**HCP/HCO Methodological Note Template**

This optional template should be completed in conjunction with the [guidance](https://www.pmcpa.org.uk/guidance-and-qas/guidance/) on the PMCPA website.

**Please do not rearrange or delete any of the headings and/or subheadings below.**

Last revised: 01 October 2025 V1.0

---------------------------------- Remove above section from final ---------------------------------

[ADD company logo/header]

Version: [ADD last updated date]

Country: [ADD country]

[ADD company name]: Methodological note for HCP/ORDM/HCO disclosure [ADD data year]

Data year: [ADD]

Year of publication: [ADD]

[Introduction – optional free text/section can be removed]

**Contents**

[1 **Definitions** 2](#_Toc209519914)

[1.1 Recipients 2](#_Toc209519915)

[1.2 Kind of ToVs 2](#_Toc209519916)

[2 **Disclosure’s Scope** 2](#_Toc209519917)

[2.1 Products concerned 2](#_Toc209519918)

[2.2 Company concerned 3](#_Toc209519919)

[2.3 Excluded ToVs 3](#_Toc209519920)

[2.4 ToVs date 3](#_Toc209519921)

[2.5 Direct ToVs 3](#_Toc209519922)

[2.6 Indirect ToVs 3](#_Toc209519923)

[2.7 Non-monetary ToVs 3](#_Toc209519924)

[2.8 ToVs in case of partial attendances or cancellation and refund 3](#_Toc209519925)

[2.9 Cross-border activities 3](#_Toc209519926)

[2.10 R&D 3](#_Toc209519927)

[2.11 Voluntary disclosure 3](#_Toc209519928)

[3 **Specific consideration**s 3](#_Toc209519929)

[3.1 Country unique identifier 3](#_Toc209519930)

[3.2 Self-incorporated HCP 3](#_Toc209519931)

[3.3 Multi-year agreements 4](#_Toc209519932)

[3.4 Country specificities 4](#_Toc209519933)

[3.5 Quality Checks 4](#_Toc209519934)

[4 **Data protection legal basis** 4](#_Toc209519935)

[4.1 Consent collection 4](#_Toc209519936)

[4.2 Legitimate interests 4](#_Toc209519937)

[5 **Form of disclosure** 4](#_Toc209519938)

[5.1 Date of publication 4](#_Toc209519939)

[5.2 Disclosure platform 4](#_Toc209519940)

[5.3 Disclosure language 4](#_Toc209519941)

[6 **Disclosure financial data** 4](#_Toc209519942)

[6.1 Currency 4](#_Toc209519943)

[6.2 VAT included or excluded 4](#_Toc209519944)

[6.3 Calculation rules 5](#_Toc209519945)

[7 **Additional Information** 5](#_Toc209519946)

# Definitions

## Recipients

[ADD detail]

## Kind of ToVs

[ADD detail]

# Disclosure’s Scope

## Products concerned

[ADD detail]

## Company concerned

[ADD detail]

## Excluded ToVs

[ADD detail]

## ToVs date

[ADD detail]

## Direct ToVs

[ADD detail]

## Indirect ToVs

[ADD detail]

## Non-monetary ToVs

[ADD detail]

## ToVs in case of partial attendances or cancellation and refund

[ADD detail]

## Cross-border activities

[ADD detail]

## R&D

[ADD detail]

## Voluntary disclosure

[ADD detail]

# Specific considerations

## Country unique identifier

[ADD detail]

## Self-incorporated HCP

[ADD detail]

## Multi-year agreements

[ADD detail]

## Country specificities

[ADD detail]

##  Quality Checks

[ADD detail]

# Data protection legal basis

## Consent collection

[ADD detail]

## Legitimate interests

[ADD detail]

# Form of disclosure

## Date of publication

[ADD detail]

## Disclosure platform

[ADD detail]

## Disclosure language

[ADD detail]

# Disclosure financial data

## Currency

[ADD detail]

## VAT included or excluded

[ADD detail]

## Calculation rules

[ADD detail]

# Additional Information

[ADD detail]