

The background image shows a person's hand operating a computer mouse. The entire image is overlaid with a semi-transparent blue filter. Various medical and technological icons are scattered across the scene, including hexagons with symbols for a microscope, test tubes, a heart, and a brain. A digital interface is also visible, featuring a clock showing 'TUE 12:30 PM' and several 'WWW.' text elements. The overall aesthetic is clean, modern, and professional, emphasizing the intersection of medicine and technology.

# Transparent MedTech User Manual

 **MedTech Europe**  
from diagnosis to cure

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## 1. The Transparent MedTech platform

### a. Introduction

Transparent MedTech is the central database where Companies<sup>1</sup> are to publish the Educational Grants they provide to Healthcare Organisations (HCOs) based or registered in the MedTech Europe Geographical Area<sup>23</sup>, in accordance with the [MedTech Europe Code of Ethical Business Practice](#) (“the Code”).

This also includes any financial allocation to medical education provided to for-profit entities such as Professional Conference Organisers (PCOs).

### b. Scope: Educational Grants

Educational Grants are defined in the Code (Part IV: Glossary) as follows:

- ***Educational Grants***: means provision of funding, Member Company or third party products or other in kind support to a Healthcare Organisation by or on behalf of a Member Company on a restricted basis for use solely for the support and the advancement of genuine medical education of Healthcare Professionals, patients and/or the public on clinical, scientific and/or healthcare topics relevant to the therapeutic areas in which the Member Company is interested and/or involved.

Educational Grants are further regulated in Chapter 4, Section 3 of the Code. In particular, the Code notes that Educational Grants can be provided for the following (**non-exhaustive**) purposes:

- a. Support for Third Party Organised Educational Events, including:
  - 1. Support for HCP Participation at Third Party Organised Educational Events
  - 2. Support for Third Party Organised Educational Events
- b. Scholarships and Fellowships
- c. Grants for Public Awareness Campaigns

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<sup>1</sup> MedTech Europe Members or Members of National Associations that are member of MedTech Europe and have decided to use TransparentMedTech as their transparency system.

<sup>2</sup> MedTech Europe Geographic Area includes the countries in the European Economic Area as well as those countries where Member Associations are located (Switzerland, Turkey, Russia and the countries covered by Mecomed, the Middle East and Africa Association).

<sup>3</sup> The countries covered by Mecomed are not within the scope of the disclosure obligation for the time being and until further notice.

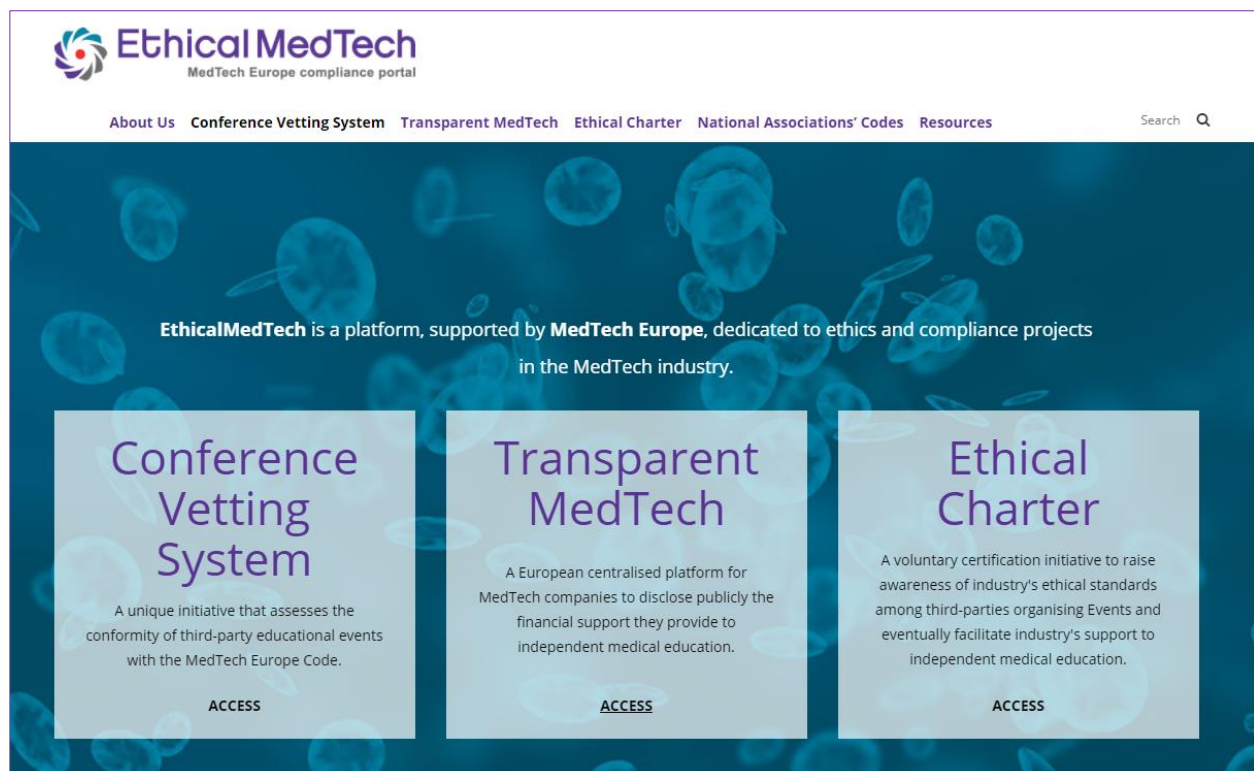
### c. Format of the publication

Educational Grants are disclosed in Transparent MedTech under two different categories:

1. Support for Third Party Organised Educational Events (which includes points a.1 and a.2 above) and,
2. Any other Educational Grant (including points b and c)

### d. Accessing the system

Transparent MedTech, as one of the MedTech Europe Ethics and Compliance initiative, is hosted on [www.ethicalmedtech.eu](http://www.ethicalmedtech.eu)



## 2. Company Account(s)

### a. Account management

Companies are free to choose the internal arrangement they will use to disclose the Educational Grants, meaning that the system allows for reporting of Educational Grants at European level (with one single account), or the creation of as many accounts as necessary for subsidiaries, branches, or other dependent entities.

