16 December 2022

FINAL MINUTES

ICH ASSEMBLY INCHEON MEETING

15 – 16 NOVEMBER 2022

Please find hereafter the final minutes of the Assembly Meeting held in Incheon on 15 and 16 November 2022.

List of Assembly Participants

Chair: Ms. Lenita Lindström-Gommers
Vice-Chair: Dr. Gabriela Zenhaeusern

ICH Assembly Member Representatives:

Mr. Nélio Cézar De Aquino	ANVISA, Brazil
Mr. Diogo Penha Soares	ANVISA, Brazil
Dr. Wassim Nashabeh	BIO
Ms. Nancy Schwalje Travis	BIO
Ms. Miriam Jackeline Loera Rosales*	COFEPRIS, Mexico
Dr. Alejandro Ernesto Svarch Pérez*	COFEPRIS, Mexico
Dr. Georgios Balkamos	EC, Europe
Ms. Lenita Lindström-Gommers *(Chair)*	EC, Europe
Dr. Bruno Sepodes	EC, Europe
Mr. Raun Kupiec	EFPIA
Mr. Pär Tellner	EFPIA
Dr. Michelle Limoli	FDA, United States
Dr. Theresa Mullin	FDA, United States
Dr. Padmaja Kamath	Global Self-Care Federation
Dr. Léo Bouthillier	Health Canada, Canada
Mr. Bruce Randall*	Health Canada, Canada
Ms. Siew Wei Chua	HSA, Singapore
Dr. Dorothy Toh	HSA, Singapore
Dr. Nick Cappuccino*	IGBA
Ms. Beata Stepniewska	IGBA
Dr. Manabu Yanagisawa	JPMA
Dr. Masafumi Yokota	JPMA
Dr. Seogyoun Kang	MFDS, Republic of Korea
Dr. Younjoo Park	MFDS, Republic of Korea
Dr. Nobumasa Nakashima	MHLW/PMDA, Japan
Mr. Naoyuki Yasuda	MHLW/PMDA, Japan
Mr. Mick Foy*,**	MHRA, UK
Dr. Sheng Yang*	NMPA, China
Mr. Siyuan Zhou*	NMPA, China
Dr. Michelle Rohrer	PhRMA
Ms. Janet Vessotskie	PhRMA
Dr. Abdullah Hamad Al Hatareshah	SFDA, Saudi Arabia
Dr. Adel Alharf*	SFDA, Saudi Arabia
Dr. Andreas Pfenninger	Swissmedic, Switzerland
Dr. Gabriela Zenhäusern *(Vice-Chair)*	Swissmedic, Switzerland
Dr. Jo-Feng Chi	TFDA, Chinese Taipei
Dr. Yi-Chu Lin	TFDA, Chinese Taipei
Dr. Elif Inci Ergönül	TITCK, Turkey
Ms. Handan Öztunca	TITCK, Turkey

* Virtual attendance
** Replacement for Incheon meeting only

ICH Management Committee Member Representatives:

Dr. Milton Bonelli	EC, Europe

ICH Assembly Coordinators:

Ms. Ana Carolina Moreira Marino Araujo	ANVISA, Brazil
Mr. Alex May	BIO
Mr. Raúl Román Flores Linares*	COFEPRIS, Mexico
Dr. Georgios Balkamos	EC, Europe
Dr. Jyothsna Krishnan	EFPIA
Ms. Jill Adleberg	FDA, United States
Dr. Padmaja Kamath	Global Self-Care Federation
Mr. Nick Orphanos*	Health Canada, Canada
Ms. Ong Shu Yi	HSA, Singapore
Dr. Shinichiro Hirose	IGBA
Ms. Mariko Kato	JPMA
Ms. Miyoung Hyun	MFDS, Republic of Korea
Ms. Mao Yanagisawa	MHLW/PMDA, Japan
Mr. Baoshu Wen*	NMPA, China
Ms. Amanda Roache	PhRMA
Mr. Yahya Al-Nujaym	SFDA, Saudi Arabia
Ms. Sarah Koechlin	Swissmedic, Switzerland
Ms. Yi-Ju Lin	TFDA, Chinese Taipei
Dr. Elif Inci Ergönül	TITCK, Turkey

ICH Assembly Technical Coordinators:

Dr. Kevin Cunningham	EC, Europe
Dr. Michelle Limoli	FDA, United States
Ms. Kaori Ogawa	MHLW/PMDA, Japan

ICH Assembly Standing Observer Delegates:

Ms. Angelika Joos	IFPMA
Ms. Judith Macdonald	IFPMA
Dr. Samvel Azatyan	WHO
Mr. Hiiti B. Sillo	WHO

ICH Assembly Observer Delegates:

Mr. Farid Hasanov*	AEC, Azerbaijan
Dr. Amel Bensedira*	ANPP, Algeria
Dr. Kyung Won Seo	APEC
Dr. Rainer Fendt	APIC
Ms. Nalinratt Dhiraouransakun*,**	ASEAN
Dr. Murray Lumpkin*	Bill and Melinda Gates Foundation
Dr. Venugopal Girdharilal Somani*	CDSCO, India
Dr. Celeste Aurora Sánchez González*	CECMED, Cuba
Dr. Lembit Rägo	CIOMS
Dr. Ofra Axelrod*	CPED, Israel

