IPI Academy

MANAGEMENT forum

Presented by
Management Forum

Regulatory Affairs for Support Staff

22-23 September 2025

This two-day course provides an introduction to pharmaceutical regulatory affairs and the basics of drug development and has been designed specifically for those working in a support staff role.

Format:
Live online

CPD:
12 hours for your records

Certificate of completion

Course overview

Attend this interactive course to gain a valuable introduction to pharmaceutical regulatory affairs and key responsibilities, essential for those in support or interactive roles.

Navigating the complexities of regulatory processes, particularly in the context of evolving legislation, can be challenging. This is where an understanding of pharmaceutical regulatory affairs is important.

This interactive course is designed for professionals in support or interactive roles, offering a valuable introduction to pharmaceutical regulatory affairs and their key responsibilities.

Participants will gain an overview of current and proposed changes to EU legislation and regulatory procedures necessary to register products in the EU and the regulatory activities required to maintain products on the market. The UK is no longer a member of the EU but interactions and collaboration with the EU and other regulatory agencies for obtaining and maintaining marketing authorisations in the UK will be discussed.

This course aims to enhance understanding of the role of regulatory affairs, enabling support staff to perform more effectively and efficiently.

Interactive discussion sessions and practical case studies will help to consolidate learning, providing attendees with the skills and knowledge to be effective in their roles within the pharmaceutical industry.

Benefits of attending

- **Understand** the background of EU law – regulations, directives and guidelines
- **Gain** an understanding of the Common Technical Document
- **Discuss** how to apply for a marketing authorisation in the EU via the centralised, decentralised and mutual recognition procedures
- **Clarify** post-authorisation obligations – pharmacovigilance, variations and renewals
- **Contribute** to your Continuing Professional Development (CPD)

Who should attend?

This course is designed for personnel wishing to gain an understanding of regulatory affairs in the pharmaceutical industry, including:

- Administrators
- Assistants
- Support staff

It will also be of value to those who interface with the regulatory affairs function or support regulatory procedures and activities.

Programme

Day 1

Current EU legislation

- Background
- Proposed changes to EU legislation

Drug Development

- Pharmaceutical R&D
- Non-clinical tests
- Clinical studies – Phase I to IV

Clinical trials in Europe

Seeking scientific advice in Europe

Marketing Authorisations

- Types of and categories for marketing authorisations

Overview of the structure and content of a CTD

Procedures for Marketing Authorisation in the EU

EU centralised procedures

- The EMA
- The Centralised Procedure (CP)
- Referral and arbitration

Day 2

Non-centralised procedures for marketing authorisation in the EU and in the UK

- Co-ordination group
- Decentralised procedure (DCP)
- Mutual recognition procedure (MRP)
- National procedures
- Procedures in the UK

Abridged applications and generics

- Types and requirements

Product life cycle; post approval

Parallel trade

Post-authorisation obligations

Pharmacovigilance

Licence variations

- Types and timelines

Extensions

Renewals

Sunset clause

Managing and supporting a regulatory affairs department

Presenter

Norah Lightowler

Norah Lightowler is a partner in Lightowler Associates, an independent consultancy offering regulatory advice and support to pharmaceutical companies in or proposing to enter the European market for human pharmaceuticals. They are in their twenty fourth year of successful business. She has wide experience in the pharmaceutical and related nutraceutical, herbal and devices industries as a pharmaceutical assessor with the UK regulatory authority and as associate director of European regulatory affairs with an international pharmaceutical company. She is experienced in organising and presenting courses on European regulatory control systems, including requirements, procedures and strategy.

Course date

22-23 September 2025 **Live online**
09:30-17:00 **UK (London)** (UTC+01)
Course code 14941

GBP **1,299** ~~1,499~~
EUR **1,819** ~~2,099~~
USD **2,087** ~~2,399~~
Until 18 Aug

How to book

Online:
ipi.academy/1112

Alternatively contact us to book, or if you have any queries:

Email:
info@ipiacademy.com

Phone:
+44 (0)20 7749 4749

Discounts

- Booking more than one delegate on any one date qualifies for a **30% discount** on the second and subsequent places.
- Most events qualify for an **early booking discount** prior to 6 weeks before the course date. Be sure to check on our website, where the latest discounts will be shown.

Further information

Fee
The fee includes all meals and refreshments for the duration of the course (for venue-based courses) and a complete set of course materials (provided electronically). If you have any particular requirements, please advise customer services when booking.

Please note
IPI Academy (and our training partners) reserve the right to change the content and timing of the programme, the speakers, the date and venue due to reasons beyond their control. In the unlikely event that the course is cancelled, we will refund the registration fee and disclaim any further liability.

Terms and conditions
The rest of the our terms, the event cancellation policy and the terms and conditions are on our website, please visit ipi.academy/content/terms-and-conditions

Reviews

★★★★☆

I was a bit worried about not having a face-to-face course and discussions but it worked very well, it was really comfortable to do it from my home and we had no major connectivity issues.

Viktoria Vanyik
Global Regulatory Affairs, Compliance Associate
GSK
Sep 29 2020

★★★★★

Highly recommended course for anyone wishing to learn more about their involvement within the regulatory affairs team at your particular company. The speaker, Norah, was very effective in her presentations and included each delegate and was able to highlight how certain areas were specific to them.

James Smith
Regulatory Affairs Officer
Kyowa Kirin International
Mar 14 2019

★★★★☆

Great speaker

Ena Mrakužić
Public Relations Associate
Agency for Medicinal Products and Medical Devices of Croatia (HALMED)
Sep 23 2019

★★★★☆

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Sep 23 2019

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:

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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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