



**Rwanda Food and Drugs Authority**

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**Minutes of the Meeting of Human Medicines and Devices Assessment & Registration**

**Unit**

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**Date of Meeting, 17<sup>th</sup> July, 2020**

**Venue of the Meeting: Kigali at RSB**



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**RWANDA FDA**  
Rwanda Food and Drug Authority

**Rwanda FDA - ATTENDANCE LIST**

Activity Title: ...HUMAN MENISCINE...ARL BEWCE...REGISTRATION Venue: .....R.S.B..... Date: 4-7-2020

ANK ALLEGRENT UNIT MEETING

N°	Names	Position	Institution	Telephone	E-mail	Signature
1	MURUMAHORO Nadine	Private Representative office	Rwanda FDA	0788516365	murumaha@rwandafda.gov.rw	
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4	KYAHUKONI GODFREY	Dir of Med Reg Affs	Rwanda FDA	0795708862	godfrey@rwandafda.gov.rw	
5	NSANZIMFARA Jean Pierre	Herbal medicines AS&P Reg. office	Rwanda FDA	0788785802	nsanzimfara@rwandafda.gov.rw	
6	SERGE ATHAMBERE	Radio pharm. AS&P Reg. office	Rwanda FDA	0798804293	atham@rwandafda.gov.rw	
7	PHARBT MURUMAHORO	Reg. officer	Rwanda FDA	07880028603	murumaha@rwandafda.gov.rw	
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## Opening of the Meeting

The Meeting has started at **9:15 AM** with the opening remarks given by Nadine NIYOMAHORO; the Acting Director of Human Medicines and Devices Assessment & Registration Unit. She started by welcoming and thanking the attendees. And again she asked Godfrey to browse through the resolutions of the previous meeting held on 26/06/2020. Eventually, she highlighted the main points to be discussed about during the current meeting.



## Items on the agenda

1. Assessment training done in the last two weeks held on 29/06-10/07/2020
2. Update on the assessment Training
3. Revise IMIHIGO for year 2020/2021
4. AOB

## Resolutions of the Meeting for training

[illegible]

	<p>the Division meeting we agreed that Mr. Felix (QCL staff) will help us to know which products our laboratory can analyse. We have to do follow up.</p>	
<p><b>2. Update on the assessment Training held on 29/06-10/07/2020</b></p>	<p>The training is scheduled on 20/07/2020 will last for one week plus two days, one for medicated cosmetics and other for medical devices</p> <p>i) Every staff should highlight difficulties as per assessment dossier(s) so as to be raised during a scheduled training</p> <p>ii) There is a plan for two weeks for assessment workshops have been scheduled after training</p> <p>But so far, the administration, Experts and Sponsors have not yet agreed upon a venue and when and this will be communicated.</p>	<p><b>Every staff</b></p>
<p><b>3. Revise IMIHIGO for year 2020/2021</b></p>	<p>In the last meeting we had drafted IMIHIGO for year 2020/2021 but we did not put number</p> <p>Everyone has participated in drafting IMIHIGO for year 2020/2021 and the draft was finalized having numbers and shared to the Unit members and to DM.</p>	<p><b>Every staff</b></p>
<p><b>4. AOB</b></p>	<ul style="list-style-type: none"> <li>➤ On the issue of demanding explaining on contracts of staffs, DM will talk to the Corporate division and they shall send to us either a staff in charge or write an email explaining it in details.</li> <li>➤ Staffs are demanding communication fees for July 2020 to easy assessment</li> <li>➤ For social solidarity, on Thursday we agreed to visit with our co-worker <b>Anitha TUYISHIME</b> as she is sick and every staff has made a contribution to make it possible.</li> </ul>	<p><b>DM</b></p> <p><b>To be communicated to DM</b></p> <p><b>Diane</b></p>

	<p>And will choose some people to represent the whole.</p> <p><b>Conclusion:</b> Nadine has concluded by thanking the meeting attendees and wished them a nice weekend. And also to stay in contact to increase our performance, any concerns in working or social can be communicated on our Unit or Division group what's app.</p> <p>The Meeting has ended at: <b>11:30 AM</b></p>		
Chair of the Meeting	Names, signature	Rapporteur	Names and signature
	<b>NIYOMAHORO</b> <b>Nadine</b> 		<b>KYANKONI Godfrey</b> 

End of Minutes

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