* Virtual attendance

** Replacement for Incheon meeting only

Prof. Hedhili Abderrazek*	DPM, Tunisia[1]
Ms. Jane Mashingia	EAC
Ms. Asmaa Fouad	EDA, Egypt
Dr. Petra Doerr	EDQM
Dr. Hajed M. Hashan*	GHC
Ms. Mimin JiwoWinanti*	Indonesian FDA, Indonesia
Ms. Karen Tatiana Giron Useche**	INVIMA, Colombia
Ms. Janeen Skutnik-Wilkinson	IPEC
Ms. Shatha Al-Quraan*,**	JFDA, Jordan
Dr. Roshayati Mohamad Sani*	NPRA, Malaysia
Ms. Maria Luz Pombo-Castro*	PANDRH
Ms. Anastasia Nikitina*	Roszdravnadzor, Russia
Ms. Fortunate Ntombi Bhembe*	SADC
Ms. Silevarani Padayachee*,**	SAHPRA, South Africa
Dr. Kevin Moore	USP

ICH Additional Participants:

Dr. Varley Sousa	ANVISA, Brazil
Ms. Minjung Lee	APEC
Dr. Peter Bachmann	EC, Europe
Ms. Olivia Suarez-Milan*	Health Canada, Canada
Ms. Machiko Sumi	JPMA
Ms. Minyoung Lim	MFDS, Republic of Korea
Dr. Risa Ishitani*	MHLW/PMDA, Japan
Ms. Nannan Li*	NMPA, China
Dr. Sean Curtis	PhRMA

ICH Secretariat:

Mr. Sivashen Cunden
Ms. Olga Frei
Ms. Nikoleta Luludi
Ms. Anca-Elena Matei
Dr. Dawn Ronan

[1] At the Assembly meeting under Agenda item 2, DPM, Tunisia was welcomed as a new ICH Observer
* Virtual attendance
** Replacement for Incheon meeting only

TABLE OF CONTENT

ICH ASSEMBLY MINUTES

Assembly Chair: Ms. Lenita Lindström-Gommers, EC, Europe

Assembly Vice Chair: Dr. Gabriela Zenhäusern, Swissmedic, Switzerland

Opening of the ICH Assembly Meeting

The ICH Assembly Virtual Meeting, held on 15 – 16 November 2022, was chaired by Ms. Lenita Lindström-Gommers (Chair – EC, Europe) and Dr. Gabriela Zenhäusern (Vice-Chair – Swissmedic, Switzerland).

The Assembly noted the Member Representatives and Observer Delegates as well as the Ad hoc Observer delegate participating in the Assembly meeting.

Adoption of the Agenda

Assembly Decision/Action:

- The Assembly adopted the agenda without any modification.

1. Procedural Matters

The ICH Secretariat presented to the Assembly amendments proposed to the Assembly Rules of Procedure (RoP) related to Observer representation in the Assembly.

Assembly Decision/Action:

- The Assembly noted the proposed changes to the ICH Assembly RoP v11.0, and approved the ICH Assembly RoP v12.0, which will be published on the ICH website.

2. Membership and Observership

The ICH Secretariat presented to the Assembly the application for Observership processed by the ICH MC since the last ICH Assembly meeting in May 2022 and the ICH MC's recommendation in view of the eligibility criteria.

The applicant was invited to give a short presentation to introduce their organisation.

Assembly Decision/Action:

- The Assembly approved the application of DPM, Tunisia for Observership under Article 17.1(a) of the ICH Articles of Association.

3. Update on MedDRA

The MedDRA MC Chair reported to the Assembly on MedDRA activities and items for approval further to the MedDRA MC meeting held on 13 and 14 November 2022. The Assembly was updated on the steady increase in the global uptake of MedDRA, with more than 500 new subscribing organisations in 2022, which brings the total number of subscribers close to 8,200 organisations in almost 134 countries. The Assembly was updated on the 2023 MedDRA MC Work plan and about the continuing efforts by the MedDRA MC to ensure the support to MedDRA users. This has included provision of additional new MedDRA translations, such as the upcoming release of Greek and Polish, which will make

MedDRA available in 18 languages, with these foreseen to be followed closely by a new Arabic MedDRA translation. Additionally, local in-country/in-region support, including training and helpdesk services, is set to be further enhanced in the Latin America region, and through addition newly of support in Arabic.

The Assembly was also updated about expanding the numbers and types of MedDRA virtual training offerings available to users, as well as the resumption of face-to-face meetings. Work on targeted mappings with other terminologies such as SNOMED-CT, IMDRF and ICD 10/11 also continues.

The Assembly was furthermore informed on ongoing IT activities including development of tools such as APIs (Application Programming Interfaces) to improve user experience of MedDRA which are expected for official release to users by the end of 2022. The Assembly was also updated on activities related to oversight of MedDRA, including an assessment of MedDRA business continuity in various scenarios, to ensure the current high level of functionality which MedDRA users have come to expect

Assembly Decision/Action:

- The Assembly noted the decisions taken by the MedDRA MC during its meeting on 13 and 14 November 2022, including:

    - Revisions approved by the MedDRA MC to the MedDRA MC RoP v6.0, and that v.7.0 which includes the following updates will be published on the ICH website: extension of the term of office of the MedDRA MC Chair for one year from November 2022 and two years from November 2023; election of a Vice-Chair to also serve for a two-year term from November 2022, with the terms of the Chair and Vice-Chair staggered by 1 year; and to be effective from the MC elections in November 2022; and self-funded MHRA, UK participation to MedDRA Management Committee Meetings from 2024;

    - Re-election of Mr. Mick Foy (MHRA, UK) as MedDRA MC Chair for a further one-year term, the election of Dr. Barbee Whitaker (FDA, United States) as MedDRA MC Vice-Chair for a two-year term.

