ICH
harmonisation for better health

ICH Association

2022 Annual Report

ICH Association

2022 Annual Report

Prepared by the ICH Secretariat with the ICH Management Committee and MedDRA Management Committee approval of their respective sections

Version dated 17 May 2023

Approved by the ICH Assembly on 12 June 2023

Ms. Lenita Lindström
ICH Assembly Chair
EC, Europe

Dr. Gabriela Zenhäusern
ICH Assembly Vice Chair
Swissmedic, Switzerland

Message from Assembly Chair and Vice Chair

After the challenges presented by the COVID-19 pandemic over the previous two years to convene ICH's traditional and highly important face-to-face biannual meetings, we were delighted to resume these much-anticipated meetings in 2022 in Athens, Greece and Incheon, the Republic of Korea, in May and November respectively.

The ability to meet face-to-face again no doubt played an instrumental role in the advancement of a substantial number of work items across the year. Biannual meetings not only allowed for accelerated progress of work on the development of ICH Guidelines and other important deliverables, like training materials, but also allowed ICH governing bodies to offer direction and share valuable perspectives with the Working Groups.

2022 also saw the inauguration of a new ICH Award for *Outstanding Contribution to ICH Harmonisation for Better Health*, which was conferred on no less than twelve experts, each recognised for their significant and sustained contributions over the years in leadership roles in developing ICH Guidelines.

ICH also continued to grow in 2022, with the addition of one new ICH Regulatory Member, MHRA, UK, and two new Regulatory Observers, ANPP, Algeria and DPM, Tunisia, bringing the organisation to a total of 20 Members and 36 Observers.

As Chair and Vice-Chair of the Assembly, we look forward to further advancing the ICH mission in 2023 in close cooperation with the many dedicated individuals who make up the ever-growing ICH family and actively contribute to ICH's mission of harmonisation for better health.

Table of Content

1. About ICH

1.1. Purpose & Aims

The International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use (**ICH**) **is an international non-profit organisation** which was established as an association under Swiss law in October 2015. The purpose of ICH is to **promote public health through international harmonisation** of technical requirements that contribute to the timely introduction of new medicines and continued availability of the approved medicines to patients, to the prevention of unnecessary duplication of clinical trials in humans, to the development, registration and manufacturing of safe, effective, and high quality medicines in an efficient and cost-effective manner, and to the minimization of the use of animal testing without compromising safety and effectiveness.

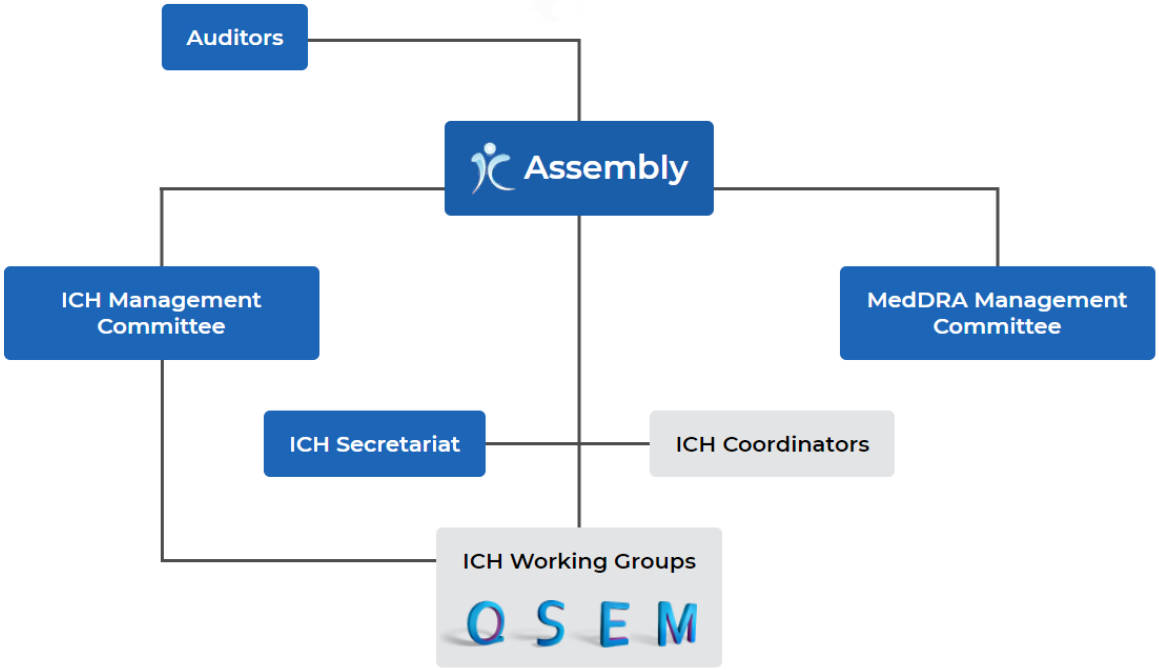
The **ICH's aims** are the following:

- To make recommendations towards achieving **greater harmonisation** in the interpretation and application of technical guidelines and requirements for pharmaceutical product registration and the maintenance of such registrations.
- To maintain a forum for a **constructive dialogue** on scientific issues between regulatory authorities and the pharmaceutical industry on the harmonisation of the technical requirements for pharmaceutical products.
- To contribute to the **protection of public health** in the interest of patients from an international perspective.
- To monitor and update harmonised technical requirements leading to a **greater mutual acceptance** of research and development data.
- To **avoid divergent future requirements** through harmonisation of selected topics needed as a result of therapeutic advances and the development of new technologies for the production of medicinal products.
- To facilitate the adoption of **new or improved technical research and development approaches** which update or replace current practices.
- To encourage the adequate **implementation and integration of common standards** through the dissemination of, the communication of information about and coordination of training of harmonised guidelines and their use.
- And to develop **policy for** the ICH Medical Dictionary for Regulatory Activities Terminology (**MedDRA**) whilst ensuring the scientific and technical maintenance, development and dissemination of MedDRA as a standardised dictionary which facilitates the sharing of regulatory information internationally for medicinal products used by humans.

1.2. Organisational Structure

The bodies of the ICH Association are the: **Assembly**; **ICH Management Committee**; **MedDRA Management Committee**; **ICH Secretariat** and **Auditors**. Although not a

body of the Association, ICH Coordinators play an important role in supporting the work of ICH.



Assembly

- The Assembly brings together all Members and Observers of the ICH Association. It is the **overarching governing body** of ICH and adopts decisions in particular on matters such as the ICH Articles of Association, admission of new Members and Observers and adoption of ICH Guidelines.
- The full list of Assembly Member Representatives and Observer Delegates as of December 31, 2022 is provided in Annex I.

ICH Management Committee

- The ICH Management Committee is the body that oversees **operational aspects** of ICH on behalf of all Members, including administrative and financial matters and oversight of the Working Groups (WGs). The ICH Management Committee is responsible for submitting recommendations or proposals to the Assembly in preparation of Assembly discussions.
- The ICH Management Committee may set up **Subcommittees** for dealing with specific topics to assist the Management Committee. In 2022 the following Subcommittees were supporting the work of Management Committee: Finance, New Topics, and Training. The full list of the ICH Management Committee Member Representatives and Observer Delegates as of December 31, 2022 is provided in Annex II.

MedDRA Management Committee

- The MedDRA Management Committee has responsibility for **direction of MedDRA**, the Medical Dictionary for Regulatory Activities, ICH's standardised medical terminology.

- The full list of MedDRA Management Committee Representatives and Observer Delegates as of December 31, 2022 is provided in Annex III.

ICH Secretariat

- The ICH Secretariat is responsible for **day-to-day management** of ICH, coordinating ICH activities as well as providing support to the Assembly, ICH Management Committee and its WGs. The ICH Secretariat also provides support for the MedDRA Management Committee as the **"MedDRA Secretariat"**. The ICH Secretariat is responsible for the implementation of the decisions of ICH's governing bodies. Actions taken by the ICH Secretariat in this regard in 2022 are referred to in Section 5.7.
- The full list of ICH Secretariat Staff as of December 31, 2022 is provided in Annex IV.

Auditors

- In 2022, the Assembly agreed to re-appoint Moore Stephens Refidar SA for a further period of 2 years to audit the **annual financial statements** of the ICH Association for 2022 and 2023.

ICH Coordinators

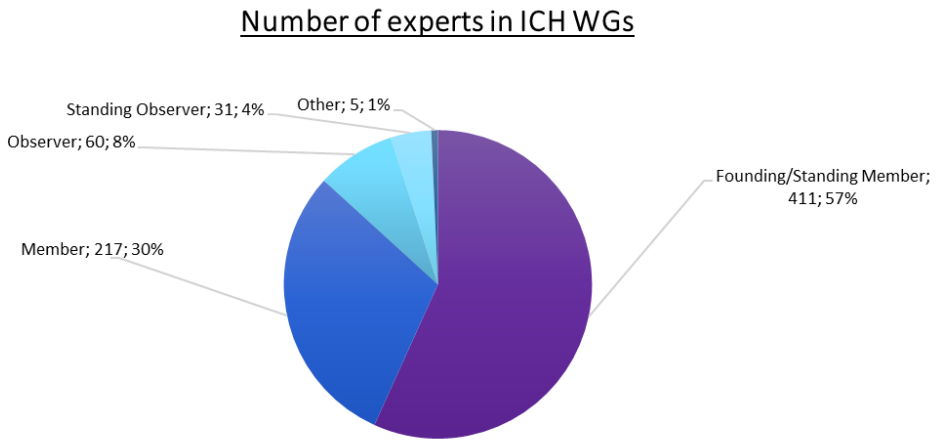
- **Fundamental to the smooth running of ICH** has been the designation of an ICH Coordinator per ICH Member to act as the main contact point with the ICH Secretariat. Coordinators ensure proper distribution of ICH documents to the appropriate persons from their organisation and are responsible for the **follow-up on actions** within their respective organisation within assigned deadlines. They also assist communication between the ICH Management Committee and/or Assembly and the ICH WGs as needed.
- The full list of ICH Coordinators as of December 31, 2022 is provided in Annex V.

