

Report

SFDA Preparation 15TH AHWP Meeting

July 22-23, 2010

Dr. Saleh Al Tayyar

**Vice Executive President For Medical Devices Sector
Medical Devices Sector
Saudi Food and Drug Authority**

1. Establishing the Organizing Committee

Organizing Committee Member

- Dr. Saleh Al Tayyar
- Mohamed Al Kharashi
- Saleh Al Atwi
- Saleh Al Hathlool
- Ali Al Dalaan
- Essam Al Mohandis
- Abdulrahman Al-Gifari
- Mazin Al Ismail
- Osama Al-Omrani
- Ahmed Al Shareef
- Baleegh Al Yousuf
- Meshal Al-Amri
- Ayman Al-Omran

Completed Tasks

- **organizing committee launched the Strategic plan.**
- **Several subcommittees have been allocated**
- **The event site has been selected**
- **SFDA proposed the Tentative Agenda**
- **Assigned third party to be the event manger.**

In progress

- **Event's Budget management**
- **organizing committee is preparing the opening ceremony**
- **Supervising the subcommittees works**
- **Recommendations**

1.1 Tentative Agenda

	27 th Nov (Sat)	28 th Nov (Sun)	29 th Nov (Mon)	30 th Nov (Tue)	1 st Dec (Wed)	
ACTIVITY						
	12 th AHWP TC Meeting	Workshop Training & Visit		Member Update	15 th AHWP Meeting	15 th AHWP Meeting
08:00	Registration					
08:30	AHWP TC Meeting (Session 1)	Work Group Training (A)	Work Group Training (B)	Member Update (Session 1)	Opening Ceremony AHWP Meeting (Session1)	08:30 Workshops
10:30	TEA BREAK				10:00	TEA BREAK
10:45	AHWP TC Meeting (Session 2)	Work Group Training (C)	Work Group Training (D)	Member Update (Session 2)	AHWP Meeting (Session 2)	10:15 Workshops
12:30	PRAYING AND LUNCH BREAK				11:45	PRAYING & LUNCH BREAK
14:00	AHWP TC Meeting (Session 3)	Visit		Member Update (Session 3)	AHWP Meeting (Session 3)	13:00 GHTF Update (Session 1)
17:00	TEA BREAK				14:30	TEA BREAK
19:00	Dinner	Dinner		Dinner	Gala Dinner	14:45 GHTF Update (Session 2) <i>End of 15th AHWP Meeting</i>

1.2 Meeting Site



2. Accommodation.

Subcommittee Tasks

- Hotel reservation
- Hotel Suggestion
- Hotel promotion
- Prepare the meeting site.
- Arrange the check in/check out for VIPs at the hotels.
- Hospitality

Achievements

- Suggested list of hotels and reservation contact details and it has been published at AHWP website ([List of Hotels](#)).
- Reservation code for SFDA rate is (*AHWP 15th meeting/SFDA*)

In Progress

- SFDA will assign one resident member for each listed hotel.

2.1 List of Hotels:

<u>Hotel Name</u>	<u>Room Type</u>	<u>Rate in Saudi Riyals</u>	<u>Contact Details</u>
Holiday Inn * (5 stars)	Single Standard	650	Tel.: +966-1-4612000 Fax: +966-1-4612595 hi.olaya.reservations@ihg.com www.holidayinn.com/olayariyadh
	Superior single/double	785/1035	
Sheraton Hotel (5 stars)	Superior executive floor single/double	835/1085	
	Deluxe suite	2135	Tel.: +966-1-4543300
	Deluxe suite executive floor	2385	Fax: +966-1-4541889
	Two-room villa	2230	reservations.riyadh@sheraton.com
	Three-room villa	2815	www.sheraton.com/riyadh
	Executive suite	2715	
	Royal suite	4270	
Four Seasons Hotel (5 stars)	Superior single/double	1600/2000	Tel.: +966-1-2115000
	Premium single/double	1700/2100	Fax: +966-1-2115001
	Deluxe single/double	1800/2200	reservations.riy@fourseasons.com
		3500	http://www.fourseasons.com/riyadh/
Al Faisaliah Hotel (5 stars)	Superior single/double	1300/1550	
	Premium single/double	1400/1650	Tel.: +966-1-2732000
	Deluxe suite	2000	Fax: +966-1-2732001
	Executive suite	3900	faisaliah.reservation@rosewoodhotels.com
	Royal suite	4200	www.rosewoodhotels.com