4. Financial Matters

The ICH Finance Committee Chair updated the Assembly on the ongoing activities of the ICH Finance Committee, which includes representation from the ICH MC and MedDRA MC. This included an update on finalisation for ICH Assembly approval in Incheon of the 2023 ICH Association Budget, including the 2024 ICH Membership fees and 2023 MedDRA subscription fees; 5-Year Budget Plan (2023-2027) for Assembly support; implementation of the asset preservation policy; and considerations regarding further reducing surplus.

Assembly Decisions/Actions:

- The Assembly approved the 2023 ICH and MedDRA Budgets and supported the 5-Year ICH and MedDRA Budget Plan for 2023-2027, noting reflection in the budget planning of: alignment with current inflation rate; expansion of Training Associate work beyond current contracts; increase in funding of annual regulatory training given continued expansion of Membership and Observership; support for regulators needing funding to travel to ICH meetings (details and process to be defined); funding of medical writers for ICH EWGs (two per year); funding of ICH EWG interim meetings (two per year); and two additional staff for the ICH Secretariat, as well as staff salary adjustment to fall in line with inflation, following the Swiss Consumer Price Index;
- The Assembly approved the 2024 ICH Membership fees, which are kept at the same level as for 2023; and the 2023 MedDRA subscription fees, also kept at the same level as 2022 fees.

5. Annual Work Plan and Multi-Annual Strategic Plan of the Association

The Assembly was updated by the ICH Secretariat on the 2023 Work Plan and Multi-Annual Strategic Plan of the ICH Association and by the MedDRA MC Chair (under agenda item 3) on the 2023 MedDRA MC Work Plan.

Assembly Decisions/Actions:

- The Assembly approved the 2023 ICH Work Plan and Multi-Annual Strategic Plan of the Association, which will be published on the ICH website;
- The Assembly approved the 2023 MedDRA MC Work Plan, which will be published on the ICH website.

6. General Operational Matters

ICH Operational Efficiency

The Assembly was updated on considerations for efficiency needed in view of a continued expansion of ICH membership and influence of COVID pandemic, and evolving fields of medicines development and technological innovation, with a proposal to focus on the following areas: facilitation of drafting activities and consensus building; modernisation/diversification of ICH processes; and improvement to oversight of WG's activities.

Assembly Decisions/Actions:

- The Assembly noted the update and the proposals to enhance the ICH operational efficiency, with a few pilot projects launched prior to the meeting in Incheon;
- The Assembly noted recommendations on ways to further facilitate the drafting activities of ICH WGs, including: the pilot use of a 'Medical Writer' to assist WGs with guideline drafting activities; changes to the WG Experts onboarding process including the development of an informal, high-level, best practices guide for ICH WGs; and a new approach for signatures for Expert sign-offs;
- The Assembly noted that as a part of building efficiencies, the updated template for New Topic Proposals will be used as a pilot in the 2023 New Topic Proposal submission process, and that the updated Concept Paper Outline Template and the updated Final Concept Paper Template, which is now merged with the Business Plan, will be used as a pilot;
- The Assembly noted the pilot use of an "open" document in ICH SharePoint allowing visibility of skillsets populating the upcoming Informal WGs, in order to assess fitness-for-purpose of nominated Experts in advance of Concept Paper adoption.

ICH Secretariat Report

The ICH Secretariat informed the Assembly on general operational matters and the current level of participation of ICH Members and Observers in the ICH Assembly and WGs.

Assembly Decision/Action:

- The Assembly noted as of the start of the meeting, the participation in 32 ongoing WGs of 724 experts from amongst the 20 ICH Members and 35 ICH Observers.

7. New Topics and Strategic Discussion

The Assembly was informed by the Leads of the ICH MC New Topics Subcommittee on the conduct of the New Topics process for the 2023 cycle.

Assembly Actions/Decisions:

- The Assembly noted that the 2023 New Topic selection process will welcome topics in Efficacy, Multidisciplinary and Safety topic areas where work can start immediately upon topic selection, and will not recommend Quality topics in the scope, in view of the number of currently approved / ongoing Quality topics;
- The Assembly noted that the deadline to submit proposals meeting these criteria to the ICH Secretariat is 12 December 2022, using the updated New Topic Proposal template.

8. Implementation of ICH Guidelines

Assembly Actions/Decisions:

- The Assembly noted that information on the implementation status of ICH Guidelines by ICH Regulatory Members is made available on the ICH website and updated at least twice a year;
- The Assembly noted the next implementation survey to be launched in 2023.

9. Training

The Lead of the Training Subcommittee of the ICH MC provided an update to the Assembly on recent ICH Training activities, including:

- Activities related to ICH Recognised Training Programmes, which are published on the ICH website;
- ICH WG training materials, including: ICH E19, ICH S1B(R1) and ICH Q3D(R2) *Step 4* Introductory Training Presentations and ICH Q5A(R2) and ICH M12 *Step 2* presentations recently published on the ICH website; as well as ICH E9(R1), ICH E2B(R3) and ICH Q12 WG materials under development with FDA, United States Studios thanks to a grant it has provided for the development of ICH training materials, with the development of materials with other WGs also under discussion;
- Progress made by ICH's Training Associates to develop online training materials on ICH Q1 Stability Guidelines (in-depth Online Training Modules to be published on the ICH website shortly after the meeting in Incheon), in addition to materials on the ICH M4 Common Technical Document and ICH E2 Pharmacovigilance Guidelines (with ongoing work on development / finalisation of Introductory Overview Videos for both), and the commencement of the work with Training Associates for development of training materials on the ICH Q3 series, ICH Q5 series, ICH Q8-12, ICH E6, ICH E8 and ICH E17 Guidelines, further to new contracts signed since the last Assembly meeting in Athens in May 2022;
- Considerations on future activities of the Training Subcommittee, including work towards specifying key areas for improvement of ICH training processes / activities, namely three training sub-groups to be created after the meeting in Incheon to progress: renovation and organisation of the ICH Training Website; development of a training evaluation process; and assessment of needs / benefits of the ICH Training Subcommittee outputs.