Each Company will nonetheless need to create **one** Master Company which will be approved by the MedTech Europe Secretariat.

Once this Master Company has been created and approved, Companies are free to create Subsidiary Companies (please note this is a generic name for accounts dependent on the Master Company, it is not meant to have any legal implication).

Based on the experience built during the first years of the system, we recommend using a single account for disclosure, as it provides for a simpler procedure, easier monitoring and clearer reporting, but the possibility to report under multiple accounts remains available.

**Important:** If you had an account under the previous version of the system, you do not need to create a new account, the accounts have been converted to the new system.  
You will need to input a new password the first time you log in.

### b. Account structure:

There are two types of Companies:

- Master Companies (the parent or umbrella account)
- Subsidiary Companies (depending on the parent company)

There is only one type of User Account. Users can be linked to multiple companies (both Master and Subsidiary companies).

Users have “roles” in each company they are linked to. There are two roles:

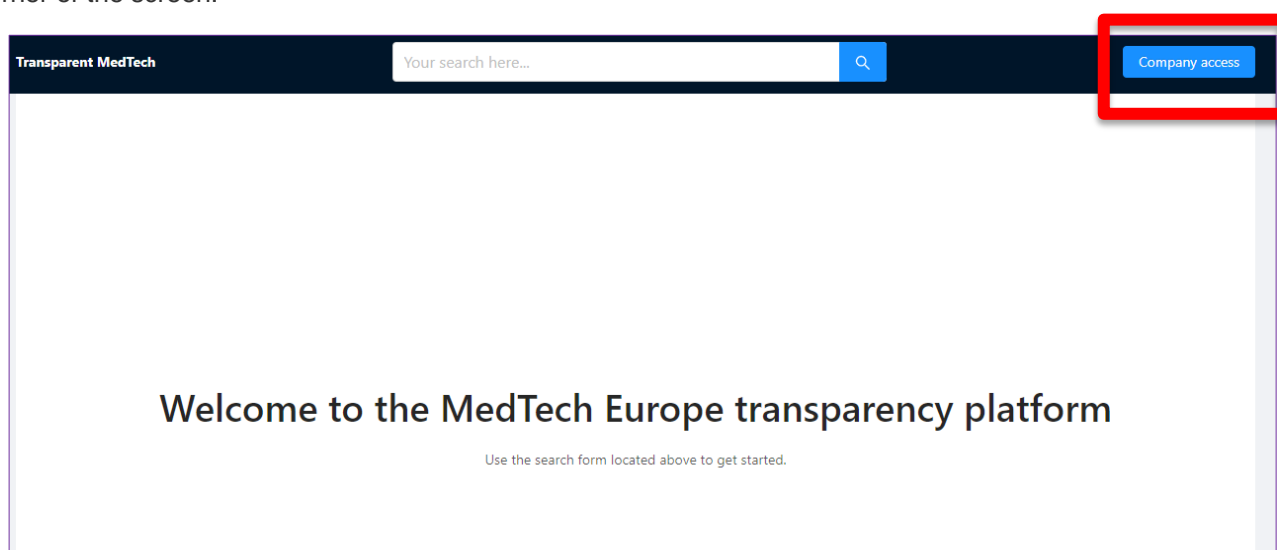
- Manager (has all the rights, i.e, creating declarations and managing the company and the users linked to it)
- Encoder (can only create declarations)

### c. User Account creation procedure

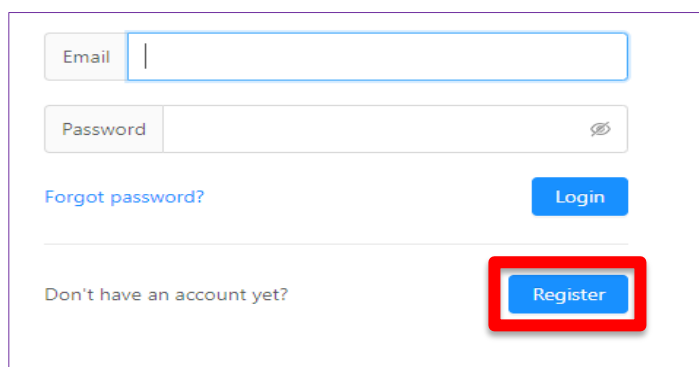
Ideally, the company should create a dedicated e-mail address for transparency purposes. This will make it easier to transfer the account if there is an eventual change of roles in the organisation and will also help further anonymise interactions related to TransparentMedTech (such as replying to enquiries by third parties about declarations). This account can be for instance [transparency@company.com](mailto:transparency@company.com) or [eu-transparency@company.com](mailto:eu-transparency@company.com).

#### User Account creation steps:

Navigate to the main page of Transparent MedTech and click on “**Company access**”, on the right top corner of the screen.



In the next screen, click on “Register”

The image shows a registration form with two input fields: 'Email' and 'Password'. Below the 'Password' field is a link that says 'Forgot password?'. To the right of the 'Forgot password?' link is a blue 'Login' button. Below the 'Forgot password?' link and the 'Login' button is a line of text that says 'Don't have an account yet?'. To the right of this text is a blue 'Register' button, which is highlighted with a red rectangular box.

