

HSA 600:28/02

6 April 2005



(See Distribution List)

Regulatory Representative / Industry Representative
in AHWP member economies

**Centre for Medical Device Regulation
Health Sciences Authority**

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Dear Sir/Madam,

**NOTICE OF ELECTION OF NEW OFFICE BEARERS
ASIAN HARMONIZATION WORKING PARTY (AHWP)**

Thank you very much for your continuing support for AHWP.

This is to inform you that a special Meeting of the Asian Harmonization Working Party will be held on 14 June 2005 in Bangkok, Thailand, in conjunction with the 3rd APEC-funded Seminar on Harmonization of Medical Device Regulation, 13-17 June 2005.

The current term of office bearers of AHWP has officially ended in September 2003 and we have not had the opportunity to meet to appoint new office bearers to bring in new blood and provide new directions. The planned meeting of AHWP in Tokyo in May 2003 to coincide with the 10th Global Harmonization Task Force (GHTF) Conference was postponed due to SARS.

The agenda of this 2-hour special Meeting in Bangkok is for Asian member economies to elect office bearers of AHWP for the next 3-year term. The Meeting will be held between 8:30 am to 10:30 am, on 14 June 2005, just before the APEC Seminar Opening Plenary at 11:00 am.

Through this notice, the nomination of office bearers of AHWP (One post of Chair of AHWP from a regulatory authority and one post of Co-Chair of AHWP from the industry; one post of Chair of AHWP Technical Committee and two posts of its Co-Chairs) is now open.

We will like to invite you to nominate suitable candidates to stand for election as office bearers to lead AHWP for the next 3 years. Please forward to me the particulars (name, designation, organization and email contact) of your nominations, if any, as possible contenders for consideration at the 14 June 2005 election in Bangkok. Your nominee may come from any member economy.

I hope to hear from you whether you will be sending any representative to this special Meeting of AHWP members to elect new officer bearers of AHWP.

Kind regards.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Yew-Sin Wong', written in a cursive style.

YEW-SIN WONG

for Chair and Secretariat, Asian Harmonization Working Party

Distribution List:

AHWP Regulatory and Industry Representatives
AHWP Technical Committee

- Dr Sablee Aspar, Ministry of Health, Brunei Darussalam
- Mr Hao Heping, Director-General, State Food and Drug Administration, China
- Dr Monica Wong, Principal Medical & Health Officer, Department of Health, Hong Kong
- Mr Ed Woo, Medtronic International Ltd, Hong Kong
- Drug Controller of India, Ministry of Health & Family Welfare Mr R Narayanaswamy, Deputy Drug Controller of India, Ministry of Health & Family Welfare
- Dr Hee-Kyo Jeong, Director, Dept of Medical Devices & Radiation Health, Korea Food & Drug Administration
- Mr Young Cheol Chun, Regulatory Director, Johnson & Johnson Korea
- Datuk Ir Dr M. S. Pillay, Director, Engineering Services Division, Ministry of Health, Malaysia
- Mr Wang Hwee Beng, Deputy Director, Engineering Services Division, Ministry of Health, Malaysia
- Mr Yaziz Yunus, Vice-Chairman, Association of Malaysian Medical Industries
- Prof Leticia Gutierrez, Director, Bureau of Food and Drugs, Philippines
- Ms Cecilia Matienzo, Director, Bureau of Health Devices & Technology, Department of Health, Philippines
- Drs Bahdar J. Hamid, Head, Sub-Directorate for Non-Electromedic Medical Devices, Ministry of Health, Indonesia
- Drs Suara Murtjana, National Agency of Food & Drug Control, Indonesia
- Mr Wong Yew Sin, Director, Centre for Medical Device Regulation, Health Sciences Authority, Singapore
- Dr Khoo Teng-Chuan, Vice-President, Medical Affairs Asia Pacific, Johnson & Johnson Medical Asia Pacific, Singapore
- Ms Ginnie Chao, Regulatory Director, Guidant Ltd, Singapore
- Dr Hsiau-Wen Huang, Bureau of Pharmaceutical Affairs, Department of Health, Chinese Taipei
- Mr Albert Li, International Technology Research Institute, Chinese Taipei
- Ms Daphne Yeh, Regulatory Manager, Philips Medical Systems, Chinese Taipei
- Ms Ms Yuwadee Patanawong, Director, Medical Devices Control Division, Food & Drug Administration, Thailand
- Ms Mallika Lektrakul, Thai Medical Device Suppliers Association

Special Meeting of

ASIAN HARMONIZATION WORKING PARTY

Bangkok, Thailand

Tuesday, 14 June 2005, 8:30 am – 10:30 am

(To be held in conjunction with the 3rd APEC Seminar on Harmonization of Medical Device Regulation, 13-17 June 2005)

AGENDA (Draft)

Agenda 1: Adoption of the Agenda

Agenda 2: Roll Call

Agenda 3: Confirmation and update of member economy's Regulatory and Industry Representatives in AHWP

Agenda 4: Business Arrangement

Agenda 5: Election of AHWP Office Bearers (by voting) for the next 3-year term for the following positions:

- Chair of AHWP (a regulatory representative)
- Co-Chair of AHWP (an industry representative)

Agenda 6: Nomination of AHWP Technical Committee for the next 3-year term for the following positions:

- Chair of AHWP Technical Committee
- Two Co-Chairs of AHWP Technical Committee

Agenda 7: Other Matters