The ICH Secretariat also updated the Assembly on the 2023 Regulatory Training Funding process and on the development of ICH Training Library.

Assembly Decisions/Actions:

- The Assembly noted the update and the ICH Training activities;
- The Assembly noted the update on the ICH Recognised Training Programme and that the programme has been discontinued since October 2022 in order to shift ICH resources to other training activities;

- The Assembly noted the work that has begun with Training Associates under new multi-year agreements finalised after the meeting in Athens, and that the need for additional Training Associates based upon topical expertise and more global representation will be further considered;
- The Assembly noted the revised Regulatory Training Funding Process document and application form to be used for the 2023 Call for Expression of Interest, with a call to be launched after the meeting in Incheon with the deadline for submission of interest by 15 February 2023;
- The Assembly noted the finalisation of a Training Library added on the ICH website by the Secretariat in November 2022, and that further work on the ICH Training Website will be undertaken by the training sub-group, as per the Training Subcommittee proposal.

10. ICH Award

The ICH Secretariat presented 12 nominations recommended by the ICH MC as meeting the eligibility criteria for the first ICH Award for *Outstanding Contribution to ICH Harmonisation for Better Health*. The award serves to recognise those experts who have made significant and sustained contributions through their leadership roles in developing ICH guidelines. The names of the awardees will be published on the ICH website.

Assembly Decisions/Actions:

- The Assembly awarded the 12 recommended nominees with the 2022 *Award for Outstanding Contribution to ICH Harmonisation for Better Health*;
- The Assembly noted that with the consent of awardees, their names would be published on the ICH website as recipients of the 2022 Award.

11. ICMRA PQKMS

Representatives of the ICH MC participating on behalf of ICH in the activities of the ICMRA Pharmaceutical Quality Knowledge Management System (PQ KMS) Working Group updated the Assembly on recent activities, including recent finalisation of the ICMRA-ICH-PIC/S-IPRP Joint Reflection Paper "A Regulatory Pharmaceutical Quality Knowledge Management System (PQ KMS) to Enhance the Availability of Quality Medicines", which is available on the on the ICMRA website and current work towards development of a roadmap. In relation to the latter, the Assembly was informed on the development of a work plan of ICH deliverables for inclusion in a Joint ICMRA-ICH-PICS-IPRP PQ KMS WG Work Plan currently under development.

Assembly Decision/Action:

- The Assembly noted the report and supported ICH's ongoing participation in the ICMRA PQKMS initiative.

12. ICH Collaboration with PIC/S

The ICH MC Chair informed the Assembly on the recent collaboration pilot with PIC/S regarding work on the Q9(R1) Guideline and Q12 training materials, and ICH's recent funding of PIC/S training on ICH Q9 and Q12 within the frame of PIC/S Inspectorates' Academy (PIA). The Assembly noted PIC/S would be interested in a longer-term collaboration and that the ICH MC had supported potentially establishing a Memorandum of Understanding (MoU) with PIC/S.

Assembly Decision/Action:

- The Assembly supported the proposal for exploring the establishment of a MoU with PIC/S, noting that a draft would be prepared following the Incheon meeting by the ICH Assembly Chair and ICH MC Chair.

13. Communication

ICH Regional Public Meetings

Assembly Decision/Action:

- The Assembly noted that ICH Regional Public Meetings taking place prior to/following the ICH meeting in Incheon communicated to the Secretariat will be published on the ICH website.

Approaches for Patient Stakeholder Engagement in ICH

The ICH MC Chair provided an update on the status of activities regarding ICH Patient Engagement, including the development of a high-level principles document for ICH patient stakeholder engagement.

Assembly Decisions/Actions:

- The Assembly noted ICH MC discussions regarding considerations for patient stakeholder engagement in ICH and next steps upon which the Assembly will be kept informed, including implementation of a proposal for work with DIA to convene patient community town hall meetings on ICH Guidelines with relevancy for patients at DIA meetings;
- The Assembly supported the high-level principles for ICH patient stakeholder engagement and its publication on the ICH website.

14. CIOMS Glossary of ICH Terms and Definitions

The CIOMS delegate provided an update on the recent publications by CIOMS of a Glossary of ICH Terms and Definitions which is available for download free of charge on the CIOMS website. The Assembly noted that the glossary is compiled from ICH Guidelines and noted considerations related to the frequency and timing of updates to the current version.

Assembly Decision/Action:

- The Assembly welcomed the helpful glossary compiled by CIOMS and supported that CIOMS liaise with the ICH Secretariat regarding updates to the glossary and its referencing on the ICH website as a useful tool for ICH WGs and stakeholders.

15. Q4B Maintenance

Representatives from the Pharmacopeial Discussion Group (PDG) provided an update on the pilot which PDG had been conducting for the maintenance of the Q4B Annexes and on PDG work regarding the engagement of other Pharmacopeias.