2. 2022 Overview of ICH Membership & Observership

2.1. Continued Expansion of ICH Membership & Observership

A driving factor of ICH's 2015 organisational change was to make ICH a **truly global initiative** and enable an expanded forum for dialogue on scientific issues between regulatory authorities and the pharmaceutical industry on the harmonisation of the technical requirements for pharmaceuticals products. The year 2022 saw the addition of 1 new Member and 2 new Observers, bringing ICH to a total of **20 Members and 36 Observers**. By the end of 2022 over 1,100 individuals were contributing to the work of ICH, either as Representatives/delegates of ICH bodies, experts on WGs or in supporting roles.

Members and Observers have demonstrated great interest in participating in the activities of ICH, something which is particularly evident looking at ICH's **WGs**. At the end of 2022 these WGs involved the participation of **over 700 technical experts**.



Overview of Expert Participation in ICH, as of October 2022

Further to the ICH Management Committee's decision taken in 2019 to enable the establishment of a Plenary Working Party (PWP) for each new WG established, at the end of 2022 PWPs had been established for 11 WGs (ICH E2D(R1), E6(R3), E20, M4Q(R2), M12, M15, Q1/Q5C, Q3E, Q5A(R2), Q9(R1), S12). This allows interested ICH Members and Observers without an expert in the WG to follow more closely work on ICH Guidelines and to be consulted ahead of *Step 1* and *Step 3* sign-offs. The establishment of PWPs has been welcomed by ICH's Membership and Observership as a way to enable wider involvement, whilst maintaining the efficiency of the process.

2.2. New Members and Observers Approved in 2022

At the hybrid meeting in Athens, Greece in May 2022, the Assembly approved MHRA, UK as a **new ICH Regulatory Member**, in addition to one **new ICH Regulatory Observer**: ANPP, Algeria, while at the meeting in Incheon, Republic of Korea in November 2022, the Assembly welcomed DPM, Tunisia as a **new ICH Regulatory Observer.**

3. 2022 ICH Harmonisation Activities

A major output of ICH's work, in line with the specific aims of the organisation, is the development by WGs of **harmonised technical guidelines** and other work products to support harmonisation activities on **Q**uality, **S**afety **E**fficacy and **M**ultidisciplinary topics.

In 2022, these activities were progressed on **35 topics** by technical WGs [including Expert Working Groups (EWG), Implementation Working Groups (IWG) and Discussion Groups (DG)], with support from the ICH Secretariat and under the oversight of the ICH Management Committee, with reporting to the Assembly. These activities were undertaken mostly via email and teleconferences.

The **key outcomes in 2022** relating to ICH harmonisation efforts include the following documents, available on the ICH website:

- Completion at ***Step 4*** of the ICH process and **finalisation** of work (please see Section 3.1) on:
  - **3 New Guidelines** – E19, M10, Q13
  - **1 Revised Guideline** – Q3D(R2)
  - **1 New Addendum to a Guideline** – S1B(R1)
  - **2 New Questions and Answers (Q&As) documents** – M7(R2), M10
  - **2 Updated Q&A documents** – E14/S7B, M8 eCTD 4.0
  - **1 Updated Implementation Guide package** – M8 eCTD 4.0
  - **1 Updated Recommendation Document** – E2B(R3) Backwards and Forwards Compatibility (BFC) Specification v2.03

- Reaching of ***Step 2a/b*** of the ICH process and completion of drafts (please see Section 3.2) of:
  - **5 New Guidelines –** E11A, Q14, M11, M12, M13A
  - **2 Revised Guidelines –** Q2(R2), Q5A(R2)

- **1 New** topic was approved in 2022 (please see Section 3.3) – E21

An overview of all ICH WG activities and accomplishments in 2022 is presented in Annex VI.

3.1. ICH Guidelines & Other WG Work Products Finalised in 2022

Please note that all ICH documents referenced below can be found on the ICH website at www.ich.org.

ICH Q3D(R2) Guideline for Elemental Impurities

Steps 3 and *4* for the Q3D(R2) Guideline were reached in April 2022.

The revision includes a correction of PDEs for Gold, Silver and Nickel; Gold and Silver monographs; and an addition of limits for elemental impurities by the cutaneous and transcutaneous route.

ICH Q13 Guideline – Continuous Manufacturing of Drug Substances and Drug Products

The ICH Q13 Guideline reached *Steps 3* and *4* in November 2022.

This new guideline describes scientific and regulatory considerations for the development, implementation, operation, and lifecycle management of continuous manufacturing (CM) specific to drug substances and drug products.

ICH S1B(R1) Guideline Addendum – Testing for Carcinogenicity of Pharmaceuticals

Steps 3 and *4* for the S1B(R1) Addendum were reached in August 2022.

The new addendum expands the evaluation process for assessing human carcinogenic risk of pharmaceuticals by introducing an additional approach that is not described in the original ICH S1B Guideline. Application of this integrative approach reduces the use of animals in accordance with the 3R (reduce/refine/replace) principles and shifts resources

to focus on generating more scientific mechanism-based carcinogenicity assessments, while continuing to promote safe and ethical development of new pharmaceuticals.

ICH E2B(R3) – Electronic Transmission of Individual Case Safety Reports (ICSRs)

Steps 3 and *4* were reached for the E2B(R3) Backwards and Forwards Compatibility Recommendation v2.03 document in March 2022.

ICH E14/S7B Q&As – Clinical and Nonclinical Evaluation of QT/QTc Interval Prolongation and Proarrhythmic Potential

Steps 3 and *4* were reached for the updated Q&A document in February 2022.

ICH E19 Guideline – A Selective Approach to Safety Data Collection in Specific Late-Stage Pre-approval or Post-Approval Clinical Trials

The E19 Guideline reached *Steps 3* and *4* in September 2022.

This new guideline is intended to provide internationally harmonised guidance on the use of selective safety data collection - by tailoring the method of safety data collection, it may be possible to carry out clinical trials with greater efficiency by streamlining the approach to data collection with a controlled, risk-based approach. This may facilitate the conduct of large-scale efficacy and safety clinical trials with large numbers of participants and long-term follow-up.

ICH M7(R2) Q&As – Assessment and Control of DNA Reactive (Mutagenic) Impurities in Pharmaceuticals to Limit Potential Carcinogenic Risk

The M7(R2) Q&As reached *Steps 3* and *4* in May 2022.

ICH M8 Electronic Common Technical Document (eCTD) – Revised Q&A, Specification Change Request Document and Implementation Package

Step 4 of the eCTD v4.0 Q&As and Specification Change Request Document v1.7, as well as the eCTD v4.0 Implementation Package v.1.5 were reached electronically in May 2022.

ICH M10 Guideline and Q&As – Bioanalytical Method Validation and Study Sample Analysis

The M10 Guideline reached *Step 4* in April 2022, and in November 2022 for the Q&As document.

This new guideline provides recommendations for the validation of bioanalytical assays and outlining principles to improve the quality of bioanalytical data in the development and market approval of chemical and biological drugs.

3.2. ICH Guidelines Endorsed at Step 2a/b in 2022

In 2022 the following ICH Guidelines and other WG Work Products were endorsed first at ***Step 2a*** of the ICH process by all Members of the Assembly, followed by endorsement at ***Step 2b*** by the Regulatory Members of the Assembly. This endorsement followed the reaching of consensus within the respective ICH WGs and sign-off by all Member experts of these WGs, under ***Step 1***.

ICH Q5A(R2) Guideline – Viral Safety Evaluation of Biotechnology Products

Step 2a/b was reached for the Q5A(R2) Guideline in September 2022.

The revised draft guideline retains key principles of the original guideline and provides additional recommendations on the established and complementary approaches to control the potential viral contamination of biotechnology products.

ICH Q2(R2) Guideline – Validation of Analytical Procedures

The Q2(R2) Guideline was endorsed under *Step 2a/b* in March 2022.

This new guideline is intended to continue to provide a general framework for the principles of analytical procedure validation, adding validation principles that cover analytical use of spectroscopic or spectrometry data (e.g., NIR, Raman, NMR or MS).

ICH Q14 Guideline – Analytical Procedure Development

The Q14 Guideline was endorsed under *Step 2a/b* March 2022.

This new draft guideline is intended to harmonise scientific approaches and provide principles relating to the description of Analytical Procedure Development, facilitating more efficient, sound scientific and risk-based approval as well as post approval change management of analytical procedures.

ICH E11A Guideline – Paediatric Extrapolation

The E11A Guideline was endorsed under *Step 2a/b* in April 2022.

This new draft guideline is intended to support the incorporation of paediatric extrapolation into overall drug development plans – aligning terminology related to paediatric extrapolation, providing information on various approaches that can be utilised, and providing information on study designs and statistical analysis methods.

ICH M11 Guideline – Clinical electronic Structured Harmonised Protocol (CeSHarP), Technical Specification and Template

Step 2a/b was reached for the M11 Guideline in September 2022.

