10 November 2017

SUMMARY REPORT
ICH MC TELECONFERENCE
25 September 2017

LIST OF PARTICIPANTS:

ICH Management Committee Members/Observers

Ms. Lenita Lindström-Gommers	EC, Europe
Dr. Spiros Vamvakas	EC, Europe
Dr. Sabine Luik	EFPIA
Mr. Pär Tellner	EFPIA
Dr. Theresa Mullin *(Chair)*	FDA, US
Ms. Joan Wilmarth Blair	FDA, US
Ms. Pujita Vaidya	FDA, US
Dr. Celia Lourenco	Health Canada, Canada
Ms. Catherine Parker	Health Canada, Canada
Dr. Hironobu Hiyoshi	JPMA
Dr. Masafumi Yokota	JPMA
Dr. Toshiyoshi Tominaga *(Vice-Chair)*	MHLW/PMDA, Japan
Dr. Nobumasa Nakashima	MHLW/PMDA, Japan
Mr. Naoyuki Yasuda	MHLW/PMDA, Japan
Mr. Jerry Stewart	PhRMA
Ms. Cordula Landgraf	Swissmedic, Switzerland
Dr. David Jefferys	IFPMA

ICH MC Coordinators

Mr. Georgios Balkamos	EC, Europe
Mr. Pär Tellner	EC, Europe
Ms. Amanda Roache	FDA, US
Mr. Nick Orphanos	Health Canada, Canada
Mr. Mitsuo Mihara	JPMA
Mr. Fumihito Takanashi	MHLW, Japan
Ms. Camille Jackson	PhRMA

Technical Coordinators:

Ms. Michelle Limoli	FDA, US
Ms. Chieko Hirose	MHLW/PMDA, Japan

Other Participants:

Dr. Tomas Salmonson	EC, Europe
Mr. Martin Harvey	EC, Europe
Dr. Yoshihiro Katsura	MHLW/PMDA, Japan
Dr. Sarah Adam	IFPMA

ICH Secretariat:

Ms. Coralie Angulo
Dr. Véronique Kuntzelmann
Dr. Anne Latrive
Dr. Dawn Ronan

SUMMARY REPORT

MC Chair: Dr. Theresa Mullin, FDA, US

MC Vice Chair: Dr. Toshiyoshi Tominaga, MHLW/PMDA, Japan

1. ADOPTION OF THE AGENDA

Dr. Mullin (MC Chair, FDA, US) welcomed all participants. The agenda was adopted without any comments.

2. ORGANISATION OF GENEVA MEETING

The MC was updated on the organisation of the Geneva meeting to be held in November 2017 and confirmed that meeting rooms would be made available for all Working Groups based on the decisions taken by the MC at its teleconference. The MC also noted that requests for joint meetings should be submitted no later than 2 October 2017.

The MC noted the following key dates for the preparation of the Geneva meeting:

- **By/at latest 4 October:** The draft Assembly Agenda will be circulated to the MC;
- **By/at latest 13 October:** Any background document for the Assembly meeting should be provided to the Secretariat;
- **By/at latest 18 October:** The draft Assembly Agenda will be circulated to the Assembly;
- **By/at latest 25 October:** Any background document for the MC meeting should be provided to the Secretariat;
- **By/at latest 1 November:** The Assembly Agenda Papers Package, including background documents will be circulated to the Assembly.

MC Actions/Decisions:

- The MC confirmed the organisation of a Briefing session for ICH experts on Monday 13 November from 8 to 9am and supported that the ICH Secretariat would make the presentation;
- The MC supported the overall timetable for the Geneva meeting.

3. PREPARATION OF GENEVA MEETING: ORGANISATION OF THE FOLLOWING EWGS/IWGS/DISCUSSION GROUP

MC Action/Decision:

- The MC supported the following requests from EWGs/IWGs to meet in Geneva in November 2017: E2B(R3), E9(R1), M8 and Q3D(R1), and noted it had previously electronically supported the meeting requests from: E8(R1), Paediatric Extrapolation, E17, E19, M1, M2, M9, M10 and S11. Additional information regarding each EWG/IWG is also provided in the following sections.

