VICH/99/121
7 June 2000
Final

VICH STEERING COMMITTEE
6th meeting
15-16, 19 November 1999
Brussels, Belgium

Minutes of the meeting

1. Opening of the meeting and chairman's introduction

The Chairman opened the meeting by welcoming all participants. Dr. Batalha, on behalf of all EU members, welcomed the participants to Brussels and gave practical details regarding the Steering Committee meeting and the conference.

2. Adoption of the agenda

Steering Committee members proposed and agreed the following additions to the agenda: minor species as a specific new topic for discussion, the implementation of guidelines, the need for a glossary of terms, a discussion after the conference to look at measuring deliverables and benefits of VICH process, the participation of observers, and the funding of the VICH secretariat. Those additions being considered, a revised agenda was adopted.

3. VICH 1 Conference

(Review of the final programme, Number of participants, Practical arrangements, Last minute questions)

The FEDESA representative provided the latest information concerning the VICH 1 conference.

4. Progress reports of Expert Working Groups

1. Quality

After having heard the report by the Working Group chair, Dr. Makie, the Steering Committee agreed that the group was close to finishing its current tasks. The only remaining task is to consider comments on guidelines17 and guidelines18 after January 2000. The Committee agreed that this would be done by written procedure.

The secretariat committed to monitor the work of ICH in order to assess its relevance for VICH, but called upon the respective VICH Working Group chairperson or the topic leaders in collaboration with the chairperson, and all VICH Steering Committee members to help the secretariat in this task. The Steering Committee agreed that VICH members should help the secretariat in this task, and that they should draw the attention of the secretariat and the Committee to the need for further work by the Working Group. The Committee agreed this as a general policy for all Working Groups.

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2. Efficacy requirements for Anthelmintics

The Steering Committee reviewed the progress of the Anthelmintics Working Group and noted that its outstanding work consisted of the elaboration of the two draft guidelines on poultry and on feline anthelmintics, and the review of the comments on the draft guidelines for swine, equine, and canine anthelmintics.

The Steering Committee authorized the Working Group to review comments on guidelines for swine, equine, and canine products by written procedure.

The Steering Committee authorised the next and last meeting of the Working Group and agreed that the Working Group may hold its next meeting in Australia. The timing of the meeting will depend on the release of the two draft guidelines on poultry and on feline anthelmintics at step 4 and the time needed to consider comments on those guidelines. The Steering Committee also complimented the chairperson of the Working Group for his outstanding work and leadership in the conduct of the Working Group's activities.

3. Ecotoxicity/environment impact assessment

Dr. Robinson, chairman of the Ecotoxicity Working Group reported on the activities of his Working Group and expressed concern that, after one year of consultation at step 4, the group had not yet been able to sign off the phase I guidelines. The Steering Committee was informed that this was due to a recent change in the regulatory procedure in Japan, which required an additional consultation period of at least three months. After considerable discussion, the Japanese delegation graciously consented to sign off the guideline at step 5 provided that the Steering Committee agreed to delay the signature at step 6 until after the additional consultation in Japan would have been completed. The Steering Committee agreed to this procedure and recognised that, if major comments would emerge from this consultation, the guideline would be returned to the Working Group.

The Steering Committee authorized the Working Group to meet early in 2nd quarter of 2000 in the USA to elaborate a step 2 document for the phase II guidelines. However, the Committee insisted that the necessary preparatory work be done in writing before the meeting.

4. Good Clinical Practices

The Steering Committee heard the progress report by the Working Group chairman Dr. Cracknell. The Committee acknowledged that there was now a common understanding that the scope of the guidelines was covering both pharmaceuticals and biologicals. The Committee requested the Working Group to finalise the draft guidelines at step 5 before the end of the Steering Committee meeting.

The EU indicated that in any event, it would not be able to sign off on the document before having submitted the expected step 5 text to the CVMP.

The Steering Committee noted that the Working Group, having finalised the draft guidelines at step 5, had finished their work and fulfilled their mandate.

