



## Agenda of the 1<sup>st</sup> AHWP Secretariat Meeting in 2013

*(Updated on 7 May)*

Date : 6<sup>th</sup>–7<sup>th</sup> May 2013  
Time : 9:00–17:30 (day 1), 9:00–15:30 (day 2)  
Venue : Room Bahamas Recess, Sunway Resort Hotel & Spa, Kuala Lumpur, Malaysia

### Day 1 (6 May 2013)

Local Time	Agenda Items	Moderator(s)
9:00 – 9:15	Opening Remarks	Dr Saleh S AL-TAYYAR (Chair)
9:15 – 9:25	Agenda Item 1: Adoption of Agenda Agenda Item 2: Roll Call	Mr Ali AL-DALAAN (Secretary General)
9:25 – 10:00	Agenda Item 3: <ul style="list-style-type: none"> <li>AHWP Strategic Framework (2012-2014) <i>[Refer to C-20130506.1a ~ 1e]</i></li> <li>Cooperation with Other Organizations (IMDRF, APEC, RAPS, WHO, DITTA, IAF, ISO, AHC)</li> <li>Membership <i>[C-20130506.2]</i></li> <li>Review of AHWP TOR and House Rules <i>[C-20130506.3a ~ 3b]</i></li> <li>Training &amp; Capacity Building</li> <li>E-Newsletter</li> <li>Others</li> </ul>	Ms Lindsay TAO (Vice-chair)  Mr Ali AL-DALAAN (Secretary General)  Mr. Bryan SO (Executive Deputy Secretary General)  Mr Jack WONG (Executive Deputy Secretary General)
10:00 – 10:30	Group Photo and Tea Break	
10:30 – 11:00	Agenda Item 3 (Continue)	
11:00 – 11:30	Agenda Item 4: AHWP TC Meeting <ul style="list-style-type: none"> <li>Report on the Bangkok AHWP TC Leaders Meeting <i>[C-20130506.4]</i></li> <li>Work Plan and progress of TC WGs &amp; STG <i>[C-20130506.5a ~ 5g]</i></li> <li>Resolutions <i>[C-20130506.6]</i></li> <li>Next meeting arrangement</li> <li>Others</li> </ul>	Ms Joanna KOH (TC Chair)  Mr Ali AL-DALAAN (TC Co-chair)  Ms Chadaporn Tanakasemsub (Miang) (TC Co-chair)
11:30 – 12:00	Tea Break	



12:00 – 12:30	<p><b>Agenda Item 5: AHWP ASL Updates</b></p> <ul style="list-style-type: none"> <li>• Financial Updates and Arrangements <i>[C-20130506.7a ~ 7b]</i></li> <li>• Admission of New Members <i>[C-20130506.8]</i></li> <li>• 2<sup>nd</sup> AGM of ASL <i>[C-20130506.9]</i></li> <li>• Preparation for the election of new Board of Directors <i>[C-20130506.10]</i></li> <li>• Others</li> </ul>	<p>Mr Ali AL–DALAAN (Secretary General)</p> <p>&amp;</p> <p>Mr Bryan SO (Executive Deputy Secretary General)</p>
13:30 – 14:00	Lunch	
14:00 – 15:00	<p><b>Agenda Item 6: AHWP Secretariat Work Updates</b></p> <p><i>[C-20130506.11]</i></p> <ul style="list-style-type: none"> <li>• Obligation of AHWP Annual Meeting Host <i>[C-20130506.12]</i></li> <li>• Review and updates of TOR and House Rules <i>[C-20130506.13]</i></li> <li>• Secretariat supports to TC</li> <li>• Secretariat supports to WGs</li> <li>• Secretariat supports to AHWP annual meeting</li> <li>• Secretariat supports to AHWP Conference</li> <li>• Secretariat supports to ASL</li> <li>• Members Updates</li> <li>• AHWP Website and Sponsors</li> <li>• AHWP Business Card</li> <li>• Others</li> </ul>	<p>Mr Bryan SO (Executive Deputy Secretary General)</p>
Adjourn at 15:00		
15:00 – 17:30	On-site visit and venue review at Mandarin Oriental in KL	Malaysia Medical Device Professional Association



**Day 2 (7 May 2013)**

Time	Agenda Items	Moderator(s)
9:00 – 10:30	<p><b>Agenda Item 7: The 18<sup>th</sup> AHWP Meeting Preparation</b></p> <ul style="list-style-type: none"> <li>• Registration</li> <li>• Meeting Agenda and Workshop Program</li> <li>• Guests and Speakers</li> <li>• Resolutions</li> <li>• Budget</li> <li>• Financial arrangements               <ul style="list-style-type: none"> <li>• Seed money</li> <li>• Separated financial sheets for Meeting and Conf.</li> <li>• Other financial arrangement related to Meeting</li> </ul> </li> <li>• Sponsorships</li> <li>• Support from Secretariat (HKPC)</li> <li>• Timeline               <ul style="list-style-type: none"> <li>• Logistic</li> <li>• Scientific</li> </ul> </li> <li>• Others</li> </ul>	Mr Zamane Abdul Rahman (Local Host)
10:30 – 11:00	Group Photo & Tea Break	
11:00 – 12:30	<p><b>Agenda Item 8: AHWP-RAPS 1<sup>st</sup> Conference Preparation</b></p> <ul style="list-style-type: none"> <li>• Registration</li> <li>• MOU with RAPS signed</li> <li>• Conference scientific topics</li> <li>• Budget</li> <li>• Sponsorship</li> <li>• Financial arrangement               <ul style="list-style-type: none"> <li>• 1<sup>st</sup> payment to RAPS</li> <li>• 2<sup>nd</sup> payment to RAPS</li> <li>• Balance payment to RAPS</li> <li>• Other financial arrangement related to Conf.</li> </ul> </li> <li>• Review of Timelines</li> <li>• Local Support from MOH Malaysia</li> <li>• Tentative Programme</li> <li>• Others</li> </ul>	Ms Quan TRAN (Advisor to Chair)  Mr Zamane Abdul Rahman (Local Host)  Dr Sherry Keramidas (RAPS Representative)
12:30 – 13:00	<b>Agenda Item 9: Group Discussion</b>	Mr Ali AL-DALAAN (Secretary General)
13:00 – 13:15	Closing Remarks	Dr Saleh S AL-TAYYAR (Chair)
Adjourn at 13:15		
14:30 – 15:30	On-site visit and venue review at Sunway Convention Centre in KL	Malaysia Medical Device Professional Association