

Obligation of AHWP Annual Meeting Host

AHWP Secretariat Meeting
6-7 May 2013
Kuala Lumpur, Malaysia

Bryan SO
AHWP Secretariat



Asian Harmonization Working Party
WORKING TOWARDS MEDICAL DEVICE HARMONIZATION IN ASIA

Background

- To support the preparation for AHWP and AHWPTC meetings
- To support the meeting host to have a better understanding of the obligation
- To support the meeting host to have a better understanding of the financial arrangement

AHWP House Rules

11. Hosting AHWP and AHWPTC Meetings

- B. In the planning of a Meeting, the host member shall ensure that the event will be self-financed while sponsorships may be sought if needed. There shall be a contingency plan for the settlement of deficits that may arise.
- C. The host member shall prepare a financial statement for posting on the AHWP website after the completion of the event. The surplus should be contributed to the AHWP Reserve.

GUIDANCE for Member Economy hosting the Meetings of AHWP or its Technical Committees

4. **The Meetings of AHWP and/or its Technical Committee and the various programmes for the event will be entirely self-funding. AHWP will provide a seed fund to manage cashflow.** Each delegate shall pay his share of the cost for attending the event. Cost of any pre- and post-event local tours arranged outside the event's programme shall be borne by individual delegate.

5. Member Economy's host organization and the local industry association will undertake to manage the following services and support:
Pre-Event:
 - ii) Act on behalf of AHWP, through the local host Secretariat, on meeting venue contract and agreement subject to final approval from AHWP Organizing Committee. **AHWP will be solely responsible for the payment of the rental fees to the selected venue for rental of conference facility and equipment as well as tea breaks, lunches and a social dinner.** If required, the local host Secretariat will negotiate for a waiver of all necessary deposits.

GUIDANCE for Member Economy hosting the **Annual Meetings of AHWP or its Technical Committees**

4. The Meetings of AHWP and/or its Technical Committee and the various programmes for the event will be entirely self-funding. AHWP will provide a seed fund to manage cashflow [on a request basis]. [AHWP and AHWP Administration Services Limited (ASL), through the AHWP Secretariat, will review the seed fund request, meeting budget, meeting sponsorship income status and ASL financial status by the moment the request is received, and decide the seed fund amount] Each delegate shall pay his share of the cost for attending the event. Cost of any pre- and post-event local tours arranged outside the event's programme shall be borne by individual delegate.

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5. Member Economy's host organization and the local industry association will undertake to manage the following services and support:

Pre-Event:

- vi) Meeting registration fees could be collected by the local host to better facilitate the cashflow. Sponsorships, if any, from local industries will be collected by the local host. Sponsorships, if any, from multinational companies will be directly collected by AHWP ASL through the Secretariat.

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5. Member Economy's host organization and the local industry association will undertake to manage the following services and support:

Post-Event:

- x) The meeting total income will include registration income, sponsorships received by local host and sponsorships received by AHWP ASL. The meeting total expenses will include meeting direct expenses generated in the local host side and the direct expenses generated in AHWP ASL side. The meeting surplus will be based on total income and total expenses. The meeting local host shall prepare an contingency plan in case for any deficiency.



Discussion Q&A