
**GUIDANCE FOR
Member Economy hosting the Annual Meetings of Asian Harmonization Working Party
or its Technical Committees**

1. The host organization of the Member Economy will normally be the national authority for the regulation of medical devices.
2. The host organization of the Member Economy will work together with its local industry association to promote the event locally. The host organization will be asked to provide a Guest-of-Honour to grace and officiate the opening of the event.
3. AHWP, through the AHWP Secretariat, will form an AHWP Organizing Committee to steer the event and plan the event's overall agenda and programmes including sourcing for speakers and/or trainers. The AHWP Organizing Committee comprises committee members nominated by the AHWP Secretariat, the host organization and its local industry association and other Member Economies. The AHWP Organizing Committee will convene regularly principally through teleconference calls.
4. The Meetings of AHWP and/or its Technical Committee and the various programmes for the event will be entirely self-funded by the hosting member economy. AHWP will provide a seed fund to the hosting economy for managing cashflow, on a request basis. AHWP Administration Services Limited (ASL), through the AHWP Secretariat, will review the seed fund request, meeting budget, meeting registration and sponsorship income estimation and ASL financial status by the moment the request is received, and decide the seed fund amount. Each delegate shall pay his share of the cost for attending the event. Cost of any pre- and post-event local tours arranged outside the event's programme shall be borne by individual delegate.
5. Member Economy's host organization and the local industry association will undertake to manage the following services and support:

Pre-Event:

- (i) Form a local host Secretariat, comprising at least one member each from the host organization and the local industry association to plan and organise the event. The local host Secretariat members will be part of the AHWP Organizing Committee for the event and they shall be in constant dialogue and communication with the other members of the AHWP Organizing Committee and shall take part in regular teleconference calls arranged by AHWP Secretariat.
- (ii) Act on behalf of AHWP, through the local host Secretariat, on meeting venue contract and agreement subject to final approval from AHWP Organizing Committee. If required, the local host Secretariat will negotiate for a waiver of all necessary deposits.
- (iii) The local host Secretariat shall appoint, if deemed necessary, a local agent to

manage the event and its logistics with agreement from AHWP: To assist in handling and managing delegate registrations and payments, enquiries and confirmations (via e-mails, fax or post) as well as updating the AHWP Organizing Committee on a regular basis. To provide regular status report on registration delegates and registration fees collected. To manage the production of event's binder and materials and printing of delegate list and name badges. The AHWP Organizing Committee will deliver to the local host Secretariat all compiled soft copies of the event materials which will include the event's agenda and all materials for the event's programme.

- (iv) The local host Secretariat to help to select an appropriate hotel for the event, negotiate room rates and agreement on behalf of AHWP. The delegates will handle their own bookings, confirmations and payments for the hotel accommodation.
- (v) The host organization to assist in providing letters of introduction to delegates who may need them to apply for visa entry to the host country.
- (vi) Meeting registration fees will be collected by the local host to better facilitate the cashflow. Sponsorships, if any, from local industries will be collected by the local host. Sponsorships, if any, from multinational companies will be collected by AHWP ASL through the Secretariat

On-Site/During Event:

- (vii) The appointed local agent, working with the local host Secretariat, to provide secretariat support services at registration desk. To manage on-site registration of delegates and speakers, inclusive of collection of payment as well as distribution of conference binder and materials and name badges. To assist delegates on related queries and reconfirmation of flight itineraries.
- (viii) The appointed local agent, working with the local host Secretariat, to look into food and beverages/catering needs. Liaise and co-ordinate with venue owner on the delivery and set up of (i) audio-visual requirements and other equipment (such as microphones) for the various rooms and purposes; (ii) ensuring all event signage are up; (iii) ensuring that all rooms are properly set up (into classroom or meeting arrangement) before the start of each session, and audio and visual systems and stationery are in order.
- (ix) The appointed local agent, working with the local host Secretariat, to help to organize a social dinner for all delegates (outside or within the venue). The host organization or the local industry association will nominate a Guest-of-Honour to grace the occasion.

Post-Event:

- (x) The appointed local agent, working with the local host Secretariat, to provide to AHWP the following: (i) post-event feedback; (ii) amount received for registrations within three weeks after the event; and (iii) a full set of accounts will be completed within 2 months after the event.

- (xi) The meeting total income will include registration income, meeting sponsorships received by local host and meeting sponsorships received by AHWP ASL. The meeting total expenses will include meeting direct expenses generated from the local host side and the direct expenses generated from AHWP ASL side. The meeting surplus will be based on total income and total expenses. The meeting local host shall be responsible for preparing a contingency plan and self-funded resources in case for any deficiency.
- (xii) The host member shall prepare a financial statement after the completion of the event and send to Secretariat. The surplus should be contributed to the AHWP Reserve.