This new draft guideline is proposed to provide comprehensive clinical protocol organisation with standardised content, with 1) a Template which presents the format and structure of the protocol, including the table of contents, common headers, and contents; and 2) a Technical Specification which presents the conformance, cardinality, and other technical attributes that enable the interoperable electronic exchange of protocol content.

ICH M12 Guideline – Drug Interaction Studies

The M12 Guideline was endorsed under *Step 2a/b* in May 2022.

This new draft guideline is intended to provide a consistent approach in designing, conducting, and interpreting drug-drug interaction studies during the development of a therapeutic product.

ICH M13A Guideline – Bioequivalence for Immediate-Release Solid Oral Dosage Forms

The M13A Guideline was endorsed under *Step 2a/b* in December 2022.

This new draft guideline is intended to provide recommendations on conducting bioequivalence (BE) studies during both development and post approval phases for orally administered immediate-release (IR) solid oral dosage forms designed to deliver drugs to the systemic circulation, such as tablets, capsules, and granules/powders for oral suspension.

3.3. New Harmonisation Activities

3.3.1. Approval of New Topics

In 2022 the ICH Management Committee and its New Topics Subcommittee assessed **4 New Topic proposals** which had been submitted by ICH Members and Observers by a mid-December 2021 deadline as part of the limited call for New Topics which focused on a narrow scope, excluding technical, resource constrained areas such as quality, pharmacovigilance, and bioequivalence; and with proposals where the following three criteria were met:

- resource capacity in ICH available;
- the work could start immediately upon adoption of the topic;
- the topic considered of high public health impact.

Further to this, an assessment **of all proposals** was prepared for the Assembly, and the ICH Management Committee provided its recommendation for **New Topic proposals**.

Based on the ICH Management Committee assessment, the Assembly approved the following 1 new harmonisation activity:

Inclusion of Pregnant and Breastfeeding Individuals in Clinical Trials

This new Efficacy Guideline aims to provide a globally accepted framework and best practices to enable inclusion (or retention) of pregnant and breastfeeding individuals in clinical trials, where appropriate.

- The E21 informal WG was established in November 2022.

3.3.2. Other New Harmonisation Activities

Finalisation of Concept Paper and Business Plan for ICH Q1/Q5C Guideline Revision "**Targeted Revisions of the ICH Stability Guideline Series** (Guidelines ICH Q1A-F, ICH Q5C)".

Finalisation of Concept Paper and Business Plan for ICH M14 Guideline on "**General principles on plan, design, and analysis of pharmacoepidemiological studies that utilize real-world data for safety assessment of medicines**".

Finalisation of Concept Paper and Business Plan for ICH M15 Guideline on "**Model-Informed Drug Development General Principles"**.

The Model-Informed Drug Development (MIDD) Discussion Group established in January 2021 has provided as an output consideration with respect to future MIDD related guidelines in the form of a "roadmap", published on the ICH website. The roadmap includes appropriate sequencing and format for incorporating MIDD concepts into a proposal on ICH E4 (i.e., Revision, Addendum, Q&A).

3.4. Implementation of ICH Guidelines

At *Step 5* of the ICH process, harmonised ICH Guidelines are implemented by ICH Regulatory Members and Observers within their respective country/region. This is in line with the ICH Articles of Association and the aim and intention that **all ICH Regulatory Members should implement all ICH Guidelines**. At the time of Membership application to ICH, each Regulator is expected to have implemented the **"Tier 1" ICH Guidelines**: **Q1, Q7 and E6,** and have specific plans with identified milestones and timeframes for implementation of the following **"Tier 2" ICH Guidelines** within the next five years: **E2A, E2B, E2D, M4 (CTD) and M1 (MedDRA)**. The other, remaining ICH Guidelines should be implemented in the near term and as soon as possible.

ICH Guideline implementation information is published on the ICH website www.ich.org, with a searchable database tool and periodically updated by the ICH Secretariat which allows information on the status of implementation of any ICH Guideline by any ICH Regulatory Member to be readily retrieved by all stakeholders.

Monitoring the progress of international harmonisation and coordinating efforts in this regard is an important ICH focus. ICH is working to understand the level of implementation and adherence to ICH Guidelines within Regulatory Member and Observer countries/regions. In support of this effort, an **ICH-driven survey** was launched for the second time in December 2020 in coordination with the Centre for Innovation in Regulatory Science (CIRS), an independent third party contracted by ICH to conduct the survey. In 2021 the Management Committee supported the conduct of an analysis of the free-text entries from the 2021 Phase 2b Implementation Survey, including development by CIRS of two types of report: a main report, with overall trends across all guidelines and specific reports for each participating regulatory authority. The main free-text comments report was finalised and published on the ICH Implementation page of the ICH website in May 2022. In addition, CIRS undertook analysis which compared for Tier 2 Guidelines and the consistent cohort of authorities as well as companies, the responses with regards to the status of implementation and adherence for 2019 versus 2021. This analysis showed considerable progress made in implementation and was published on the ICH Implementation page in February 2022.

With the Free Text Analysis being the last deliverable of the Phase 2b Implementation Survey, the Management Committee decided that support of future survey work will be provided by the ICH Secretariat, with the appointment of a Regulatory Lead and an Industry Lead from the Management Committee parties to support ICH Secretariat's work on a survey.

3.5. Training on ICH Guidelines

As part of its effort to achieve **global harmonised implementation of ICH Guidelines,** ICH is working on ensuring that high quality training is available based upon scientific and regulatory principles outlined in the ICH Guidelines. Training materials developed by/with ICH can be accessed with the respective ICH Guideline on the ICH website, as well as in a new Training Library finalised by the ICH Secretariat in November 2022 which serves to re-group all training materials in one user-friendly location.

3.5.1. ICH Training Strategy

In an effort to ensure the availability of high-quality training on ICH Guidelines, work in 2022 included delivery of **ICH Recognised Training Programmes** organised by Training Providers; **financial support of training on ICH Guidelines** organised by ICH Regulatory Members and Observers; and work with **ICH Training Associates** as part of a multi-year strategic plan to develop online training materials for all ICH Guidelines, in addition to offering tailored training.

ICH Recognised Training Programmes:

In 2022 the following **training programmes** from Training Providers, supported as **ICH Recognised Training Programmes** by the ICH Management Committee's Training Subcommittee, were delivered:

- PKU APEC LSIF RHSC Center of Excellence in Regulatory Science: MRCT and GCP-related considerations:
  - Phase 1: 1 November to 2 December 2022 (pre-recorded lectures);
  - Phase 2: 4 to 7 December 2022 (live session);
- King's College London - ICH Q6A Specifications: How to write a successful specification for new chemical drug substances and new chemical drug products, 24 November 2022 (virtual);
- DIA China ICH Day, Suzhou, China, 8 December 2022 (face-to-face).

In October 2022 the Management Committee supported to discontinue the ICH Recognised Training Programme and shift ICH resources to other activities.

ICH Training Associates:

Further to the endorsement by the Assembly in November 2021 of a **multi-year training approach** including a 5-year budget plan and support of the general concept of ICH training on specific Guidelines and crosscutting training approach, in 2022 ICH contracted 3 Training Associates (2 new organisations and 1 already contracted) to expand the online training materials portfolio available on the ICH website to include training on the following Guidelines to be developed 2022-2027:

- ICH E8(R1);
- ICH E6(R3);
- ICH E17;
- ICH Q3 series;
- ICH Q5 series;
- ICH Q8-12.

Further progress on the development of Q1 Stability Guidelines in-depth training modules with an already contracted Training Associate was seen in 2022, with final modules approved by the Management Committee in November 2022 for publication on the ICH website in early 2023. In addition, work was also progressed in 2022 on development of ICH E2 Pharmacovigilance Guidelines and ICH M4 Common Technical Document introductory overview videos by another Training Associate, with the ICH M4 video to be finalised in early 2023.

The continued aim of the ICH Training Associates programme is **to assist ICH in its efforts to address in a strategic manner the training needs of its Regulatory and Industry Members and Observers**, and in order to achieve this aim the Management Committee supported the need for additional Training Associates based upon topical expertise and more global representation to be further considered in 2023.

ICH Regulatory Training

2022 also saw the ICH Management Committee approve the **provision of ICH funding support to training programmes on ICH Guidelines organised by 3 ICH Regulatory Members, 3 ICH Regulatory Observers and 1 International Organisation regulated or affected by ICH Guideline(s)**. This came further to a Call for Expression of Interest launched by the ICH Management Committee in December 2021 and saw support provided for training planned by:

- EDA, Egypt: Training on Quality Guidelines;
- INVIMA, Colombia: Training on Good Manufacturing Practices for Active Pharmaceutical Ingredients Guideline;
- MHLW/PMDA, Japan: The 4th ICH Forum: ICH Efficacy Guideline Update;
- NMPA, China: Training on Continuous Manufacturing;
- PIC/S: Inspectors Training on ICH Q9 and Q12;
- SAHPRA, South Africa: ICH Guideline Training on ICH E3; E8; E17;

- SFDA, Saudi Arabia: Quality considerations for human medicines as per ICH Guidelines.

In view of the continued impact of the COVID-19 pandemic, only three training events approved in 2022 took place the same year, with others being postponed to 2023.