5. Safety

Dr. Mulligan, chairman of the Safety Working Group, provided a detailed report of the activities of his Working Group. He highlighted that the task of the group (to develop harmonised safety testing requirements) was divided in three parts: 1) a basic package of general toxicity studies, 2) additional studies to be carried out on a case-by-case basis, and

3) special studies required to refine the ADI for specific end-points. The Committee agreed that the scope of the Working Group extends to the establishment of the ADI, i.e. including recommendations on the use of safety factors, but not beyond, i.e. not to the establishment of MRLs, or metabolism studies.

The Steering Committee considered in detail the specific issue of the microbiological end-points. The Committee agreed the establishment of a special Task Force of the Safety Working Group on microbial safety to assist the Working Group in identifying testing requirements for antimicrobial drug residues that could be used to derive microbiological ADIs, subject to the following guidance:

- revise the first bullet point of the mandate for the TF to state, "Identify the *microbiological* endpoints of public health concern . . ."

- the Working Group chairman to be responsible for managing the TF's activities.

- in accordance with the rules for Working Groups, each VICH Steering Committee member and observer has the opportunity to appoint one expert to the TF. The Steering Committee also agreed that, based on the Working Group chairman's recommendation, and pursuant to its discretion, one statistician (for the whole TF) should be added to the TF, as well.

- the Working Group chairman to convene a TF meeting after the results are available from the research that is known to be underway now, such as FDA's NCTR study.

- the TF should make a progress report as of July 2000, and to prepare a recommendation for the Steering Committee at the Working Group meeting in October 2000.

The Steering Committee authorized the next meetings of the Working Group (scheduled for March 2000 in Japan and in October 2000 in the USA) and requested that the first one take place several weeks before the next Steering Committee meeting, so that the step 2 draft guidelines on the battery of basic toxicity tests could be reviewed at that Steering Committee meeting.

6. Biologicals Quality Monitoring

Dr. Itoh, chairman of the Biologicals Working Group provided a detailed report of the activities of his Working Group. He said that draft guidelines on residual formaldehyde testing and on moisture testing were almost agreed, subject to the final assessment of the regional testing protocols; that on mycoplasma testing, there was still debate within the Working Group on the most appropriate strain and culture method; and that on extraneous virus testing, the work was less well advanced. He concluded by saying that he hoped that at the next Working Group meeting, step 2 guidelines would be signed for one or two topics.

The Steering Committee authorized the Working Group to hold its next meeting in the U.S. in July 2000.

7. Pharmacovigilance

Dr. Keller, chairman of the Pharmacovigilance Working Group, provided a detailed report of the activities of the Working Group, and mentioned that they had met with representatives of the GCP expert group to standardise definitions.

The Steering Committee agreed that the Working Group will develop reporting requirements for approved pharmaceutical and biological products and not for Adverse Events (AEs) in clinical studies.

The Steering Committee requested that the IT subgroup limit its proposal to a reporting system related to approved products.

The Steering Committee authorized the next meeting of the Working Group to be held in Japan in early 2000 and requested that this next meeting takes place before the next Steering Committee meeting so that a step 2 document could be reviewed at that Steering Committee meeting.

5. Discussion on the proposed VICH work programme (VICH/99/108)

The Steering Committee reviewed in detail the proposed work programme document prepared by the Secretariat. The Steering Committee agreed that Part I: VICH Strategy, which had been reviewed and adopted at the previous Steering Committee meeting continues to reflect the Committee's views. Steering Committee members provided detailed comments on Part II of the document, and agreed the following:

I) VICH general organisation

1) Structure and functional aspects

The Steering Committee agreed that necessary modifications will be made in this section of the Plan to conform to decisions made in Agenda items 10 and 11.

2) Liaison with international organizations

The Steering Committee agreed to add OIE to the list of other international organizations.

3) Timing of Steering Committee and Working Group meetings

The Steering Committee agreed to adopt in principle the concept of setting fixed dates for meetings of the Steering Committee and Working Group. However, all agreed that for cost-efficiency reasons flexibility should be maintained, and that it is necessary to make the relevant documents available, if possible, 2 months prior to the meeting.

II) VICH Guidelines

The Steering Committee agreed to revise the last bullet of the second paragraph on page 6 to state, "· Not more than 6 Working Groups to be in activity simultaneously."

The Steering Committee agreed to modify the separation between the different phases and, specifically, to clearly separate topics already selected from those not yet selected.