The ICH Assembly noted PDG's recommendation would be for additional pharmacopoeias to harmonise with test methods agreed among ICH Q4B EWG members, and accept all the test methods in pharmacopoeias which are harmonised with PDG texts under the conditions described in Q4B Annexes.

Assembly Decision/Action:

- The Assembly was generally supportive of PDG's recommendation, but noted the need for further Member reflection. The ICH Secretariat would follow-up to organise an informational call with PDG considering their reflections.

16. WGs Meeting in Incheon

The Assembly was informed that requests from WGs to meet at the next ICH meeting in Vancouver, Canada on Friday 9 – Tuesday 13 June 2023 and WG interim meeting requests would be taken under consideration by the ICH MC at the end of its meeting in Incheon, and that the list of WGs agreed by the ICH MC to have interim meetings and/or to meet face-to-face in Vancouver will be made available to the Assembly in due course.

16.1 E2D(R1) EWG: Post-Approval Safety Data Management: Definitions and Standards for Expedited Reporting (Rapporteur: Ms. Edwards – EFPIA)

The E2D(R1) Rapporteur reported to the Assembly on the outcome of the meeting of the E2D(R1) EWG and the progress made in the development of the E2D(R1) draft Technical Document. The Assembly noted the original timeframe foreseen for reaching *Step 1* and *Step 2a/b* in May 2023, and that further to discussion in Incheon, the EWG was requesting an extension of the timeframe.

Assembly Action/Decision:

- The Assembly noted that the request of the E2D(R1) EWG for an extension in the timeframe for reaching *Step 1* and *Step 2a/b* would be further discussed by the ICH MC.

16.2 E6(R3) EWG: Good Clinical Practice (Rapporteur: Dr. M. El Zarrad – FDA, United States; Regulatory Chair: Dr. Twomey – EC, Europe)

The E6(R3) Rapporteur reported to the Assembly on the outcome of the meeting of the E6(R3) EWG and progress made on the E6(R3) draft Technical Document (Principles and Annex 1) and development of draft Annex 2 Concept Paper. E6(R3) EWG have begun work to identify a set of concepts that will need to be addressed in training programmes to ensure appropriate implementation and have engaged MRCT for discussion on expected elements in the training programme, and have plans to engage with PIC/S for inspector-focused training. The E6(R3) EWG proposed robust targeted updates to allow streamlined revision in response to the evolution of designs and technologies relevant to clinical trials.

Assembly Actions/Decisions:

- The Assembly noted the work plan of the E6(R3) EWG, and that the EWG currently aimed to reach *Steps 1* and *2a/b* for the E6(R3) draft Technical Document (Principles and Annex 1) by June 2023, with expected December 2022 delivery for the Annex 2 Concept Paper which will be put forward to the MC for endorsement;
- The Assembly noted the need to further consider how the WG working on Annex 2 would operate in conjunction with the WG working on Annex 1, with work on Annex 2 foreseen to be initiated once Annex 1 has reached *Step 2a/b* in June 2023;
- The Assembly noted the need to further consider the concept of targeted updates.

16.3 E11A EWG: Paediatric Extrapolation (Rapporteur: Dr. Yao – FDA, United States; Regulatory Chair: Dr. Thomson – EC, Europe)

The E11A Rapporteur reported to the Assembly on the outcome of the meeting of the E11A EWG wherein progress was made to address the collected comments received during the *Step 3* public regulatory consultation period which ended in October 2022.

Assembly Actions/Decisions:

- The Assembly noted the work plan of the E11A EWG and plans to reach *Steps 3* and *4* of the E11A ICH Guideline by first quarter of 2024;
- The Assembly noted the E11A EWG will develop training materials within 6 months after the publication of the final ICH E11A Guideline;
- The Assembly supported the request of the E11A EWG to continue to use currently appointed Subject Matter Experts (SMEs) to address the collected comments.

16.4 M4Q(R2) EWG: Revision of M4Q(R1) CTD on Quality guidance (Rapporteur: Dr. Yu – FDA, United States; Regulatory Chair: Mr. van der Stappen – EC, Europe)

The M4Q(R2) Rapporteur reported to the Assembly on the outcome of the meeting of the M4Q(R2) EWG and progress made on the M4Q(R2) draft Technical Document, including on items including: the definition of Overall Control Strategy, role, and objective of Modules 2 and 3, and the use of ICH Q12 terms and tools.

Assembly Action/Decision:

- The Assembly noted the work plan of the M4Q(R2) EWG and noted that *Steps 1* and *2a/b* are expected by November 2023.

16.5 M13 EWG: Bioequivalence for Immediate-Release Solid Oral Dosage Forms (Rapporteur: Dr. Zhang – FDA, United States; Regulatory Chair: Dr. Welink – EC, Europe)

The M13 Rapporteur reported to the Assembly on the outcome of the meeting of the M13 EWG wherein all internal Member comments were addressed and a consensus was reached on the M13A draft Technical Document. The Rapporteur further informed that as the EWG is ahead of the work plan, preliminary work on M13B "Additional Strength Biowaiver" has commenced.

Assembly Action/Decision:

- The Assembly noted the work plan of the M13 EWG and the progress made on the M13A draft Technical Document and that *Steps 1* and *2a/b* are expected for M13A by December 2022, with *Steps 1* and *2a/b* for M13B currently targeted for June 2023.