In addition, the following trainings approved in 2020 and 2021, and postponed due to the COVID-19 pandemic took place in 2022:

- ANVISA, Brazil: ICH Workshop on Control Strategy;
- ANVISA, Brazil: ICH Training – Efficacy Guidelines;
- Health Canada, Canada: Q12 Implementation Training;
- MFDS, Republic of Korea: 2020 ICH Guideline Training;
- NMPA, China: ICH Q8-Q12 Training Session.

3 other trainings approved in 2020-2021, which were initially postponed to 2022, were also further delayed and may be postponed to 2023. The ICH Assembly approved carry-over in the 2023 ICH budget to support these postponed training events in 2023.

Furthermore, the ICH Assembly supported budget towards a new Call for Expression of Interest process in 2023, and based on the experience of the 2022 Call for Expression of Interest, the Management Committee supported extending the eligibility to submit requests from ICH Regulatory Members and Regulatory Observers, to also include other ICH Observers representing or constituted by Regulators, namely Regional Harmonisation Initiatives (RHIs) and PIC/S.

3.5.2. Training Materials Developed by ICH Working Groups

Further to support provided by the Assembly and ICH Management Committee for WGs to pursue training material development to help **assist understanding of new concepts** and implementation of their respective ICH Guidelines, in 2022 work was progressed and/or finalised on developing training materials on the following ICH topics, with the assistance of Founding Regulatory Member FDA, United States which made available the support of its studios for the production of videos:

- E9(R1) (finalised);
- E2B(R3);
- Q12.

Additionally, a Frequently Asked Questions (FAQ) document has been developed by the M10 EWG to support the implementation of the ICH M10 Guideline. The FAQ will be incorporated into M10 training materials when developed.

3.5.3. Working Groups *Step 2/Step 4* Presentations

In line with ICH procedures, when an ICH Guideline reaches *Step 2b* or *Step 4* of the ICH process, each ICH WG develops a presentation to be included by the ICH Secretariat on the ICH website. In 2022, the following presentations were made available:

- ICH Q2(R2)/Q14 joint *Step 2* Informational Presentation;
- ICH Q5A(R2) *Step 2* Informational Presentation;
- ICH E11A *Step 2* Informational Presentation;
- ICH M11 *Step 2* Informational Presentation;
- ICH M12 *Step 2* Informational Presentation;
- ICH E8(R1) *Step 4* Introductory Training Presentation;
- ICH E19 *Step 4* Introductory Training Presentation;
- ICH M10 *Step 4* Introductory Training Presentation;
- ICH Q3D(R2) *Step 4* Introductory Training Presentation;
- ICH S1B(R1) *Step 4* Introductory Training Presentation.

3.6. MedDRA Activities

MedDRA, the **Medical Dictionary for Regulatory Activities**, is a rich and highly specific standardised medical terminology developed by ICH to facilitate sharing of regulatory information internationally for medical products used by humans. It is used for **registration, documentation and safety monitoring of medical products** both before and after a product has been authorised for use.

MedDRA's number of users continued to grow globally in 2022, reaching close to **8,200** subscribers (of which over 500 were new subscribers in 2022) in almost 134 countries.

The continued growth in the number of users of MedDRA is a clear indicator of the successful adoption of MedDRA over the past 23 years as a worldwide standard in the protection of public health. In view of this continued user growth, 2022 saw further expansion in the support provided to facilitate the use of MedDRA in a broader set of countries/regions. This included initiation of a multi-year project which started in 2021 with the translation of MedDRA into the remaining 16 languages of the European Economic Area in collaboration with individual European National Competent Authorities. In 2022, Latvian, Swedish, Greek, Polish were released making MedDRA available in 18 languages in support of users' language needs. Work to translate MedDRA into Maltese, Estonian, Icelandic and Norwegian was initiated in 2022. In addition, work was also progressed on a new Arabic MedDRA translation.

Continued MedDRA training and helpdesk support in 2022 was assisted by local support staff in Europe, Russia, India, China, Republic of Korea, Latin America, the United States of America and other regions.

3.6.1. Overview of 2022 MedDRA Management & Key Decisions

The MedDRA Management Committee is responsible for overseeing the main activities of the MSSO (Maintenance and Support Services Organisation), as well as providing oversight and direction to the "MedDRA Secretariat" which is provided by the ICH Secretariat. (MedDRA Secretariat implementation of key MedDRA Management Committee decisions are referred to in Section 5.5 below.)

The following key decisions were taken in 2022 related to MedDRA's management:

Financial:

- The MedDRA Management Committee supported the **2023 Budget** including the **2023 MSSO Subscription Fees,** subsequently approved by the Assembly.
- The MedDRA Management Committee approved the **2023 MSSO Business Plan**.

Operational:

- The MedDRA Management Committee supported the **2023 Annual MedDRA Management Committee Work Plan** for submission to the Assembly, which was subsequently approved by the Assembly.
- The MedDRA Management Committee supported work to identify auditors in support of a multi-year MSSO audit plan covering Clinical-Quality-Procedural, IT and Financial aspects.
- The MedDRA Management Committee supported the continued implementation of a **MedDRA trademark strategy** by the MedDRA Secretariat for the registration of the MedDRA name mark and the MedDRA logo (device) mark in new ICH Member/Observer countries/regions as ICH grows, and in 2022 this included Algeria, Egypt and Indonesia.
- The MedDRA Management Committee, with the support of the ICH Assembly, supported the engagement of an external consultant to undertake a study to gain a better understanding of the potential numbers of new MedDRA users in countries/regions which are moving towards MedDRA's use. The market research study foresees a significant growth in MedDRA subscribers over the coming years.
- The MedDRA Management Committee supported an expert of the MSSO participating through ICH's Liaison Status with ISO, in an ISO Working Group of relevance for MedDRA.
- The MedDRA MC provided support for the release of new translations of MedDRA: Latvian, Swedish, Greek, Polish;
- The MedDRA MC supported further enhancement of MSSO local in-country/in-region support, including training and helpdesk services, with agreement taken to extend support with addition of specific support for Brazil (with a Brazilian Portuguese Speaker) and addition of local support for Africa/Middle East (with an Arabic Speaker).
- As was supported by the ICH Assembly in 2021, the MedDRA Management Committee oversaw an amendment to the MSSO Service Provider Agreement in 2022 to extend the current term.

- The MedDRA Management Committee approved to pursue the assessment of MedDRA business continuity in various scenarios, to ensure the current high level of functionality which MedDRA users have come to expect.
- The MedDRA Management Committee approved revisions to the MedDRA MC RoP to align the rules for MedDRA MC Chair election more closely with those of the ICH Management Committee and ICH Assembly. From November 2022, a Chair will be elected for a one (1) year term from the date of election and a Vice-Chair for a two (2) year term. From November 2023, a Chair will be elected for a two (2) year term. This approach will allow staggering of the terms of the Chair and Vice-Chair and an overlapping of mandates to ensure the continuity of knowledge between the Chair and Vice-Chair. Also, in view of continuity, when feasible, consideration will be given to transitioning the Vice-Chair to the position of Chair, either at the end of the two-year term or in the event of resignation of the Chair.
- The MedDRA Management Committee approved the addition of ICH Assembly Vice Chair Dr. Gabriela Zenhäusern (Swissmedic, Switzerland) as a new MedDRA signatory in line with Article 47 2(e) of the ICH Articles of Association to represent the ICH Association vis-à-vis third parties on matters relating to MedDRA alongside existing ICH signatories with joint (by two) signatory rights.

Development of SMQs:

- The MedDRA Management Committee approved 1 new Standardised MedDRA Query (SMQ) – Noninfectious myocarditis/pericarditis – included in MedDRA version 25.0. The addition of this new SMQ resulted in a total of **110 SMQs developed to-date**.

3.6.2. Oversight of 2022 MedDRA MSSO Activities

A summary is provided as follows on the main activities of the MSSO related to MedDRA development and support of MedDRA users in 2022, which were overseen by the MedDRA Management Committee:

- Release to users of MedDRA versions 25.0 and 25.1 on 1 March and 1 September respectively.
- Conduct of more than 161 webinars worldwide and numerous face-to-face trainings resumed in Europe, the Americas and Asia. In total the MSSO trained over 19,000 participants in 2022. MSSO has also added new topics, including but not limited to expansion of popular coding webinars to non-English languages including “Let’s Code together” and “MedDRA Coding of Medication Errors”.
- Continued work towards the translation of MedDRA into the remaining 16 languages of the European Economic Area in collaboration with individual European National Competent Authorities, and work on an Arabic translation, which was initiated in 2022 in coordination with ICH Member, SFDA, Saudi Arabia.
- Cooperation with the WHO and its Collaborating Centre, the Uppsala Monitoring Centre (UMC) for organising a MedDRA and WHO Drug User Group virtual event, and in organising in-person and virtual User Group meetings.

- Maintenance and development of software tools for MedDRA users e.g., Web-based Browser, Desktop Browser, Version Analysis tool etc. In 2022, an important area of work was Application Programming Interfaces (APIs).
- Support for **mapping with other terminologies** in 2022: (1) continued work with the International Medical Device Regulators Forum (**IMDRF**) on the maintenance of the mapping between MedDRA and IMDRF's terminology: Annex E: Health Effects – Clinical Signs, Symptoms and Conditions Terms and Codes, an updated version of which was released in March; (2) continued cooperation with **SNOMED International**, on the maintenance and distribution of the bi-directional MedDRA/SNOMED mapping, with an updated mapping released to MedDRA and SNOMED users in May 2022; and (3) continued work to investigate a mapping between MedDRA and **WHO's ICD-10/11**.
- Support of the work of the ICH M1 PtC WG to update with the March release of the "MedDRA Term Selection: Points to Consider" and "MedDRA Data Retrieval and Presentation: Points to Consider" documents.

