

Report by AHWP Secretariat 2011-2012

17th AHWP Meeting
2-6 Nov 2012, Chinese Taipei

Bryan SO
Executive Deputy Secretary General
AHWP Secretariat



Asian Harmonization Working Party
WORKING TOWARDS MEDICAL DEVICE HARMONIZATION IN ASIA

Content

- Organization of Secretariat Meetings
- Support to OC and Hosts of AHWP Main & TC meetings
- Update of AHWP Website
- Issue of AHWP e-Newsletter
- Revision of TOR and House Rules
- Support to AHWP ASL Operations and Meetings
- Management of AHWP Reserve/Fund in AHWP ASL

Organization of Secretariat Meetings

Two Secretariat Meetings were held (2011.11 – 2012.10):

- 2012.02.28: Singapore
- 2012.09.18–19: Riyadh, Kingdom of Saudi Arabia



Singapore



Riyadh, KSA

Organization of Secretariat Meetings

Retrospect of Key Activities:

- To initiate the strategic framework of AHWP and review the work completed;
- To report the recent collaborations and meetings with other international organizations (IMDRF, GHTF, APEC, ISO, RAPS, DITTA, WHO, etc.);
- To receive the progress report from the host of coming main meeting and the progress report from AHWPTC;
- To receive the updates of AHWP Fund from the Secretariat Hong Kong Office;
- To provide steering and advice to the organizing committee of the coming main meeting;
- To provide steering and advice to the administrative procedures of preparing official AHWP documents (4-step procedure);
- To provide recommendation and advice to the administrative procedures for TC Advisors;



Support to OC and Hosts of AHWP Main & TC meetings

- AHWP Secretariat has coordinated and supported the organizing committees (OC) and meeting hosts to ensure the successful organization of AHWPTC Meetings, including the 15th TC Manila Meeting and the 17th Taipei Meeting in 2012
- Formation and participation of OC of the TC and Main Meeting
- Formation and participation of OC of the AHWP-RAPS 1st Joint Conference

Update of AHWP Website

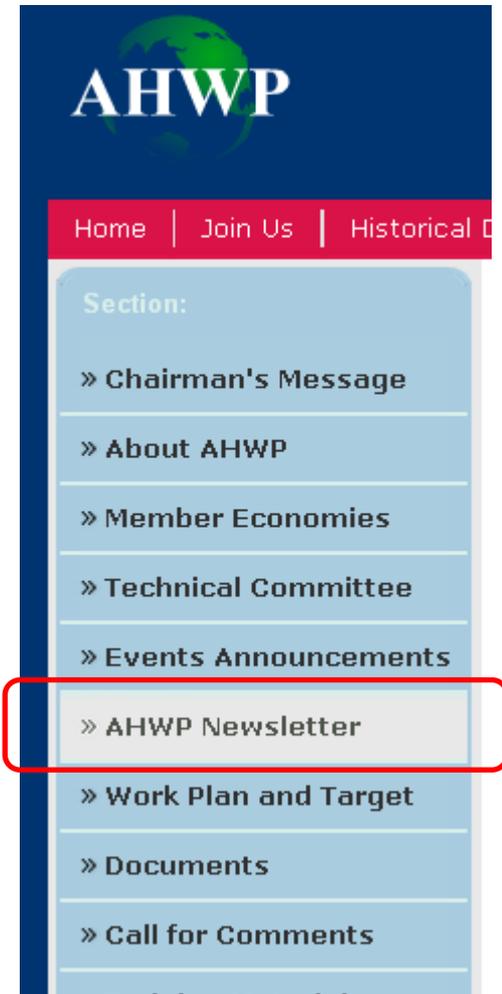
- The AHWP website was being supported by the company sponsors
- Generated surplus to the AHWP Reserve /Fund for supporting the AHWP activities
- Serve as an important medium to update the development of AHWP
- Major upgrade in this term:
 - Organization Structure
 - AHWP Legal Entity (ASL)
 - External Training Links
 - Meeting Reports & Training Materials
 - Documents
 - SADS On-line login with password (internal testing)
 - Updates of AHWP & TC Representatives
 - Updates of WG & STG Membership List



◆ One vacant is available

Issue of AHWP e-Newsletter

- The 1st AHWP e-Newsletter was issued in Feb 2010
- The coming 2nd AHWP e-Newsletter will be posted on AHWP website, including key contents of:
 - Welcome Message from AHWP Chairman (KSA)
 - Chairlady's Message from AHWPTC Chair(SG)
 - WG & STG Work Plan 2012-2014 & Progress Report
 - Updates from AHWP Meetings
 - 2010 Saudi Meeting
 - 2011 Bali Meeting
 - 2012 Taipei Meeting



Amendment to AHWP TOR

Amendment 2 to the AHWP & AHWPTC Terms of Reference (TOR)

- Purpose:
 - To clarify the ambiguous areas in TOR
 - To avoid conflicts within TOR, and conflicts between TOR and House Rules
- Key amendments on:
 - Membership
 - Leadership
 - Voting
 - Representation in the absence of the Representatives
- For resolution in the 17th AHWP Chinese Taipei Meeting

Amendment to AHWP House Rules

Amendment 1 to the AHWP House Rules

- Purpose:
 - To avoid conflicts between TOR and House Rules
- Key amendments on:
 - Nominations and Elections of the AHWP Chair/Vice-chairs
 - Appointments of AHWP and AHWPTC Representatives
 - Advisor to AHWPTC (newly added)
- For resolution in the 17th AHWP Chinese Taipei Meeting

