

# Report by AHWP Secretariat 2012-2013

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18th AHWP Meeting  
2-5 Dec 2013, Kuala Lumpur

Bryan SO  
AHWP Secretariat



**Asian Harmonization Working Party**  
WORKING TOWARDS MEDICAL DEVICE HARMONIZATION IN ASIA

# Summary of Support by AHWP Secretariat

## Secretariat

- Secretariat Meeting
- AHWP TOR & HR amendments
- Amendments to guidance document for hosting annual meetings
- AHWP website

## AHWP

- Annual Meeting & Conference
- Strategic framework
- Promotion of Global Appearance of AHWP
- Liaison membership

## AHWPTC

- TC Leaders Meeting
- Formation of TC Advisory Panel
- TC Meeting
- WG guidance documents/surveys
- WG membership
- WG projects

## AHWP ASL

- Annual General Meeting
- Operations and BOD Meetings
- Management of AHWP Reserve/Fund in AHWP ASL
- ASL membership

# Organization of Secretariat Meetings

The Secretariat Meeting was held on 6 -7 May 2013,  
Kuala Lumpur, Malaysia



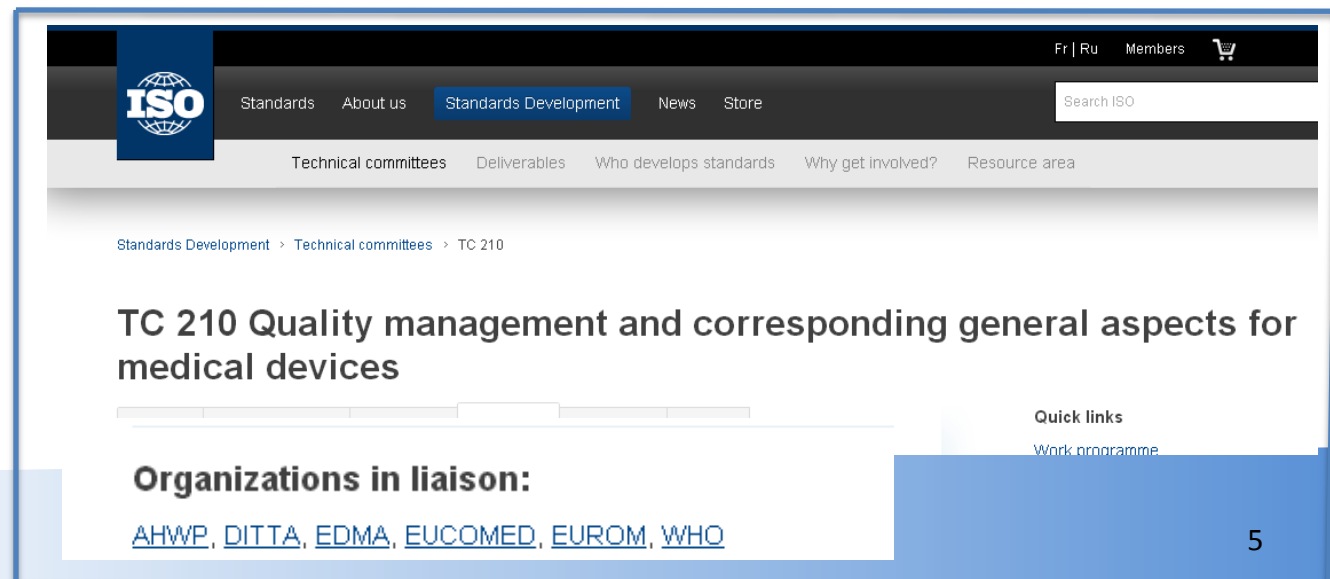
# Highlights of Secretariat Meeting in May 2013

## Key Activities Completed:

- Further commented **the strategic framework** of AHWP and review the work completed;
- Reported the recent collaborations and meetings with other **international organizations** (IMDRF, APEC, ISO, RAPS, DITTA, WHO, etc.);
- Received the draft administrative procedures for AHWP **liaison membership**;
- Received the progress **report from last AHWPTC leaders meeting**;
- Reviewed the updates of AHWP Administration Services Limited (ASL) on **AHWP financial position**;
- Received the **progress report from the Malaysia host** of coming main meeting;
- Received the **progress report from the RAPS** of coming Joint Conference;
- Provided **steering and advice to the organizing committee** of the coming main meeting and conference;

