

AHWP Workplan Proposal (2009-2011) -draft

- More Technical Work Plans will be made by TC /WGs, as part of AHWP work plan

Item#	Project	Tasks / strategy	responsible	Outcome/Timeline
1	Comparative study and Annual Summary of regulatory framework of member economies	<ul style="list-style-type: none"> • Purposes /objectives • Questionnaire and survey • Methods and member investigators • Result illustration • Deviation of harmonization from GHTF principles • Analysis and recommendations 	Secretariat	Report to AHWP annual meeting, and to Chair* as necessary
2	Periodic Publication / e-Newsletter	<ul style="list-style-type: none"> • On AHWP webpage or Printed hard copy <ul style="list-style-type: none"> - News and activity report - Focus discussion or forum - AHWP or Member's positions - Policy & regulatory report 	Secretariat	Bi-monthly or Quarterly?
3	Strengthening constitutional organization	<ul style="list-style-type: none"> • TOR of AHWP /TC <ul style="list-style-type: none"> * Change initiative or revision * process and approval • Appointing advisor 	Secretariat	Report to Chair and member economies
4	Organizing AHWP Annual meeting	<ul style="list-style-type: none"> • When and where <ul style="list-style-type: none"> 2009: Oct-Nov, Hong Kong 2010: Oct-Nov 2011: Oct-Nov • Formation of organizing committee <ul style="list-style-type: none"> - In May of each year - Chaired by Secretariat of AHWP - Co-Chaired by local organizer of AHWP meeting - Member from the core team - Teleconference or in person if available • Final dates, location and Agenda Overview to be 	Secretariat	Report to Chair Meeting report to next annual meeting

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		<p>communicated at least 8 weeks before the meeting to allow participants early travel arrangements</p> <ul style="list-style-type: none"> • Agenda/program/budget/announcement/invitation • Visa facilitation/speakers/venue and hotels • Meeting report 		
5	TC or WG meetings	<ul style="list-style-type: none"> • Meeting decided/called by WG Chair • Monthly, but can be recommended by members • Membership confirmation and turnover • 3 years work plans of TC and WGs as part of AHWP working plan • Liaison with GHTF Study Group and attending GHTF SGs • Progress/outcome/target or roadmap 	TC Chair* Or WG Chair*	Report to AHWP Chair quarterly and AHWP annual meeting
6	GHTF Conference	<ul style="list-style-type: none"> • Where and when • AHWP delegation participating, and AHWP Chair attending and speech • Regular contact points between AHWP Chair and GHTF Chair 	AHWP Chair	Every 1.0 yr to 1.5 yrs
7	Other International organizations or partners	<ul style="list-style-type: none"> • WHO/APEC/ASEAN • Contact points • Cooperation continuation or initiation • Funding of workshop 	Chair and Secretariat	Report to Chair
8	Member economies	<ul style="list-style-type: none"> • Regular contact points (timely update if any) • AHWP distribution list of regulators and industry reps • Consensus and decision 	Secretariat	Report to Chair
9	Secretariat Setting-up	<ul style="list-style-type: none"> • appointments: Secretary General, Deputies 	AHWP Chair	Report to Chair

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		<ul style="list-style-type: none">• tasks / workflow• AHWP Tcon dial-in number	Chair	
10	AHWP website	<ul style="list-style-type: none">• Domain name /sever /owner• Webpage design /maintaining and fees• Password and owner• Upload and deletion of content, process, revision control, archiving• Links to other websites (e.g., Member Economies (government and industry), GHTF)	Secretariat	Report to Chair
11	Trust Fund management	<ul style="list-style-type: none">• Trust Fund account• Contribution & Transfer• Transparency and legal compliance	Secretariat	Report to Chair and AHWP annual meeting

Note*: Chair in this document means Chair and Co-Chair as a small team, so it leaves to the team (otherwise the Chair) to decide the cooperation manner between Chair and Co-chair of each team.