The Steering Committee agreed to include the guidelines for poultry and feline anthelmintics in the listing of short-term objectives.

The Steering Committee directed that the listing be clarified to specify that the target for "completion" is submission to the Steering Committee at Step 6.

The Steering Committee identified the following topics to be listed as the long-term objectives:

- Safety and efficacy of products for use in minor species
- Additional biologicals topics

- Pharmacokinetics and bioequivalence
- General efficacy principles
- Metabolism and residues in foods
- Common technical documentation

Although flexibility should be kept, the Steering Committee agreed to concentrate on those topics which are common to all three regions.

Given the differences in classification of ectoparasiticides among the regions, the Steering Committee decided that efficacy requirements for ectoparasiticides would, for the time being, no longer be a VICH objective.

The Steering Committee agreed that the topic of manufacturing requirements would also, for the time being, no longer be a VICH objective.

The EU expressed concern about experience within ICH on attempts to achieve a Common Technical Document and that any advances on progressing this topic should be very much at the end of the VICH process and not a step in the process. It was also pointed out that in the European Union the adoption of a Common Technical Document would require legal changes in EU legislation, which could have a major impact on any progress made in developing such a document.

The Steering Committee determined that this work programme will be considered a living document, and the lists will be reviewed on a yearly basis.

The Steering Committee reaffirmed the following procedure for the consideration of new candidate topics: The party nominating the topic should include a statement of the problem or need for a guidelines in a concept paper prepared for the Steering Committee describing the proposed scope and mandate of a topic before it is accepted and a Working Group is authorized.

III) Sustainability of Harmonisation

The Steering Committee agreed that the third paragraph should convey the principle that all the Steering Committee members have a responsibility to monitor the activities of other organizations with similar interests (e.g., ICH) and to inform the Secretariat of developments. The Secretariat is responsible for coordinating and facilitating the monitoring and reporting.

IV) Communication

The Steering Committee agreed that it should remain flexible on the scheduling of the next VICH public conference, to be set not less than 2 years nor more than 3 years after VICH 1.

The Steering Committee agreed that any additional comments on either subjects or wording will be submitted to the Secretariat within 30 days after the revised draft, incorporating the following changes, is circulated.

6. Review and adoption of guidelines at Step 6 & Implementation

The Steering Committee noted that the USA will make a few changes in guidelines at Step 7 to eliminate mandatory language, in line with the U.S. guideline on good guidance document practice. The USA will advise the remaining representatives of the intended changes as soon as possible. It was agreed that to make changes to the guidelines at Step 7 to eliminate mandatory language as requested by the US was rather late in the process and that in future any such changes must be made during the consultation phase. In

addition, VICH co-ordinators were requested to inform their working party members to avoid the use of such language in future guidelines.

GL6 - Environmental impact assessments (EIAs) for veterinary medicinal product (VMPs) Phase 1

The Steering Committee agreed to postpone adoption of guidelines 6 until such time after all VICH members will have completed the consultation phase. The Committee agreed that, if, after the consultation, there is a need for significant changes to the step 5 text, the guidelines will be reviewed by the Working Group before being submitted to the Steering Committee for approval at step 6. Otherwise, sign-off will be obtained by written procedure or at the next Steering Committee meeting, whichever occurs first.

GL7 - Efficacy of anthelmintics: general requirements

The Steering Committee adopted guidelines 7 as final VICH guideline at Step 6. This guideline was transmitted to the VICH members for implementation in the three regions at Step 7.

The Steering Committee agreed that the guidelines will enter into force in November 2000, with a maximum extension of the implementation date to May 2001.

GL8 - Stability testing for medicated premixes

The Steering Committee adopted guidelines 8 as final VICH guideline at Step 6. This guideline was transmitted to the VICH members for implementation in the three regions at Step 7.

The Steering Committee agreed that the guidelines will enter into force in November 2000, with a maximum extension of the implementation date to May 2001.

GL9 - Good Clinical Practices

The Steering Committee agreed to postpone adoption of guidelines 9 until such time after all VICH members will have completed the consultation phase. The Steering Committee agreed that, if, after the consultation, there is a need for significant changes to the step 5 text, the guidelines will be reviewed by the Working Group before being submitted to the Steering Committee for approval at step 6. Otherwise, sign-off will be obtained by written procedure or at the next Steering Committee meeting, whichever occurs first.

