



Activity Report

on

The 14th Asian Harmonization Working Party Meeting

held in

Hong Kong

19 February 2010

Host



Co-host



Supporting Organization



Event Manager



Diamond Sponsor



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Acknowledgement

We wish to acknowledge all the participants of the 14th Asian Harmonization Working Party Meeting and Pre-meeting Workshop held in Hong Kong from 4 to 7 November 2009. We would like to express our sincere thanks to the members of Organizing Committee for their wonderful work in providing useful assistance and helpful advices for the preparation and organization of the event.

14th Asian Harmonization Working Party Meeting and Pre-meeting Workshop Organizing Committee

Chair

Mr Mark WK LAU	Department of Health	Hong Kong SAR, China
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Secretary

Mr Jack WONG	British Standard Institute	Hong Kong SAR, China
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Members

Mr Ali AL DALAAN	Saudi Food & Drug Authority	Kingdom of Saudi Arabia
Ms Christine HO	Hong Kong Productivity Council	Hong Kong SAR, China
Mr Jason HO	Department of Health	Hong Kong SAR, China
Ms Joanna KOH	Health Sciences Authority	Singapore
Ms Jennifer MAK	Department of Health	Hong Kong SAR, China
Mr Raymond POON	Department of Health	Hong Kong SAR, China
Mr Bryan SO	Hong Kong Productivity Council	Hong Kong SAR, China
Ms Miang TANAKASEMSUB	Baunsch & Lomb	Hong Kong SAR, China
Ms Lindsay TAO	Johnson & Johnson	People's Republic of China
Ms Quan TRAN	General Electric	Singapore
Ms Daphne YEH	Philips	Chinese Taipei
Ms Marianne YAP	Health Sciences Authority	Singapore
Dr Xuejun ZHU	China Association of Medical Device Industry	People's Republic of China

Background

Asian Harmonization Working Party (AHWP) is established as a non-profit organization. Its objectives are to forge a common direction for the harmonization of medical device regulation in Asia, encourage increased understanding on the benefits of harmonization.

The 14th AHWP Meeting and Pre-meeting Workshop were successfully held from 4 to 7 November 2009 at the Hong Kong Convention and Exhibition Centre (HKCEC), Hong Kong SAR, People's Republic of China. The event was hosted by the Department of Health, Hong Kong SAR, China (DH), co-hosted by the Hong Kong Trade Development Council (HKTDC) and supported by the State Food and Drug Administration (SFDA) of China. The Hong Kong Productivity Council (HKPC) was commissioned by DH as the Technical Event Organizer.

This is a post meeting report embedded with the financial statement providing a summary of the whole event.

Introduction

Table 1 and Table 2 are the Fact Sheet and Program Highlights of the 14th Asian Harmonization Working Party (AHWP) Meeting and Pre-meeting Workshop.

Table 1 Fact Sheet

Event Name	The 14 th Asian Harmonization Working Party (AHWP) Meeting and Pre-meeting Workshop
Date	4 – 7 November 2009
Venue	The Hong Kong Convention and Exhibition Centre
Guest-of-honor of Opening Ceremony	Dr PY LAM, Director of Health, the Hong Kong SAR Government Mr Jingli ZHANG, Vice Commissioner of State Food and Drug Administration (SFDA), People's Republic of China
Number of Delegates	380 from over 31 regions
Website	http://www.ahwp.info

Table 2 Program Highlights

Date	Event
4 November 2009	The 9 th AHWP Technical Committee (TC) Meeting Venue: S224-225, Hong Kong Convention and Exhibition Centre
5 November 2009	The 14 th AHWP Pre-meeting Workshop Venue: S221, Hong Kong Convention and Exhibition Centre AHWP Cocktail Reception Venue: Hall 3F Concourse, Hong Kong Convention and Exhibition Centre
6 November 2009	The 14 th AHWP Meeting Venue: N101, Hong Kong Convention and Exhibition Centre The 14 th AHWP Meeting Luncheon Venue: N201, Hong Kong Convention and Exhibition Centre The 14 th AHWP Meeting Gala Dinner Venue: King Palace Restaurant, 5/F, China Resources Building
7 November 2009	The 14 th AHWP Meeting (cont') Venue: N101, Hong Kong Convention and Exhibition Centre

Objectives and Scope of Work

The 14th AHWP Meeting provided an excellent platform for experience sharing and training with a view of harmonizing medical device regulations in Asia and beyond. It was open for participation by delegates from regulatory authorities and the industry. There were 380 delegates coming from 31 countries/economies from every corner of the world.