16.6 M15 EWG: General Principles for Model-Informed Drug Development (Rapporteur: Dr. Marshall – PhRMA; Regulatory Chair: Dr. Karlsson – EC, Europe)

The M15 Rapporteur reported to the Assembly on the outcome of the meeting of the M15 EWG and progress made to identify goals for each topic area in the Concept Paper, which was approved by the ICH MC, along with the Business Plan just prior to the meeting. The Assembly also noted the participation of the M15 EWG in the piloting of the use of a medical writer, with the medical writer in attendance at the EWG's meeting in Incheon.

Assembly Actions/Decisions:

- The Assembly noted the work plan of the M15 EWG and that *Steps 1* and *2a/b* are expected by April 2024;
- The Assembly endorsed the nomination of Dr. Scott Marshall (PhRMA), as the formal Rapporteur for the M15 EWG in line with Assembly RoP Section 4.2.

16.7 Q1/Q5C EWG: Targeted revisions of the ICH Stability Guideline Series (Rapporteur: Ms. McMahon – PhRMA)

The Rapporteur reported to the Assembly on the outcome of the meeting of the Q1/Q5C informal WG, including finalisation of the Q1/Q5C Concept Paper and Business Plan which had just been approved by the ICH MC in Incheon, with the informal WG transitioning to a formal EWG. Regarding the EWG's interest to have additional expertise in the area of cell and gene therapy/ATMP product types, noting the already large size of the EWG, the recommendation was for EWG Members to liaise internally as needed with experts in their own organisations rather than to appoint additional experts to the group.

Assembly Action/Decision:

- The Assembly noted the work plan of the Q1/Q5C EWG for activities to be undertaken, noting that *Steps 1* and *2a/b* are expected by November 2024.

16.8 Q3E EWG: Impurity: Assessment and Control of Extractables and Leachables for Pharmaceuticals and Biologics (Rapporteur: Dr. Li – PhRMA; Regulatory Chair: Dr. Rodriguez – FDA, United States)

The Q3E Rapporteur reported to the Assembly on the outcome of the meeting of the Q3E EWG and progress made on the Q3E draft Technical Document. The Assembly noted interest from the Q3E EWG for resources to support further analysis of an extractable and leachable database to inform data-driven safety thresholds for inclusion in the draft Technical Document.

Assembly Actions/Decisions:

- The Assembly supported that the Q3E EWG develop a proposal in support of its request for a database analysis, to include the scope of work, anticipated costs, and potential organisations who might be engaged to conduct this work, and to submit this proposal to the ICH MC for consideration for approval;
- The Assembly approved the request for a 6-month extension to the work plan timeline to enable the analysis, with *Steps 1* and *2a/b* now expected by November 2023.

16.9 Q9(R1) EWG: Quality Risk Management (Rapporteur: Mr. O'Donnell – EC, Europe; Regulatory Chair: Mr. Viehmann – FDA, United States)

The Q9(R1) Rapporteur reported to the Assembly on the outcome of the meeting of the Q9(R1) EWG, including the progress made in addressing the comments received during the public regulatory consultation period and on the advancement of training materials.

Assembly Actions/Decisions:

- The Assembly noted the work plan of the Q9(R1) EWG and that *Steps 3* and *4* sign-off are expected shortly (~ by December 2022);
- The Assembly noted as part of its work plan, the Q9(R1) EWG's work on new Q9(R1) training materials which are expected for completion by June 2023;
- Regarding the need identified by the Q9(R1) EWG to revise existing Q9 training materials published on the ICH website as part of a package of Q8/Q9/Q10 training materials dating back to 2006, the Assembly supported the development by Q9(R1) of a Concept Paper for the establishment of an IWG to start after June 2023 to revise quality risk management concepts within these existing materials, with the Concept Paper to be submitted for the approval of the ICH MC.

16.10 Q13 EWG: Continuous Manufacturing of Drug Substances and Drug Products (Rapporteur: Dr. Lee – FDA, United States; Regulatory Chair: Dr. Matsuda – MHLW/PMDA, Japan)

The Q13 Rapporteur reported to the Assembly on the outcome of the meeting of the Q13 EWG, including the progress made on addressing the comments received, and the reaching of consensus on the final draft guideline and *Step 3* sign-off at the meeting in Incheon.

Assembly Actions/Decisions:

- The Assembly noted that the Regulatory Topic Leaders of the Q13 EWG had signed off *Step 3* of the Q13 draft guideline, further to which the guideline was adopted by Regulatory Members of the Assembly under *Step 4;*
- The Assembly noted that as *Step 4* has been reached, the Concept Paper for establishment of the Q13 IWG to develop training materials will be delivered to the ICH MC for approval by December 2022.

17. WGs not Meeting in Incheon

17.1 E2B(R3) EWG/IWG: Revision of the Electronic Submission of Individual Case Safety Reports (Rapporteur: Dr. Misu – MHLW/PMDA, Japan; Regulatory Chair: Mr. Chen – FDA, United States)

The E2B(R3) EWG/IWG continues its work, including considering updates to Q&As as needed and the development of Training Module III and the voice over for Training Module I which are expected by November 2022.

17.2 E14/S7B IWG: The Clinical Evaluation of QT/QTc Interval Prolongation and Proarrhythmic Potential for Non-Antiarrhythmic Drugs (Rapporteur: Dr. Strauss – FDA, United States)

The E14/S7B IWG continues its work, and will transition to a Discussion Group (DG) beginning in January 2023 to evaluate implementation of first stage Q&As and outline development of second stage Q&As. At the conclusion of a one-year term, the DG will recommend next steps including

returning to an EWG to develop second stage Q&As, disbanding the group, or providing a limited extension.