4. 2022 Overview of Meetings & Planning

4.1. 2022 Meetings

In 2022, as COVID-19 pandemic restrictions started to ease, ICH resumed in-person meetings of its WGs, the Assembly, ICH Management Committee, and MedDRA Management Committee, starting in May 2022 with hybrid in-person/virtual meetings, and moving later in 2022 to in-person meetings, with virtual support provided for those exceptionally unable to travel.

The first of the biannual hybrid meetings of the year for the Assembly, ICH Management Committee, and MedDRA Management Committee was held on 21-25 May, and the second on 12-16 November. Both hybrid and in-person meetings were well attended by ICH's growing numbers of Members and Observers.

The reports of Assembly and ICH Management Committee face-to-face meetings and teleconferences from 2022 are made available on the **ICH website**.

Details on the 2022 meetings are provided as follows:

Assembly Meetings

- The **Assembly met twice during 2022**, at the time of ICH's biannual meetings: on 24-25 May and 15-16 November.
- Both meetings were chaired by **Mrs. Lenita Lindström (EC, Europe, Chair) and Dr. Gabriela Zenhäusern (Swissmedic, Switzerland, Vice-Chair)**.
- The MC approved invitations to participate as Ad-Hoc Observer delegates to the ICH Assembly meeting in May 2022 to ANPP, Algeria, and in November 2022 to DPM, Tunisia, which were both subsequently approved as ICH Observers under Article 17.1(a) of the ICH Articles of Association.

ICH Management Committee Meetings

- The ICH Management Committee met several times virtually throughout the year:
  - **8 times via teleconference** on the following dates: 4 February, 24 March, 30 March, 19 April, 20 September, 28 September, 14 October and 24 October 2022.
  - **1 virtual** interim meeting on 15, 16 and 18 March 2022; **1 hybrid in-person/virtual meeting** on 22, 23, and 25 May 2022 during ICH's biannual meeting; and **1 in-person meeting** during ICH's biannual meeting on 13, 14, and 16 November 2022.
- Additionally, **more than 7 ICH Management Committee Subcommittee teleconferences** were held (on New Topics, Training and Finance).
- All meetings in 2022 were chaired by **Dr. Theresa Mullin (FDA, United States, Chair)** and **Dr. Nobumasa Nakashima (MHLW/PMDA, Japan, Vice Chair)**.

MedDRA Management Committee Meetings

- The MedDRA Management Committee met several times:
  - **6 times via teleconference** on 2 February, 2 March, 28 March, 23 June, 31 August, and 27 September 2022.
  - **1 hybrid in-person/virtual meeting** at the time of ICH's biannual meeting on 22 and 23 May 2022.
  - **1 in-person meeting** during ICH's biannual meeting 13 and 14 November 2022.
- All meetings in 2022 were chaired by **Mr. Mick Foy (MHRA, UK)**, with the exception of a part of the Incheon meeting which was chaired by **Ms. Mary Ann Slack (FDA, United States)**, when the Chair was unable to attend.

ICH Working Groups Meetings

After a long break in having in-person meetings, the following 7 WGs were supported to meet by the ICH Management Committee in Athens in May 2022, with virtual participation for experts not able to attend in-person: E6(R3); M4Q(R2); M10; Q5A(R2); Q9(R1); Q13; and S1B(R1).

During the second biannual meeting in November 2022 the following 10 WGs met in-person, with virtual participation for experts not able to attend in-person: E2D(R1); E6(R3); E11A; M4Q(R2); M13; M15; Q1/Q5C; Q3E; Q9(R1); Q13.

With support from the ICH Management Committee, 3 WGs also held interim meetings in September 2022: E6(R3), Q3E and M11.

Other WGs continued their activities remotely, with meetings in the form of teleconferences.

4.2. Planning of Future ICH Meetings

In 2022, the ICH Management Committee took decisions regarding the organisation of future ICH meetings. **Key decisions** are outlined below:

- The ICH Management Committee agreed on the organisation of an ICH Management Committee Interim Meeting in Lausanne, Switzerland on 27-28 March 2023.
- The ICH Management Committee also agreed on the organisation of one WG Interim meeting in Geneva and two WG Interim meetings in Lausanne on 13-16 March and 27-30 March 2023 respectively.
- The ICH Management Committee agreed to continue planning and organising for its next biannual meeting in Vancouver, Canada in June 2023 as an in-person meeting, to start one day earlier than the usual ICH meeting week, i.e. Friday instead of Saturday.
- The ICH Management Committee agreed on proceeding with the planning of the biannual meeting in Europe on 28 October - 1 November 2023, with Prague, Czech Republic selected as the meeting location.
- The ICH Management Committee agreed on the following dates for the 2024 and 2025 meetings:
    - 1-5 June or 18-22 May 2024;
    - 2-6 November or 16-20 November 2024;
    - 10-14 May 2025.
- The ICH Management Committee contracted a new Professional Conference Organiser (PCO) to support the organisation of ICH meetings starting with the October-November 2023 meeting.

5. 2022 ICH Operational Matters

5.1. ICH Articles & Procedures

5 Documents support the governance of the ICH Association: the ICH Articles of Association, the Assembly Rules of Procedures (RoP), the ICH Management Committee RoP, the MedDRA Management Committee RoP and the Standard Operating Procedures (SOP) of the ICH WGs. Each of these documents is available on the ICH website.

The following highlights the key decisions taken in 2022 regarding these documents:

ICH Assembly RoP

- The Assembly approved several amendments to the Assembly RoP with approval of version 11.0 in May and 12.0 in November 2022. Amendments related to: inclusion of a revision shortening the time period for review of draft and revised reports and minutes, clarification on the expert appointment and participation process, as well as a revision regarding Observer representation in the Assembly.

ICH Management Committee RoP

- The ICH Management Committee approved several amendments to its RoP in May 2022, with approval of version 12.0. Amendments related to: shortening the time period for review of draft and revised reports and minutes, as well as the addition of Annex 1: *Asset Preservation Policy for ICH Reserve Funds*.

MedDRA Management Committee RoP

- The MedDRA Management Committee approved version 7.0 at its meeting in November 2022, including amendments related to: extending the term of office of the MedDRA Management Committee Chair for one year from November 2022 and two years from November 2023; electing 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.

SOPs of the ICH Working Groups

- The ICH Management Committee approved version 12.0 in May 2022. Amendments related to: a clarification on the expert appointment and participation process; revision regarding ICH Discussion Groups; and clarification of the error correction process.

5.2. ICH Operational Efficiency

The ICH Assembly supported in 2022 a number of initiatives towards enhancing ICH operational efficiency focusing on the following areas: facilitation of drafting activities and consensus building; modernisation/diversification of ICH processes; and improvement to oversight of WG activities.

In 2022 this included: piloting the use of a Medical Writers by two WGs, M14 and M15 EWGs, to assist with guideline drafting activities; updating templates for: New Topic Proposal, Concept Paper Outline, and Final Concept Paper; improving the onboarding process and information made available for new ICH WGs; and other procedural adjustments aimed at enhancing overall efficiency.

5.3. ICH Funding

ICH Financial Audit

In May 2022 **the Assembly approved the 2021 Audited Accounts and Financial Statements of the ICH Association**, supporting their submission along with ICH's 2021 tax return.

ICH Funding[1]

2022 Membership Fees were paid as follows by all ICH Members in line with the decision taken by the Assembly in November 2020:

Membership Category	Membership Fee (CHF / Swiss Franc)
Founding Regulatory Member	CHF 233,000

[1] ICH notes that in lieu of the membership fee payment required of ICH Founding Members, for the period 2016 to-date, FDA, United States has supported ICH through an equivalent level of funding via a grant mechanism. ICH (2016 to-date) is supported by the Food and Drug Administration (FDA) of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award [FAIN] totaling $1,928,598 with 16% funded by FDA/HHS, and $11,804,605 and 84% funded by non-U.S. government sources. The contents are those of the authors and do not necessarily represent the official views of, nor an endorsement, by FDA/HHS, or the U.S. Government.

Founding Industry Member	CHF 233,000
Standing Regulatory Member	CHF 96,000
Regulatory Member	CHF 20,000
Industry Member	CHF 20,000
Standing Observer	N/A
Observer	N/A

2022 Membership Fees

The Assembly furthermore approved the fees for 2024, noting that these would be at the same level as the previously approved 2023 fees which include an increase to CHF 45,000 for non-Founding/Non-Standing Members.

In November 2022, the Assembly approved the 2023 ICH and MedDRA budgets and supported the 5-Year ICH and MedDRA budget projection for 2023-2027. Information can be found on the ICH website regarding the combined provisional 2022 ICH and MedDRA Budget and Membership Fees.

MedDRA Funding

MedDRA activities are self-financed through the collection of annual subscription fees from organisations which are subscribers to MedDRA.

In November 2022, the **Assembly approved the 2023 MedDRA Budget, including 2023 MSSO MedDRA Subscription Fee levels,** which were kept stable from 2022.

Information can be found on the ICH website regarding the combined provisional 2022 ICH and MedDRA Budget, with information on the MedDRA Subscription Fees available on the MedDRA website.

