

PQRI Steering Committee Meeting

Wednesday, April 9, 2008

3:00 pm – 4:30 pm

Teleconference

Conference Call Details:

1-866-570-1041

PIN 544861#

Summary Minutes

Opening

Anti-Trust 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.”

Review of Agenda

Agenda was approved as presented.

Approval of Minutes

Full and Summary minutes will be approved electronically by members offering their corrections/comments by no later than April 16, 2008. The Action Items from the Minutes were reviewed with the following outstanding action items needing to be addressed:

- *PQRI Secretary to send the new project proposal forms to SC members prior to them being posted on the website. Action item accomplished.*
- *PQRI Secretary will send NIPTE’s contact information to Vice Chair and then she will contact rep to discuss the nature/scope of the NIPTE presentation at the May SC meeting. Contact information given to Vice Chair on April 9th.*
- *SC needs to address finding a replacement for Chair of the BTC due to resignation effective December 31, 2008. SC member offered to work with current Chair directly to identify some candidates.*
- *SC needs to address finding a Vice Chair for the SC by September 2008. Nominating committee was formed to identify candidates for this position.*

New Business

➤ Technical Committee Reports

○ DTC

- Chair thanked the SC for acquiring WebEx. It was used as a demo by the DTC and they were very pleased with the program.

- PODP WG is still working on interim deliverables for their work plan and they should be completed by the May 7th SC meeting
- SSL WG worked with several SC members to update the 2008 budget per SC requests; now we need SC action on the 2008 budget; detailed presentation will be given by the SSL WG reps at the may SC meeting to try to answer some still lingering questions
- QbD – CPP/CQA WG is now liaised with the DTC
- Sulfonate Esters WG had DTC review a presentation that the Chair will be making in Puerto Rico in April 2008. DTC approved the presentation. Also, publication of WG results should be set for 2008 in the near future.

Action Taken:

Steering Committee members voted on, and unanimously approved, the 2008 portion of the SSL WG budget. They have tabled discussion of the 2009 portion of the budget until after the presentation by the WG in an effort to address some additional technical questions by SC members.

Action Item: *PQRI Secretary to acquire Board approval on the 2008 SSL WG Budget, and then acquire Research Agreement from UN-L for the corrected budgeted amount for signature. Make first installment payment to UN-L once documents are signed and finalized. Action items accomplished, or in the process of being completed. Currently waiting for revised research agreement from UN-L for payment.*

Action Item: DTC Chair to finalize work plan from PODP with interim deliverables.

- **MTC**
 - Latest conference call was cancelled. Two new IPAC-RS members were added to the MTC.
- **BTC**
 - No report given.

Old Business

SC Vice Chair election

- Nominating committee formed to identify candidates.

Visibility Committee

- It was reported for the Chair that two recent media/press releases were created for the NIPTE collaboration and the Health Canada membership. Committee is creating a form for TC to complete to provide the periodic updates for the media articles.
- PQRI conference concept was discussed and the consensus of the group was to do an internal PQRI conference to showcase work completed and in process and to provide network opportunities for various WGs. Also suggested possibility of combining conference with another organization, (i.e., NIPTE) instead of doing a stand alone conference. Need additional discussions on the format/concept of a PQRI conference.
-

WebEx status

- WebEx is live and running. SC suggests that the five licenses be set up so that each TC Chair is a host, the SC Chair is a host, and the PQRI Executive Secretary is a host so that they can set up meetings.

Action Item: *PQRI Secretary to set up account with WebEx and the five host licenses as directed.* Action item accomplished and all TC Chairs notified.

INTFG Workshop

Cost estimates worksheet done and RFP sent out to hotels.

- Contract signed with Hyatt Regency Bethesda for February 23-24, 2009.
- Planning committee is up and running and meeting regularly to set program and provide logistical input. A flyer has been created and is in the approval process. It should be on the web and in people's hands shortly.

PQRI Financials

* PQRI financially is in good shape. Overall assets around \$700,000. Board will meet in May 2008 to discuss Membership Assessments for FY09 and approve budget for FY09.

Upcoming SC Meetings

May 7, 2008	Face to Face @ PDA	9:30 am – 4:00 pm
December 9, 2008	Face to Face @ PhRMA	9:30 am – 4:00 pm

Post Meeting Note:

PhRMA can not host the December meeting, but Drinker, Biddle and Reath has offered, and been confirmed, to host the December 9th meeting.