

**Terms of Reference Innovation Office***On-site meetings with the Innovation Office*

The following terms apply to the regular on-site consultations of the Innovation Office. Consultations are currently organized in Geneva, Lausanne and Zurich. The terms also apply to pop-up consultations in various locations.

- a) The consultation is open to everyone. In the event of scheduling conflicts, Swissmedic may prioritise or cancel certain meetings at its own discretion, without explanation or compensation.
- b) Prioritisation is usually based on the likelihood of clinical trials or marketing authorisation in Switzerland. Spin-offs and SMEs may also be prioritised.
- c) The consultations are at the discretion of Swissmedic. The consultations are free of charge, in the current pilot phase, the topics of the Innovation Office are limited to ATMP as defined in Switzerland:
  - Cell therapies
  - Tissue engineering
  - Gene therapies
  - Products as oligonucleotides, antisense or mRNA
- d) Swissmedic is bound by official secrecy and the meetings are confidential. Swissmedic is allowed to publish a list of the exchange partners. Swissmedic will not publish any additional information.
- e) Companies participating in the on-site meetings confirm by their participation that:
  - No legal claims against Swissmedic arise from the topics discussed
  - The exchange does not prejudice any decisions in Swissmedic procedures (- Der Austausch präjudiziert keine Entscheidungen in Swissmedic-Verfahren)

As of Mai 24<sup>th</sup> 2023