Summary table of MC decisions:

List of 25 Current ICH Working Groups (as of September 2017)		Meeting in Geneva	Not meeting in Geneva	Meeting days
Efficacy Groups	E2B(R3) EWG/IWG	✓		4 days Mon - Thu
	E8(R1) informal/EWG	✓		4 days Mon - Thu
	E9(R1) EWG	✓		3 days Mon - Wed
	E11(R1) EWG		X	
	Paed. Extra. Informal/EWG	✓		4 days Mon - Thu
	E14/S7B DG		X	
	E17 EWG	✓		6 days Sat - Thu
	E18 EWG		X	
	E19 EWG	✓		4 days Mon - Thu
Multidisciplinary Groups	M1 PtC WG	✓		3 days Mon - Wed
	M2 EWG	✓		5 days Sun - Thu
	M4Q(R1) IWG		X	
	M7(R2) EWG		X	
	M8 EWG/IWG	✓		4 days Mon - Thu
	M9 EWG	✓		4 days Mon - Thu
	M10 EWG	✓		5 days Sat - Wed
Quality Groups	Q3C(R7) Maintenance EWG		X	
	Q3D (R1) Maintenance EWG	✓		4 days Mon - Thu
	Q11 IWG		X	
	Q12 EWG		X	
Safety Groups	S1 (R1) EWG		X	
	S3A IWG		X	
	S5(R3) EWG		X	
	S9 IWG		X	
	S11 EWG	✓		5 days Sun - Thu

ICH EFFICACY GROUPS

3.1. 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, US)

The MC noted the work plan of the E2B(R3) EWG/IWG and the progress made towards finalising the cross-regional pilot and the EDQM Dose Form (DF) and Route of Administration (RoA) term User Guide.

MC Actions/Decisions:

- The MC supported the group's request to meet for 4 days (Monday-Thursday) in Geneva, Switzerland in November 2017;
- The MC supported the group's request to have a joint meeting with the M2 EWG on Tuesday 14 November afternoon (time to be confirmed).

Sign-off on the EDQM DF and RoA Administration term User Guide is expected by the Geneva meeting, Switzerland, in November 2017.

3.2. E8(R1) INFORMAL WG: REVISION OF GENERAL CONSIDERATIONS FOR CLINICAL TRIALS (Group lead: Dr. LaVange – FDA, US; Regulatory Chair: Dr. Sweeney – EC, Europe)

In Montreal, Canada, in May/June 2017, the ICH Assembly endorsed a Concept Paper outline and agreed on the establishment of an informal WG to finalise the Concept Paper and develop a Business Plan on *Revision of General Considerations for Clinical Trials*. These documents were circulated for discussion in the WG and will be provided by 11 October for MC endorsement and establishment of the EWG to meet in Geneva.

MC Actions/Decisions:

- The MC endorsed the candidate put forward by EC, Europe, Dr. Fergus Sweeney, for the Regulatory Chair position;
- The MC noted that the group will present to the Assembly on Wednesday 15 November.

3.3. E9(R1) EWG: ADDENDUM TO DEFINING THE APPROPRIATE ESTIMAND FOR A CLINICAL TRIAL/SENSITIVITY ANALYSES (Rapporteur: Mr. Hemmings – EC, Europe; Regulatory Chair: Dr. Ando – MHLW/PMDA, Japan)

The MC noted the work plan of the E9(R1) EWG and that the draft Addendum was endorsed electronically by the Regulatory Members of the Assembly under *Step 2b* in August 2017 and then entered into the public consultation period. The E9(R1) EWG is working on the script of a video to be developed as a training material.

MC Action/Decision:

- The MC supported the group's request to meet for 3 days (Monday-Wednesday) in Geneva, Switzerland in November 2017.

Steps 3 and 4 are expected by June 2019.

3.4. E11(R1) EWG: Addendum to Paediatric Drug Development (Rapporteur: Dr. Hirata – MHLW/PMDA, Japan; Regulatory Chair: Dr. Yao – FDA, US)

The MC noted the work plan of the E11(R1) EWG and that the *Step 3* experts sign-off was completed electronically in July 2017; further to which the Regulatory Members of the Assembly adopted electronically under *Step 4* the E11(R1) Addendum in August 2017.

MC Action/Decision:

- The MC endorsed the group's proposal to create and maintain a standing *Ad-hoc* ICH Paediatric EWG to serve in an expert consulting capacity to aid other EWG/IWGs to address paediatric considerations.

3.5. Paediatric Extrapolation informal WG (Code to be confirmed) (Group lead: Dr. Yao – FDA, US)

In Montreal, Canada, in May/June 2017, the ICH Assembly endorsed a Concept Paper outline and agreed on the establishment of an informal WG to finalise the Concept Paper and develop a Business Plan on *Paediatric Extrapolation*. These documents were circulated for discussion in the WG and will be provided ahead of the 11 October MC TC for MC endorsement and establishment of the EWG to meet in Geneva.

MC Action/Decision:

- The MC decided to postpone to a later time the appointment of a Regulatory Chair.