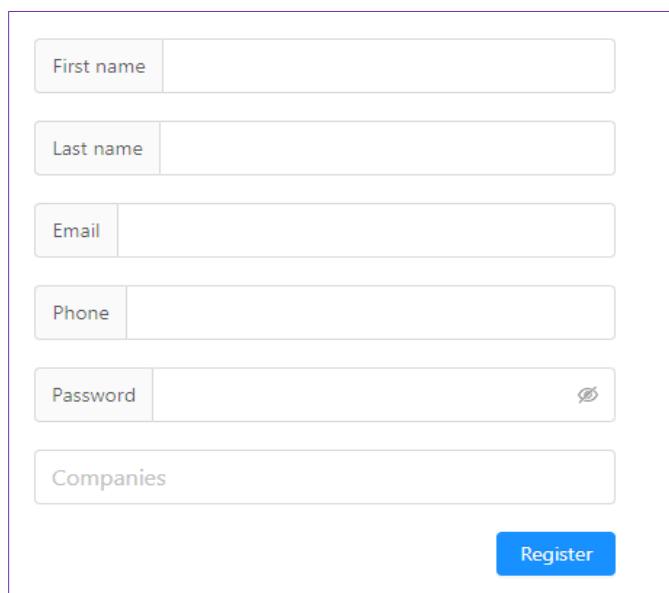
In the following screen, please enter the requested information to create a User Account and click on “**Register**”.



In the “Companies” field, you can choose to enter the name of the Company or Companies you want to associate this User Account with, even if the Company does not yet exist, and therefore does not appear in the autocomplete. The system will create a blank company with that name, and you will need to edit the details afterwards from the Company page. You can also create a new company afterwards.

**Important:** If you want to link this User Account to an **existing** Company, you need to select the company or companies (master or subsidiary) at this stage. [See letter g\).](#)

It is recommended to use the generic transparency account mentioned at the beginning of this section to create this account.

A registration form with a purple border. It contains six input fields: 'First name', 'Last name', 'Email', 'Phone', 'Password' (with a toggle icon), and 'Companies'. A blue 'Register' button is located at the bottom right of the form.

Once you have clicked on “**Register**”, you will see the following screen:

## Please hold on...

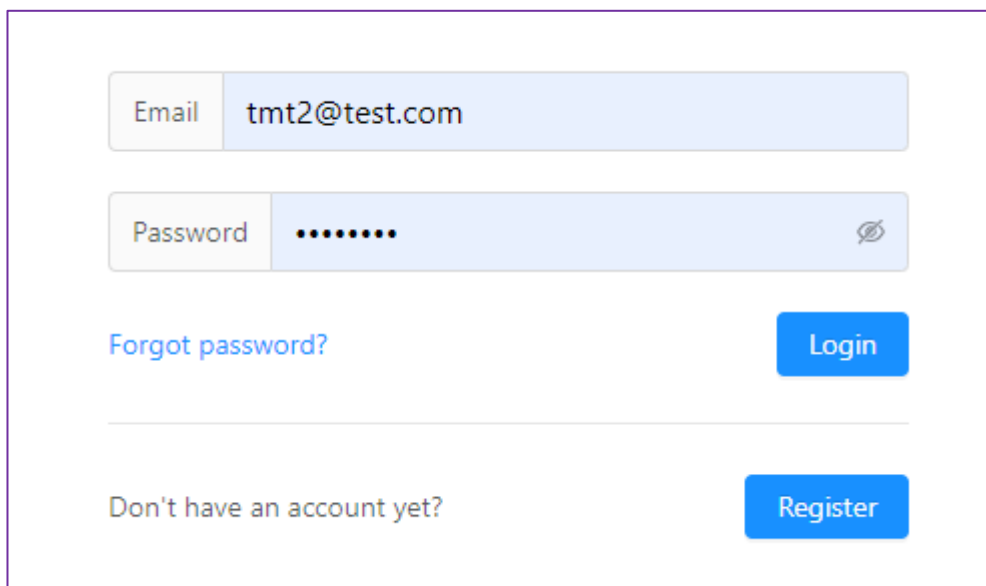
Your account was successfully created, but it still needs to be validated by the system administrator.  
You will be able to access the system once your account is validated.  
If you need more information, please contact [transparency@medtecheurope.org](mailto:transparency@medtecheurope.org).

You can **contact the MedTech Europe Secretariat** ([ethics@medtecheurope.org](mailto:ethics@medtecheurope.org) or [transparency@medtecheurope.org](mailto:transparency@medtecheurope.org)) to let us know that you have registered your User Account, and you are awaiting activation. We will only activate a User Account once we verify the account has been created by the right person within the organisation.

Once we activate your account you will receive the following e-mail:

