

# Report by AHWP Secretariat 2009-2011

8-12 Nov 2011, 16<sup>th</sup> AHWP Bali Meeting

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# Content

- Secretariat Meetings
- Support to Organizers of Main and TC meetings
- Migration and Upgrade of AHWP Website
- Recruitment of New Member Economies
- Issue of AHWP e-Newsletter
- Revision of TOR and Setting up of House Rules
- Support to STG (LE) on Setting Up the Legal Entity
- Management of AHWP Reserve/Fund

# Secretariat Meetings

Six Secretariat Meetings were held in China during the term:-

- 25-26/06/2009 Jinan, China
- 01-02/09/2009 Zhuhai, China
- 07-08/01/2010 Beijing, China
- 22-23/07/2010 Shanghai, China
- 10-11/03/2011 Beijing, China
- 20-21/09/2011 Beijing, China



# Secretariat Meetings

## Key activities:-

- To set the work plan and review the work completed
- To report the recent collaborations and meetings with other international organizations (GHTF, APEC, WHO, LSIF, etc.)
- To receive the progress report from the host of the coming main meeting and the progress report from TC
- To receive the updates of AHWP Reserve/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 on the administrative procedures on nomination and election of AHWP and AHWPTC office bearers



# Support to AHWP & AHWPTC Meetings

- The AHWP Secretariat has coordinated and supported the organizers to ensure the successful organization of AHWPTC and AHWP Main Meetings, including 14<sup>th</sup> Hong Kong Meeting in 2009, 15<sup>th</sup> Riyadh Meeting in 2010 and 16<sup>th</sup> Bali Meeting in 2011
- Formation and Participation of Organizing Committees (OC) of the Main Meetings

# AHWP Website

- AHWP was migrated to the new domain name [www.ahwp.info](http://www.ahwp.info) in 2009
- The AHWP website was managed by the Secretariat Hong Kong office
- 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:
  - Training Materials of WG02
  - Video on Meeting and Training
  - SADS-Online
  - AHWP e-Newsletter
  - Updates of AHWP and AHWPTC Representatives



# AHWP New Member Economies

- In 2009-2011, FIVE member economies were enrolled:
  - Jordan
  - Abu Dhabi
  - Chile
  - Pakistan
  - Yemen
- Number of member economies was increased to 22
- Continuous expansion on number of member economies and influence



# AHWP e-Newsletter

- The first AHWP e-Newsletter was issued in Feb 2010
- Key Content
  - AHWP Chairman's Welcome Message
  - AHWPTC Chairlady's Message
  - Work Group Update
  - AHWP Meeting Update





# Amendments to AHWP Terms of Reference

- Amendment to the Asian Harmonization Working Party (AHWP) & Asian Harmonization Working Party Technical Committee (AHWPTC) Terms of Reference (TOR) was resolved in the 15<sup>th</sup> AHWP Riyadh Meeting in 2010
- Addition of a AHWP Vice-Chair (Regulatory Authority) to the AHWP Office Bearers
- The Vice-Chair will assist in the expanding roles and work responsibilities of the AHWP Chair, which include the requirements to chair meetings, liaise with AHWP member economies, negotiate with outside parties, collaborate with related organizations and supervise the AHWP operations

# Setting up of AHWP House Rules

- Setting up of AHWP House Rules as the guidelines to supplement the TOR of the AHWP and AHWPTC was resolved in the 15<sup>th</sup> AHWP Riyadh Meeting in 2010
- Key Contents including
  - Requirements of the AHWP Chair/Vice-chairs, AHWPTC Chair/Co-chairs
  - Nominations & Elections of AHWP Chair/Vice-chairs, AHWPTC Chair/Co-chairs
  - Roles and Responsibilities of the Secretariat
  - Appointment of the Secretariat Team, AHWP and AHWPTC Representatives
  - Applications for Joining AHWP
  - Upkeep of Members and Representatives Records
  - Hosting AHWP and AHWPTC Meetings
  - Management of the AHWP Account and Reserve
  - Management of the AHWP Website
  - Preparation of Documents for Committees, WG, STG and Secretariat
  - Proposing Issues For Discussion in AHWP Meetings
  - Proposing Resolutions in AHWP Meetings

# Support STG (LE) on Setting Up Legal Entity

## **2009**

- The setting up of Legal Entity in Hong Kong SAR, China was endorsed in the 14<sup>th</sup> AHWP Hong Kong Meeting

## **2010**

- Drafting of the Memorandum & Articles of Association (M&A) by the STG (Legal Entity)
- Recruitment of the Board of Directors (BOD) and Founding Members in the 15<sup>th</sup> AHWP Riyadh Meeting

## **2011**

- Employment of the Company Secretary
- Incorporation of “AHWP Administration Services Limited” (AHWP ASL)
- Ready of AHWP ASL bank account
- Holding of the 1<sup>st</sup> BOD meeting

# Management of AHWP Reserve/Fund

- Starting from the 14<sup>th</sup> AHWP Hong Kong Meeting, the AHWP Reserve/Fund was formed, and managed by the Hong Kong Productivity Council through the supervision of the Secretary-General of the AHWP Secretariat Team
- The surplus from AHWP website, AHWPTC Meetings and AHWP Main Meetings were pooled into the AHWP Reserve/Fund
- 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

# Acknowledgement – AHWP Secretariat Team (2009-2011)

## **Secretary General**

Mr Guobiao GAO, SFDA, China

## **Executive Deputy Secretary General**

Dr Xuejun ZHU, China Association for Medical Device Industry, China (Supported by  
Mr Jack WONG, Johnson and Johnson Medical, Singapore

Mr Bryan SO, Hong Kong Productivity Council, Hong Kong SAR, China )

## **Deputy Secretary General**

Ms Huiqin DU, SFDA, China

Mr Xiangyu WANG, SFDA, China (2009-2010)

Mr Mark LAU (2009-2010) & Mr Yorkie CHOW, (2011) , Medical Device Control Office,  
Department of Health, Hong Kong SAR, China

## **Members**

Mr Davey HAN, BrightStars Hi-Tech Development Co Ltd, China

Ms Aiqing LI, Microport Medical (Shanghai) Co Ltd, China

Ms Linda LIN, Boston Scientific, China

Ms Lindsay TAO, Johnson & Johnson, China

Ms Amber WANG, Medtronic, China

Mr Qiang XU, Beijing Wandong Medical Equipment Co Ltd, China

Mr Long YANG, Shenzhen Mindray Bio-medical Electronics Co Ltd, China

Ms Yixin ZHAO, SHINVA Medical Instrument Co Ltd, China

- Thank You -