3.6. E14/S7B Discussion Group: The Clinical Evaluation of QT/QTc Interval Prolongation and Proarrhythmic Potential for Non-Antiarrhythmic Drugs (Rapporteur: Dr. Leishman – PhRMA; Regulatory Chair: Dr. Prasad – EC, Europe)

The E14/S7B Discussion Group (DG) continued its work and the monitoring of the CiPA (Comprehensive *in vitro* Proarrhythmia Assessment) Initiative.

MC Action/Decision:

- The MC noted that if there would be a recommendation to reopen the E14 Guideline, the Rapporteurship should ideally rotate from a non-clinical to a clinical expert.

The E14/S7B DG recommendation on whether to reopen the E14 Guideline for a complete revision is expected by early 2018.

3.7. E17 EWG: Multi-Regional Clinical Trials (Rapporteur: Dr. Uyama – MHLW/PMDA, Japan; Regulatory Chair: Dr. Dunder – EC, Europe)

The MC noted the work plan of the E17 EWG and that the group had started addressing comments received during the regional public consultation.

Steps 3 and 4 are expected by the Geneva meeting, Switzerland, in November 2017.

3.8. E18 EWG: Genomic Sampling and Management of Genomic Data (Rapporteur: Dr. Grimstein – FDA, US; Regulatory Chair: N/A)

The MC noted that the *Step 3* experts sign-off was completed electronically in August 2017, further to which the Regulatory Members of the Assembly adopted electronically the *Step 4* of the E18 final Guideline. The E18 EWG is currently developing the *Step 4* presentation for publication on the ICH website.

MC Action/Decision:

- The MC congratulated the EWG on its work and supported the disbandment of the E18 EWG following the completion of the *Step 4* presentation.

3.9. E19 EWG: Optimization of Safety Data Collection (Rapporteur: Dr. Guettier – FDA, US; Regulatory Chair: Mr. Mol, EC, Europe)

The MC noted the work plan of the E19 EWG and the progress made by the group to develop the draft Technical Document.

MC Action/Decision:

- The MC endorsed the candidate put forward by EC, Europe, Mr. Peter Mol, for the Regulatory Chair position.

Steps 1 and 2a/b are expected by November 2018.

ICH Multidisciplinary Groups

3.10. M1 PtC WG: MedDRA Points to Consider Working Group (Rapporteur: Dr. Winter – EFPIA; Regulatory Chair: Dr. Brajovic – FDA, US)

The MC noted the work plan of the M1 PtC WG and the group's current activities with respect to: the updating with each MedDRA release of the two PtC documents on Term Selection and Data Retrieval and Presentation; as well as the development of a companion document to the PtC Documents.

Sign-off on the companion document to the PtC documents is expected by early 2018.

3.11. M2 EWG: Electronic Standards for the Transfer of Regulatory Information (Co-Rapporteurs: Mr. Kampmeijer – EC, Europe, Ms. Slack – FDA, US, Dr. Okada – MHLW/PMDA, Japan; Regulatory Chair: Mr. Srivastava – Health Canada, Canada)

The MC noted the work plan of the M2 EWG and the group's activities including ESTRI recommendations, project opportunities proposals and ICH project support.

The MC also noted M2's request to meet with the MC at the start of its meeting in Geneva, to discuss the project opportunity and acquire additional guidance to enable it to advance its work at the meeting.

MC Actions/Decisions:

- The MC supported the group's request to have a joint meeting with the E2B(R3) EWG/IWG and with the M8 EWG/IWG on Tuesday 14 November (afternoon, time to be confirmed);
- The MC agreed to meet with the M2 EWG on Tuesday 14 November (afternoon, time to be confirmed).

3.12. M4Q(R1) (CTD-QUALITY) IWG: ADDRESSING CTD-Q RELATED QUESTIONS/CHANGE REQUESTS RAISED BY ECTD (Rapporteur: Dr. Schmuff – FDA, US; Regulatory Chair: N/A)

The MC noted the absence of questions so far following the implementation of the revised M4 Granularity Document needing to be addressed by the M4Q(R1) IWG and that the IWG therefore remains in a dormant state.

3.13. M7(R2) MAINTENANCE EWG: ADDENDUM TO ASSESSMENT AND CONTROL OF DNA REACTIVE (MUTAGENIC) IMPURITIES IN PHARMACEUTICALS TO LIMIT POTENTIAL CARCINOGENIC RISK (Rapporteur: Dr. Honma – MHLW/PMDA, Japan; Regulatory Chair: N/A)

The MC noted the work plan of the M7(R2) Maintenance EWG and the group's current activities with respect to drafting a list of new compounds for evaluation, to be finalised by December 2017.

