



**Meeting Minutes of the
AHWP Administration Services Limited (AHWP ASL)
5th Annual General Meeting**

Date : 25 Nov 2016
Time : 6:05pm (Philippines local time)
Venue : Sam Betro room, Radisson Blu Cebu Hotel, Cebu, Philippines

Present:

- Ms Sumati RANDEO, Abbott Laboratories, India (Chairperson of the Meeting)
- Dr Hanson DAWN, Symphon Chemical Corporation, Chinese Taipei (Director)
- Mr Tony LOW, CEMARK, Malaysia (Member, Industry)
- Dr Wen Wei TSAI, TFDA, Chinese Taipei (Member, Regulator)
- Mr Bryan SO, Hong Kong Productivity Council, HKSAR (AHWP Secretariat)
- Ms Carol LIU, Hong Kong Productivity Council, HKSAR (AHWP Secretariat)
- Mr Aseem SAHU, MOHFW, India (Observer)
- Dr Jeong Rim LEE, MFDS, Republic of Korea (Observer)
- Ms Kyeong Shin SOO, MFDS, Republic of Korea (Observer)
- Dr Reba CHHABRA, MOHFW, India (Observer)
- Mr Seil PARK, MFDS, Republic of Korea (Observer)
- Mr Tony YIP, Elekta Ltd., HKSAR (Observer)

Apology:

- Dr Andros CHAN, Besteam Consultants Limited, HKSAR
- Dr Kam Yee Karen CHENG, Johnson & Johnson Vision Care, HKSAR
- Ms Rachel KIM, GE Healthcare, Republic of Korea
- Ms Lindsay TAO, J&J, China
- Mr Jack WONG, Baxter Healthcare (Asia), HKSAR

Proxy:

- Ms Sumati RANDEO, proxy of Ms Chadaporn (Miang) TANAKASEMSUB
- Ms Sumati RANDEO, proxy of Mr Ali M. AL-DALAAN
- Ms Chadaporn (Miang) TANAKASEMSUB, proxy of Mr Benjamin CHAN

Sumati



1. Roll Call

The roll call was made by all meeting participants.

2. Adoption of the Agenda

The agenda was updated and the finalized version as in ANNEX (1) was adopted.

3. Resolution on Election of Chairperson of the 5th AGM of AHWPASL

The President of AHWP ASL, Ms Chadaporn (Miang) TANAKASEMSUB, was not able to attend the Meeting due to urgent business matter. A resolution was passed and Ms Sumati Randeo, proxy of Miang, was elected to be the Chairperson of this Meeting.

4. Welcome speech by Chairperson

Ms Sumati RANDEO, the immediately elected Chairperson of the Meeting according to rules in AOA, welcomed and thanked all the participants for attending the 5th AGM of AHWP ASL.-

5. Report of New ASL Members Admitted in 2015-2016

Ms Carol Liu, AHWP Secretariat, reported the newly admitted AHWP ASL members between 5 Nov 2015 and 25 Nov 2016 as follows:

5.1 Member (Industry)

Mr Ali KASHIF, The Searle Company Limited, Pakistan

5.2 Associate Members (Industry)

i. Mr Ellis Andrew, Leica Biosystems, Australia

ii. Mr James Kian Kai CHAN, Medtronic PTE LTD, Singapore

iii. Mr Muhammad SOHAIL, Fresenius Mediacare Pakistan (PVT.) LTD.,
Pakistan

iv. Ms Susie Chan, Johnson & Johnson, HKSAR

6. Election of New President, Directors of the Board, Treasurer & Vice-treasurer

The following members were elected as new Directors of the Board:

6.1 President

Ms TANAKASEMSUB, Chadaporn (Miang), Alcon, Thailand

Sumati



6.2 Treasurer

Mr CHAN, Wai Kit (Benjamin), MEDICONCEPTS Limited, HKSAR

6.3 Vice-Treasurer

Ms CHAN, Siu Tsz (Susie), Johnson & Johnson, HKSAR

6.4 Other Directors

- i. Dr CHAN, Ling Ming (Andros), Besteam Consultants Limited, HKSAR
- ii. Dr DAWN, Han Son (Hanson), Symphon Chemical Corporation, Chinese Taipei
- iii. Ms KIM, Joo Young (Rachel), GE Healthcare, Republic of Korea
- iv. Ms TAO, Li (Lindsay), J&J, China
- v. Mr WONG, Lung (Jack), Baxter Healthcare (Asia), HKSAR

7 **A.O.B**

7.1 Employment of A Technical Assistant (or equivalent) to TC Leadership

It was mentioned by AHWP Technical Committee (TC) Chair and Co-chair (regulatory), that there needed further technical support to the existed TC Secretary members, who were on an honorary basis, to enable technical documentation, contents preparations and reviews. It was discussed and the consent was reached that AHWPTC would employ a technical assistant (or equivalent) via AHWP ASL to support TC chairs to carry out these technical work.

Secretariat would further prepare job descriptions for TC leadership confirmation, as well as collect quotation(s) for further review and discussion by TC leadership. The job nature should differentiate from AHWP Secretariat members, who have been supporting AHWP, AHWPTC and ASL on administrative affairs. Title of this position might be further revised, subject to AHWPTC leadership decisions.

8 **Closing Remarks**

Sumati thanked all AHWP ASL members, AHWP Secretariat and other participants for attending this 5th AGM.

Sumati



8 **Next Meeting Date**

It was agreed that the date and location of next AGM would align with the next AHWP 2017 annual meeting in India. Detailed meeting information would be further circulated and announced via email.

The 5th ASL AGM was adjourned at 18:55pm (Philippines local time).

- End -

Ms Sumati Randeo

Chairperson of the 5th AHWP ASL AGM