



Global Harmonization Working Party

Towards Medical Device Harmonization

PROPOSED FINAL DOCUMENT

Title: Amendment 11 to the Global Harmonization Working Party House Rules

Authoring Group: GHWP SECRETARIAT

Date: 28th November 2024

1. Purpose

This document proposes to make amendment to the Global Harmonization Working Party (GHWP) House Rules on descriptions of Secretariat Team, as detailed in section 3 below under “Proposed Amendments to the GHWP House Rules”.

2. Background

2.1. The current GHWP House Rules are specified under the Final Document GHWP/SECRETARIAT/F001:2023 resolved in 26th GHWP Meeting and announced on 16th Feb 2023.

2.2. This amendment of House Rules mainly incorporates the provisions to update the descriptions of Secretariat Team.

2.3. The amendment will follow the below general principles: -

2.3.1. GHWP & GHWPTC Terms of Reference can override the GHWP House Rules when there is any discrepancy.

3. Proposed Amendments to the GHWP House Rules

3.1. The following new provision(s) as shown in bold and underlines, or edits as shown in bold and with stroke lines, are the proposed amendments to the corresponding clauses in the GHWP House Rules: -

A. GHWP House Rules Clause 6A on Roles and Responsibilities of the Secretariat:

The Secretariat is a team including the Secretary-General, **Executive Secretary-General**, Deputy Secretary-General and other team members providing secretariat support to the GHWP including the organization of meetings and activities, **coordination with international organizations**, implementation of resolutions and decisions, management of website, preparation of meeting agendas and minutes, keeping of documents and records, management of funds, updating of contact emails and promotion of activities. Its email address is secretariat@ghwp.info.

B. GHWP House Rules Clause 6C on Roles and Responsibilities of the Secretariat:

The **Executive Secretary-General, Deputy Secretary-General** is the person in charge of the day-to-day operations of the Secretariat. He/she shall provide assistance to the GHWP Chair and Secretary-General to manage the GHWP and promote its activities.

C. GHWP House Rules **Clause 6D** on Roles and Responsibilities of the Secretariat:

Deputy Secretary-General shall provide assistance to the GHWP Chair, Secretary-General and Executive Secretary-General, to manage the GHWP and promote its activities.

D. GHWP House Rules Clause 7A on Appointment of the Secretariat Team:
The GHWP Chair may appoint office bearers of the Secretariat including one Secretary-General, **one Executive Secretary-General** and several Deputy Secretary-Generals responsible for different duties. The Secretary-General takes charge of the Secretariat and supervises **the Executive Secretary-General** and Deputy Secretary-Generals.

E. GHWP House Rules Clause 13B on Management of the GHWP Website:
The Secretary-General and/or the **Executive Secretary-General** ~~Deputy Secretary-General~~ shall have the authority to decide whether any specific document/information should be posted or not. If there are any disputes, the Secretary-General shall consult the Chair for the final decision.

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