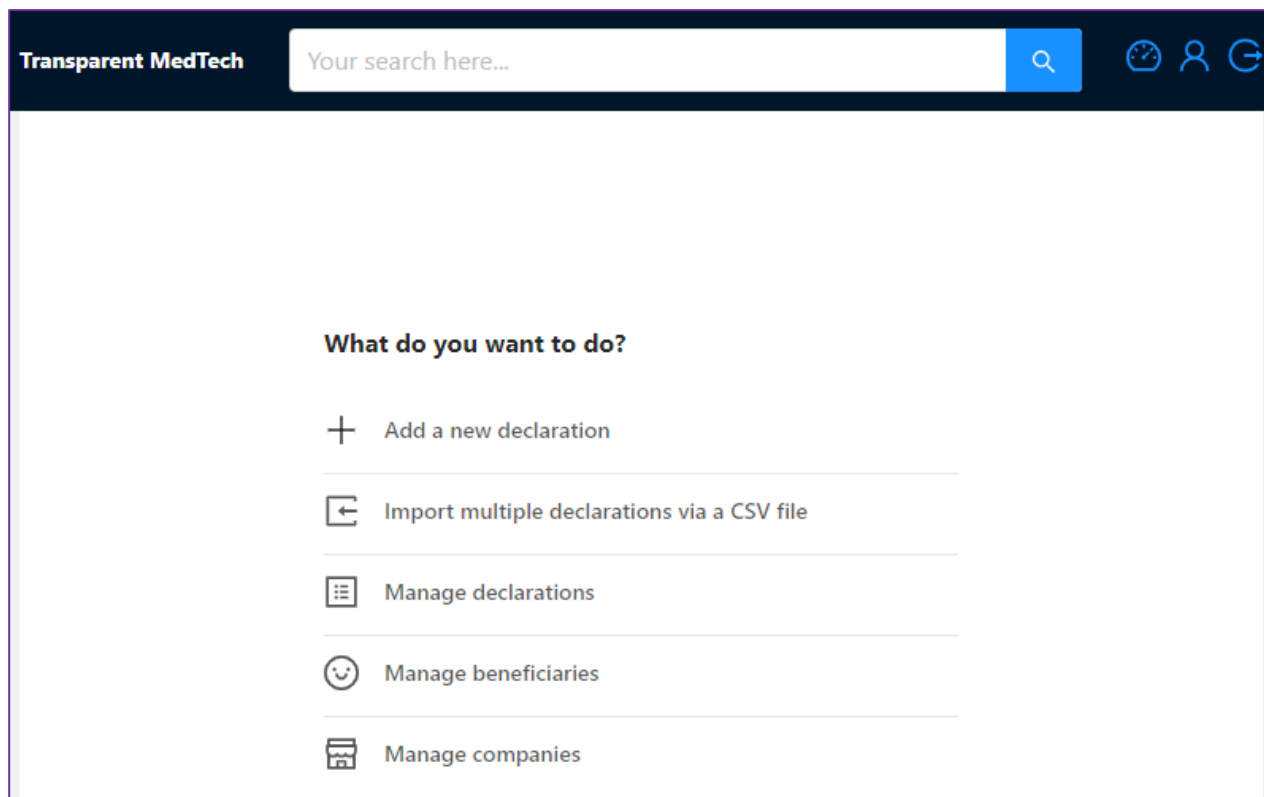


You can now log into the system using the combination of the registered email address and password in the Company Access page:

A login and registration form. It features two input fields: 'Email' with the value 'tmt2@test.com' and 'Password' with masked characters '.....'. To the right of the password field is an eye icon. Below the email field is a blue link 'Forgot password?'. To the right of the password field is a blue 'Login' button. A horizontal line separates the login section from the registration section. Below the line, on the left, is the text 'Don't have an account yet?'. To its right is a blue 'Register' button.



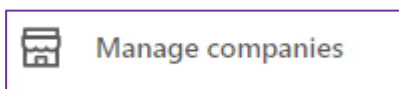
Once logged in, the main Company Site page looks like this:



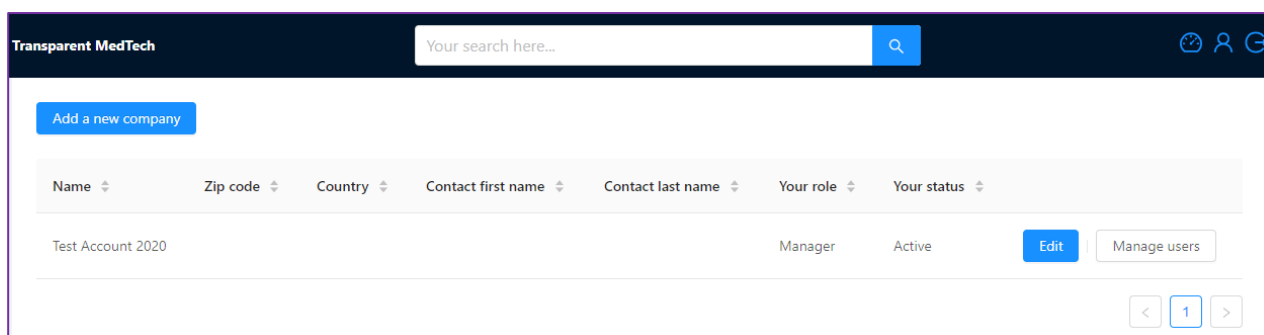
#### d. Company creation & editing procedure

As mentioned in the previous section, there are two ways to create a company (both Master Companies and Subsidiary Companies), directly during the User Account creation procedure, or after it.

In either case, you need to click on “Manage Companies” in the main menu.



If you already added the name of your company during the User Account creation procedure above, you will see the Company already under the “Manage Companies” screen:



By default, you will be assigned the role of the Company Account manager, but this can be changed by clicking in the “Manage Users” button.

You will need to edit the company and introduce all the required information, to do this click on “**Edit**”. It will take you to this screen:

**Edit company**

Name

Test Account 2020

Zip code

Country

Contact first name

Contact last name

Contact email

Contact phone

Contact URL

Parent company

Save

Please fill all the fields and click on 

Save

This process also works for subsequent edits to the company.

If you did not create the company while creating your user, you simply need to click on  
This will take you to this screen:

[Add a new company](#)

**Add new company**

Name

Zip code

Country

Contact first name

Contact last name

Contact email

Contact phone

Contact URL

Parent company

Save


Fill all the fields and click on [Save](#) .

**Important:** In either case, please note the Zip Code field is only intended to facilitate searches, you can choose not to use any actual Zip Code, but it is recommended.

The MedTech Europe Secretariat will validate the creation of the Company.

