



Asian Harmonization Working Party
WORKING TOWARDS MEDICAL DEVICE HARMONIZATION IN ASIA

FINAL DOCUMENT

Title: Amendment 1 to the GUIDANCE for Member Economy Hosting the Meetings of AHWP or its Technical Committees

Authoring Group: AHWP SECRETARIAT

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1. **Purpose**

This document proposes to make amendment to the Asian Harmonization Working Party guidance document entitled “GUIDANCE for Member Economy hosting the Meetings of AHWP or its Technical Committees” as detailed in section 3 below.

2. **Background**

- 2.1. The current “GUIDANCE for Member Economy hosting the Meetings of AHWP or its Technical Committees” is specified under the Guidance Document announced on 24 November 2006.
- 2.2. In Asian Harmonization Working Party (AHWP) House Rules, the general principles for member economy hosting AHWP and/or AHWPTC Meetings are listed under Clause 11-Hosting AHWP and AHWPTC Meetings, while the detailed operating procedures were expressed in the current AHWP document “GUIDANCE for Member Economy hosting the Meetings of AHWP or its Technical Committees”.
- 2.3. The proposed amendments to the current AHWP guidance document “GUIDANCE for Member Economy hosting the Meetings of AHWP or its Technical Committees” are prepared with consolidation of comments received from AHWP leadership during the past AHWP Secretariat Meetings, as well as comments received at Board of Directors Meeting of the AHWP Administration Services Limited (ASL) established in 12 April 2011. More details about AHWP ASL can be found at AHWP official website (<http://www.ahwp.info/index.php?q=node/7>).
- 2.4. AHWP Terms of Reference can override the document “GUIDANCE for Member Economy hosting the Meetings of AHWP or its Technical Committees” when there is any discrepancy;

3. **Proposed Amendments to the AHWP Guidance Document “GUIDANCE for Member Economy hosting the Meetings of AHWP or its Technical Committees”**

- 3.1. The current file name:-

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

is proposed to be replaced by:-

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

3.2. The current clause 4:-

Clause 4

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.*

is proposed to be replaced by:-

Clause 4

4. *The Meetings of AHWP and/or its Technical Committee and the various programmes for the event will be entirely self-funded by the hosting member economy. AHWP will provide a seed fund to the hosting economy for managing cashflow, on a request basis. AHWP Administration Services Limited (ASL), through the AHWP Secretariat, will review the seed fund request, meeting budget, meeting registration and sponsorship income estimation 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.*

3.3 The current clause 5 (ii):-

Clause 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 social dinner. If required, the local host Secretariat will negotiate for a waiver of all necessary deposits.*

is proposed to be replaced by:-

Clause 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. If required, the local host Secretariat will negotiate for a waiver of all necessary deposits.*

3.4. The below new clause 5.vi) is proposed to be added:-

Clause 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 will 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 collected by AHWP ASL through the Secretariat.*

3.5. The below new clause 5.xi) is proposed to be added:-

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

Post-Event:

xi) The meeting total income will include registration income, meeting sponsorships received by local host and meeting sponsorships received by AHWP ASL. The meeting total expenses will include meeting direct expenses generated from the local host side and the direct expenses generated from AHWP ASL side. The meeting surplus will be based on total income and total expenses. The meeting local host shall be responsible for preparing a contingency plan and self-funded resources in case for any deficiency.

3.6. The below new clause 5.xii) is proposed to be added:-

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

Post-Event:

xii) The host member shall prepare a financial statement after the completion of the event and send to Secretariat. The surplus should be contributed to the AHWP Reserve.

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