

Development Technical Committee Meeting
14 January 2009
DBR Office – Washington, DC
12:00 pm – 4:00 pm
Summary Minutes

Opening

The meeting was brought to order and the Chair read the following Admonition Statement:

“Our discussions today are subject to the anti-trust guidance applicable in the U.S. Nothing discussed at this meeting is intended to restrict the individual decision-making of any member company or to represent an agreement to coordinate marketing or sales conduct. Those participating in this meeting are instructed to avoid discussion of competitively sensitive subjects, including, confidential marketing, sales, and pricing information.”

Reviewed Agenda

Reviewed the DTC agenda for today as well as SC agenda for tomorrow’s meeting.

Work Group Review

SSL WG

Discussed the ‘Support for 2009 Budget’ document that was submitted. Updates on past year’s work was discussed and reviewed as depicted in Journal/Diary.

Action Items: Forward Journal/Diary onto SC members. Final payment to UN-L to be processed. DTC rep to prepare slide presentation for Feb. SC meeting addressing benefits of SSL WG potential outcomes and have Jim and Pat review. Rep to get clarification of the amount of money in the budget for grad student if student is finished with work in May 2009. **Give results of clarification to PQRI by Feb. 12th so that it can be distributed to SC members prior to meeting.** DTc rep to also get assessment on the task of gathering data for the work project-was the amount of data gathered adequate to perform tasks?

PODP

Update Tracking Form received and discussed. Approved minutes from their 2008 meetings have been posted to the website.

Action Item: PQRI Secretary to send CV to SC members for their approval at the next SC meeting. Add DTC FDA rep to database as rep to WG.

Post Meeting Note: The Steering Committee supported the DTC in its recommendation to appoint nominee to the PODP.

Container/Closure

DTC rep to get update from WG Chair.

Sulfonate Esters

Publications are in the works. Chair has been asked to write a chapter in upcoming book and will highlight work done through PQRI. Payment to contractor, made in December 2008.

QbD

No update at this time.

Specification Design & Life Cycle

Comments from DTC members were sent to WG and are in the process of inclusion into the document and review.

Old Business

The draft template that was created by PQRI Secretary was edited by DTC Chair and sent to all DTC members. Chair will present this template along with the Timeline for Presentation Guidelines to his Productivity Task Force for inclusion in their report to the SC.

Action Item: PQRI Secretary to follow up with L&E WG on book contract. Post Meeting Notebook is on schedule to go to publisher by January 30th deadline.

Upcoming Meetings

Meetings in 2009 will continue to be on the 3rd Thursday of each month from 2-4 pm. Schedule as follows:

February	No meeting due to SC meeting on February 20
March	19
April	16
May	21
June	18
July	16
August	20
September	17
October	15
November	19
December	17

Face to Face Meetings will be determined at a later date.

The meeting concluded at 3:10 PM.