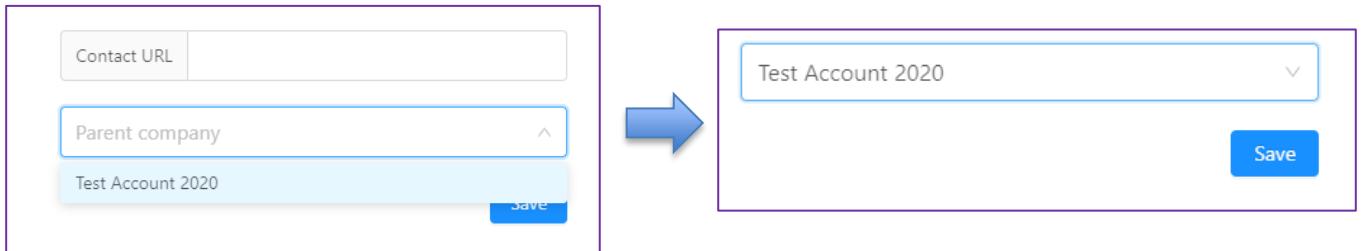
## e. Subsidiary Company creation procedure

To create a Subsidiary Account, you will first need to click on


 **Manage companies**

Then click on **Add a new company**

Follow the same procedure as described above for the Master Company, but make sure to select the right Parent Company under the Parent Company field as shown below, and then click on **Save**



The diagram illustrates the 'Add a new company' form. The 'Parent company' dropdown menu is highlighted with a blue border, and 'Test Account 2020' is selected. A blue arrow points from this dropdown to the 'Save' button, indicating the next step in the process.

You will now see the subsidiary listed in the  **Manage companies** menu.

**Add a new company**

Name	Zip code	Country	Contact first name	Contact last name	Your role	Your status	
Test Subsidiary 2020			NA	NA	Manager	Waiting admin validation	<b>View</b>
Test Account 2020	1111		Pablo	Trolo	Manager	Active	<b>Edit</b>   Manage users View subsidiaries

< 1 >

Once the MedTech Europe secretariat activates this subsidiary, you will be able to Edit it and manage its users.


**Add a new company**

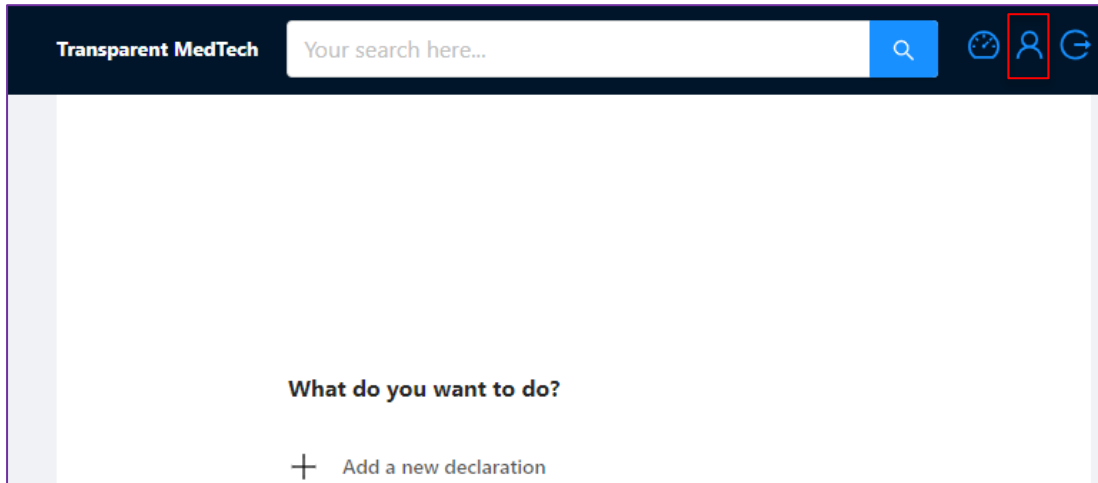
Name	Zip code	Country	Contact first name	Contact last name	Your role	Your status	
Test Subsidiary 2020			NA	NA	Manager	Active	<b>Edit</b>   Manage users
Test Account 2020	1111		Pablo	Trolo	Manager	Active	<b>Edit</b>   Manage users View subsidiaries

< 1 >

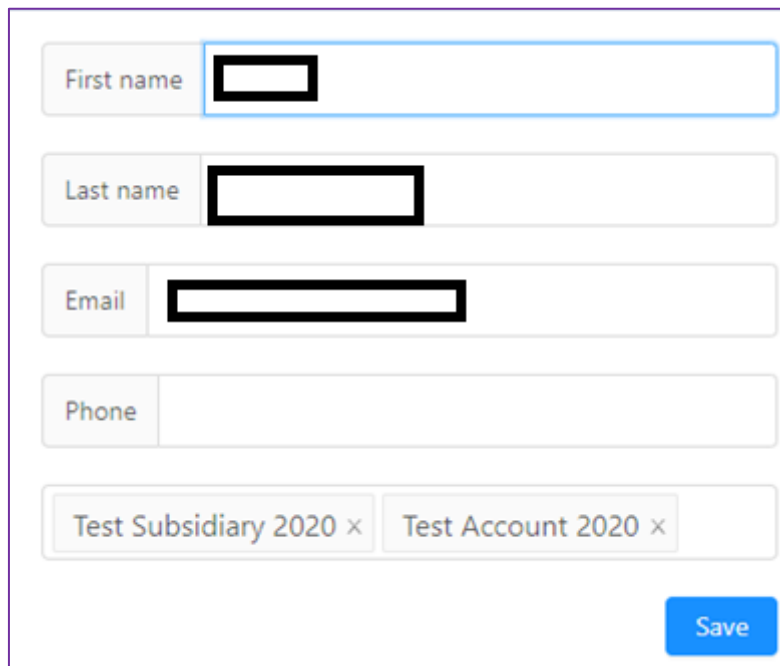
To delete a Subsidiary Account, please contact us in [ethics@medtecheurope.org](mailto:ethics@medtecheurope.org) or [transparency@medtecheurope.org](mailto:transparency@medtecheurope.org).

## f. Account management & Adding existing User Accounts to existing Companies

The user account details can be changed by clicking on the  icon that can be found on the top right part of the screen.



Change any details that need amending, including requesting access as a User to additional companies by adding them in the last line.

