United Kingdom**
  - Country: uk
  - Language: en
  - **Output File:** uk-spc.pdf (Leaf)
- For any of the applicable 1.3.2 – 1.3.5 Folder attributes update Name, Abbreviated Name, Country along with the Leaf attribute Output File.
- Delete Responses to Questions and Additional Data and provide a summary of the actions taken in the Cover Letter.

## 7.2 Additional topics to consider when Creating a National Baseline Submission for Great Britain\*

For the latest MHRA statements please check the agency's website for [CAPs](#).

We will make sure to keep this document updated once MHRA guidance changes are communicated or in case any further clarifications are provided.

## 7.3 BREXIT Impacts on XEVMPD

- Consider the following ways that the UK's departure from the EU may affect Calyx RIM XEVMPD processes:
- UK National Applications are required for XEVMPD because the license will apply in Northern Ireland
- When new Substances are introduced that mandate a CP Application, Northern Ireland must be included in the CP
- If an applicant includes Northern Ireland in an MRP or DCP Procedure, then the licenses will have the PLNI prefix and will be in scope for XEVMPD
- If the same product (as above) is registered in GB, it will have the PLGB prefix and will not be in scope for EU XEVMPD
- Grandfathered GB Licenses that have the PLGB prefix will not be in scope for XEVMPD

## 8 Related Documents

- BREXIT - Data Administration Management for the UK Departure from the EU
- BREXIT - Managing the Withdrawal of the UK from MRP and DCP