GL10 - Impurities in new veterinary drug substances

The Steering Committee adopted guidelines 10 as final VICH guideline at Step 6. This guideline was transmitted to the VICH members for implementation in the three regions at Step 7.

The Steering Committee agreed that the guidelines will enter into force in November 2000, with a maximum extension of the implementation date to May 2001.

GL11 - Impurities in new veterinary medicinal products

The Steering Committee adopted guidelines 11 as final VICH guideline at Step 6. This guideline was transmitted to the VICH members for implementation in the three regions at Step 7.

The Steering Committee agreed that the guidelines will enter into force in November 2000, with a maximum extension of the implementation date to May 2001.

GL12 - Efficacy of anthelmintics: specific recommendations for bovines

The Steering Committee adopted guidelines 12 as final VICH guideline at Step 6. This guideline was transmitted to the VICH members for implementation in the three regions at Step 7.

The Steering Committee agreed that the guidelines will enter into force in November 2000, with a maximum extension of the implementation date to May, 2001.

GL13 - Efficacy of anthelmintics: specific recommendations for ovines

The Steering Committee adopted guidelines 13 as final VICH guideline at Step 6. This guideline was transmitted to the VICH members for implementation in the three regions at Step 7.

The Steering Committee agreed that the guidelines will enter into force in November 2000, with a maximum extension of the implementation date to May, 2001.

GL14 - Efficacy of anthelmintics: specific recommendations for caprines

The Steering Committee adopted guidelines 14 as final VICH guideline at Step 6. This guideline was transmitted to the VICH members for implementation in the three regions at Step 7.

The Steering Committee agreed that the guidelines will enter into force in November 2000, with a maximum extension of the implementation date to May 2001.

7. Release of Step 4 guidelines

GL15 - Efficacy of anthelmintics: specific recommendations for equines

The Steering Committee received the text of guidelines 15 as a proposed guideline at Step 3 (the text had been signed off by written procedure before the meeting). This guideline was transmitted to the VICH members for public consultation at Step 4.

The Steering Committee agreed that the deadline for members to submit comments on the guidelines is June 1, 2000.

GL16 - Efficacy of anthelmintics: specific recommendations for swine

The Steering Committee received the text of guidelines 16 as a proposed guideline at Step 3 (the text had been signed off by written procedure before the meeting). This guideline was transmitted to the VICH members for public consultation at Step 4.

The Steering Committee agreed that the deadline for members to submit comments on the guidelines is June 1, 2000.

8. Review of draft guidelines at Step 3 (pending progress of Working Groups)

GL19 - Efficacy of anthelmintics: specific recommendations for canine

The Steering Committee adopted guidelines 19 as a proposed guideline at Step 3. This guideline was transmitted to the VICH members for public consultation at Step 4.

The Steering Committee agreed that the deadline for members to submit comments on the guidelines is June 1, 2000.

9. Review of implementation of final guidelines

GL1 – Validation of analytical procedures: definition and terminology

The respective regulatory authorities reported that the guidelines entered into force as scheduled in October 1999 in the USA, Japan, the EU, Australia, and New Zealand.

GL2 - Validation of analytical procedures: methodology

The respective regulatory authorities reported that the guidelines entered into force as scheduled in October 1999 in the USA, Japan, the EU, Australia, and New Zealand.

10. New topics

Antimicrobial resistance

The Steering Committee reviewed the new version of the concept paper prepared and revised by Dr. Thompson after having taken onto account Steering Committee members comments. The Steering Committee agreed that this was a priority topic and approved the establishment of a Working Group on antimicrobial resistance. The Steering Committee agreed the mandate of the Working Group, based on the concept paper submitted by FDA: to develop a guideline on preapproval studies, and to work on requirements concerning the inclusion of prudent use principles in label recommendations. The decision on whether the Working Group will also prepare a guideline on postapproval studies was deferred until there has been substantial progress on the first charge. It was commented that, in order to avoid duplications, the Working Group should take into account the numerous on-going activities by other (international) organisations. It was mentioned that the Working Group should start working as soon as possible and that the Working Group should meet as soon as the topic leader's discussion document would be available.