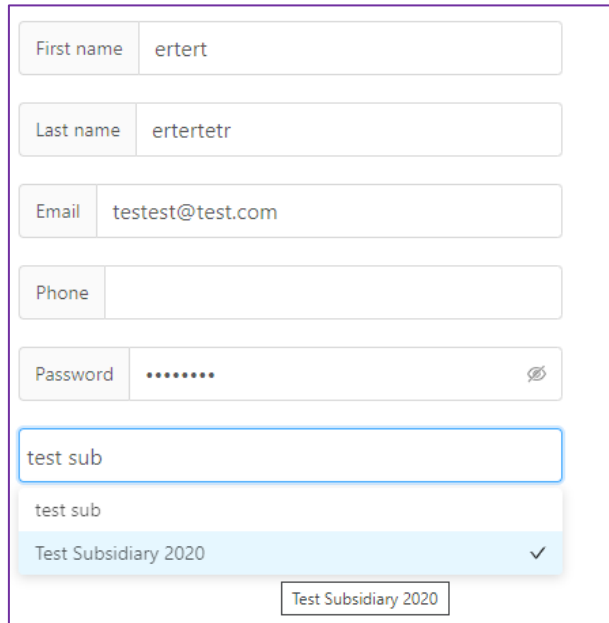


After all changes are introduced, please do not forget to click on .

If you are requesting changes in the Companies line, please contact [ethics@medtecheurope.org](mailto:ethics@medtecheurope.org) or [transparency@medtecheurope.org](mailto:transparency@medtecheurope.org) for validation, or wait until the current manager of the Company you are requesting access to validates your request.

## g. Creating additional User accounts for reporting and managing Subsidiary Companies

Additional accounts for users to access the system and report can be created by following the same procedure outlined in the [“User Account creation procedure”](#) section, **but making sure to select the Company to which the new account will be linked to:**



First name: ertert

Last name: ertertetr

Email: testtest@test.com

Phone:


Password:

test sub

test sub

Test Subsidiary 2020 ✓

Test Subsidiary 2020

The manager of the account to which the new user needs to be added needs to activate the account. To do this, the manager needs to go to  **Manage companies** then click on “Manage Users” in the relevant Company line;

Add a new company						
Name	Zip code	Country	Contact first name	Contact last name	Your role	Your status
Test Subsidiary 2020			NA	NA	Manager	Active
Test Account 2020	1111		Pablo	Trolo	Manager	Active

And then click on “Activate”:

**Manage company users**

First name ▾	Last name ▾	Email ▾	Role ▾	Status ▾
<div></div>			Manager	Active
<div></div>			Encoder	Waiting manager validation
				<div>Activate</div> <div>Make manager</div>

<

1

>

You can also make this user the manager of that company by clicking on “Make manager”.



## 3. Disclosing

### a. Beneficiary Management

To manually disclose Educational Grants, you need to first add a beneficiary.

To do that, first click on  **Manage beneficiaries**

In the next screen, click on **Add a new beneficiary**

Fill the fields and click on **Save**

**Add new beneficiary**

Name

Address


Zip code

City

Country

Unique identifier

Save

All the beneficiaries linked to a company can be found in the  **Manage beneficiaries** screen.

**Transparent MedTech**

Your search here...

**Add a new beneficiary**


Filter beneficiaries

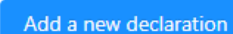
Name	Address	Zip code	City	Country	Unique identifier		
Test	Rue du Test 123	123456	Testville	France	FR123456789	<b>Edit</b>	Remove
Test	Rue du Test 123	123456	Testville	France	FR123456789	<b>Edit</b>	Remove
Test	Rue du Test 123	123456	Testville	France	FR123456789	<b>Edit</b>	Remove
testingtesting	teste	1234	test	Bosnia	354345354	<b>Edit</b>	Remove
Test	Rue du Test 123	123456	Testville	Italy	IT123456789	<b>Edit</b>	Remove
test recipient	rtest address	1234	Brussels	Austria	123456	<b>Edit</b>	Remove
Test	Rue du Test 123	123456	Testville	France	FR123456789	<b>Edit</b>	Remove
Test	Rue du Test 123	123456	Testville	France	FR123456789	<b>Edit</b>	Remove


**Important:** Beneficiaries can be removed only if they are not linked to any declaration, and any edition of a beneficiary will affect any disclosure in which they have been used.

Once the beneficiary has been added, it can be used for multiple reporting years.

## b. Individual disclosure

To create a declaration, click on  **Manage declarations** in the main menu.

Then on 

Complete the fields and click on 

**Add new declaration**

Company

Beneficiary

Year

Amount
0

Currency

Support to Educational Events

Comment


Save

Notes:

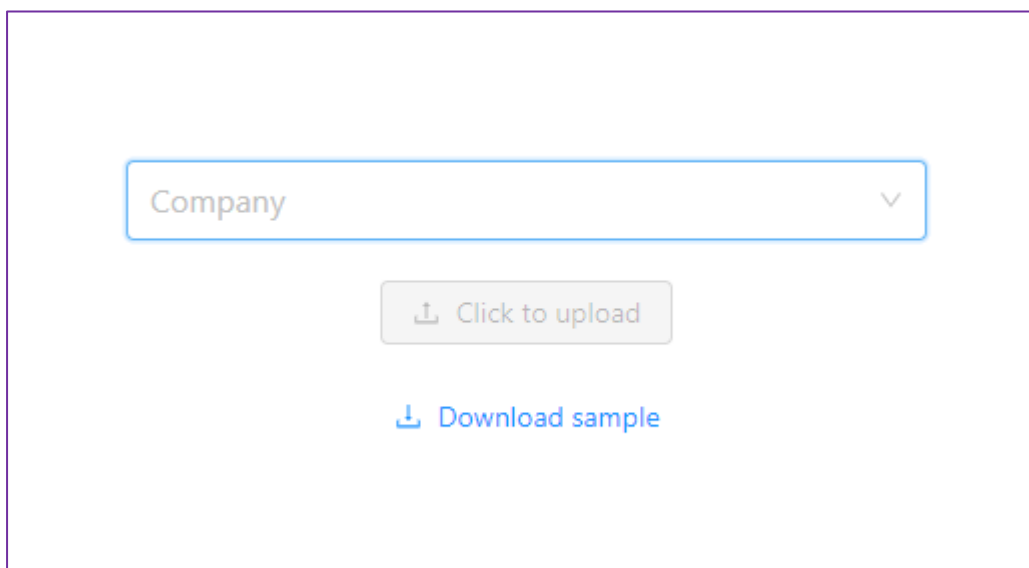
- You can select the company under which you would like to report in the drop-down “Company” menu. A list of the companies associated to the user will appear.
- The same for the beneficiaries.
- In case you would like to use a currency not in the drop down menu, please [contact the Secretariat](#).
- Please make sure to use a dot as the decimal separator, not the comma.

