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 1st 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 2nd 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 3rd 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 3rd 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 Moiloa (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:

<table>
<thead>
<tr>
<th>S/N</th>
<th>Activity &amp; Sub-Activity</th>
<th>Key Deliverable(s)</th>
<th>Delivery Date</th>
<th>Responsible Person(s)</th>
<th>Implementation Status</th>
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|     | Development and finalization of the conference concept note and programme | 1. Concept note finalised  
2. Draft programme circulated | 24 November  
28 November | NPCA, AUC, WHO, RECs, FAPMA, IFPMA |  |
|     | Logistics and Hospitality | 1. Conference venue secured  
2. Tickets secured  
3. Logistics information circulated to participants | 24 November  
02 December | NM, NN, MF |  |
|     | Management of abstracts, presentations and providing guidance to speakers | 1. Call for abstracts circulated  
2. Successful abstracts identified  
3. Guidance to speakers circulated | 02 Dec 2016  
01 May 2017  
Jully 2017 | PT, CC, JM, JP, ADF, FA, JPN, MNS, JB, SOAY |  |
|     | Communication and knowledge management | 1. Save-the-date circulated  
2. Conference webpage  
Jan 2017  
Jan 2017 | HM, NN, MF |  |
|     | Resource mobilization | 1. Number of identified sponsors  
2. Funding secured | Dec 2016  
July 2017 | MNS  
MAA  
JB  
OK |  |