Financial Management

In 2022, the ICH Finance Committee, which includes representation from both ICH and MedDRA Management Committees, provided support for ICH financial management. In addition to support provided in 2022 for 2023 ICH and MedDRA budget preparation and 5-Year ICH and MedDRA budget planning for 2023-2027, the Finance Committee also worked on the implementation of the asset preservation policy as approved by the ICH Management Committee in 2022 within its RoP and which is aimed at enabling the long term conservation of the total value of ICH reserve funds, in line with ICH's stated purpose of having such funds, to achieve a total net return that is at a minimum equal to the rise of the Consumer Price Index (CPI), thus ensuring that the purchasing power of the reserve funds is maintained over time. In 2022, the ICH Finance Committee allocated ICH's reserves to funds determined to be eligible by the approved policy which included government issued bonds, insured money market accounts and exchange-traded funds.

5.4. ICH Communication

The following should be noted in relation to communication activities in 2022:

- Acknowledging the importance of relevant patient stakeholder engagement in ICH and input from the patient community on ICH Guidelines, especially those referring to pre-market or post-market activities that would directly involve or affect patients, the ICH Management Committee continued discussion in 2022 on patient stakeholder engagement. One approach discussed was regarding using DIA meetings as a platform for convening town hall type meetings on ICH Guidelines with relevance for patients, as well as with the potential to benefit from the experience of DIA's patient advisory council, supported by the ICH Management Committee for implementation in 2023. Additionally, at the November 2022 meeting in Incheon, the Assembly approved the high-level principles document for ICH patient stakeholder engagement including the principles of: Value, Focus, Inclusivity and Sustainability, and supported for its publication on the ICH website, available on the ICH Mission page;
- The printed version of the ICH 30th Anniversary Publication and Leaflet on ICH were distributed to ICH Members and Observers in 2022 as per their requests, following the online publication of both documents on the ICH website in October 2021. The publication provides an overview of ICH's history and current work, as well as views of different stakeholders on how ICH has contributed to better health and ICH's future directions in the next 10 years, and is intended to serve as an ICH communication document beyond the anniversary celebration to allow sharing of information on ICH in various forums;
- In 2022, the first ICH Award for Outstanding Contribution to ICH Harmonisation for Better Health was launched to recognise those experts who have made significant and sustained contributions through their leadership roles in developing ICH Guidelines. Members were invited to submit nominations in view of a number of eligibility criteria and at the November 2022 meeting, the ICH Assembly awarded 12 nominees, whose names were published on the ICH website.

ICH Regional Public Meetings

While ICH no longer organises the large international ICH Conferences that it did between 1991 and 2003, public meetings are still considered important for disseminating information on ICH activities. ICH Members periodically hold dedicated **ICH regional public meetings**, either independently or in collaboration with other non-profit organisations. In 2022, ICH Members holding regional public meetings were: ANVISA, Brazil; Health Canada, Canada together with FDA, United States; and JPMA.
Information on these meetings is made available by the ICH Secretariat on the ICH website. It should be noted, that in addition to these regional public meetings, ICH Members were also active in presenting on ICH and its Guidelines in other fora in 2022. Such presentations were delivered at the regional DIA China ICH Day in December 2022.

5.5. Cooperation with the IPRP

Under a Memorandum of Understanding (MoU) between ICH and the IPRP (International Pharmaceutical Regulators Programme), the ICH Secretariat continued in 2022 the provision of support services to the IPRP, which are funded by IPRP Members and

conducted separately from the support of ICH activities. IPRP is a venue which addresses the increasingly complex global regulatory environment, facilitates the implementation of ICH and other internationally harmonised technical guidelines for pharmaceuticals for human use, promotes collaboration and regulatory convergence, and contributes to the coordination of a range of international efforts related to regulation of medicinal products for human use.

In July 2022, the ICH Assembly further approved the renewal of the MoU for another year so that the ICH Secretariat would continue the provision of support services to the IPRP for the year 2023.

5.6. External Cooperation

ICMRA PQ KMS Working Group

In 2022 Representatives of the ICH Management Committee joined the ICMRA (International Coalition of Medicines Regulatory Authorities) PQ KMS (Pharmaceutical Quality Knowledge Management System) Working Group on behalf of ICH to support the work towards the development of an 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 was finalised in July 2022 and is available on the ICMRA website. Further work in 2022 included development of a roadmap on specific harmonisation or convergence topics/projects to be undertaken in a coordinated and prioritised manner in the next 5 years, including deliverables of each organisation participating in the ICMRA PQ KMS Working Group.

PIC/S

Under a collaboration pilot with PIC/S launched in 2020, work was finalised on the development of online Q9(R1) and Q12 ICH Guideline training materials in December 2022 funded from the ICH Regulatory Training funding within the frame of PIC/S Inspectorates' Academy (PIA). Further to this, the Assembly supported exploring the establishment of a MoU with PIC/S in 2023.

5.7. ICH Secretariat

2022 Staffing

The following highlights key points and decisions related to ICH Secretariat staffing in 2022:

- ICH Secretariat staffing was initially planned at **9.8 FTEs (Full Time Equivalents) for 2022**, allocated between ICH (~ 6 FTEs) and MedDRA (~ 3.3 FTEs) activities, as well as IPRP support (~ 0.5 FTEs). However, the ICH Secretariat operated at less than full capacity in 2022, during the year due to staff changes, staff leave, as well as delays in hiring support to cover leaves.
- The year saw **Ms. Olga Frei, Mr. Brían Boyle** and **Mr. Sivashen Cunden** join the team in February, May and November respectively in the position of **Manager**, with

Managers Mr. Brían Boyle, **Mr. Masaki Fujita,** and **Dr. Marine Lacroix** leaving the ICH Secretariat during the year.

- At its virtual meeting in November 2022, the Assembly approved budget for 2 additional Secretariat staff from 2023 in view of continued expansion of ICH, as well as staff salary adjustment to fall in line with inflation, following the Swiss Consumer Price Index.
- Although staff returned to principally working from the ICH Secretariat office in 2022, following the COVID-19 pandemic, most staff selected to continue working up to 40% of their time from home.

2022 ICH Secretariat Key Activities

The following outlines key activities undertaken by the ICH Secretariat in 2022 in accordance with its responsibilities for day-to-day ICH management, WGs support, and the support of the Assembly, the ICH Management Committee and the MedDRA Management Committee and the implementation of their respective decisions and directives.

2022 Day-to-Day Management Key Activities:

- **Preparing agenda papers and reports** for meetings of the Assembly, the ICH Management Committee and the MedDRA Management Committee. This included the biannual meetings of these governing bodies in May and November 2022, and in March 2022 a virtual interim ICH Management Committee meeting.
- **Supporting ICH harmonisation activities** and the work of **35 ICH WGs** in 2022, including keeping up-to-date membership lists, establishing 3 new WGs (M15, Q1/Q5C and E21) and providing support for the use of MS SharePoint and MS Teams by WGs.
- **Providing support and input for the work of the following ICH Management Committee Subcommittees**: Finance; Training; and New Topics.
- **Drafting ICH Association Reports and Work Plans** in support of ICH Management Committee and MedDRA Management Committee reporting to the Assembly, including: 2021 Annual Report; 2023 ICH Work Plan and ICH Multi-Annual Strategic Plan; and 2023 MedDRA Work Plan. All documents were approved by the ICH Assembly.
- **Maintaining the ICH website** including:
  - **Keeping the ICH website up-to-date** with publication of draft documents for public consultation, final ICH Guidelines, *Step 2* and *Step 4* presentations, regional public consultation dates, guideline implementation status and dates, ICH Management Committee and Assembly Meeting Reports, ICH WG Training Materials, Press Releases, information on ICH Recognised Training Programmes as well as ICH Award recipients.
  - Maintaining up-to-date the publication on the ICH website, as part of **ICH's communication strategy and transparency policy,** the photographs and short biographies of all ICH Assembly, ICH Management Committee and MedDRA Management Committee Representatives, Member Coordinators and ICH Secretariat, as well as the list of experts' names for all active WGs.

- Overseeing, inputting into and reviewing the work of the website developer contracted to: maintain **the ICH, Private Platform, and MedDRA websites** along with the **internal database interfaced with the websites**.
- **Managing the hosting of ICH websites**.

- **Responding to stakeholder enquiries** received via the ICH mailbox with input solicited as necessary from ICH experts and ICH Coordinators in accordance with the process for managing technical questions received.
- **Managing ICH's financial administration**, including: regular coordination with the fiduciary firm providing accountancy services to ICH; authorisation of payments; drafting of ICH and MedDRA budgets and multi-year budget plans; preparation of separate year-end closing expense reports for ICH and MedDRA; organising the financial audit; liaising with the relevant Swiss tax authorities for items including submission of 2021 tax return and quarterly VAT declarations; managing ICH's grant agreement with FDA, United States, which in 2022 included submitting an annual Federal Financial Report; and supporting the purchase of assets under the direction of the ICH Finance Committee in line with the approved Asset Preservation Policy.
- Managing ICH general administration, including ensuring compliance with requirements for Swiss organisations, including responding to requests from the Swiss authorities for information, which in 2022 included the need to provide information which ICH was selected to provide;
- **Entering into and managing contracts**, including those related to day-to-day operations (e.g., office support, website hosting/maintenance, MS SharePoint, MS Teams, web conferencing tools etc.), specific projects (e.g., Training Associates), as well as support of the MedDRA Management Committee's oversight of the MSSO Contractor.
- **Controlling use of the ICH logo** (including ICH Member logo and ICH Recognised Training Programme logo) in line with the agreed procedures governing its use.
- **Supporting the logistical organisation of ICH biannual meetings and ICH Management Committee interim meeting** including: regular coordination with and oversight of the PCO.