Steps 1 and 2a/b are expected by November 2018.

3.14. M8 EWG/IWG: THE ELECTRONIC COMMON TECHNICAL DOCUMENT: ECTD (Acting Rapporteur: Mr. Gray – FDA, US; Regulatory Chair: Dr. Menges – EC, Europe)

The MC noted the work plan of the M8 EWG/IWG and activities including: updating the eCTD v4.0 Implementation Package v1.3 and Q&A.

MC Actions/Decisions:

- The MC supported the group's request to meet for 4 days (Monday-Thursday) in Geneva, Switzerland in November 2017;
- The MC supported the group's request to have a joint meeting with the M2 EWG on Tuesday 14 November (afternoon, time to be confirmed).

Steps 3 and 4 on the eCTD v4.0 Implementation Package v1.3 and eCTD v4.0 Q&As are expected by the Geneva meeting, Switzerland, in November 2017.

3.15. M9 EWG: BIOPHARMACEUTICS CLASSIFICATION SYSTEM-BASED BIOWAIVERS (Rapporteur: Dr. Welink – EC, Europe; Regulatory Chair: Dr. Seo – FDA, US)

The MC noted the work plan of the M9 EWG and the progress made towards developing the M9 Technical Document.

Steps 1 and 2a/b are expected by early 2018.

3.16. M10 EWG: BIOANALYTICAL METHOD VALIDATION (Rapporteur/Regulatory Chair: Dr. Ishii-Watabe – MHLW/PMDA, Japan)

The MC noted the work plan of the M10 EWG and the progress made towards developing the M10 Technical Document.

MC Action/Decision:

- The MC supported that a Rapporteur Supporter be nominated to provide assistance with tasks such as the taking of notes, and agreed that the Rapporteur Supporter did not need to be from the same Member as the Rapporteur.

Steps 1 and 2a/b are expected by June 2018.

ICH QUALITY GROUPS

3.17. Q3C(R7) MAINTENANCE EWG: MAINTENANCE OF THE GUIDELINE FOR RESIDUAL SOLVENTS (Rapporteur: Dr. McGovern – FDA, US; Regulatory Chair: N/A)

The MC noted the work plan of the Q3C(R7) Maintenance EWG and the progress made on developing Permitted Daily Exposure (PDE) levels for the 3 solvents agreed on at the meeting in Montreal, Canada, in May/June 2017, which are 2-methyltetrahydrofuran, cyclopentylmethylether and tert-butanol.

The MC also noted that the group had received a question from the public on a transcription error on the PDE level for ethyleneglycol and is undertaking an error correction procedure.

Steps 1 and 2a/b are expected by early 2018.

3.18. Q3D(R1) MAINTENANCE EWG: MAINTENANCE OF THE GUIDELINE FOR ELEMENTAL IMPURITIES (Rapporteur: Dr. McGovern – FDA, US; Regulatory Chair: N/A)

The MC noted the work plan of the Q3D(R1) Maintenance EWG, and that the group is working on the development of Permitted Daily Exposure (PDE) levels and permitted concentrations of elemental impurities, for products administered by the cutaneous and transdermal route of administration, for all 24 elements in the ICH Q3D.

The MC also noted that the group is working on a revision procedure for the Cadmium inhalation PDE, and that the group is also undertaking an error correction procedure on Module 8 of the training package.

MC Action/Decision:

- The MC supported the group's request that the safety experts of the Q3D(R1) Maintenance EWG would meet for 4 days (Monday-Thursday) in Geneva, Switzerland in November 2017.

Steps 1 and 2a/b of the revision procedure for Cadmium inhalation PDE are expected by the Geneva meeting, Switzerland, in November 2017.

Steps 1 and 2a/b on Q3D(R1) Technical document are expected by May 2018.

3.19. Q11 IWG: Q&As on Selection and Justification of Starting Materials for the Manufacture of Drug Substances (Rapporteur: Mr. McDonald – EC, Europe; Regulatory Chair: Dr. Condran– Health Canada, Canada)

The MC noted the work plan of the Q11 IWG and that following the completion of *Step 3* experts sign-off electronically in July 2017, the Regulatory Members of the Assembly adopted electronically the *Step 4* of the Q11 Q&As in August 2017.

MC Action/Decision:

- The MC noted that the proposal for the IWG to develop training materials will be circulated to the MC as soon as possible for endorsement.

