

**Process Improvements Working Group Proposed Scope
(Kelly, Trimmer and Yaginuma)**

Develop a paper for review at the Kuala Lumpur (March 2008) Steering Committee meeting that examines the processes and recommends improvements for GHTF. Topics include:

- timely production of document guidelines;
- prioritisation of work activities;
- types of work undertaken by Study Groups;
- resource allocation for both the Steering Committee and Study Groups;
- potential business rules and performance indicators;
- proposed work redesign options; and
- lessons that can be learned from other multilateral harmonization fora such as the International Committee on Harmonization (ICH), the Veterinary International Committee on Harmonization (VICH), the Pharmaceutical Inspection Cooperation/Scheme (PIC/S), and Codex Alimentarius (including the establishment of permanent secretariat).