After considerable discussion and the voluntary and elegant withdrawal of FDA's candidacy in order to avoid a vote, the Steering Committee agreed that a EU representative will be the Working Group chair/topic leader. This agreement was reached in recognition of the need to ensure equal distribution of topic leader/chair amongst the parties to VICH.

Common Technical Document

The Steering Committee agreed that this topic was not a priority but that it will remain on the list of topics for consideration at a later stage of the harmonisation process.

Minor species

The Steering Committee discussed the merits of the retabled EU concept paper on harmonising regulatory requirements for minor species. It recognized that this is an

important topic, but it is not a high priority among all of the regions. The Steering Committee agreed that this topic will remain on the list for consideration of establishment of a Working Group in the future.

In addition, the Steering Committee, responding to the EU FARAD conference proposal, determined that it would be premature for VICH to co-sponsor a conference on the concerns regarding the availability of approved products for use in minor species.

Registration requirements pertaining to target animal safety

The Steering Committee selected this topic for near-future work of VICH and charged JVPA and JAVB to prepare a concept paper for the scope and mandate of the topic. This concept paper will be reviewed by written procedure, with the understanding that the decision on the paper and the establishment of a Working Group will be taken at the next meeting if agreement is not possible in writing.

The Steering Committee decided that the first priority for the Working Group will be to concentrate on target animal safety testing for pharmaceuticals and that target animal safety testing for biologicals will be considered in a second phase. The Steering Committee recognized that this second phase would require different expertise.

11. Review of VICH procedures and functioning of the VICH process

1. Steering Committee: observers

The Steering Committee discussed at length the benefits and drawbacks of the participation of observers in the work of VICH. The Committee agreed that it needs to pay attention to the issue of transparency and that it might need to reconsider its position toward potential observers. In particular it agreed that it would need to design another category of observer than those current active observers from ANZ, who are very active both at Steering Committee and at Working Group level. The Steering Committee agreed that VICH members should provide proposals to the Secretariat on this matter before the next Steering Committee meeting. Several members pointed out that, in making their proposals, members should consider the different groups of observers: groups from within a VICH member region but not represented, countries or group of countries outside the VICH regions, international governmental organisation, international non-governmental organisation representing specific interests or professions. Above all, if the size is to be changed, the efficiency should also be kept in mind.

In reviewing the specific case of AVBC, the Steering Committee agreed that their appropriate participation is an internal US matter that has to be resolved within the US government and industry delegation.

2. Endorsement of final provisions on the chairmanship after VICH 1 and the role of OIE

The Steering Committee reconfirmed its decision taken at the previous meeting that the chairman will be designated by the host region and that OIE will continue to participate as associate member. Having received a communication that OIE accepts this offer, the Steering Committee agreed to remove the brackets from Section 4.1.3. and 4.1.7. of the Organisational Charter, establishing the associate member. There was consensus on the Steering Committee that the associate member will not have the right to appoint one expert to each Working Group.

Survey of process efficiency

The Steering Committee agreed to send a questionnaire to members of the Working Groups, asking for comments and recommendations regarding the efficiency of the current guideline development procedures. The offer of ANZ to lead the development of the questionnaire was accepted, and the members' coordinators will assist.

12. Communication

VICH brochure

The Steering Committee received copies of the official VICH brochure prepared by the Secretariat from a draft written by FEDESA and the EMEA. Members provided their specific requests for bulk orders.

Publication of VICH guidelines

The Steering Committee approved a request from the anthelmintics Working Group chairman to publish the guidelines on anthelmintics in Veterinary Parasitology.

The Steering Committee confirmed its existing policy on distribution of guidelines, i.e., the Secretariat provides copies to its members and to OIE, which are responsible for further distribution to their constituencies. The Steering Committee acknowledged that VICH guidelines cannot be copyrighted.

The Steering Committee agreed to a policy to publish on the website only guidelines at step 4, for public consultation, and at step 7, for final implementation.

VICH slide show

The Steering Committee was informed that the VICH Secretariat had prepared a slide show for the conference, and expressed its appreciation to the European Commission for its assistance. Steering Committee members were given a copy of the slide show.