# Support to the Promotion of Global Appearance of AHWP

- Year Book
- ISO TC210
- Chair's report to WHO



# Amendment to AHWP House Rules

## Amendments to the AHWP House Rules

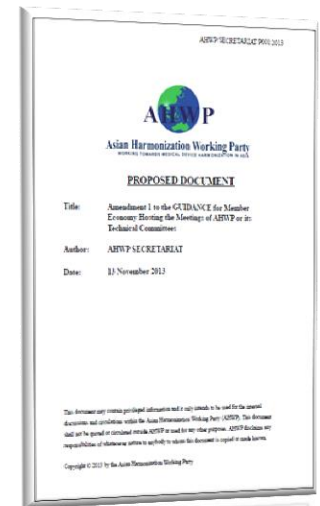
- Purpose:
  - To support the strategic elements addressed in the **AHWP Strategic Framework on AHWP global partnership and membership expansion**
- Key amendments/ additions on:
  - **AHWP Liaison Membership**
  - **AHWPTC Working Group (WG) membership**
- For resolution in the 18<sup>th</sup> AHWP Kuala Lumpur Meeting



# Amendment to the Guidance Document

## Amendment to the "GUIDANCE for Member Economy Hosting the Meetings of AHWP or its Technical Committees"

- Purpose:
  - **To clarify the ambiguous areas** in this guidance document
- Key amendments/ additions on:
  - Title
  - Delegates financial arrangement
  - Host organization management of services and support
- For resolution in the 18<sup>th</sup> AHWP Kuala Lumpur Meeting



# Support to TC Leaders Meeting and the Formation of TC Advisory Panel

	Name	Affiliation
1	Dr Philippe Auclair	Abbott Laboratories
2	Mr Michael Gropp	--
3	Mr Leighton Hansel	--
4	Dr Eamonn Hoxey	J&J
5	Dr Petra Kaars-Wiele	Abbott
6	Mr Greg Leblanc	Cook Canada
7	Dr Peter Linders	Philips Healthcare
8	Mr Benny Ons	BD Europe
9	Mr Grant Ramley	Aseptic Inc
10	Mr Scott Sardeson	3M Health Care

## TC Leaders Meeting with TC Advisors



**26-27 Feb 2013 in Bangkok, Thailand**



# Support to AHWP ASL Operations and Meetings

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

- Organizing ASL **Board of Directors (BOD) Meetings (Feb 2013)**
- Collection & handling of **company sponsorships to AHWP meetings**
- Solicitation & handling of **sponsorship to AHWP Web**
- Work with professional accountant on **balance sheet & account**
- Support the **election of new directors of BOD ASL**
- Processing **new ASL member applications**
- Supporting the **review and signatory of legal documents between AHWP and external organizations**
- **In progress of tax-exemption application** under Section 88 of Inland Revenue Ordinance in Hong Kong

# Support to OC and Hosts of AHWP Main Meeting, AHWPTC Meeting & 1<sup>st</sup> AHWP-RAPS Joint Conference

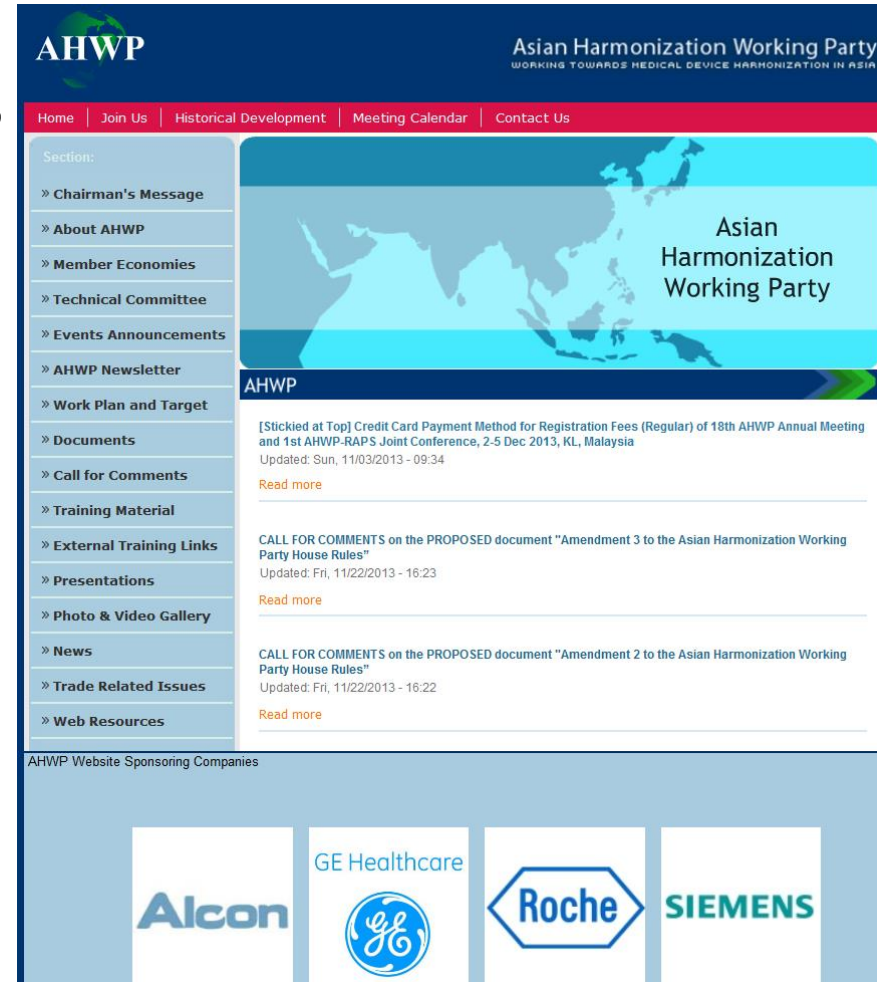
- AHWP Secretariat has coordinated and supported the organizing committees (OC) and meeting hosts to facilitate the successful organization of AHWPTC Meetings, including the AHWPTC Leaders Meeting with TC Advisors, the 17<sup>th</sup> AHWPTC Meeting and the 18<sup>th</sup> AHWP Main Meeting in Kuala Lumpur, 2013
- **Formation and participation of OC** of the TC and Main Meeting
- Support the OC (AHWP and RAPS) and **collaborate with local host and logistic teams for the preparation** of the 1<sup>st</sup> AHWP-RAPS Joint Conference

