

# **Rwanda Food and Drugs Authority**

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# $\begin{tabular}{ll} \textbf{Minutes of the Meeting of Human Medicines and Devices Assessment \& Registration} \\ \textbf{Unit} \end{tabular}$

Date of Meeting, 17<sup>th</sup> July, 2020 Venue of the Meeting: Kigali at RSB



P.O. Box 84 Kigali info@rwandafila.gov.rw

# Rwanda FDA -ATTENDANCE LIST

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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**

Agenda	Comments and Discussions	Responsible person (s) for implementation	
1. Assessment training done in the last two weeks	In the assessment training, our group (group 1) discussed on Daptomycin for injection 500mg/vial, the assessment of this dossier has helped everyone in his/her daily assessment and it has responded to some issues met during the assessment.		
	We agreed that we're going to provide more comments in assessment reports and try to increase number of dossiers to be assessed within a week.  Additionally, questions which were not responded during this group assessment will be asked during the next assessment training.	Every staff	
	During short trainings held on 29/06-10/07/2020 we had proposed that the Quality Control Laboratory would analyse every sample for both quality, safety and efficacy. In	Nadine	

	the Division mosting and 1	
	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.	
2. Update on the assessment Training held on 29/06-10/07/2020	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	Every staff
	i)Every staff should highlight difficulties as per assessment dossier(s) so as to be raised during a scheduled training	
	ii) There is a plan for two weeks for assessment workshops have been scheduled after training	
	But so far, the administration, Experts and Sponsors have not yet agreed upon a venue and when and this will be communicated.	
3. Revise IMIHIGO for year 2020/2021	In the last meeting we had drafted IMIHIGO for year 2020/2021 but we did not put number	Every staff
	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.	
4. AOB	<ul> <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 Anitha         TUYISHIME as she is sick and every staff has made a     </li> </ul>	DM  To be communicated to DM  Diane
	contribution to make it possible.	

Chair of the Meeting	Names, signature NIYOMAHORO Nadine	Rapporteur	Names and signature  KYANKONI Godfrey
	And will choose some people to represent the whole.  Conclusion: 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.  The Meeting has ended at: 11:30 AM		

End of Minutes