

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

Completion Date	Deliverable
<i>December 2014</i>	Final Q&A document to be sent to Constituencies for endorsement.
<i>Spring 2015</i>	<i>Step 4</i> Q&A document.

2. Timelines

Date	Task / Activity	Details
<i>1 December 2014</i>	Send out Q&A document to Constituencies for endorsement	<ul style="list-style-type: none">➤ 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.
<i>20 February 2015</i>	1 st Teleconference (TC)	<ul style="list-style-type: none">➤ Identify any critical feedback from Constituencies to final Q&A document.➤ Determine next steps to <i>step 4</i>, i.e.:<ul style="list-style-type: none">○ Finalise Q&A document (no critical issue identified); or○ Agree on TC 2 or face-to-face meeting (critical issues identified).
<i>5 March 2015</i>	2 nd Teleconference (TC), if needed	<ul style="list-style-type: none">➤ Discussion on critical issues raised by Constituencies on final Q&A document, if any.➤ Determine next steps to <i>step 4</i>, i.e.:<ul style="list-style-type: none">○ Finalise Q&A document (any critical issues resolved); or○ Agree on face-to-face meeting (critical issues not resolved).
<i>20 – 21 April 2015</i>	Face-to-face meeting, if necessary (Contingency plan)	<ul style="list-style-type: none">➤ Assess and resolve critical issues raised by Constituencies on final Q&A document.➤ Finalise Q&A document.