



Agenda of the 2nd AHWP Secretariat Meeting in 2012

Date : 18-19 Sep 2012
Time : 9:00–17:45 (day 1), 9:00–12:30 (day 2)
Venue : AlFaisaliah Hotel, Riyadh, Kingdom of Saudi Arabia

Day 1 – 18 Sep 2012

Local Time (Time in HK)	Agenda Items	Moderator(s)
9:00 – 9:15 (14:00-14:15)	Opening Remarks	Dr Saleh S AL-TAYYAR (Chair)
9:15 – 9:25 (14:15-14:25)	Agenda Item 1: Adoption of Agenda Agenda Item 2: Roll Call	Mr Ali AL-DALAAN (Secretary General)
9:25 – 10:30 (14:25-15:30)	Agenda Item 3: <ul style="list-style-type: none">• AHWP Strategic Framework (2012-2014)• Membership• Review of AHWP TOR and House Rules• Cooperation with Other Organizations (IMDRF, APEC, RAPS, WHO, DITTA, IAF, ISO, AHC)• E-Newsletter• Training & Capacity Building• Others	Ms Lindsay TAO (Vice-chair) & Mr Ali AL-DALAAN (Secretary General)
10:30 – 10:50	Group Photo and Tea Break	
10:50 – 12:00 (15:50– 17:00)	Agenda Item 3 (Continue)	
12:00 – 13:00	Lunch	
13:00 – 14:30 (18:00 - 19:30)	Agenda Item 4: The 17 th AHWP Meeting Preparation <ul style="list-style-type: none">• Registration• Meeting Agenda and Workshop Program• Guests and Speakers• Resolutions• Budget• Sponsorships• Support from Secretariat (HKPC)• Others	Ms Li-Ling LIU (Vice-chair)
14:30 – 15:00	Tea Break	



15:00 – 16:30 (20:00 - 21:30)	<p>Agenda Item 5: AHWP 1st Conference</p> <ul style="list-style-type: none"> • Partnership of RAPS & AHWP • Conference proposal and outline • Budget • MOU with RAPS • Review of Timelines • Local Support from SFDA • Tentative Programme • Others 	<p>Ms Quan TRAN (Advisor to Chair)</p> <p>&</p> <p>Mr Ali AL-DALAAN (Secretary General)</p>
16:30 – 17:45 (21:30 - 22:45)	<p>Agenda Item 6: AHWP Secretariat Work Updates</p> <ul style="list-style-type: none"> • Members Updates • AHWP Website and Sponsors • Security Enhanced SADS & Alert Dissemination • Online Payment Support • The 4-Step Procedure for Preparing AHWP Official Documents • AHWP Business Card • Others 	<p>Mr Bryan SO (Executive Deputy Secretary General)</p>
Adjourn at 17:45		

Day 2 – 19 Sep 2012 (Half Day)

Time	Agenda Items	Moderator(s)
9:00 – 10:30 (14:00-15:30)	<p>Agenda Item 7: AHWP TC Meeting</p> <ul style="list-style-type: none"> • Report on the 15th AHWP TC Meeting • Work Plan and progress of TC WGs & STG • Resolutions • AHWP TC SOPs • Support from the Secretariat • Next meeting arrangement • Others 	<p>Ms Joanna KOH (TC Chair)</p>
10:30 – 11:00	Tea Break	
11:00 – 11:45 (16:00 -16:45)	<p>Agenda Item 8: AHWP ASL Updates</p> <ul style="list-style-type: none"> • AHWP ASL TOR and House Rules • Admission of new members • 1st AGM of ASL • Others 	<p>Mr Ali AL-DALAAN (Secretary General) & Mr Bryan SO (Executive Deputy Secretary General)</p>
11:45 – 12:15 (16:45 - 17:15)	<p>Agenda Item 9: Group Discussion</p>	<p>Mr Ali AL-DALAAN (Secretary General)</p>
12:15 – 12:30 (17:15 - 17:30)	Closing Remarks	<p>Dr Saleh S AL-TAYYAR (Chair)</p>
Adjourn at 12:30		