3.20. Q12 EWG: Technical and Regulatory Considerations for Pharmaceutical Product Lifecycle Management (Rapporteur: Ms. Boam – FDA, US; Regulatory Chair: Ms. Kruse – EC, Europe)

The MC noted the work plan of the Q12 EWG and that following EC, Europe legal review the Q12 Technical Document needs to be revisited. The MC noted that EC, Europe will work to further identify the parts of the Technical Document needing to be revisited first for MC discussion.

Steps 1 and 2a/b are expected by the Geneva meeting, Switzerland, in November 2017.

ICH Safety Groups

3.21. S1(R1) EWG: Revision of Rodent Carcinogenicity Studies for Human Pharmaceuticals (Rapporteur: Dr. Sistare – PhRMA; Regulatory Chair: Dr. van der Laan – EC, Europe)

The MC noted the work plan of the S1(R1) EWG including the progress made towards: the collection and review of confidential Carcinogenicity Assessment Documents (CADs); as well as the review of the Drug Regulatory Authorities conclusions on all new CAD submissions since the meeting in Montreal, Canada in May/June 2017.

Steps 1 and 2a/b are expected by June or November 2019.

3.22. S3A IWG: Q&As on Note for Guidance on Toxicokinetics (Rapporteur/Regulatory Chair: Dr. Saito – MHLW, Japan)

The MC noted the work plan of the S3A IWG and that the group had analysed comments received during the regional public consultation in order to reach *Steps 3* and *4* by November 2017, or sooner if possible.

Steps 3 and 4 are expected by the Geneva meeting, Switzerland, in November 2017.

3.23. S5(R3) EWG: Revision on Detection of Toxicity to Reproduction for Human Pharmaceuticals (Rapporteur/Regulatory Chair: Dr. Waxenecker – EC, Europe)

The MC noted the work plan of the S5(R3) EWG and that the S5(R3) draft Guideline was endorsed electronically by the Regulatory Members of the Assembly under *Step 2b* in August 2017 and then entered into the public consultation period.

Steps 3 and 4 are expected by June/November 2019.

3.24. S9 IWG: Q&As on Nonclinical Evaluation for Anticancer Pharmaceuticals (Rapporteur/Regulatory Chair: Dr. Leighton – FDA, US)

The MC noted the work plan of the S9 IWG and that the group had started analysing and addressing comments received from regional public consultation in order to reach *Steps 3* and *4* by November 2017.

Steps 3 and 4 are expected by the Geneva meeting, Switzerland, in November 2017.

3.25. S11 EWG: Nonclinical Safety Testing in support of Development of Paediatric Medicines (Rapporteur: Dr. Keller – PhRMA; Regulatory Chair: Dr. van der Laan – EC, Europe)

The MC noted the work plan of S11 EWG and the progress made towards developing the S11 Technical Document and that the data collection activities are almost complete.

Step 1 and Step 2a/b are expected by the Geneva meeting, Switzerland, in November 2017.

4. Q4B guideline: Evaluation and Recommendation of Pharmacopoeial texts for Use in the ICH Regions

MC Action/Decision:

- The MC agreed to establish a small group of experts nominated by MC Members to inform MC considerations regarding any impact of ICH's expanded regulatory membership on the Q4B Annexes and future revisions thereto.

5. Working Groups procedural matter

MC Action/Decision:

- The MC agreed to revise the SOP to clarify the process for nomination of Regulatory Chairs.

6. COMMUNICATION ABOUT ICH

The MC noted the organisation by FDA, US and Health Canada, Canada of an ICH Public Meeting to be held on 19 October 2017, as well as by ANVISA, Brazil on 9 October 2017, by MHLW/PMDA, Japan and JPMA on 15 December 2017, and by EC, Europe on 17 April 2018.

The MC noted that the Communication Subcommittee is working on drafting an interim press release to be circulated shortly for MC consideration. The MC noted that the interim press release would cover the Guidelines which reached *Step 2* or *Step 4* between the Montreal and Geneva meetings and the implementation of the transparency policy, to coincide with the publication by the Secretariat of the membership lists for all ongoing WGs.

7. DATES OF NEXT TELECONFERENCES AND ICH FACE TO FACE MEETINGS IN 2017/2018

ICH Teleconferences

October 3, 2017	MC/ Policy
October 11, 2017	MC/ Policy
October 17, 2017	MC/ Policy

Face-to-Face ICH Meetings

11 – 16 November 2017	Geneva, Switzerland
2 – 7 June 2018	Kobe, Japan
November 2018	United States (location to be confirmed)

The MC noted that PhRMA would provide an update on the organisation and location of the November 2018 meeting at the Geneva meeting in November 2017,