Support to AHWP ASL Operations and Meetings

Support to the Operation of AHWP Administration Services Limited (ASL):

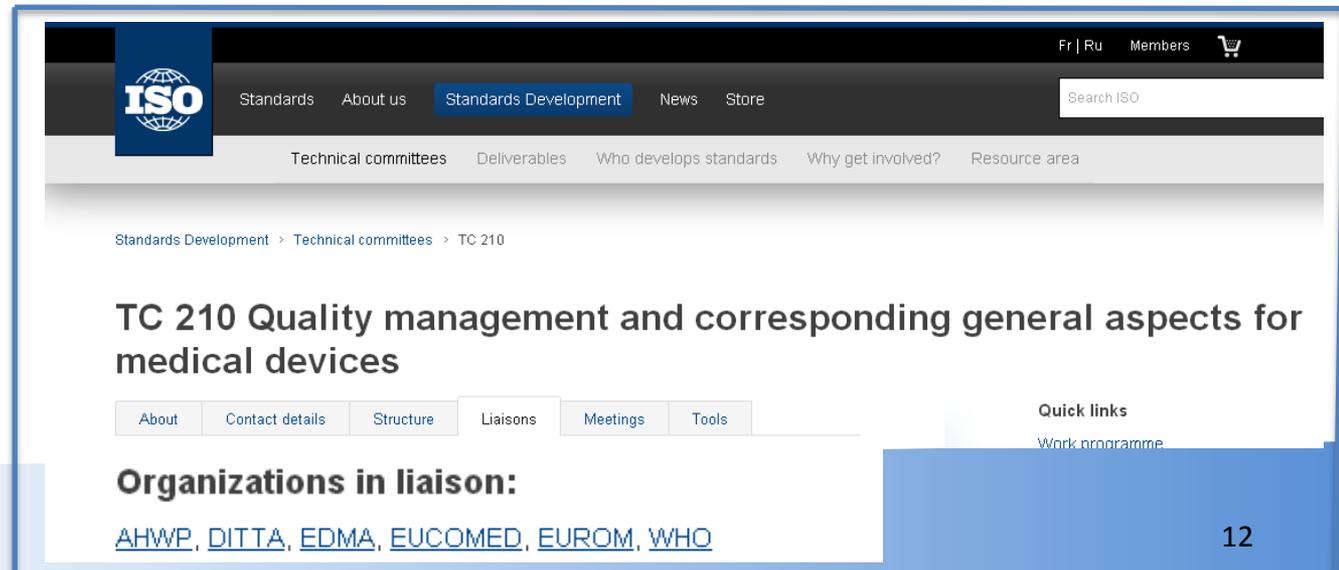
- Organizing ASL BOD Meetings (Mar 2012, July 2012)
- Collection and processing of company sponsorships to meetings
- Solicitation and handling of sponsorship to AHWP Web
- Coordinating with the professional accountant
- Support the election of new directors
- Processing new member applications
- Supporting the review and signatory of legal documents between AHWP and external organizations

Management of AHWP Reserve/Fund in AHWP ASL

- The surplus from AHWP website, AHWPTC Meetings and AHWP Main Meetings were pooled into the AHWP Reserve/Fund under the AHWP ASL Account
- The AHWP Reserve/Fund has facilitated the round-trip air-tickets and hotel accommodations for the invited speakers and the sponsored regulatory representatives of member economies for their attendance to the AHWPTC and AHWP Main Meetings

Support to the Promotion of Global Appearance of AHWP

- Year Book
- ISO TC210
- e-Platform (secretariat @ahwp.info)
 - Joining AHWP membership
 - Joining WG membership
 - Joining ASL membership



Acknowledgement – AHWP Secretariat Team (2012-2014)

Secretary General:

- Mr. Ali Al Dalaan MBA-IT, SFDA, KSA

Executive Deputy Secretary General:

- Mr. Essam Al Mohandis, SFDA, KSA
- Mr. Bryan SO, HKPC, Hong Kong
- Prof. Jack WONG, J&J, Singapore

Deputy Secretary General:

- Mr. Abdullah Al Dobaib, SFDA, KSA
- Mr. Abdullah Al Rasheed, SFDA, KSA
- Mr. Sultan Alromayan, SFDA, KSA
- Mr. Fahad Almoammar, Saudi Medical Devices Industry, KSA

Members of Secretariat:

- Mr. Abdullah Alguraibi, SFDA, KSA
- Mr. Abdulah Thabet, SFDA, KSA
- Mr. Nawaf Albarakah, SFDA, KSA
- Mr. Saad Abduljani, SFDA, KSA
- Dr. Khaled Al Haidari, Arabian Medical Marketing Company Ltd, KSA
- Mr. Suhail Algumaizi, Al-Jeel Medical & Trading Co. Ltd, KSA
- Mr. Hattan Gabbani, Covidien AG, KSA
- Mr. Faisal Matbuli, GE, KSA

AHWP Secretariat:

- Ms. Carol LIU, HKPC, Hong Kong
- Mr. Coffee POON, HKPC, Hong Kong
- Ms. Miranda KWOK, HKPC, Hong Kong



- Thank You -

Contact : Mr Bryan SO
secretariat@ahwp.info