

Procedure for Organisations Interested in Developing an ICH Recognised Training Programme

- 1) Organisations interested in developing or hosting an ICH Recognised Training Programme should complete the **ICH Training Programme Provider Application Form** and send it to the ICH Secretariat at training@ich.org. The application should address:
 - a. How the applicant fulfils all the criteria required of an ICH Training Provider (refer to **ICH Training Programme Providers: Eligibility Criteria**),
 - b. A proposal for an ICH Training Programme, including:
 - i. Logistics: proposed dates, location and proposed participants (regulators, industry, academia etc),
 - ii. Proposed Planning Committee members and contact information (ideally including a member of a relevant ICH EWG/IWG),
 - iii. Learning objectives of the programme,
 - iv. Preliminary programme agenda or draft outline,
 - v. Proposed speakers for the programme, if identified (ideally including a member of a relevant ICH EWG/IWG).
- 2) The ICH Training Subcommittee will review the proposed programme application.
- 3) The ICH Secretariat will inform the applicant of the ICH's decision on the application. It should be noted that ICH will endorse individual training programmes – not organisations.

If the ICH Training Subcommittee's decision is favourable:

- 4) The ICH MC and Assembly will be informed.
- 5) The ICH Training Subcommittee may nominate a liaison(s) to the Planning Committee.
- 6) If the applicant wishes to use the "ICH Recognised Training Programme" logo on promotional materials, they may contact the ICH Secretariat for the appropriate disclaimer forms to be signed and on file before use.
- 7) The applicant may wish to develop a one-page flyer to publicise the programme that includes logistical information and how to register. Flyers should be submitted to the ICH Secretariat for review by the ICH Training Subcommittee. Once endorsed by the ICH Training Subcommittee, the flyer will be posted on the ICH website.
- 8) The applicant organisation is responsible for all logistical aspects of hosting a Training Programme, including, but not limited to securing a venue, defining a training format, organising necessary equipment (A/V), setting up a registration platform/desk, etc.
- 9) Following the training programme, a post-course survey should be given to the participants and faculty to assess the programme's effectiveness in raising awareness/increasing uptake of ICH Guidelines and results should be reported back to the ICH Training Subcommittee. A subset of standard survey questions will be provided by the ICH Training Subcommittee.

- 10) After an organisation hosts a successful first ICH Recognised Training Programme, each proposal for a subsequent training program should be submitted to the ICH Secretariat for the ICH Training Subcommittee's review.