REPUBLIC OF RWANDA

RWANDA FDA
Rwanda Food and Drugs Authority

GUIDELINES OF ABRIDGED PROCEDURES FOR PHARMACEUTICAL PRODUCTS ASSESSMENT

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FOREWORD

The Rwanda Food and Drugs Authority (Rwanda FDA) is a regulatory body established by the Law N° 003/2018 of 09/02/2018. One of the functions of Rwanda FDA is to regulate matters related to quality, safety and efficacy of pharmaceutical products in order to protect public health by increasing access and availability of essential medicines.

Considering the provisions of the technical regulation N° CBD/TRG/010 governing the registration of human medicinal products especially in its articles 12, 30 and 32, the authority has to issue Guidelines of Abridged procedures for pharmaceutical products Assessment to be used whenever necessary.

Rwanda FDA Abridged procedures for pharmaceutical products assessment are domesticated from the EAC joint assessment abridged procedures in order to accelerate national registration of regulated products approved by Stringent Regulatory Authorities (SRAs) / WHO Listed Authorities (WLAs), prequalified by World Health Organization (WHO) and recommended by EAC through the Joint Dossier Assessment.

The aim of the abridged procedures guidelines is a risk based approach to avoid duplication of effort and reduce the time taken to assess and register a medicinal product by focusing only on aspects such administrative information and other area of product dossier where Rwanda FDA assessment brings added value to the quality, safety and efficacy of SRA approved products.

Therefore, The Authority reserves the right to shift from an abridged assessment to a full assessment at any stage in the assessment process, if the manufacturer or applicant fails to submit satisfactory evidence supporting the Safety Efficacy and Quality of the products as approved by the stringent regulatory authorities.

The implementation of these guidelines is expected to improve the efficiency and acceleration of the registration process to reduce the work load and time taken to make decisions on medicinal product registration applications whilst maintaining stringent quality assurance processes that will ensure continuous improvement of the regulatory system of Rwanda FDA.

Dr KARANGWA Charles
Acting Director General

ABBREVIATIONS AND ACRONYMS

API	Active Pharmaceutical Ingredients
APIMF/DMF	Active Pharmaceutical Ingredients Master File/ Drug Masrter File
EAC	East Afriacn community
EFTA	European Free Trade Association
EMA	European Mecine Agency
EU	Eropian Union
FPPs	Finished Pharmaceutical Products
GMP	Good Manufacturing Practices
ICH	International Conference on Harmonisation
INN	International Nonproprietary Name
MAH	Marketing Authorization Holder
PIL	Pharmaceutical Information Leaflet
QIS	Quality Information summary
QIS-SRA	Quality Information summary-Stringent Regulatory authority
RH	Relative Humidity
Rwanda FDA	Rwanda Food and Drugs Authority
SmPC	Summary Pharmaceutical Caracteristics
SRA	Stringent Regulatory authority
US FDA	US Food and Drug Administration
WHO PQ	World Health Organization Prequalification programme
WHO QIS	World Health Organization Quality Information Summary

DEFINITIONS

The the following definitions provided below apply to the words and phrases used in these guidelines and they are provided to facilitate their interpretation. Other terminologies can be found in the Rwanda FDA glossary of terms.

Authority

means the Rwanda Food and Drugs Authority or its acronym "Rwanda FDA", established under Law No. 003/2018 of 09/02/2018**.**

Innovator

Generally the medicinal product that was first authorized for marketing (normally as a patented product) on the basis of documentation of efficacy, safety and quality.

Pharmaceutical product

Any substance capable of preventing, treating human or animal diseases and any other substance intended for administration to a human being or an animal in order to diagnose diseases, restore, correct or carry out modification of organic or mental functions. It also means products used in disinfecting premises in which food and drugs are manufactured, prepared or stored, cleaning hospitals, equipment and farm houses.

Stringent Regulatory Authority (SRA)/ WHO Listed Authorities (WLAs)

A regulatory Authority which is a member of the International Conference on Harmonisation (ICH) or an ICH observer, or is associated with an ICH member through a legally-binding, mutual recognition agreement.

INTRODUCTION

The standard registration process requires the application of equal resources and attention to details to all products which may result in delays in the registration process. The guidelines of abridged Procedures for Pharmaceutical Product Assessment provide guidance for the implementation of a risk based approach to product dossier assessment and details of documentation required for products approved by the Stringent Regulatory authorities (SRAs) / WHO Listed Authorities (WLAs), prequalified by World Health Organization (WHO) and recommended by EAC through the Joint Dossier Assessment. This will ensure effective utilization of resources available to the Authority without compromising the quality, safety and efficacy of registered pharmaceutical products.

Therefore, the Authority recognizes the scientific evaluation of Finished Pharmaceutical Products (FPPs) by SRAs which apply similarly stringent standards for quality, safety and efficacy.

Purpose of these guidelines

The purpose of abridged procedures guidelines for pharmaceutical product assessment is to avoid duplication of effort and accelerate the process of assessment and registration of pharmaceutical product using risk based approach without compromising the quality, safety and efficacy of registered pharmaceutical products.

Scope of these guidelines

These guidelines apply to pharmaceutical products approved by Stringent regulatory authorities/WHO Listed Authorities, pharmaceutical products Prequalified by World Health Organization and/or recommended by EAC through the Joint Dossier Assessment.

IMPLEMENTATION OF THESE GUIDELINES

The decision to include a product on Authority's registered products shall be made based on updated information including the outcomes of the assessment and the manufacturing site(s) inspection. The Authority has adopted the collaborative procedure template (to be used in the abridged procedure) for a simplified quality information summary (QIS) (***Refer to the annex-III document Nº DHT/FMT/043***) from WHO PQ that outlines the key quality parameters of a product approved by a stringent regulatory authority, WHO PQ and EAC for pharmaceutical product assessment. The simplified QIS would be a useful instrument for sharing the essential quality parameters characterizing each medicine approved by SRAs in order to accelerate the Rwanda FDA product assessments process.