2.1 List of Hotels:

Hotel Name	Room Type	Rate in Saudi Riyals	Contact Details
InterContinental Hotel (5 stars)	Superior single main building	1100	Tel.: +966-1-4655000 Fax: +966-1-4657833 reservations@icriyadh.com www.ichotelsgroup.com
	Superior single business building	1200	
	Junior suite main building	1700	
	Deluxe suite business building	7000	
	Royal suite business building	8700	
Novotel AlAnoud * (5 stars)	Superior Room (Standard)	825	Tel.: +966-1-2882323 Fax.: +966-1-2882231 H6532-smgr@novotelalanoud.com www.novotelalanoud.com
Marriott Hotel (5 stars)	Deluxe single/double	800/1100	Tel.: +966-1-4779300 Fax: +966-1-2922212 riyadhres@marriott-hotels.com www.riyadhmarriott.com
Tulip Inn Hotel * (4 stars)	Single room	355	Tel.: +966-1-4628844 Fax: +966-1-4661163 sales2@tulipinnolayahouse.com www.tulipinnolayahouse.com
	Double/Twin room	470	
	Junior Suite	540	
	Executive Suite	740	
Al Khozama Hotel (4 stars)	Superior single/double	550/650	Tel.: +966-1-4654650 Fax: +966-1-4648176 alkhozama@rosewoodhotels.com www.rosewoodhotels.com
	Premium single/double	800/950	
	Executive suite	1400	
	Al Khozama suite	2150	

All are subjected to 15% service charge.

*Breakfast included.

Transportation will be provided by (SFDA) from hotel to the Meeting Venue.

3. Registrations and website.

Subcommittee Tasks

- **Managing the Registrations process.**
- **Coordination with AHWP.**
- **Website management**
- **Reviewing the registered names.**
- **Updating the AHWP Secretariat.**

Achievements

- **Prepared a registration form and it is published at AHWP website ([Form](#))**
- **Design a banner and published it at SFDA's website to be linked to the AHWP's website for registration.**
- **Create an Email for the event(MD.AHWP@SFDA.GOV.SA)**

3.1 Registration Form:

Fee

- \$600 per person.
- \$500 early bird *before October 15, 2010*
- Lunch included

Payment method




- By Cheque/ Bank draft
- By Telegraphic Transfer

Notes:

- Registration form and the remittance document should send to md.ahwp@sfd.gov
- For correcting personal details contact us

Last update:

- Number of registered: 9
- Number of paid register: 6
- Number of received passport for visa: 4

**The 15th Asian Harmonization Working Party (AHWP) Meeting,
AHWP Technical Committee Meeting and Workshops
27 November - 1 December 2010
Riyadh, Saudi Arabia**

REGISTRATION FORM

I would like to register as: _____ Please tick: where appropriate

<input type="checkbox"/> Industry/ Trader	USD600 per person (USD500 Early-bird)	27 Nov (Sat)	28 Nov (Sun)	29 Nov (Mon)	30 Nov (Tue)	1 Dec (Wed)
<input type="checkbox"/> Regulatory Authority	Complimentary	<input type="checkbox"/> DTC Meeting <input type="checkbox"/> Luncheon	<input type="checkbox"/> Workshop <input type="checkbox"/> Luncheon <input type="checkbox"/> Visit	<input type="checkbox"/> Member Update <input type="checkbox"/> Luncheon	<input type="checkbox"/> Meeting <input type="checkbox"/> Luncheon <input type="checkbox"/> Dinner	<input type="checkbox"/> Meeting <input type="checkbox"/> Luncheon
<input type="checkbox"/> Participant of Dinner ONLY (30 Nov) USD100 per person		<input type="checkbox"/> Vegetarian meal required				