13. Any other business

*** Cost benefit of VICH**

The Steering Committee recognized the timely need to assess cost and benefits derived from VICH activities, and the members agreed to assist the EU coordinator in preparing a paper on this matter.

*** Glossary of terms**

The Steering Committee agreed to the concept of preparation of a general glossary of terms used in the guidelines, and accepted the offer of FDA to prepare the initial draft proposal. Although there was no agreement on the scope of such a glossary, it was agreed that members could send suggestions to the FDA in order to help them to prepare this first draft. Some members pointed out that glossaries exist in some regions as well as already in some VICH guidelines (e.g. anthelmintics).

*** Coordination ICH-VICH and revision of VICH guidelines at step 9**

The EU co-ordinator raised the question on how to keep track in VICH of changes and updates made in ICH guidelines which have served as a basis for VICH guidelines (especially relevant in the field of quality). The Steering Committee authorized the secretariat to monitor progress on the ICH guidelines on drug substance quality and to consult with the VICH Working Group chairman on the appropriate action, at the time when ICH has reached scientific consensus on the package of revisions.

The Steering Committee agreed that, as a general rule, the process for revising a guideline (step 9) is the following: the guideline will be returned to the Working Group which will be requested to prepare a new step 2 document, so that the changes made can be the subject of a subsequent draft at step 4. However, the Steering Committee agreed that, when only minor changes are made, it can decide to revert to the Working Group for producing a step 5 document.

*** Conference VICH1**

The Steering Committee discussed its members' preliminary assessment of the VICH 1 conference. It agreed that the members would provide the Secretariat with written comments by the end of January. The Secretariat agreed to compile these comments in a consolidated assessment to be reviewed at the next meeting of the Steering Committee.

*** Chairmanship of working groups at step 5 and beyond**

The Steering Committee agreed that, when an industry representative is Working Group chairman and topic leader, this industry representative shall continue to be chairman and responsible for organizing meetings of the Working Group, even when, at step 5, the topic leader becomes a representative from a regulatory authority.

*** Funding of VICH Secretariat**

After the secretariat explained that the COMISA Board had requested to look at alternatives for funding the secretariat, the Steering Committee decided that the secretariat should continue to be funded as it has always been, i.e. by COMISA.

14. Date(s) and venue of next meeting(s)

The Steering Committee agreed to hold its next meeting on 14 – 16 June 2000 in Tokyo, Japan. The Secretariat advised that, at that date there might not be enough progress by the Working Groups to justify a meeting or have a full meeting. However, the Committee agreed that, if this were to be the case, the meeting would be devoted to the assessment of the VICH conference.

15. Adoption of press release

The Steering Committee adopted the press release after having incorporated comments from its members.

VICH STEERING COMMITTEE
6th meeting

15-16, 19 November 1999
Brussels, Belgium

LIST OF PARTICIPANTS

STEERING COMMITTEE (C) coordinators

AHI	R. A. CARNEVALE
AHI (PFIZER)	M. J. MCGOWAN
AHI	S. PHELAN (C)
EUROPEAN COMMISSION (DGIII/E/3)	P. BRUNET / A. BATALHA
EMEA-CVMP (BgVV)	R. KROKER
EMEA	P. JONES (C)
FEDESA (BAYER)	L. KLOSTERMANN
FEDESA (HOECHST ROUSSEL VET)	J. WIEDA
FEDESA	S. ZÄNKER (C)
JAPAN MAFF	N. HIRAYAMA
JVPA (MEIJI SEIKA KAISHA)	K. SAWADA
JAVB (KYOTO BIKEN)	T. TOKUI
USDA APHIS CVB	R. HILL
US FDA	S. THOMPSON
US FDA	R. LIVINGSTON (C)
OIE (ANMV)	J. BOISSEAU, chairman

OBSERVERS

AVCARE/AGCARM	P. HOLDSWORTH
ANZ (NRA)	A. TURNER

INVITED

JVPA (MEIJI SEIKA KAISHA)	H. SATO
ANZ	D. MORRIS
USDA APHIS	D. ESPESETH

VICH SECRETARIAT

COMISA	C. VERSCHUEREN
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