ICH Q7 IWG Work Plan
27 November 2014

Topic Adopted: 17 October 2012
Last Face-to-Face Meeting: Lisbon, Portugal – November 2014

1. Anticipated Milestones

<table>
<thead>
<tr>
<th>Completion Date</th>
<th>Deliverable</th>
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<tbody>
<tr>
<td>December 2014</td>
<td>Final Q&amp;A document to be sent to Constituencies for endorsement.</td>
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<tr>
<td>Spring 2015</td>
<td>Step 4 Q&amp;A document.</td>
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2. Timelines

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<tr>
<th>Date</th>
<th>Task / Activity</th>
<th>Details</th>
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| 1 December 2014   | Send out Q&A document to Constituencies for endorsement                         | ➢ Final Q&A document (including 55 Q&As) to be sent to all Q7 IWG Constituencies for endorsement along with a cover letter (explaining that IWG is not in a position to add a third loop of review or re-open discussions on this final document).  
➢ Time allocated for Constituencies: 2 months. |
| 20 February 2015  | 1st Teleconference (TC)                                                        | ➢ Identify any critical feedback from Constituencies to final Q&A document.                                                                                                                            
➢ Determine next steps to *step 4*, i.e.:  
  o Finalise Q&A document (no critical issue identified); or  
  o Agree on TC 2 or face-to-face meeting (critical issues identified). |
| 5 March 2015      | 2nd Teleconference (TC), if needed                                             | ➢ Discussion on critical issues raised by Constituencies on final Q&A document, if any.                                                                                                                    
➢ Determine next steps to *step 4*, i.e.:  
  o Finalise Q&A document (any critical issues resolved); or  
  o Agree on face-to-face meeting (critical issues not resolved). |
| 20 – 21 April 2015| Face-to-face meeting, if necessary (Contingency plan)                         | ➢ Assess and resolve critical issues raised by Constituencies on final Q&A document.                                                                                                                     
➢ Finalise Q&A document. |