

Updates on AHWP Secretariat Support

AHWP Secretariat Meeting

6 – 7 May 2013

Kuala Lumpur, Malaysia

Bryan SO

Executive Deputy Secretary General, AHWP



Asian Harmonization Working Party
WORKING TOWARDS MEDICAL DEVICE HARMONIZATION IN ASIA

Keep Providing Supports to AHWP

- Administration
 - Review and updates on AHWP TOR and AHWP House Rules
 - Maintenance and updates for AHWP Documents
 - AHWP sponsorships to member economies
 - Website maintenance
 - Secretariat email account maintenance
 - AHWP, WGs, ASL membership list updates

Keep Providing Supports to AHWP (Cont.)

- Communication
 - Circulating reference materials & seeking for review & advice
 - Supporting the preparation of AHWP physical meetings and tele-cons
 - Agenda, circulars, reference materials, comments and minutes
- Marketing
 - Website sponsorships
 - AHWP business cards
 - Support the leaders for activities increasing AHWP global appearances

Keep Providing Supports to AHWPTC

- For the TC Advisors, including
 - Communications among AHWP and TC leaders
 - Criteria for TC Advisor
 - Preparing the nomination forms
 - Contacting with the candidates
 - Collecting of candidates information and documents during the nomination
 - Maintaining the list and documents of appointed TC Advisors
- For TC Leaders Meeting, including
 - Meeting summary
 - Following up actions for suggestions received

Keep Providing Supports to WG & STG

- Administration & Communication
 - Seeking approval from WG & STG Chair/Co-chairs for new WG & STG member admission
 - Preparing and maintenance of technical documents from WG & STG
 - Maintaining the work plan and progress for WG & STG
 - Solution during AHWP main meeting
- Project-based supports:
 - SADS weekly updates
 - Secured SADS system
 - AE report form

Keep Providing Supports to ASL

- Administration
 - Maintaining ASL membership
 - Reviewing and updating the M&A
 - Supporting the procurement of services:-
 - Accounting
 - Book keeping
 - Statuary documents maintaining and handling
 - Auditing
 - Tax filing
 - Preparing financial status report of ASL for reporting in AHWP annual meeting

Keep Providing Supports to ASL

- Communication
 - ASL BOD meetings
 - Agenda, circulars, minutes, following up actions
 - ASL AGM
 - Invitation letter, agenda, election of BOD, member admission, financial updates, etc.
 - Communicating with accountant and auditors for their services

Keep Providing Supports to AHWP Annual Meeting

- Supporting the preparation of steering meetings
- Following up for comments on speaker logistic, AHWP sponsorships, etc
- Coordinating with local host secretariat
- Promotion via announcement and email circulation
- Information channeling
- Budget review & advice
- Facilitating the financial arrangements
- Logistic for delegates
- Q&A for individuals

Keep Providing Supports to AHWP Conference

- Supporting the preparation of steering meetings
- Following up for comments and support the local host on speaker logistic etc
- Coordinating with local host secretariat
- Promotion via announcement and email circulation
- Information channeling
- Budget review & advice
- Facilitating the financial arrangements
- Logistic for delegates
- Support the local secretariat on Q&A for individuals

Thank You
&
Suggestions