# MANDATE, OBJECTIVES AND RULES OF PROCEDURE OF THE HMPWG SUB-WORKING GROUP ON FIRST SAFE DILUTIONS

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<td>07 03 2013</td>
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<td>ADOPTION IN THE SUBGROUP</td>
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<td>DISCUSSION IN THE HMPWG</td>
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I GENERAL CONSIDERATIONS

According to the HMPWG Rules of Procedure,
- The HMPWG may decide to create ad-hoc temporary working groups defined as sub-working groups.
- Such working groups should not duplicate the work of other working parties already established.
- The HMPWG shall adopt the mandate and objectives of each sub-working group.

II MANDATE AND OBJECTIVES

The First Safe Dilutions sub-working group provides recommendations and information to the HMPWG in relation to the issues listed below:

- Establishment of general principles and guidance to estimate First Safe Dilutions based on guidance documents developed by HMPWG
- Suggestions of homeopathic stocks/preparations for which a First Safe Dilutions should be established
- Preparations, reviews and updates of relevant guidelines on First Safe Dilutions
- Development of draft assessment reports on First Safe Dilutions of homeopathic stocks/preparations for discussion, adoption for public consultation and final adoption by the HMPWG.

III COMPOSITION AND RULES OF PARTICIPATION

The sub-working group First Safe Dilutions should be composed of members and alternates of the HMPWG but may include if necessary other experts. The sub-working group chairperson must ensure that any potential conflict of interest is declared.

IV RULES OF PROCEDURE

1. Nomination of the sub-working group chairperson
   - The sub-working group chair is appointed for 3 years by the HMPWG.

2. Responsibilities of the sub-working group chairperson
The sub-working group chair person has

- to ensure that any potential conflict of interest is declared before the particular item is discussed or otherwise communicated
- to follow the mandate of the sub-working group by coordination of the work on tasks which have been assigned to the sub-working group by the HMPWG. Important topics and documents should be ideally discussed within the sub-working group by face-to-face meetings. If appropriate progress should also be achieved by means of written communication or virtual meetings.
- to strive for consensus. If no consensus is achieved the different views are to be reported to the HMPWG for further discussion and decision
- to circulate the draft agenda of each meeting in advance among the members of the subgroup.
- to circulate the written minutes of a sub-working group meeting to the HMPWG members / alternates
- to report on the activities of the sub-working group to the HMPWG.

3. The work programme

The work programme should be adopted by the HMPWG. The work programme shall be regularly reviewed. Changes to the work programme may be suggested by the sub-working group or the HMPWG and are to be adopted by the HMPWG. Documents should ideally be provided and revised by using the Alfresco System. However the option to use an e-mail system as a temporary alternative because of technical reasons shall be accepted. The documents should be circulated for approval by the subgroup members and adopted by the HMPWG members.