Scope of work of HKPC as Technical Event Organizer included (A) liaison, (B) registration, (C) meeting documentation, (D) meeting venue management, (E) catering and dinner, (F) logistics and coordination, (G) financial arrangements, (H) general enquiry, (I) on-site support crew and (J) website management.

(A) Liaison

HKPC, in co-ordination with HKTDC, successfully liaised with 6 sponsors and fulfilled the sponsorship packages offered. The sponsorship was used to finance the event, support government delegates to attend the Meeting and render support to the developments of AHWP. A summary of sponsorship is summarized below:-

Table 3 Summary of Sponsorship of AHWP

Sponsorship Packages	Sponsors	Sponsorship Amount (HKD)
Diamond Package	Johnson & Johnson Medical Shanghai Ltd	300,000
Lunch Package	Abbott Laboratories Limited	100,000
Silver Package	Becton Dickinson & Co	90,000
Cocktail Reception Package	Bausch and Lomb (HK) Ltd	50,000
Bronze Package	Alcon Hong Kong Ltd	40,000
Co-sponsor Package	Boston Scientific Hong Kong Ltd	15,000
Total sponsorship amount (HKD)		595,000

HKPC also successfully liaised with the Hong Kong Convention and Exhibition Centre (HKCEC) and all service providers for the preparation and conduction of the AHWP Meeting. All related parties including the Organizing Committee were regularly informed of the progress of the planning and preparation works.

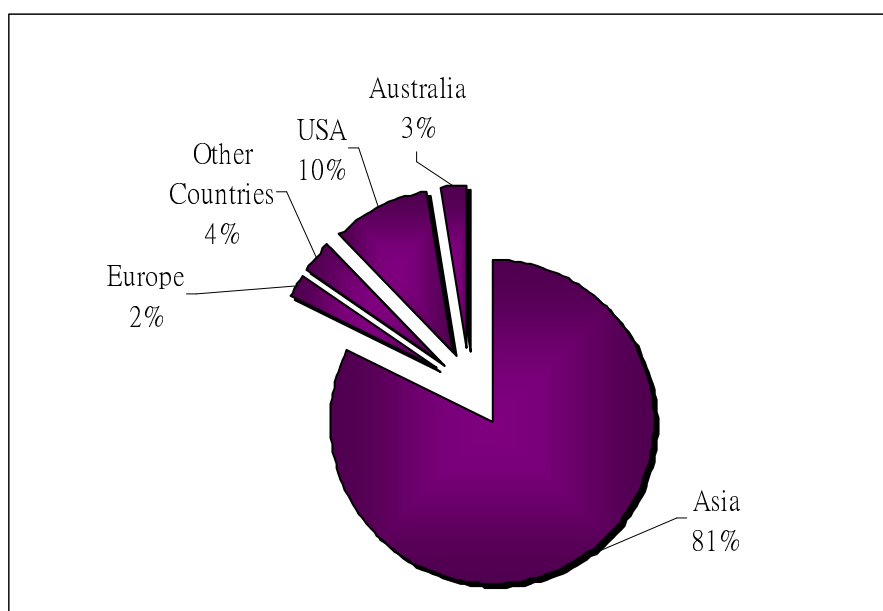
(B) Meeting Registration

HKPC coordinated with HKTDC for the upkeep of the registration database and providing efficient assistance to participants. On-site registration was also available during the meeting period under the coordination of HKTDC.