The declaration will now be shown in the  **Manage declarations** page.

### c. Bulk disclosure

To disclose the information for several HCOs at once, click on  **Import multiple declarations via a CSV file** in the main menu.


A specific excel template must be used. This template can be downloaded from the abovementioned menu by clicking on “Download sample”<sup>4</sup>.

A screenshot of a web interface for bulk disclosure. It features a light gray background. At the top, there is a white rectangular box with a thin blue border containing the text 'Company' and a small downward arrow icon. Below this box is a gray button with rounded corners containing an upload icon and the text 'Click to upload'. At the bottom, there is a blue link with a download icon and the text 'Download sample'.

Proceed filling the Excel template with the information.

Notes:

- The only optional field is the “Object” field.
- The fields “Currency”, “Country” and “Educational Grant Type” require specific formats for the information in them.  
You can find the correct format for these fields in the “CSV Formatting” list in [Annex I](#) of this Manual.
- To introduce decimals, please use the dot, not the comma

Save the file and upload it in the  **Import multiple declarations via a CSV file** page, by clicking in the “Click to upload” button.

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<sup>4</sup> Please note this template has changed from the first version of the platform.

Test Account 2020


⌵

⬇️ Click to upload

⬇️ [Download sample](#)

Any mistakes in the form will be highlighted in the “Error in the CSV” area. Please fix them, save the updated file, and re-upload it.

#### d. Declaration editing

All the declarations linked to companies where your user has a management or reporter (“encoder”) role will appear under the  [Manage declarations](#) page.

You can sort them by clicking on the arrows next to each column, and you can also use the search bar on top. The search function will capture anything in the declarations, i.e., year, beneficiary, company, etc.

To edit any declaration, just click on it in the list, introduce the changes and save it. You can also deactivate the declarations simply by clicking on “disable”, that way they will not be shown publicly.

## Annex I: CSV formatting.

### CURRENCIES

BAM - Bosnia Mark  
 BGN - Bulgarian Lev  
 CAD - Canadian Dollar  
 CHF - Swiss Franc  
 CNY - Yuan  
 CZK - Czech Koruna  
 DKK - Danish Krone

EUR - Euro  
 GBP - Poud Sterling  
 GEL - Georgian Lari  
 HRK - Croatian Kuna  
 HUF - Hungarian Forint  
 ISK - Icelandic Krona  
 JPY - Yen  
 NOK - Norwegian Krone

PLN - Polish Zloty  
 RON - Fourth Romanian leu  
 RUB - Russian Ruble  
 SEK - Swedish Krona  
 TRY - Turkish Lira  
 UAH - Ukranian hryvnia  
 USD - Us Dollar

### COUNTRIES

[AF] - Afghanistan  
 [AL] - Albania  
 [DZ] - Algeria  
 [AS] - American Samoa  
 [AD] - Andorra  
 [AO] - Angola  
 [AI] - Anguilla  
 [AQ] - Antarctica  
 [AG] - Antigua and Barbuda  
 [AR] - Argentina  
 [AM] - Armenia  
 [AW] - Aruba  
 [AU] - Australia  
 [AT] - Austria  
 [AZ] - Azerbaijan  
 [BS] - Bahamas  
 [BH] - Bahrain  
 [BD] - Bangladesh  
 [BB] - Barbados  
 [BY] - Belarus  
 [BE] - Belgium  
 [BZ] - Belize  
 [BJ] - Benin  
 [BM] - Bermuda  
 [BT] - Bhutan  
 [BO] - Bolivia  
 [BA] - Bosnia and Herzegovina  
 [BW] - Botswana

[BV] - Bouvet Island  
 [BR] - Brazil  
 [BQ] - British Antarctic Territory  
 [IO] - British Indian Ocean Territory  
 [VG] - British Virgin Islands  
 [BN] - Brunei  
 [BG] - Bulgaria  
 [BF] - Burkina Faso  
 [BI] - Burundi  
 [KH] - Cambodia  
 [CM] - Cameroon  
 [CA] - Canada  
 [CT] - Canton and Enderbury Islands  
 [CV] - Cape Verde  
 [KY] - Cayman Islands  
 [CF] - Central African Republic  
 [TD] - Chad  
 [CL] - Chile  
 [CN] - China  
 [CX] - Christmas Island  
 [CC] - Cocos [Keeling] Islands  
 [CO] - Colombia  
 [KM] - Comoros  
 [CG] - Congo - Brazzaville  
 [CD] - Congo - Kinshasa  
 [CK] - Cook Islands

[CR] - Costa Rica  
 [HR] - Croatia  
 [CU] - Cuba  
 [CY] - Cyprus  
 [CZ] - Czech Republic  
 [DK] - Denmark  
 [DJ] - Djibouti  
 [DM] - Dominica  
 [DO] - Dominican Republic  
 [NQ] - Dronning Maud Land  
 [DD] - East Germany  
 [EC] - Ecuador  
 [EG] - Egypt  
 [SV] - El Salvador  
 [GQ] - Equatorial Guinea  
 [ER] - Eritrea  
 [EE] - Estonia  
 [ET] - Ethiopia  
 [FK] - Falkland Islands  
 [FO] - Faroe Islands  
 [FJ] - Fiji  
 [FI] - Finland  
 [FR] - France  
 [GF] - French Guiana  
 [PF] - French Polynesia  
 [TF] - French Southern Territories  
 [FQ] - French Southern and Antarctic Territories