2022 New/One-Time/Key Activities:

- **Supporting the ICH Management Committee work related to surveying** a selection of WGs on the impact and lessons learned with the shift from face-to-face to virtual meetings necessitated by the pandemic, and then with the return to hybrid in-person/virtual meetings.
- **Supporting organisation of hybrid in-person/virtual meetings** for the biannual ICH meetings in 2022, with provision of support to those unable to travel in view of continued pandemic related restrictions to enable the smooth function of meetings and the taking of decisions.
- **Implementing changes to ICH Secretariat processes with a view to enhancing efficiency**, including: removing the step of sending closing emails with direct implementation of actions after deadlines for comments/approvals has passed; provided the quorum for decision-making is reached; removing the step of sending reminders

after deadlines for decisions, other than those related to ICH Guideline approvals, with non-responses to be considered as abstentions from decision-making; removing notifications sent to ICH governing bodies regarding membership changes; direct publication on the ICH website of final training materials developed and approved by ICH WGs in line with their approved mandates; and supporting efforts to increase the timeliness of the process of Member review of minutes and summary reports.

- **Supporting the ICH Management Committee to engage new Training Associates**, with work to put in place additional agreements with 2 new and 1 existing Training Associate in 2022 for the delivery of training materials on ICH E8(R1), ICH E6(R3), ICH Q3 series, ICH Q5 series and ICH Q8-12 series.
- **Supporting the ICH Assembly in the delivery of the first ICH Award for Outstanding Contribution to ICH Harmonisation for Better Health.**
- **Supporting ICH Guideline implementation activities**: further to the Phase 2b ICH Survey on Guideline Implementation, the results of which were presented to the ICH Assembly at the June 2021 Virtual meeting, the Free Text Comments report, as well as 2019 vs 2021 Tier 2 Guidelines comparative analysis were developed by CIRS and published on the ICH website in 2022.
- **Supporting the contracting of a new PCO** for the organisation of ICH meetings from 2023 and beyond.
- **Managing ICH's trademark registration strategy** for the **ICH logo (device)** which was approved by the ICH Management Committee, and for the **MedDRA logo (device) and name**, which was approved by the MedDRA Management Committee. This effort included provision of input to the trademark lawyers for: class descriptions; responding to trademark authority questions and refusals; supporting the reaching of conclusion in 2022 further to an opposition filed by ICH in 2019 against an application for the registration of a trademark similar to the MedDRA trademark; and considering other new applications for trademarks similar to ICH and MedDRA trademarks, and follow-up with ICH and MedDRA Management Committee Chairs on key decision items.
- **Supporting the MedDRA Management Committee** with activities including:
    - Follow-up on **contract-related matters**, including seeking the necessary legal input;
    - Support related to assessing MedDRA business continuity, particularly in the face of recent global events, and considering response to potential interruptions, and in various scenarios, to ensure the current high level of functionality which MedDRA users have come to expect.
- **Identifying opportunities for enhanced efficiencies** in the ICH Secretariat's management of the day-to-day operations of the ICH Association to ensure a mindful and well-appropriated use of ICH Secretariat resources.
- Developing a Training Library (finalised in November 2022), allowing easy access to all available training materials developed by ICH WGs, ICH Training Associates and external Training Providers.

5.8. ICH & MedDRA Management Committee Appointed Signatories

At the end of 2022, ICH signatories in line with Article 36 2(e) and 47 2(e) of the ICH Articles of Association, to represent the ICH Association vis-à-vis third parties are: ICH Assembly Chair Ms. Lenita Lindström, Assembly Vice Chair Dr. Gabriela Zenhäusern, ICH Secretariat staff Ms. Emilie Macara and Dr. Dawn Ronan. All signatories have joint (by two) signatory rights.

Annex I

Assembly Member Representatives & Observer Delegates

December 31, 2022

Founding Regulatory Members

EC, Europe
Dr. Georgios Balkamos
Ms. Lenita Lindström *(Chair)*
Dr. Bruno Sepodes

FDA, United States
Dr. Theresa Mullin
Dr. Michelle Limoli

MHLW/PMDA, Japan
Dr. Nobumasa Nakashima
Mr. Naoyuki Yasuda

Founding Industry Members

EFPIA
Mr. Raun Kupiec
Mr. Pär Tellner

JPMA
Dr. Manabu Yanagisawa
Dr. Masafumi Yokota

PhRMA
Dr. Michelle Rohrer
Ms. Janet Vessotskie

Standing Regulatory Members

Health Canada, Canada
Dr. Léo Bouthillier
Mr. Bruce Randall

Swissmedic, Switzerland
Dr. Andreas Pfenninger
Dr. Gabriela Zenhaeusern *(Vice-Chair)*

Regulatory Members

ANVISA, Brazil
Mr. Nélio Cezar de Aquina
Mr. Diogo Penha Soares

COFEPRIS, Mexico
Ms. Miriam Jackeline Loera Rosales
Dr. Alejandro Ernesto Svarch Pérez

