

Republic of the Philippines Department of Health FOOD AND DRUG ADMINISTRASTION



08 April 2013

FDA MEMORANDUM CIRCULAR

No.: 2013 - 013

To : All FDA Officials and Industry Concerned Groups

Subject: Guidelines in the Conduct of the "Kapihan at

Talakayan sa FDA"

This Memorandum is being issued to prescribe the Guidelines for the conduct of the "Kapihan at Talakayan sa FDA", one of FDA Academy's key activity under the Policy and Planning Office, in order to ensure its effectiveness as an avenue for dialogue between FDA and Industry Concerned Groups.

The following guidelines shall be observed:

- The "Kapihan at Talakayan" sa FDA" is an informal gathering where discussions can be carried out to address the needs and concerns of FDA Centers and Industry Concerned Groups.
- 2. The "Kapihan at Talakayan sa FDA" shall be held quarterly.
- 3. The venue shall be at the FDA AVR/Conference Room.
- 4. The Product and Research Standards Development Division shall coordinate with Policy and Planning Office in preparation of program.
- 5. The FDA center shall invite the attendees.
 - 5.1 Each Industry Concerned Groups shall be given equal opportunity to participate.
 - 5.2 Attendees shall be limited to fifteen (15) to twenty (20) persons only. Each Industry Concerned Groups shall therefore select the officials and personnel from its subordinates who shall attend a particular session.
- 6. Designated personnel from the FDA center shall furnish documentation during sessions for record purposes.



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7. The following pilot schedule shall be observed:

DATE	FDA CENTER
03 May 2013	Center for Food Regulation and Research (CFRR)
26 April 2013	Center for Drug Regulation and Research (CDRR)
29 April 2013	Center for Cosmetic Regulation and Research (CCRR)
06 May 2013	Center for Device Regulation, Radiation Health and Research (CDRRHR)

- 8. The aforementioned dates, however, may be changed or moved, contingent upon the availability of FDA Officials.
- 9. Media presence shall be optional.
- 10. All meal expenses and other miscellaneous expenses incurred shall be charged to FDA funds under Policy and Planning Office subject to the usual accounting and auditing rules and regulations.

These guidelines shall take effect immediately.

KENNETH Y. HARTIGAN-GO, MD

Acting Director IV