

**Summary Minutes**  
**Thursday, May 13, 2010**  
**Teleconference**

Call in Information:  
1-866-570-1041  
Passcode: 544861

**Welcome**

**Antitrust Statement** read by the Chair.

**Review of actions** from April

- Risk Management WG- no report

**Status of new MTC members**

- Boehringer/IPAC rep was unanimously approved by MTC
- FDA rep approved by the SC
- SC IPEC rep will be the new IPEC rep on the MTC

**Action Item:** Chair to bring IPAC's nomination forward to SC for their approval.

**Report on Steering Committee**

- Next meeting is June 14
- Transdermals and Excipients WG concept proposals were approved by the SC. Now teams need to be formed to create the Work Plans
- Process Drift Workshop agenda will be distributed so that people can get involved on different levels.

**Report from Working Groups:**

- Risk Management Case Studies – no report
- Specification Design & Lifecycle management – MTC Chair was contacted by the WG Chair who indicated that his team wishes to complete the project and will begin working on finishing up the document. Targeted deadline for completion should be the September F2F meeting of the MTC so that it can be reviewed and approved at that time.

**New/proposed WGs**

- \* **Process Drift Workshop** – draft of agenda is near completion and will be distributed week of May 20<sup>th</sup>; those persons who have indicated a desire to be on the planning committee will be contacted and advised of status

**Action Item:** PC Chair to send agenda out to SC and Technical Committees next week.

- \* **Transdermals SUPAC** – volunteers solicited for assistance with the Work Plan. Work to begin soon and will have info at F2F in June.

- \* **Supply Chain** – volunteers solicited for assistance with the Work Plan. IPEC rep offered to work with group to ensure coordination with other IPEC and various Excipient

efforts taking place; member volunteered to assist with plan creation; discussion about possible areas of interest for working with IPEC, FDA, and PQRI; challenge will be in soliciting information about excipients from manufacturers and suppliers.

**Action Item:** Goal is to have something for review by the June F2F meeting.

### **2010 Meeting Schedule**

June 10 F2F (Pfizer, Peapack, NJ) - 10:00 AM - 2:00 PM ET

**Action Item:** Pfizer will send out directions and ask for RSVPs for the meeting.

July 15 - 9:00-11:00 AM ET

Aug 12 - 9:00-11:00 AM ET

Sept 9 F2F (place TBD) - 10:00 AM - 2:00 PM ET

**Action Item:** Need host location for this meeting.

Oct 14 - 9:00-11:00 AM ET

Nov 11 - 9:00-11:00 AM ET

Dec 9 F2F (place TBD) - 10:00 AM - 2:00 PM ET

There being no further business the meeting adjourned at 10:00 am