** Seats are limited and will be served on the first-come-first-served basis

Registration Details

Name (*Mr/ Ms/ Dr) : _____ Designation : _____
 Company/Organisation : _____
 Full Address : _____
 Postal Code : _____
 Telephone / Mobile No : (Country Code) _____ (Area Code) _____ (Number) _____
 Fax No : _____ E-mail : _____

Payment Method

By CHEQUE / BANK DRAFT (payable to "Saudi Food and Drug Authority")

Name of Bank : _____
 *Cheque/Bank Draft No : _____ Amount : **USD** _____

- Please submit the completed registration form together with the Cheque or Bank Draft to **SFDA - 3292 North Highway Al Nafal Unit (1) - Riyadh 13312 - 6288**, (Attn: **SFDA-MDS**).

- If pay by USD bank draft or cheque, please note that the bank draft or cheque must be drawn on a bank in Saudi Arabia

- Please state clearly on cheque/bank draft that the payment is for the 15th AHWP Meeting.

By TELEGRAPHIC TRANSFER

- Remit by telegraphic transfer to **Saudi Food & Drug Authority**
Account Number (IBAN) : SA56 5500 0000 0209 8390 0390
Banque Saudi Fransi
Riyadh city - Olaya Branch - Main Road
Saudi Arabia

Remitting Bank Name : _____
 Date : _____ Amount : **USD** _____

- All banking charges, if any, are to be borne by the delegates.

- Please quote the 15th AHWP Meeting in the remittance document as the remittance message for our verification. Please submit the completed registration form together with the copy of remittance document to Mr. Salem Al Enzi by fax (+966 1 2757245) or E-mail (MD.AHWP@sfd.gov.sa).

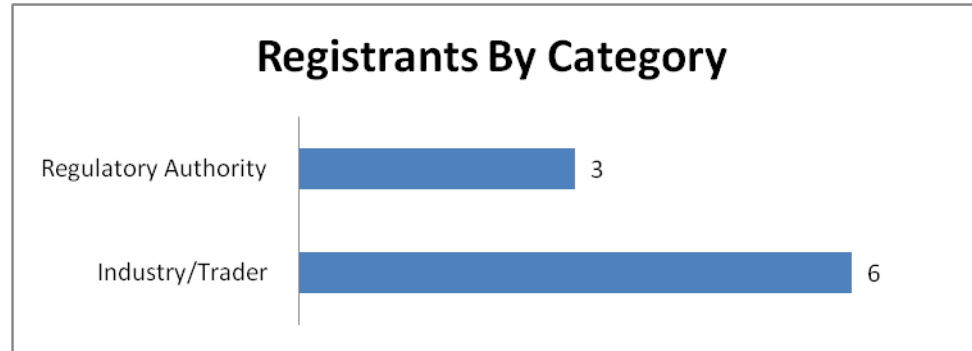
Importance Notes

- Registration without payment will not be entertained, and admission allowed to persons aged 18 or above only.
- Early-bird discount for Industry/Trader delegate is valid on or before 15/10/2010.
- Acceptance to registration will be subject to availability on a first-come-first-served basis.
- Registration fee is non-refundable.
- Meeting programme is subject to change without prior notice.
- The information provided in this form will only be used for processing your participation and communication with you on matters related to the AHWP Meeting. If you wish to correct your personal data, please e-mail : MD.AHWP@sfd.gov.sa
- Any copy of telegraphic transfer, cheque payment should send to Mr. Salem Al Enzi on MD.AHWP@sfd.gov.sa

