



## Rwanda Food and Drugs Authority

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### MINUTES OF THE MEETING N°:..... /03/FDA/2021 FOR [Division of Drug & Health Technologies Assessment and Registration]

**Objective:** To make work plan for the month of April 2021

**Date of Meeting:** 31/03/2021.

**Venue of the meeting:** Office of the Division Manager

**Attendance list hard copy to be by hand signed and attached on these minutes)**

S/N°	Names	Position
1.	Shyirambere Serge	Radiopharmaceuticals Assessment and Registration officer
2.	Uwera Nadia	Veterinary Medicines Registration and Variations Assessment Officer
3.	Musafiri Eustache	Veterinary Medicines Registration and Variations Assessment Officer
4.	Muhayimana Placide	Diagnostics and Medical Devices and Registration officer
5.	Isingizwe Marie Ange	FPP and API Assessment and Registration Officer
6.	Tuyisenge Felix	Vaccines and Biosimilar Registration Officer
7.	Nsanzimfura Jean Pierre	Herbal Medicines Assessment and Registration Officer
8.	Uworoheje Innocent	Veterinary Diagnostics and Medical Devices Registration Officer
9.	Munyaneza Uwitonze Janvier	Medicinal Cosmetics Registration Officer
10.	Niyomahoro Nadine	FPP and API Assessment and Registration Officer
11.	Nshimiyimana Philbert	Biological Products Registration Officer
12.	Dusabimana Jean Damascene	Biological Products Registration Officer
13.	Olivier Mureramanzi	Biological Products Registration Officer
14.	Tuyishime Anitha	FPP and API Assessment and Registration Officer
15.	Ayinkamiye Honoré	FPP and API Assessment and Registration Officer
16.	Iterere Diane	FPP and API Assessment and Registration Officer
17.	Nsabimana Isaïe	Vaccines and Biosimilar Registration Officer
18.	Niyitegeka Leodomir	Medicinal Cosmetics Registration Officer
19.	Irasabwa Clarisse	DM of Drugs and Health Technologies Assessment and Registration

**Absent with reason**

S/N	Names	Positions
1	Iradukunda Gad Patrick	Medicinal Cosmetics Registration Officer
2	Kyankoni Godfrey	Diagnostics and Medical Devices assessment and Registration officer
3	Uwamariya Pacifique	Director of Cosmetics and household Chemicals
4	Muhongerwa Ruth	Herbal Medicines Assessment and Registration Officer
5	Masengesho Gentille	Public Health Laboratory Chemicals Registration Officer
6	Iterere Diane	FPP and API Assessment and Registration Officer

**Items on the agenda**

1. Setting Targets in number of dossiers to be assessed by each assessor in this April in order to solve the issue of the huge workload in the unit of human medicines assessment and registration unit.
2. Setting a plenary meeting to discuss on assessment reports frequency.
3. Some updates
4. AOB.

**Opening and/or remarks of the meeting**

The meeting has started around 4:00 PM with the opening remarks of the Division Manager of Drug & Health Technologies Assessment and Registration Division, She started by welcoming the meeting participants and thanked them for their presence, energetic and enthusiasm's characters they possess at work.

The chair of the meeting further highlighted why the meeting was important for the division staff and emphasized on having the culture of setting target and always aim high and it's benefits and never to forget evaluating yourself to check whether you have achieved your targets, she continued by referring to the department meeting which was chaired by HoD on 15/03/2021 where it was recommended that we identify all products on Rwandan markets registered in EAC (Kenya, Uganda and Tanzania) and check whether their applications for registration have been received by Rwanda FDA in order to work on them as quick as possible and solve the issue of the huge workload in the unit of human medicines assessment and registration. The identification of those product applications have already finished, and the remaining work, which is even the aim of the current meeting, is to distribute them among all assessors in order to start working on them.






## The Meeting Proceedings

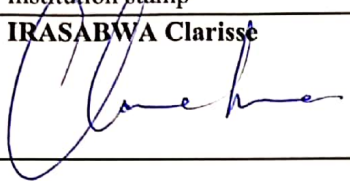

1. Setting Targets in number of dossiers to be assessed by each assessor in this April in order to solve the issue of the huge workload in the unit of human medicines assessment and registration unit.				
Discussion	Observation	Resolutions/ recommendation	Responsible person for implementation	Timelines
DM presented the proposal of assessing eight Dossier [the eight including those of first assessment, second assessment and additional data] per assessor and its' feasibility was discussed on, due to the number of dossiers number were increased compare to the number that was usually assessed.	It was observed that all Assessor accepted the proposal of assessing eight Dossier [the eight including those of first assessment, second assessment and additional data] but there where a request of facilitation if possible because the work will need high concentration.	To be facilitated to get a good lunch near or to the office in order to save time for assessing.	Every Assessor is assigned to assess eight Dossiers [Eight dossiers include those of first assessment, second assessment and additional data] in the month of April 2021.  DM will make an advocacy and a follow up to check whether lunch can be availed.	From 1st April to 30th April 2021 and evaluation time of the outcome will be on 3rd May 2021
2. Setting a plenary meeting to discuss on assessment reports frequency.				
Setting plenary meetings to discuss on assessment reports regularly, it would be better every week.	Referring to the previous experience the plenary meetings to discuss on assessment reports were very use full in sharing knowledge among assessors and in increasing the work performance in terms of assessed PDs.	Every Monday morning, we will be having a plenary meeting to discuss on assessment reports and evaluate the progress of assessment.	1 <sup>st</sup> assessors of PD will be presenting it in case first and second assessment are completed.	8 a.m-12p.m every Monday.

3. Some Updates				
<p>-DM informed the meeting that three more new working stations have been received and they will support staff to sit respecting the covid-19 preventive measures. i.e distancing.</p> <p>-Mr. Iradukunda Gad Patrick will be heading Cosmetics &amp; Household Chemicals Assessment and Registration Unit since Director Uwamariya Pacifique is starting her annual leave soon.</p> <p>- Mr. Karasanyi Geofrey Will brief Mrs. Nadia Uwera for everything in Veterinary Medicine Devices and Assessment &amp; Registration Unit so that she can coordinate the unit once Karasanyi</p>	<p>More sits are available than usual.</p>	<p>Every Assessor will be reporting to work every day from 01/04/2021.</p>	<p>Every Assessor</p>	<p>From 01/04/2021</p>

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start the annual leave.				
<b>4.AoB</b>				
We were reminded that the Commemorating week of the 1994 Genocide against Tutsi in Rwanda take place April and depending on how it is prepared at nation level, we should work and Participate.	According to the experience of previous commemoration week, the work organize the event and communicate to all staff on commemoration activities.			All staff

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Chair of The meeting	Names, and signature and/or institution stamp	Rapporteur	Names and signature
	<b>IRASABWA Clarisse</b> 		<b>TUYISENGE Felix</b> 

The meeting has ended at: 5:30 PM

End of Minutes