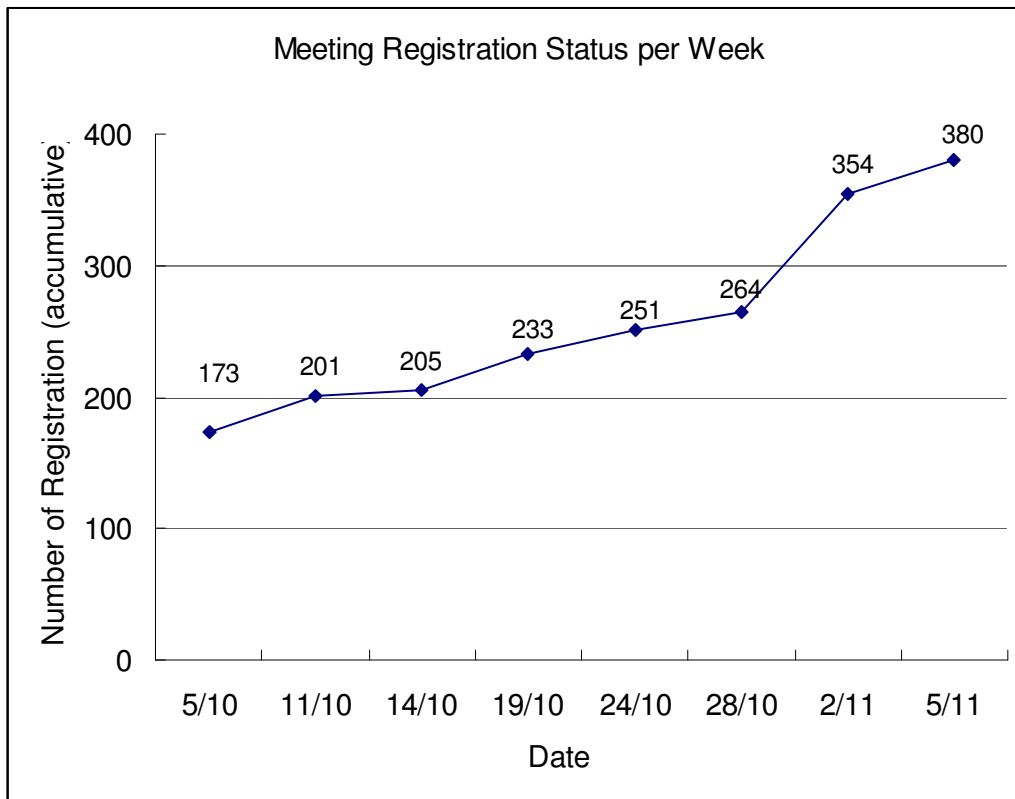
AHWP Meeting participants were divided into two categories: the regulator and non-regulator. The registrations of all regulators were complimentary. Early-bird registration rate and regular registration rate for non-regulator were USD500 (HKD4,000) and USD600 (HKD4,800) respectively. A summary of AHWP registration is listed as below:-

Table 4 Summary of AHWP Meeting Registration

Number of registration	380 (increased by 4.1% as compared with 2008)
Top 10 regions for registration (in descending order)	Hong Kong, China, USA, Singapore, Chinese Taipei, South Korea, India, Australia, Malaysia, Thailand
Number of paid registration	227
Number of complimentary registration	153
Number of sponsored guest	17 (included in complimentary registration)



Graph 1 Participants Breakdown by Regions



Graph 2 Meeting Registration Status per Week

For ease of handling of registration and payment, HKPC sent individual confirmation letter via email to registrants before the opening of the event.

Name badges were distributed to participants on-site upon their arrival. Complimentary tickets for the HKTDC Hong Kong International Medical Devices and Supplies Fair and the Hong Kong International Wine & Spirits Fair, which were held concurrently with the AHWP Meeting, were also provided to the AHWP Meeting participants.

HKPC and HKTDC also provided email account for AHWP (ahwp@hkpc.org) and telephone hotline (+852 2788 5550 for HKPC and +852 2240 4357 for HKTDC) for general inquiries.