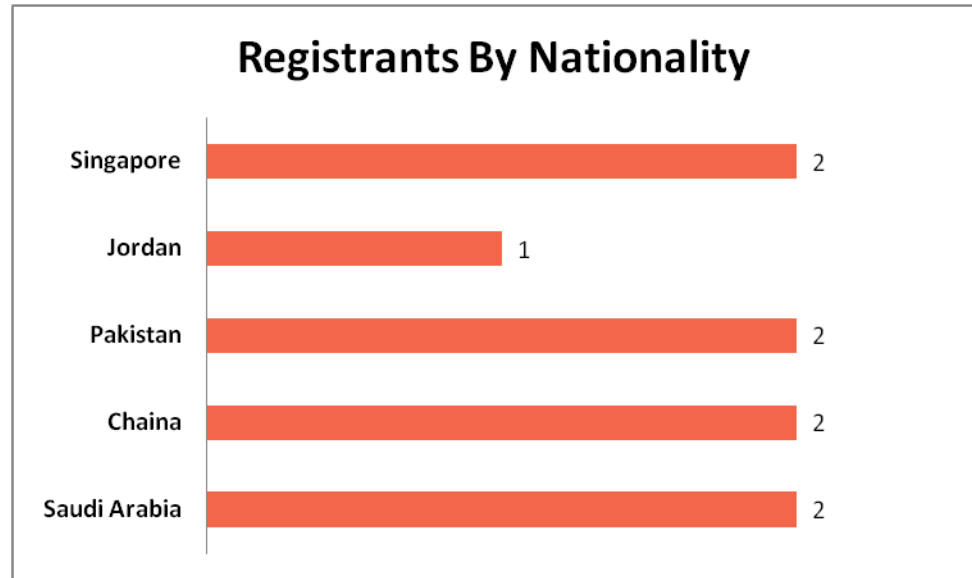
Signature _____ Stamp (for Company/Regulatory Authority) _____ Date _____

3.1 Registration (cont)

By Category	No.	%
Industry/Trader	6	67%
Regulatory Authority	3	33%
TOTAL	9	100%



By Nationality	No.	%
Saudi Arabia	2	22%
China	2	22%
Pakistan	2	22%
Jordan	1	11%
Singapore	2	22%
TOTAL	9	100%



3.2 Registration link at SFDA's website:

Meeting announcement

- ❑ Published on June 22, 2010
- ❑ Linked directly to the registration page at AHWP website.

The screenshot shows the SFDA website interface. At the top, there is a navigation bar with 'Home', 'Food', 'Drug', and 'Medical Devices' buttons. A search bar is located in the top right corner, with a red box highlighting the search input field and the 'Search' button. Below the navigation bar, there are several sections: 'About SFDA' (with sub-links for Regulations, Research and Studies, Training Programs, and Procedures Guide), 'Specialists and Consultants Registration', 'Events' (listing 'The Third International Food Exhibition Iris 2008', 'The 7th International Saudi Pharmaceutical Conference', and 'the 4th Saudi Conference on Food and Nutrition'), and 'Quick links'. The main content area features a 'Welcome to SFDA Portal' banner, followed by 'SFDA News' with articles such as 'HRH Prince Sultan Bin Mohammed Commented : Your Authority is Advanced and We put all our resources at your service' and 'Saudi FDA Launches a Health Awareness Portal for Children'. On the right side, there is a sidebar with a 'Personnel Only' link, a search bar, and a 'Register' button highlighted in a red box. Below the sidebar, there are sections for 'The 15th Asian Harmonization Working Party (AHWP) Meeting', 'See Now the website demo', 'MEDICAL DEVICES REGULATION', and a 'Login' form.