17.3 E19 EWG: A Selective Approach to Safety Data Collection in Specific Late-Stage Pre-Approval or Post-Approval Clinical Trials (Rapporteur: Dr. Hai – FDA, United States; Regulatory Chair: Dr. Mol – EC, Europe)

Further to the completion of the E19 *Step 4* Introductory Training Presentation and publication on the ICH website, the E19 EWG was disbanded in October 2022.

17.4 E20 EWG: Adaptive Clinical Trials (Rapporteur: Dr. Zhong – PhRMA; Regulatory Chair: Dr. Levin – FDA, United States)

The E20 EWG continues its work on the E20 draft Technical Document. The E20 draft Technical Document should be shared with the E20 PWP ahead of *Step 1* sign-off, and is expected to be shared by March 2023. *Steps 1* and *2a/b* are expected to be completed by June 2023.

17.5 E21 informal WG: Inclusion of Pregnant and Breastfeeding Individuals in Clinical Trials (Informal WG Leader: Dr. Bischof – EFPIA; Regulatory Chair: TBC)

The Assembly were informed on the establishment of the E21 informal WG and approval of the group's membership by the ICH MC at the Incheon meeting.

Assembly Action/Decision:

- The Assembly endorsed the nomination of the informal WG Leader Dr. Dorina Bischof (EFPIA), as the future Rapporteur for the E21 EWG in line with Assembly RoP Section 4.2, to take effect once the E21Concept Paper has been approved by the ICH MC and the group transitions to an EWG.

17.6 M1 PtC WG: MedDRA Points to Consider (Rapporteur: Dr. Winter – EFPIA; Regulatory Chair: Dr. Brajovic – FDA, United States)

The M1 PtC WG continues its work on the updating once a year (with the March MedDRA release) the MedDRA Term Selection: Points to Consider and MedDRA Data Retrieval and Presentation: Points to Consider documents, having most recently released translations in English, Japanese, Chinese, Korean, Russian and Spanish in March 2022, with a new release in all languages anticipated for March 2023.

17.7 M2 EWG: Electronic Standards for the Transfer of Regulatory Information (ESTRI) (Co-Rapporteurs: Ms. Slack – FDA, United States / Dr. Okada – MHLW/PMDA, Japan; Regulatory Chair: Dr. Jaermann – Swissmedic, Switzerland)

The M2 EWG continues its work on: exploring/identifying technological risks or opportunities by discussing with ICH WGs at *Step 1* and reviewing *Step 3-4* documents; development of a report on the potential to innovate regulatory process through technology; considering the need to update recommendations for streamlining ICH standards development process; and development of a technical specification document for CeSHarP with the M11 EWG.

17.8 M7(R2) Maintenance EWG/IWG: Addendum to Assessment and Control of DNA Reactive (Mutagenic) Impurities in Pharmaceuticals to Limit Potential Carcinogenic Risk (Rapporteur: Dr. Froetschl – EC, Europe)

The M7(R2) EWG/IWG continues its work to finalise the revised Guideline and Addendum. S*teps 3* and *4* of the M7(R2) revised Guideline and Addendum are expected by December 2022. Once *Step 4* is reached for the three documents, the Rapporteurship will rotate to Dr. Aisar Atrakchi (FDA, United States).

17.9 M8 EWG/IWG: The Electronic Common Technical Document (eCTD) (Rapporteur: TBC; Regulatory Chair: Ms. Puusaari – EC, Europe)

The M8 EWG/IWG continues its work to monitor the status of implementation of eCTD v4.0.

Assembly Action/Decision:

- The Assembly confirmed support for the ICH MC's proposal for the M8 EWG/IWG to be brought under the oversight of the M2 EWG as a dedicated sub-group.

17.10 M10 EWG: Bioanalytical Method Validation (Rapporteur: Dr. Ishii-Watabe – MHLW/PMDA, Japan; Regulatory Chair: Dr. Booth – FDA, United States)

The M10 EWG continues its work to finalise training materials, which are expected in November 2022.

Assembly Actions/Decisions:

- The Assembly supported the proposal for the content of the published FAQs document to be divided into two documents, a Q&As document and FAQ/training document;
- The Assembly noted that the Regulatory Topic Leaders had signed off the M10 Q&As document at Step 3, further to which the Q&As were adopted by Regulatory Members of the Assembly under Step 4.

17.11 M11 EWG: Clinical electronic Structured Harmonised Protocol (CeSHarP) (Rapporteur: Ms. Combs – PhRMA; Regulatory Chair: Dr. Fitzmartin – FDA, United States)

Step 2 was reached for the M11 draft Guideline, Template, and Technical Implementation Guide in September 2022, with the Rapporteurship to now rotate to a Regulatory Member (nomination to be confirmed). The M11 EWG continues its work, with plans for engagement with a Standards Development Organisation (SDO) during the public regulatory consultation period.

17.12 M12 EWG: Drug Interaction Studies (Rapporteur: Dr. Madabushi – FDA, United States; Regulatory Chair: Dr. Ishiguro – MHLW/PMDA, Japan)

The M12 EWG continues its work to address comments from the public regulatory consultation in the ICH Member regions. The M12 draft Guideline should be shared with the M12 PWP ahead of *Step 3* sign-off and is expected to be shared by January 2024 with *Step 4* expected within Q1 2024.

17.13 M14 EWG: General principles on planning and designing pharmacoepidemiological studies that utilize real-world data for safety assessment of a medicine (Rapporteur: Mr. Moeny – FDA, United States; Regulatory Chair: Dr. Kajiyama – MHLW/PMDA, Japan)

The M14 EWG continues its work on the development of the M14 draft Technical Document, with the support of a medical writer as part of a piloting of the use of medical writers by ICH WGs. *Steps 1* and *2a/b* are expected by August 2023.

