

Procedure for Request for Scientific and/or Regulatory Advice

1. Fill in the request form and submit it by e-mail to Ask-us@noma.no. Please suggest alternative dates and hours 6-8 weeks in advance.
2. We will normally confirm the date and hour within one week after we receive the request. Meetings are normally scheduled to last not more than 90 minutes.
3. Upon confirmation of the meeting, we will ask you to send us more details about your request. The details should be sent us 3 weeks before the meeting, at the latest. It is worth noting that the more accurate your problem statements are described, the better we are able to prepare for the meeting and provide useful advice. As a minimum, the following should be described:
 - Background
 - Your questions/issues for discussion
 - Your own suggestions for solutions

You are welcome to use [EMA's template for scientific advice](#). You may however use a simplified version, provided that the information above is included.

Normally there is no time for discussion of other issues than described in your pre-meeting problem statement.

4. The Norwegian Medicines Agency does not provide minutes from the meetings. However, you are welcome to submit your own minutes to us for comments in order to avoid misunderstandings.
5. Please be aware that any advice given is based on today's knowledge and understanding of the questions, as well as current legislation and guidelines. The advice is neither binding for NoMA nor for the company/institution/private person receiving the advice.
6. Advisory meetings at NoMA are currently free of charge, but this could be changed.