

AHWP

Secretariat Support

AHWP Secretariat Meeting
18 Sep – 19 Sep 2012
Riyadh, Kingdom of Saudi Arabia

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Asian Harmonization Working Party
WORKING TOWARDS MEDICAL DEVICE HARMONIZATION IN ASIA

Keep Providing Supports to AHWP at the below Aspects

Administration

- Website maintenance
- Secretariat email account
- AHWP, WGs, ASL membership list updates
- AHWP Documents
(Reference materials and minutes for Secretariat, ASL BOD, OC meetings...)
- TOR & House Rules & Work plans
- AHWP sponsorships to member economies
- ASL account & financial updates
- Prepare & review on engagement files with services providers to ASL

Marketing

- Website & sponsorships
- AHWP business cards
- Support the leaders for activities increasing AHWP global appearances

Communication

- Internal
 - Circulating reference materials & seeking for review & advice
 - Meeting Preparation
(Agenda, Reference materials and minutes, for Secretariat, ASL BOD, OC meetings...)
 - Event Preparation
(Promotion via announcement and email circulation, information channeling, budget review & advice, logistic for delegates, Q&A for individuals, ...)
- External
 - Information collection & exchange
(Other liaison parties and individuals)
 - Events
(Speaker invitation and logistics)

Technical

- SADS weekly update
- Secured SADS system

Updates on Sponsorship AHWP Website

Company Name	Feedback	Till
Abbott	Sponsor	15 Aug 2013
Alcon	Sponsor	6 June 2013
GE Healthcare	Sponsor	24 Mar 2013
SIEMENS	Sponsor	31 Dec 2012
Mindray	Contacted, budget not available at this moment	N/A
J&J	Contacted, budget not available at this moment	N/A
Philips	Contacted, budget not available at this	N/A

- Website announcement + email circulated to AHWP industry members.
- Keeping contacting other companies.

Keep Supports to AHWP
&
Seek for your continuous blessing