HSA, Singapore
Ms. Siew Wei Chua
Dr. Dorothy Toh

MFDS, Republic of Korea
Dr. Seogyoun Kang
Dr. Younjoo Park

MHRA, UK
Ms. Gavia Taan
Dr. Glenn Wells

NMPA, China
Dr. Sheng Yang
Mr. Siyuan Zhou

SFDA, Saudi Arabia
Dr. Adel Alharf
Dr. Abdullah Hamad Al Hatareshah

TFDA, Chinese Taipei
Dr. Jo-Feng Chi
Dr. Yi-Chu Lin

TITCK, Turkey
Dr. Elif İnci Ergönül
Ms. Handan Öztunca

Industry Members

BIO
Dr. Wassim Nashabeh
Ms. Nancy Schwalje Travis

Global Self-Care Federation
Dr. Padmaja Kamath
Ms. Judy Stenmark

IGBA
Dr. Nick Cappuccino
Ms. Beata Stepniewska

Standing Observers

IFPMA
Ms. Angelika Joos
Ms. Judith MacDonald

WHO
Dr. Samvel Azatyan
Mr. Hiiti B. Sillo

Observers

AEC, Azerbaijan
Mr. Farid Hasanov

ANMAT, Argentina
Dr. Manuel Limeres

ANPP, Algeria
Dr. Amel Bensedira

APEC
Dr. Kyung Won Seo

APIC
Dr. Rainer Fendt

ASEAN
Dr. Suchart Chongprasert

Bill and Melinda Gates Foundation
Dr. Murray Lumpkin

CDSCO, India
Dr. Venugopal Girdharilal Somani

CECMED, Cuba
Dr. Celeste Sánchez González

CIOMS
Dr. Lembit Rägo

CPED, Israel
Dr. Ofra Axelrod

DPM, Tunisia
Prof. Abderrazek Hedhili

EAC
Ms. Jane Mashingia

EDA, Egypt
Ms. Asmaa Fouad

EDQM
Dr. Petra Doerr

GHC
Dr. Hajed M. Hashan

Indonesian FDA, Indonesia
Ms. Mimin Jiwo Winanti

INVIMA, Colombia
Ms. Yenny Marcela Suárez González

IPEC
Ms. Janeen Skutnik-Wilkinson

JFDA, Jordan
Dr. Shatha Al-Quraan

MMDA, Moldova
Mr. Dumitru Saghin

MOPH, Lebanon
Dr. Colette Raidy

NPRA, Malaysia
Ms. Rosilawati Ahmad

NRA, Iran
Dr. Mahmoud Alebouyeh

National Center, Kazakhstan
Dr. Sabina Chukumova

PANDRH
Ms. Maria Luz Pombo-Castro

Roszdravnadzor, Russia
Ms. Anastasia Nikitina

SADC
Ms. Fortunate Ntombi Bhembe

SAHPRA, South Africa
Ms. Portia Nkambule

SCDMTE, Armenia
TBC

SECMOH, Ukraine
Dr. Mykhailo Babenko

TGA, Australia
Mr. Michael Wiseman

USP
Dr. Kevin Moore

Annex II

ICH Management Committee Representatives

December 31, 2022

Founding Regulatory Members

EC, Europe
Dr. Milton Bonelli
Ms. Lenita Lindström

FDA, United States
Dr. Theresa Mullin *(Chair)*
Dr. Michelle Limoli

MHLW/PMDA, Japan
Dr. Nobumasa Nakashima *(Vice Chair)*
Mr. Naoyuki Yasuda

Founding Industry Members

EFPIA
Mr. Raun Kupiec
Mr. Pär Tellner

JPMA
Dr. Manabu Yanagisawa
Dr. Masafumi Yokota

PhRMA
Dr. Michelle Rohrer
Ms. Janet Vessotskie

Standing Regulatory Members

Swissmedic, Switzerland
Dr. Andreas Pfenninger
Dr. Gabriela Zenhaeusern

Health Canada, Canada
Dr. Léo Bouthillier
Mr. Bruce Randall

Standing Observers

WHO
Dr. Samvel Azatyan
Mr. Hiiti B. Sillo

IFPMA
Ms. Angelika Joos
Ms. Judith MacDonald

Regulatory Members

ANVISA, Brazil
Mr. Nélio Cezar de Aquina
Mr. Diogo Penha Soares

MFDS, Republic of Korea
Dr. Seogyoun Kang
Dr. Younjoo Park

NMPA, China
Dr. Sheng Yang
Mr. Siyuan Zhou

Industry Members

BIO
Dr. Wassim Nashabeh
Ms. Nancy Schwalje Travis

IGBA
Dr. Nick Cappuccino
Ms. Beata Stepniewska

Annex III

MedDRA Management Committee Representatives

31 December, 2022

Founding Regulatory Members

EC, Europe
Dr. Georgios Balkamos
Dr. Ana Cochino

FDA, United States
Ms. Mary Ann Slack
Dr. Barbee I. Whitaker

MHLW/PMDA, Japan
Mr. Masahiro Inada
Ms. Akiko Takahashi

Founding Industry Members

EFPIA
Ms. Claudia Lehmann
Dr. Christina Winter

JPMA
Ms. Mamiko Kasho (Konishi)
Ms. Yasuyo Suzuki

PhRMA
Dr. Maria Apostolaros
Mr. Kostas Kidos

Standing Regulatory Member

Health Canada, Canada
Dr. Vicky Hogan
Ms. Ekamjot Sangha

Regulatory Members

MHRA, UK
Mr. Mick Foy
Mr. Philip Tregunno

Standing Observers

WHO
Mr. Fumihito Takanashi

Annex IV

ICH Secretariat Staff

31 December, 2022

Director
Dr. Dawn Ronan

Managers
Mr. Sivashen Cunden
Ms. Olga Frei
Ms. Nikoleta Luludi
Ms. Emilie Macara

Coordinators
Ms. Clarisse Bertherat
Ms. Anca-Elena Matei

Administrative Assistants
Ms. Nadja Leuba
Ms. Amina Mir

Annex V

Assembly Member ICH Coordinators

31 December, 2022

Founding Regulatory Members

EC, Europe
Dr. Georgios Balkamos
Dr. Kevin Cunningham (Technical Coordinator)

MHLW/PMDA, Japan
Ms. Mao Yanagisawa
Ms. Kaori Ogawa (Technical Coordinator)

FDA, United States
Ms. Jill Adleberg
Dr. Michelle Limoli (Technical Coordinator)

Founding Industry Members

EFPIA
Dr. Jyothsna Krishnan

JPMA
Ms. Mariko Kato

PhRMA
Ms. Amanda Roache

Standing Regulatory Members

Swissmedic, Switzerland
Ms. Sarah Koechlin

Health Canada, Canada
Mr. Nick Orphanos

Regulatory Members

ANVISA, Brazil
Ms. Ana Carolina Moreira Marino Araujo

COFEPRIS, Mexico
Mr. Raúl Román Flores Linares

NMPA, China
Mr. Baoshu Wen

HSA, Singapore
Ms. Shu Yi Ong

MFDS, Republic of Korea
Ms. Miyoung Hyun

SFDA, Saudi Arabia
Mr. Yahya Al-Nujaym

TFDA, Chinese Taipei
Ms. Yi-Ju Lin

TITCK, Turkey
Dr. Elif İnci Ergönül

Industry Members

BIO
Mr. Alex May

IGBA
Dr. Shinichiro Hirose

Global Self-Care Federation
Dr. Padmaja Kamath

Annex VI

Overview of harmonisation activities and accomplishments in 2022

Topic Code	Type of WG	Topic Name	Accomplishments	Anticipated Milestones
Standing Paediatric	EWG	Standing Paediatric		N/A (Ongoing Activity)
E2B(R3)	EWG/IWG	Revision of Electronic Submission of ICSRs	*Step 4* was reached for the E2B(R3) Backwards and Forwards Compatibility Recommendation v2.03 document in March 2022	Updated Q&A v2.4 document expected in January 2023
E2D(R1)	EWG	Post-Approval Safety Data Management: Definitions and Standards for Expedited Reporting		*Step 2* is expected by May 2023
E6(R3)	EWG	Good Clinical Practice		*Step 2* expected by June 2023
E11A	EWG	Paediatric Extrapolation	*Step 2* was reached in April 2022	*Step 4* expected by Q1 2024
E14/S7B	DG	Clinical and Nonclinical Evaluation of QT/QTc Interval Prolongation and Proarrhythmic Potential	*Step 4* was reached for the updated Q&A document in February 2022	The EWG to transition to a DG starting in January 2023 for a one-year term to evaluate implementation of first stage Q&As and outline development of second stage Q&As
E19	EWG	A Selective Approach to Safety Data Collection in	*Step 4* was reached in September 2022	N/A (Activity completed)

Topic Code	Type of WG	Topic Name	Accomplishments	Anticipated Milestones
		Specific Late-Stage Preapproval or Post-Approval Clinical Trials		
E20	EWG	Adaptive Clinical Trials		*Step 2* is expected by June 2023
E21	Informal WG	Inclusion of Pregnant and Breastfeeding Individuals in Clinical Trials	Informal WG established in November 2022	
M1	PtC WG	MedDRA Points to Consider	Updated "MedDRA Term Selection: Points to Consider" and "MedDRA Data Retrieval and Presentation: Points to Consider" documents in English, Japanese, Chinese, Korean, Spanish, and Russian released in March 2022 (based on MedDRA Version 25.0)	Release of updated "MedDRA Term Selection" and "MedDRA Data Retrieval and Presentation" PtC documents is expected in March 2023 (based on MedDRA Version 26.0)
M2	EWG	Electronic Standards for the Transfer of Regulatory Information (ESTRI)		N/A (Ongoing Activity)
M4Q(R2)	EWG	General principles on planning and designing pharmacoepidemiological studies that utilize real-world data for safety assessment of a medicine		*Step 2* is expected by November 2023

Topic Code	Type of WG	Topic Name	Accomplishments	Anticipated Milestones
M7(R2)/ (R3)	Maintenance EWG/IWG	Assessment and Control of DNA Reactive (Mutagenic) Impurities in Pharmaceuticals to Limit Potential Carcinogenic Risk	*Step 4* was reached for the M7(R2) Q&A in May 2022	*Step 4* for the revised Guideline and Addendum is expected in Q1 2023
M8	M2 Sub-group (As of end of 2022)	The Electronic Common Technical Document (eCTD)	*Step 4* was reached for the ICH M8 eCTD "v4.0 Q&As and Specification Change Request Document v1.7" and "eCTD v4.0 Implementation Package v1.5 in May 2022	N/A (Ongoing Activity)
M10	EWG	Bioanalytical Method Validation and Study Sample Analysis	*Step 4* was reached for the Guideline in May 2022 and for the Q&A in November 2022	Training Materials are expected in Q1 2023
M11	EWG	Clinical electronic Structured Harmonised Protocol (CeSHarP)	*Step 2* was reached in September 2022	*Step 4* is expected by November 2023
M12	EWG	Drug Interaction Studies	*Step 2* was reached in May 2022	*Step 4* expected by Q1 2024
M13	EWG	Bioequivalence for Immediate-Release Solid Oral Dosage Forms	*Step 2* was reached in December 2022 (M13A)	*Step 4* expected by May 2024 (M13A)
M14	EWG	General principles on plan, design, and analysis of pharmacoepidemiological studies that utilize real-world data for safety assessment of medicine	Concept Paper and Business Plan approved in April 2022	*Step 2* expected by August 2023

Topic Code	Type of WG	Topic Name	Accomplishments	Anticipated Milestones
M15	EWG	General Principles for Model-Informed Drug Development	Concept Paper and Business Plan approved in November 2022	*Step 2* is expected by April 2024
Q1/Q5C	EWG	Targeted Revisions of the ICH Stability Guidelines Series	Concept Paper and Business Plan approved in November 2022	*Step 2* is expected by November 2024
Q2(R2)/ Q14	EWG	Analytical Procedure Development and Revision of Q2(R1) Analytical Validation	*Step 2* was reached in March 2022 for the Q2(R2) and Q14 ICH Guidelines	*Step 4* is expected by November 2023
Q3C(R9)	Maintenance EWG	Residual Solvents		N/A (Dormant state)
Q3D(R2)/ (R3)	Maintenance EWG	Maintenance of the Guideline for Elemental Impurities	*Step 4* was reached in April 2022	N/A (Ongoing Activity)
Q3E	EWG	Impurities: Assessment and Control of Extractables and Leachables for Pharmaceuticals and Biologics		*Step 2* is expected by November 2023
Q5A(R2)	EWG	Viral Safety Evaluation of Biotechnology Products Derived from Cell Lines of Human or Animal Origin	*Step 2* was reached in September 2022	*Step 4* is expected by November 2023
Q9(R1)	EWG	Quality Risk Management		*Step 4* expected by January 2023. Training Materials are expected by June 2023

Topic Code	Type of WG	Topic Name	Accomplishments	Anticipated Milestones
Q12	IWG	Technical and Regulatory Considerations for Pharmaceutical Product Lifecycle Management		Training Material Module 8 expected shortly
Q13	IWG	Continuous Manufacturing of Drug Substances and Drug Products	*Step 4* was reached for the Q13 Guideline in November 2022, further to which the EWG transitioned to an IWG to develop training materials	Training materials are expected by June 2024
S1B(R1)	EWG	Revision of the Rodent Carcinogenicity Studies for Human Pharmaceuticals Guideline	*Step 4* of the Addendum was reached in August 2022	N/A (EWG tracking progress of implementation until Q2 2023)
S5(R4)	Maintenance EWG	Revision on Detection of Toxicity to Reproduction for Human Pharmaceuticals		N/A (Dormant State)
S12	EWG	Nonclinical Biodistribution Considerations for Gene Therapy Products		*Step 4* is expected by January 2023
GDG	DG	Generic drug Discussion Group		N/A (Dormant state)
QDG	DG	Quality Discussion Group		N/A (Ongoing activity)