(C) Meeting Documentation

HKPC was responsible for preparing the meeting documentations and materials, including the collection, proof-reading, editing and printing of meeting documents, design and production of meeting bags, liaison with State Food and Drug Administration for production of the "Collection of Medical Device Regulation from AHWP Main Member Economies (2009)" VCD, liaison with Medtronic Inc for the souvenirs and liaison with the Hong Kong Tourism Board (HKTb) for Hong Kong Map and stationery.



Figure 1 Document Bag of AHWP Meeting

400 sets of documents bag had been compiled and distributed during the meeting, of which the following items were included:-

1. Meeting Folder (including meeting programme and agenda, participants' list, last AHWP TC Meeting minutes, last AHWP Meeting minutes, presentations for the AHWP and AHWP TC Meetings and venue information etc)
2. "Collection of Medical Device Regulation from AHWP Main Member Economies (2009)" VCD
3. AHWP Pamphlet
4. AHWP Souvenirs (keychain and brooch)

5. Hong Kong Map & stationery provided by HKTB

Meeting information was regularly updated on the AHWP website and disseminated to AHWP member economies representatives. After seeking the consent from the speakers, their presentations were posted on the AHWP website.

(D) Meeting Venue Management

HKPC liaised with HKTDC and HKCEC for the arrangements of the venues including the registration counter, TC Meeting, Pre-meeting Workshop, Cocktail Reception, AHWP Meeting Opening Ceremony, AHWP Meeting, AHWP Luncheon and Gala Dinner. Equipment and facilities were carefully checked before the Meeting to ensure that they were in good condition. HKPC also designed banners and backdrops for the meeting.

Simultaneous interpretation service between English and Mandarin was provided by Polyglot Translations during the Pre-meeting Workshop (5 November 2009) and the AHWP Meeting (6 – 7 November 2009).

Photography service was provided by La Tour Arts & Promotions (HK) Ltd. Selected photos from the Cocktail Reception (5 November 2009) and the group photo taken after the AHWP Meeting Opening Ceremony (6 November 2009) were distributed to participants in the Meeting. The photo albums were sent to the host, co-host and supporting organizations after the Meeting.

(E) Catering and Dinner

HKPC liaised with HKTDC and HKCEC for catering during the Meeting. The catering provided was summarized in Table 5:-

Table 5 Catering provided during AHWP Meeting

Type	Date	Venue
Luncheon	4 November 2009	Harbour Restaurant, 1/F, The Harbourview, 4 Harbour Road Golden Bauhinia, Hong Kong Convention and Exhibition Centre
	5 November 2009	Harbour Restaurant, 1/F, The Harbourview, 4 Harbour Road Eighteen Brook Cantonese Cuisine, Renaissance Harbour View Hotel, 1 Harbour Road
The 14 th AHWP Meeting Cocktail Reception	5 November 2009	Hall 3F Concourse, Hong Kong Convention and Exhibition Centre
The 14 th AHWP Meeting Luncheon	6 November 2009	N201, Hong Kong Convention and Exhibition Centre
The 14 th AHWP Meeting Gala Dinner	6 November 2009	King Palace Restaurant, 5/F, China Resources Building
Drinks & refreshments	4 – 7 November 2009 (during morning & afternoon tea-breaks)	Hong Kong Convention and Exhibition Centre

HKPC worked closely with HKTDC on the catering arrangement, including venue set-up, seat arrangement, meal selection, photography services, toasting ceremony rundown, cultural performance arrangement and photography services etc.

(F) Logistics and Coordination

HKPC coordinated with different service providers including travel agents for booking hotels and air tickets, suppliers of souvenirs, meeting bags, nametags, banners and stationeries, photographers and simultaneous interpreters. All items were successfully delivered during AHWP Meeting.

Transport information and hotel information were provided on the AHWP website and maps were inserted to meeting bags for ease of reference by AHWP Meeting participants.

(G) Financial Arrangements

Table 6 summarizes the incomes and expenditures of the 14th AHWP Meeting and Pre-meeting Workshop.