# Management of AHWP Reserve/Fund in AHWP ASL

- The **surplus from AHWP website and AHWP Meeting** were pooled into the AHWP Reserve/Fund under the AHWP ASL Account
- 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**
- Supported by the professional accountants, auditors and company secretary . ASL financial and statutory documents were prepared.
- **Initiated and in-progress of application for tax-exemption** under Section 88 of Inland Revenue Ordinance in Hong Kong

# AHWP Official Website ([www.ahwp.info](http://www.ahwp.info))

- Supported by **company sponsors**
- Web sponsorship as **income for AHWP**
- Official platform for **information exchange** (e.g. Country updates)
- **SADS On-line** login with password (*undergoing trial test – more regulators are welcome to join!!*)
- To join AHWP as
  - Working Group (WG) member
  - ASL (legal entity) member
  - [secretariat@ahwp.info](mailto:secretariat@ahwp.info)



The screenshot displays the AHWP website interface. At the top, the AHWP logo is on the left, and the text "Asian Harmonization Working Party" with the tagline "WORKING TOWARDS MEDICAL DEVICE HARMONIZATION IN ASIA" is on the right. A navigation bar below the header includes links for Home, Join Us, Historical Development, Meeting Calendar, and Contact Us. The main content area is divided into a left sidebar with a "Section:" dropdown and a list of menu items: Chairman's Message, About AHWP, Member Economies, Technical Committee, Events Announcements, AHWP Newsletter, Work Plan and Target, Documents, Call for Comments, Training Material, External Training Links, Presentations, Photo & Video Gallery, News, Trade Related Issues, and Web Resources. The main content area features a large map of Asia with the text "Asian Harmonization Working Party" overlaid. Below the map, there are three news items, each with a "Read more" link. The first item is titled "[Sticked at Top] Credit Card Payment Method for Registration Fees (Regular) of 18th AHWP Annual Meeting and 1st AHWP-RAPS Joint Conference, 2-5 Dec 2013, KL, Malaysia" and was updated on Sun, 11/03/2013 - 09:34. The second item is titled "CALL FOR COMMENTS on the PROPOSED document 'Amendment 3 to the Asian Harmonization Working Party House Rules'" and was updated on Fri, 11/22/2013 - 16:23. The third item is titled "CALL FOR COMMENTS on the PROPOSED document 'Amendment 2 to the Asian Harmonization Working Party House Rules'" and was updated on Fri, 11/22/2013 - 16:22. At the bottom of the page, there is a section titled "AHWP Website Sponsoring Companies" which includes logos for Alcon, GE Healthcare, Roche, and SIEMENS.

# 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, Terumo BCT , Singapore

## Deputy Secretary General:

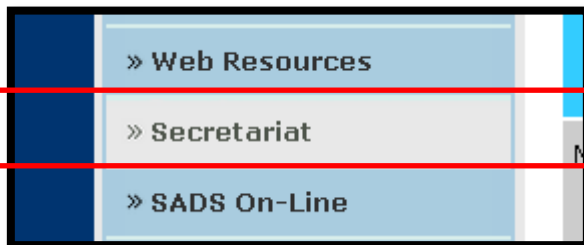
- Mr. Abdullah Al Dobaib, SFDA, KSA
- Mr. Abdullah Al Rasheed, SFDA, KSA
- Mr. Sultan Alromayan, SFDA, KSA
- Mr. Fahad Almoammar, Saudi Medical Devices Industry, KSA

## 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
- Ms. Miranda KWOK, HKPC, Hong Kong
- Ms. Crystal CHUI, HKPC, Hong Kong



# Thank You

AHWP Secretariat Contact:  
Mr Bryan SO / Ms Carol LIU  
[secretariat @ahwp.info](mailto:secretariat@ahwp.info)