**Below, you'll find a "justification letter" template — a letter to your supervisor explaining all the benefits you'll get from attending the DIA Workshop on Optimising Variations Regulatory Framework, how they will make you a better employee and help advance your organization.**

**This general template will get you started while allowing you to customize it to you and your organization's particular needs.**

**<Date>**

Dear <**Supervisor’s name>,**

I would like to attend the DIA Workshop on **Optimising Variations Regulatory Framework,** taking place virtually on 29-30 October.

This workshop will discuss, considering closer alignment with EU regulatory frameworks, the opportunities for convergence and streamlined regulatory management, assessment and approval of post-approval changes. The workshop will facilitate the efficient management of change control and better planning of global supply by manufacturers. Attending this event will also allow the participants to learn from best practice examples and share those learnings across boundaries.

**Objectives**

* Update on the EU variation legislation and expected developments under ICH Q12
* Insights into managing variations in South East Europe and EU accession countries
* Discussion on how to optimize the post-approval framework for variations to facilitate uninterrupted product supply to patients
* Meet Health Authorities and Industry Leaders from EU countries and South Eastern Europe non-EU countries

By attending this meeting, you will be joining a group of approximately 70 healthcare professionals from the industry, Ministries of Health and National Regulators.

This Workshop is approved by the SwAPP (Swiss Association of Pharmaceutical Professionals) Commission for Professional Development (CPD) and SGPM (Swiss Society of Pharmaceutical Medicine) and are honoured with credits for pharmaceutical medicine. All workshop participants are eligible for applicable credits.

I am seeking your support in attending this meeting. The registration fee, travel expenses, and per diem are estimated below.

Roundtrip Airfare: **<$xxxx>**  
Ground Transportation: **<$xxxx>**   
Hotel: **<$xxxx>**Meals (continental breakfast and lunch are provided in the registration fee): **<$xxxx>**  
Registration Fee: **<XXX> see below**

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| Registration Fees \*not including VAT | |
| Member Standard | 975 EUR |
| Nonmember Standard | 1,100 EUR |
| Charitable Nonprofit/Academia Member | 180 EUR |
| Charitable Nonprofit/Academia Nonmember | 335 EUR |
| Government Member | 180 EUR |
| Government Nonmember | 335 EUR |

Thank you for taking the time to review this proposal. By attending the **DIA Workshop on Optimising Variations Regulatory Framework,** I will have the opportunity to develop my skills, gain knowledge, and establish key contacts will be a valuable investment for my profession, colleagues, and **<insert name of your organization here>.**

Sincerely,