

# Terms of Reference for the Organizing Committee

---

## 3rd Biennial Scientific Conference on Medical Products Regulation in Africa

*Theme: Sustaining the Momentum for Regulatory Harmonization in Africa*

27th - 29th November 2017

Accra, Ghana



## Background

The Scientific Conference on Medicines Regulation in Africa is a biennial event that provides a platform for stakeholders to reflect on the progress in regulatory systems in Africa and map the trajectory moving forward. The inaugural 1<sup>st</sup> Biennial Scientific Conference was held in Johannesburg, South Africa in 2013 with the theme “Building Partnerships for Sustainable Capacity Development in Medicines Regulation in Africa”. This was followed by the 2<sup>nd</sup> Biennial Conference which took place in 2015 in Addis Ababa, Ethiopia under the theme: “Regulatory Systems Strengthening for Advancing Research, Innovation and Local Pharmaceutical Production in Africa”. Building on the success of the first two Scientific Conferences, in 2017, the theme of the 3<sup>rd</sup> Biennial Scientific Conference is “Sustaining the Momentum for Regulatory Harmonization in Africa”. The 2017 Scientific Conference will enable participants to contribute towards the future of medicines regulation and harmonisation in Africa. It will also provide a platform for stakeholders to brainstorm on the role of ethical and regulatory approval of clinical trials in bridging the gap between research and development given the existing vacuum in advancing clinical trials that are relevant for diseases affecting African countries.

The overall goal of the 3<sup>rd</sup> Biennial Scientific Conference on Medical Products Regulation in Africa is to review progress and deliberate on actions for sustaining the momentum for regulatory systems strengthening and harmonisation in Africa. Specifically, the conference will review progress made in improving access to medical products and health technologies in the continent. It will also identify actions towards sustaining the momentum of regulatory harmonisation in Africa and facilitate a platform for sharing lessons learnt and best practices in regulatory systems strengthening and harmonization. Furthermore, the conference will facilitate collaboration and networking among different stakeholders including regulators, policymakers, academia, scientific community, private sector and civil society.

## Roles and responsibilities

In order to ensure that the conference objectives are attained, the Organising Committee is set up to take charge on the following aspects:

1. Concept note and programme for the conference pre-and during the main meeting
2. Managing meeting logistics including travel for participants, hotel reservations, airport pick-ups and drop-offs, registration for the conference
3. Managing abstracts, presentations and providing guidance to speakers
4. Communication and knowledge management
5. Mobilising resources for the conference.

## Composition of the Organizing Committee

The following shall compose membership to the Organising Committee;

1. NEPAD Agency AMRH Team
  - a. Margareth Ndomondo-Sigonda (MNS)
  - b. Chimwemwe Chamdimba (CC)
  - c. Paul Tanui (PT)
  - d. Nancy Ngum (NN)
  - e. Mercy Fomundam (MF)
  - f. Hlazo Mkandawire HM)
  - g. Nthabiseng Moilola (NM)
  
2. AUC Department of Social Affairs
  - a. Margaret Agama-Anyetei (MAA)
  - b. Janet Byaruhanga (JB)
  
3. WHO-AFRO and WHO-EMRO
  - a. Ossy Kasilo (OK)
  - b. Jean-Baptiste Nikiema (JBN)
  
4. Regional Economic Communities (RECs) and Regional Health Organizations (RHOs)
  - a. ECOWAS – Sybil Ossei-Agyeman-Yeboah (SOAY)
  - b. SADC – Joseph Muthetwa (JM)
  - c. EAC – John Patrick (JP)
  - d. ECCAS/OCEAC – Aime djitafo Fah (ADF)
  - e. IGAD – Fatuma Adan (FA)
  
5. Federation of African Pharmaceutical Manufacturers Association (FAPMA) and International Federation of Pharmaceutical Manufacturers Association (IFPMA).
  
6. Local Organising Committee – Head of NMRA and Team



# Assignment of roles and responsibilities to Members of the Conference Organizing Committee

Members of the Organising Committee have been assigned roles as indicated in the activity matrix below:

## Organizing Committee Activity Matrix:

S/N	Activity & Sub-Activity	Key Deliverable(s)	Delivery Date	Responsible Person(s)	Implementation Status
	Development and finalization of the conference concept note and programme	<ol style="list-style-type: none"> <li>1. Concept note finalised</li> <li>2. Draft programme circulated</li> </ol>	<p>24 November</p> <p>28 November</p>	NPCA, AUC, WHO, RECs, FAPMA, IFPMA	
	Logistics and Hospitality <ol style="list-style-type: none"> <li>1.1 Secure conference venue</li> <li>1.2 Secure tickets for funded participants</li> <li>1.3 Provide logistics information to participants</li> </ol>	<ol style="list-style-type: none"> <li>1. Conference venue secured</li> <li>2. Tickets secured</li> <li>3. Logistics information circulated to participants</li> </ol>	<p>24 November</p> <p>02 December</p>	NM, NN, MF	
	Management of abstracts, presentations and providing guidance to speakers <ol style="list-style-type: none"> <li>1.1 Prepare call for abstracts</li> <li>1.2 Review abstracts</li> <li>1.3 Develop and share guidance to speakers</li> </ol>	<ol style="list-style-type: none"> <li>1. Call for abstracts circulated</li> <li>2. Successful abstracts identified</li> <li>3. Guidance to speakers circulated</li> </ol>	<p>02 Dec 2016</p> <p>01 May 2017</p> <p>July 2017</p>	PT, CC, JM, JP, ADF, FA, JPN, MNS, JB, SOAY	
	Communication and knowledge management <ol style="list-style-type: none"> <li>1.1 Conference announcement</li> <li>1.2 Creation of webpage and an online registration for the conference</li> <li>1.3 Compiling conference documentation</li> </ol>	<ol style="list-style-type: none"> <li>1. Save-the-date circulated</li> <li>2. Conference webpage</li> <li>3. Conference documents compiled</li> </ol>	<p>Dec 2016</p> <p>Jan 2017</p> <p>Jan 2017</p>	HM, NN, MF	
	Resource mobilization <ol style="list-style-type: none"> <li>1.4 Reach out to potential funding agencies</li> <li>1.5 Secure funding for the conference</li> </ol>	<ol style="list-style-type: none"> <li>1. Number of identified sponsors</li> <li>2. Funding secured</li> </ol>	<p>Dec 2016</p> <p>July 2017</p>	MNS MAA JB OK	