[GA] - Gabon	[LA] - Laos	[NZ] - New Zealand
[GM] - Gambia	[LV] - Latvia	[NI] - Nicaragua
[GE] - Georgia	[LB] - Lebanon	[NE] - Niger
[DE] - Germany	[LS] - Lesotho	[NG] - Nigeria
[GH] - Ghana	[LR] - Liberia	[NU] - Niue
[GI] - Gibraltar	[LY] - Libya	[NF] - Norfolk Island
[GR] - Greece	[LI] - Liechtenstein	[KP] - North Korea
[GL] - Greenland	[LT] - Lithuania	[VD] - North Vietnam
[GD] - Grenada	[LU] - Luxembourg	[MP] - Northern Mariana Islands
[GP] - Guadeloupe	[MO] - Macau SAR China	[NO] - Norway
[GU] - Guam	[MK] - Macedonia	[OM] - Oman
[GT] - Guatemala	[MG] - Madagascar	[PC] - Pacific Islands Trust Territory
[GG] - Guernsey	[MW] - Malawi	[PK] - Pakistan
[GN] - Guinea	[MY] - Malaysia	[PW] - Palau
[GW] - Guinea-Bissau	[MV] - Maldives	[PS] - Palestinian Territories
[GY] - Guyana	[ML] - Mali	[PA] - Panama
[HT] - Haiti	[MT] - Malta	[PZ] - Panama Canal Zone
[HM] - Heard Island and McDonald Islands	[MH] - Marshall Islands	[PG] - Papua New Guinea
[HN] - Honduras	[MQ] - Martinique	[PY] - Paraguay
[HK] - Hong Kong SAR China	[MR] - Mauritania	[YD] - Peoples Democratic Republic of Yemen
[HU] - Hungary	[MU] - Mauritius	[PE] - Peru
[IS] - Iceland	[YT] - Mayotte	[PH] - Philippines
[IN] - India	[FX] - Metropolitan France	[PN] - Pitcairn Islands
[ID] - Indonesia	[MX] - Mexico	[PL] - Poland
[IR] - Iran	[FM] - Micronesia	[PT] - Portugal
[IQ] - Iraq	[MI] - Midway Islands	[PR] - Puerto Rico
[IE] - Ireland	[MD] - Moldova	[QA] - Qatar
[IM] - Isle of Man	[MC] - Monaco	[RO] - Romania
[IL] - Israel	[MN] - Mongolia	[RU] - Russia
[IT] - Italy	[ME] - Montenegro	[RW] - Rwanda
[JM] - Jamaica	[MS] - Montserrat	[SH] - Saint Helena
[JP] - Japan	[MA] - Morocco	[KN] - Saint Kitts and Nevis
[JE] - Jersey	[MZ] - Mozambique	[LC] - Saint Lucia
[JT] - Johnston Island	[MM] - Myanmar [Burma]	[MF] - Saint Martin
[JO] - Jordan	[NA] - Namibia	[PM] - Saint Pierre and Miquelon
[KZ] - Kazakhstan	[NR] - Nauru	[VC] - Saint Vincent and the Grenadines
[KE] - Kenya	[NP] - Nepal	
[KI] - Kiribati	[NL] - Netherlands	
[KW] - Kuwait	[AN] - Netherlands Antilles	
[KG] - Kyrgyzstan	[NT] - Neutral Zone	
	[NC] - New Caledonia	

[WS] - Samoa	[SZ] - Swaziland	[PU] - U.S. Miscellaneous
[SM] - San Marino	[SE] - Sweden	Pacific Islands
[SA] - Saudi Arabia	[CH] - Switzerland	[VI] - U.S. Virgin Islands
[SN] - Senegal	[SY] - Syria	[UG] - Uganda
[RS] - Serbia	[TW] - Taiwan	[UA] - Ukraine
[CS] - Serbia and Montenegro	[TJ] - Tajikistan	[SU] - Union of Soviet Socialist
[SC] - Seychelles	[TZ] - Tanzania	Republics
[SL] - Sierra Leone	[TH] - Thailand	[AE] - United Arab Emirates
[SG] - Singapore	[TL] - Timor-Leste	[GB] - United Kingdom
[SK] - Slovakia	[TG] - Togo	[US] - United States
[SI] - Slovenia	[TK] - Tokelau	[UY] - Uruguay
[SB] - Solomon Islands	[TO] - Tonga	[UZ] - Uzbekistan
[SO] - Somalia	[TT] - Trinidad and Tobago	[VU] - Vanuatu
[ZA] - South Africa	[TN] - Tunisia	[VA] - Vatican City
[GS] - South Georgia and the	[TR] - Turkey	[VE] - Venezuela
South Sandwich Islands	[TM] - Turkmenistan	[VN] - Vietnam
[KR] - South Korea	[TC] - Turks and Caicos	[WK] - Wake Island
[ES] - Spain	Islands	[WF] - Wallis and Futuna
[LK] - Sri Lanka	[TV] - Tuvalu	[EH] - Western Sahara
[SD] - Sudan	[UM] - U.S. Minor Outlying	[YE] - Yemen
[SR] - Suriname	Islands	[ZM] - Zambia
[SJ] - Svalbard and Jan Mayen		[ZW] - Zimbabwe

## EDUCATIONAL GRANT TYPE

support\_events - Support to Educational Events (inc. attendance)

other\_grants - Other Educational Grants (Fellowships, Scholarships...)