17.14 Q2(R2)/Q14 EWG: Analytical Procedure Development and Revision of Q2(R1) Validation of Analytical Procedures (Rapporteur: Dr. Hiyama – MHLW/PMDA, Japan; Regulatory Chair: Dr. Keire – FDA, United States)

The Q2(R2)/Q14 EWG continues its work to address comments from public regulatory consultation in the ICH Member regions. The Q2(R2)/Q14 EWG will hold an interim meeting on 19-22 February 2023 in Toyko, Japan hosted by JPMA.

Steps 3 and *4* of the Q2(R2) and Q14 draft Guidelines are expected by November 2023.

17.15 Q3C(R9) Maintenance EWG: Maintenance of the Guideline for Residual Solvents (Rapporteur: Dr. Hirose – MHLW/PMDA, Japan)

Step 4 of the Q3C(R8) Guideline including the Permitted Daily Exposure (PDE) levels for the solvents 2-2-Methyltetrahydrofuran, Cyclopentyl methyl ether and Tertiary butyl alcohol was reached in April 2021.

The Q3C(R9) Maintenance EWG remains in a dormant state until proposals for revisions are received.

17.16 Q3D(R3) Maintenance EWG: Maintenance of the Guideline for Elemental Impurities (Rapporteur: Dr. Froetschl – EC, Europe)

Step 4 of the Q3D(R2) revision for the cutaneous and transdermal products was reached in April 2022.

The Q3D(R3) Maintenance EWG remains in a dormant state until proposals for revisions are received.

17.17 Q5A(R2) EWG: Viral Safety Evaluation of Biotechnology Products Derived from Cell Lines of Human or Animal Origin (Rapporteur: Dr. Welch – FDA, United States; Regulatory Chair: Dr. Blumel – EC, Europe)

Step 2 for the Q5A(R2) draft Guideline was reached in September 2022. *Steps 3* and *4* of the draft Guideline are expected by November 2023.

17.18 Q12 IWG: Technical and Regulatory Considerations for Pharmaceutical Product Lifecycle Management (Rapporteur: Ms. Boam – FDA, United States; Regulatory Chair: Ms. Kruse – EC, Europe)

The Q12 IWG continues working on the finalisation of Training Material Module 8 (case studies) as well as on a broad-audience video with the support of the FDA, United States studios. The Q12 Training Material Module 8 (case studies) is expected to be finalised shortly.

17.19 S1B(R1) EWG: Revision of the Rodent Carcinogenicity Studies for Human Pharmaceuticals Guideline (Rapporteur: Dr. McGovern – FDA; Regulatory Chair: Dr. Van der Laan – EC, Europe)

Step 4 for the S1B(R1) Guideline was reached in August 2022. Work by Regulatory S1B(R1) EWG experts continues to write a final evaluative paper of the complete dataset as the result of the Prospective Evaluation Period. The final evaluative paper is expected by November 2022.

17.20 S5(R4) Maintenance EWG: Revision on Detection of Toxicity to Reproduction for Human Pharmaceuticals (Rapporteur: Dr. Waxenecker – EC, Europe)

No proposals for revisions of Annex 1 or 2 have been received at this time and therefore the group remains in a dormant state.

17.21 S12 EWG: Biodistribution Studies for Gene Therapy Products (Rapporteur: Dr. Hirata – MHLW/PMDA, Japan; Regulatory Chair: Dr. Serabian – FDA, United States)

The S12 EWG continues its work to address comments from public regulatory consultation in the ICH Member regions. The draft Guideline is expected to be shared with the S12 PWP by November 2022 ahead of *Step 3* sign-off. *Steps 3* and *4* on the S12 Guideline are expected by January 2023.

17.22 Generic drug Discussion Group (GDG) (Rapporteur: Dr. Tampal – FDA, United States; Regulatory Chair: Dr. Welink – EC, Europe)

The GDG is dormant until the ICH MC requests or directs them to resume work.

17.23 Standing Paediatric EWG (Rapporteur: Dr. Hirata – MHLW/PMDA, Japan; Regulatory Chair: Dr. Yao – FDA, United States)

The Standing Paediatric EWG did not receive any request for paediatric advice from WGs and the group remains available for expert consultation and guidance to WGs charged with developing new or revised guidance which may be of relevance to paediatric drug development.

17.24 Quality Discussion Group (QDG) (Rapporteur: Mr. Nosal – PhRMA; Regulatory Chair: Ms. Kruse – EC, Europe)

The QDG continues as a DG with low activity.

18. Organisation of Next Meetings

The Assembly was updated by the ICH Secretariat on the organisation of next ICH biannual meetings.

Assembly Decision/Action:

- The Assembly noted the dates and locations of the next ICH meetings as per the below:

- 27 - 28 March 2023 Interim ICH MC Meeting in Geneva, Switzerland
- 9 - 13 June 2023 in Vancouver, Canada
- 28 October - 1 November 2023 in Europe (location to be confirmed)
- 1 - 5 June 2024 or 18 - 22 May 2024 in Asia (dates & location to be confirmed)
- 2 - 6 November or 16 - 20 November 2024 in the Americas (dates & location to be confirmed)

19. Press Release

The ICH Secretariat informed the Assembly on the process for the development and approval of the ICH Press release in line with the Assembly Rules of Procedure requiring publication within one week of the ICH meeting.