Table 6 Financial Summary of the 14th AHWP Meeting and Pre-meeting Workshop

(A) Income	Amount (HKD)
<u>1) Sponsorship Income</u>	
Johnson & Johnson (Diamond Package)	300,000.00
Abbott Vascular (Lunch Package)	100,000.00
Becton, Dickinson and Company (Silver Package)	90,000.00
Bausch and Lomb (Cocktail Reception Package)	50,000.00
Alcon (Bronze Package)	40,000.00
Boston Scientific (Co-sponsor Package)	15,000.00
<i>Subtotal (I1)</i>	<i>595,000.00</i>
<u>2) Registration Income</u>	
Registration income (USD600 or USD500 for early-bird)	924,121.24
<i>Subtotal (I2)</i>	<i>924,121.24</i>
Total Income (HKD)	
1,519,121.24	
(B) Expenditure	Amount (HKD)
<u>1) Room Rental (4-7 Nov 2009)</u>	
TC Meeting Venue	9,018.00
Pre-meeting Workshop Venue	29,479.00
AHWP Meeting Venue	46,036.00
AHWP Staff Office	6,182.00
AHWP Registration Office	8,658.00
AHWP Opening Ceremony VIP Room	3,414.00
<i>Subtotal (E1)</i>	<i>102,787.00</i>
<u>2) Equipment</u>	
TC Meeting	9,880.00
Pre-meeting Workshop	3,400.00
AHWP Meeting	16,840.00
AHWP Registration Office	3,792.00

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AHWP Opening Ceremony	240.00
<i>Subtotal (E2)</i>	<i>34,152.00</i>
<u>3) Simultaneous Interpretation</u>	
Simultaneous interpretation service & equipment for Pre-meeting Workshop and AHWP Meeting	75,300.00
<i>Subtotal (E3)</i>	<i>75,300.00</i>
<u>4) Photography Service</u>	
Photographer (4-7 Nov 2009) + Photo Development (400 pcs 12R with card board holder)	45,400.00
<i>Subtotal (E4)</i>	<i>45,400.00</i>
<u>5) Sponsorship Package Expenses</u>	
Discounts & benefits offered to AHWP sponsors	49,829.00
<i>Subtotal (E5)</i>	<i>49,829.00</i>
<u>6) Meeting Document Production</u>	
Meeting bags	4,420.00
Meeting folder and document printing	17,361.50
Regulatory VCD production	4,000.00
<i>Subtotal (E6)</i>	<i>25,781.50</i>
<u>7) Meeting Direct Expenses</u>	
Temp staff (4pax x 3.5 days)	12,512.50
Souvenir to speakers	3,036.00
Corsage and stationery	3,063.50
Design and printing of AHWP promotion materials	3,350.00
Backdrop production	67,070.00
Badge production	7,500.00
Logistics of AHWP materials (Move-in and Move-out)	1,123.50
Miscellaneous	355.30
<i>Subtotal (E7)</i>	<i>98,010.80</i>
<u>8) Refreshment, Lunch & Dinner Expenses</u>	
Buffet Lunch at Harbourview Hotel and Golden Bauhinia on 4 November 2009	29,341.00
Refreshment on 4 November 2009	16,940.00
Buffet Lunch at Harbourview Hotel and Eighteen Brook Cantonese Cuisine on 5 November 2009	22,168.00
Cocktail Reception at HKCEC on 5 November 2009	56,750.00
Lion dancing during Cocktail Reception on 5 November 2009	1,500.00
Refreshment on 5 November 2009	22,308.00

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Morning tea for Opening Ceremony on 6 November 2009	2,904.00
Luncheon at HKCEC on 6 November 2009	106,960.60
Gala Dinner at King Palace on 6 November 2009	102,920.00
Entertainment program production during Gala Dinner on 6 November 2009	12,920.00
Refreshment on 6 - 7 November 2009	42,900.00
<i>Subtotal (E8)</i>	<i>417,611.60</i>
9) VIP Invitation and Sponsorship to Developing Country Delegates	
Accommodation	161,850.00
Transportation	144,305.50
Miscellaneous	1,008.00
<i>Subtotal (E9)</i>	<i>307,163.50</i>
Total Expenditure (HKD)	1,156,035.40
	Amount (HKD)
Surplus to be returned to AHWP (S) = (Income) - (Expenditure)	363,085.84

There is a surplus of over HKD360,000 that would be transferred to the AHWP in due course.

