# MANDATE, OBJECTIVES AND RULES OF PROCEDURE OF THE HMPWG SUB-WORKING GROUP ON QUALITY

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<td>8 May 2015</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 shall 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 Quality sub-working group provides recommendations and information to the HMPWG in relation to the following issues:

- Preparation, reviews and updates of relevant guidance documents on the issue of quality regarding homeopathic medicinal products;

- Enhancement of work-sharing activities on quality issues raised during the assessment of homeopathic medicinal products;

- Proposals of opinion on quality concerns to be adopted by HMPWG;

- Development of guidance for enhancement of a uniform assessment of quality of homeopathic medicinal products in the MSs.

III COMPOSITION AND RULES OF PARTICIPATION

The Quality sub-working group shall be composed of members and alternates of the HMPWG but it may include if necessary other experts. The chairperson must ensure that any potential conflict of interest is declared at the beginning of each meeting.

IV RULES OF PROCEDURE

1. Nomination of the sub-working group chairperson

- The sub-working group chairperson to the HMPWG is appointed for 3 years by the HMPWG.

2. Responsibilities of the sub-working group chairperson

- to ensure that any potential conflict of interest is declared prior to the discussion;

- to ensure adherence to the mandate of the sub-working group and coordination of the work on tasks which have been assigned to the sub-working group by the HMPWG;

- to promote the discussion of important topics and documents within the sub-working group by written procedure, TC or face-to-face meetings;
- to strive to reach a consensus and if a consensus is not reached the differing views are to be reported to the HMPWG for further discussion and decision;

- to circulate the draft agenda in advance of each meeting among the members of the subgroup;

- to circulate the written minutes of the 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 plan

The work programme shall be adopted by the HMPWG.

The work programme shall be regularly reviewed and updated by the subgroup, if necessary with the agreement of the HMPWG.

Documents shall be circulated, using an e-mail system, and approved by the subgroup members. However all documents shall be subject to the final adoption of the HMPWG members during the plenary meetings before being released on the HMA web site.