

# ICH E17 IWG Work Plan

## 19 June 2018

**Topic Adoption date:** *February 2018*

**Rapporteur:** *Dr. Kristina Dunder (EC, Europe)*

**Regulatory Chair:** *Mr. Yasuto Otsubo (MHLW/PMDA, Japan)*

**Last Face-to-Face Meeting:** *None*

### 1. Key milestones

#### 1.a. Current status of key milestones

Past completion date	Milestone
<i>Feb. 2018</i>	<i>Concept Paper endorsement</i>

#### 1.b. Future anticipated key milestones

Expected future completion date	Milestone
<i>May – October 2018</i>	<i>Monthly teleconferences; proposals and discussion on training materials</i>
<i>Nov. 2018</i>	<i>Face-to-face IWG Meeting to (as far as possible) finalize first set of training materials</i>
<i>December 2018-March 2019</i>	<i>Editing of training material and publication of initial training materials on ICH website. Discussion on potential future work plan</i>

## 2. Timeline for specific tasks

<b>Beginning date</b>	<b>End date</b>	<b>Task / Activity</b>	<b>Details</b>
<b>Mar. 2018</b>	<i>Mar. 2018</i>	<i>Establishment of IWG</i>	<i>Nominate and assign IWG members</i>
<b>Mar. 2018</b>	<i>Nov. 2018</i>	<i>Web-conference or teleconference</i>	<i>Discuss contents of training materials</i>
<b>Nov. 2018</b>	<i>Nov. 2018</i>	<i>Face-to-face IWG Meeting</i>	<i>Finalize first set of training materials</i>
<b>Dec. 2018</b>	<i>Mar. 2019</i>	<i>Editing and Publication</i>	<i>Edit and publish the initial training materials on ICH website</i>
<b>Mar. 2019</b>	<i>Apr. 2019</i>	<i>Discussion for future work</i>	<i>Assess remaining tasks and propose a potential future workplan to complete the tasks</i>