(H) General Enquiry

HKPC provided email address (ahwp@hkpc.org) and hotline (+852 2788 5550) for general enquiry. A summary of enquiries received is as follows:-

Table 7 Summary of number of enquiry received

	Hotline	Email
Number of enquiry received	~500 / 23%	1,673 / 77%

Most of the enquires were related to registration methods, payment details, event details, programme rundown and meeting agenda, speaker and presentation information, hotel and transportation information.

(I) On-site Support Crew

HKPC provided one Project Manager, two Project Coordinators and seven temp staffs on-site during the AHWP Meeting to ensure the smooth running of all the activities. They arranged the on-site set-up and provided technical support for the registration and general enquiry counters, ushering and seating plan, meals, pre-meeting gathering, Opening Ceremony and Cocktail Reception plans.

(J) Website Management

HKPC frequently updated the latest AHWP Meeting information on the AHWP website, including AHWP Meeting general information, registration form, sponsorship form, hotel and transportation information, latest programme and meeting agenda, presentation materials, AHWP TC meeting minutes, AHWP meeting minutes and participant list. This served as the most important tool for information dissemination.

Photo Gallery

The 9th AHWP TC Meeting, 4 November 2009



Registration counter on 4 November 2009



Participants of the 9th AHWP TC Meeting



Mr Baoting WANG, the AHWP Chair, was delivering a welcome speech during TC Meeting.



Miss Joanna KOH, the AHWP TC Chair, was giving a warm welcome to all participants of the 9th AHWP TC Meeting.



Mr Mark LAU, the Chair of WG2 – Post-Market Surveillance and Vigilance, was presenting the progress update of their group.



Representative from GMDN Agency was presenting their nomenclature system.

The 14th AHWP Pre-meeting Workshop, 5 November 2009



Speakers & moderators for the 14th AHWP Pre-meeting Workshop



Interactive Q&A session was held during the 14th AHWP Pre-meeting Workshop.



Participants were sharing their experience during the tea break of the 14th AHWP Pre-meeting Workshop.



Participants for the 14th AHWP Pre-meeting Workshop



AHWP new comers from Chile, Jordan & Peru

The 14th AHWP Meeting, 6 – 7 November 2009



Dr PY LAM, Director of Health, the Hong Kong SAR Government, also the Guest-of-honor of the 14th AHWP Meeting Opening Ceremony, was delivering a welcome speech.



Souvenir presentation from Mr Baoting WANG, the AHWP Chair (right) to Mr Jingli ZHANG, the Vice Commissioner of State Food and Drug Administration (SFDA), People's Republic of China (left)



The 14th AHWP Meeting was chaired by Mr Baoting WANG, the AHWP Chair, (middle), and co-chaired by Mr Milind SHAH (left).



Participants for the 14th AHWP Meeting



Dr Monica WONG (left) and Mr Jack WONG (right), the regulator & non-regulator representatives from Hong Kong SAR, were sharing their experience with other meeting participants.



Mr Gunter FREY, the Vice Chair of Global Harmonization Task Force (GHTF) Study Group 3, was delivering a presentation on quality system requirement.

The 14th AHWP Meeting Cocktail Reception (5 November 2009), Luncheon (6 November 2009) & Gala Dinner (6 November 2009)



Guests of AHWP cocktail reception



Participants of AHWP cocktail reception



Toasting ceremony for AHWP Luncheon



Mr Daniel E ESTAY, representative from Abbott (AHWP luncheon sponsor), was delivering a closing remarks during AHWP Luncheon



Dr PY LAM and Mr Baoting WANG were toasting with participants during Gala Dinner



Cultural performance during Gala Dinner



The 14th AHWP Meeting and Pre-meeting Workshop (4th - 7th November 2009, Hong Kong, China)
第十四屆亞洲醫療器械法規協調組織會議暨會前研討會 (2009年11月4-7日, 中國香港)

Group photo taken in Golden Bauhinia Square during the Opening Ceremony