4. Guests and speakers

Main Tasks:

- **Preparing lists of Guests and speakers**
- **Invited Guests and speakers**
- **Determining the arrival and departure dates for guests and speakers**
- **Coordinating flight bookings for guests and speakers**
- **Following-up and coordinating with the following committees**

Accommodation and Hospitality

- **Booking rooms in specified hotels**
- **Ensuring the transfer of guests from / to the Conference and other social activities**
- **Coordinating visits**
- **Transporting to the airport**


4.1 Invitations:

Main Tasks:


- SFDA will take care of the new members and neighboring countries invitations.
- SFDA will invite senior executives from international authorities (such as FDA, WHO and Health Canada)

Accomplishment :


- SFDA sent the invitation for ex-chairman of GHTF.
- SFDA prepared a list of suggested guests and speakers.



Asian Harmonization Working Party
WORKING TOWARDS MEDICAL DEVICE HARMONIZATION IN ASIA



Kingdom of Saudi Arabia
Saudi Food & Drug Authority

 Medical Devices

Dr. Larry G. Kessler
Professor and Chair of the Department of Health Services
Box 357660
University of Washington
School of Public Health
Department of Health Services
Seattle, WA 98195
kesslerl@u.washington.edu

Dear Dr. Kessler,

Invitation to Attend the 15th Asian Harmonization Working Party (AHWP) Meeting, AHWP Technical Committee Meeting and Workshops to be held on 27 November – 1 December 2010 in Riyadh, Kingdom of Saudi Arabia

On behalf of the organizing committee and the Chair of the Asian Harmonization Working Party (AHWP), you are cordially invited to participate in the forthcoming 15th AHWP Meeting to be held on 27 November – 1 December 2010. The tentative meeting programme is attached herewith for your information.

GHTF is one of the most important partners of AHWP and collaboration between GHTF Study Groups and AHWP Working Groups are essential for the harmonization of medical device regulations. As the X-Chairman of GHTF, you are considered the most appropriate person to make a presentation related to medical devices regulations. If you are available, please let me know.

Looking forward to receiving your earliest reply.

Yours faithfully,

~~Dr. Saleh Al Tayyar~~
Vice Executive President – Medical Devices Sector
Saudi Food & Drug Authority

5. Entry Visas and Reception

Entry Visas

- coordinate with the Ministry of Foreign Affairs(MOFA) to arrange for entry visas for guests and speakers
- Coordinating with the Bookings and Registration Committee and websites in order to get a detailed list of invited guests and prepare a list of arrival and departure dates.
- coordinating with Transportation committee in King Khalid International Airport in Riyadh in order to Receive the guests, based on data of participants and arrival and departure dates.

Airport Reception

- Determine guests names and times of arrival.
- prepare a detailed schedule of the guests names, times of arrival and the persons who are responsible to receive them.
- Coordinating with the Executive Office at King Khalid international airport to receive invited guests
- Preparing and office at the King Khalid International Airport in Riyadh to Supervise the reception of guests

6. Transportations and social programs

Tasks

Transportation

- **Determining the needs of the Conference of cars, buses**
- **Contact the transportations companies and car rental to get the best price**
- **providing drivers of private cars either from Saudi food and drug authority or leasing companies**
- **determining a perfect Itinerary**

Social Activity

- **Prepare visits and recreational programs for guests.**
- **Prepare the schedule of guests visits**
- **Organize and supervise the visits**

Achievements

- **Al-Athria village is scheduled to be visited on *Tue 30th 2010.***
- **King Abdulaziz Museum is planned to be visited on *Sun 28th 2010***

6.1 Visiting Program:



7. Public Relations and Media

Tasks

- **Coordinate with other committees to prepare needed publications.**
- **Supervise the implementation of the media plan for the Conference**
- **Coordinate with various media agencies (News Agencies, Radio Stations, Newspapers, Magazines, Television) for meeting coverage.**
- **Document conference meeting**
- **Provide translation**
- **prepare certificates of appreciation.**

Thank You

For any further information please contact the organizing committee
On MD.AHWP@SFDA.GOV.SA

www.sfda.gov.sa