The adopted simplified quality information summary document ***Nº DHT/FMT/043*** contains certain data which would facilitate verification of "sameness" of the pharmaceutical product for the purpose of the abridged evaluation registration of reference SRA-approved pharmaceutical products. The QIS-SRA template shall be completed by the applicant and verified by the reference SRA, when the applicant (market authorization holder) requests the reference SRA's cooperation and grants consent to information sharing.

In case the data in the application to the Authority deviate from data approved by the reference SRA, this should be clearly indicated and summarized in section B10. The QIS-SRA should be submitted as a part of the application together with other documents stipulated in the collaborative procedure for products approved by reference SRA. A copy should also be provided in Word format. Please note that for WHO prequalified products, the accepted WHO QIS shall be submitted.

The QIS-SRA is specifically designed for the purpose of the abridged procedures and should not be confused with other formats of QIS used by the Authority for the purpose of full product assessment.

GUIDELINES ON SUBMISSION OF DOCUMENTATION

The the following dcuments should be submitted :

1) A covering letter (***Refer to the Annex-I document Nº DHT/FMT/031)***, which should include:
   (i) a statement indicating that the information submitted is true and correct;
   (ii) a statement confirming that, for product registration, the product dossier, including composition, formulation, strength, specifications and packaging, will at the time of submission be the same in all aspects as the product registered with the relevant SRA, WHO PQ, and EAC;
2) Administrative data as per Authority's requirements (***Annex-II***, ***document Nº DHT/FOM/042)***
3) Full product dossier accepted by an SRA i.e. the final amended product dossier submitted to the SRA. This shall also include information on ongoing variations with the SRA.
4) The applicant should complete the QIS-SRA (***Refer to the annex-II document Nº DHT/FMT/043***).
5) A certified copy of the marketing authorization issued by the relevant SRA. If applicable a certified copy of the latest renewal of the marketing authorization should also be provided with the exception of products that have a scientific opinion through EU's article 58.
6) Applicant's request for stringent regulatory authority's (SRA's) permission for sharing SRA-owned non-public information with Rwanda FDA ***(Refer to the annex-IV document Nº DHT/FOM/043)***.
7) A sample(s) of the product in market packaging(s) should be provided with the submission to enable a visual inspection .The respective certificate of analysis should be attached.

Please note that the submission must be in English, and consists of electronic copies, online submission or specified hard copies where applicable.

VARIATIONS ON SRA APPROVED PRODUCTS

Any variation (post approval changes) to the products shall follow the applicable Rwanda FDA guidelines on variations of registered products. These include variations that are under assessment by reference SRAs at the time of submission of an application for registration to Rwanda FDA. The decision of Rwanda FDA to register the product will be made when the variations under assessment by reference SRA is finalized.

GUIDANCE NOTES FOR ASSESSMENT

During the assessment of product dossier qualified for abridged procedures pharmaceutical product assessment, the full dossier will not be reviewed but verification on some sections of the dossier will be verified. The verification of "sameness" of the product to the reference SRA-approved pharmaceutical product will focus on administrative information and Product information (PIL, SmPC and Labels) review. In addition, good manufacturing practices (GMP) compliance of manufacturing site will be verified with possibility of desk review.
The assessment activity will check and confirm the following:

1) The QIS-SRA is inline with the submitted dossier. The QIS-SRA (in word), SmPC and PIL shall be submitted separately.
2) Applicant's request for stringent regulatory authority's (SRA's) permission for sharing SRA-owned non-public information with Rwanda FDA.
3) Additionally, the product information (labelling, SmPC and PIL) with the Approved SRA products. The PIL and Labels should be in at least one of the official language used in Rwanda.
4) These documents are copied at the end of the report:
    a. The API specifications by both API and FPP manufacturers
    b. The FPP specifications

c. Mockups

5) The general practice is that the products approved by the SRAs are approved for the conditions of use relevant for the respective reference SRA territory. During the assessment, a comment on the benefit– risk profile of the product on the Rwanda population should be discussed: confirm information in support of the application i.e. evidence of a positive benefit–risk profile for the proposed conditions of use for Rwanda since reference SRA assessments may not always account for specific circumstances that can significantly affect the benefit-risk of a product in countries/regions outside the SRA's region; the exception is European Medicines Agency (EMA)'s scientific opinion according to Article 58 of Regulation (EC) No. 726/2004, in the EU, that extensively addresses these questions.
6) Thus, the differences in target population, epidemiology and other features of the disease, concomitantly used medicines and hence the interaction potential, local treatment and diagnostic modalities and other factors can substantially affect the benefit–risk profile of a medicine. There can also be issues related to certain quality parameters, especially in relation to the stability under different climatic conditions.
7) The assessor report should also address the following:

i. Comparability of the studied population to the target population (e.g. ethnicity, gender representation, age groups) as regards demonstration of safety and efficacy;

ii. Relevance of reference SRA-approved conditions of use as regards epidemiology and disease pattern in the target countries as well as other implications for efficacy and safety, e.g. feasibility of monitoring and precautionary measures (e.g. resistance testing or therapeutic drug monitoring);

iii. Interactions with food and with other medications relevant in the target countries that are not discussed in the reference SRA's assessment report;

iv. Therapeutic role of a pharmaceutical product and its recommended use according to relevant national and international treatment guidelines;

v. Other related quality issues, including but not limited to the storage conditions and conditions of administration and use.

ANNEX-1: ADMINISTRATIVE DATA

During assessment complete the administrative data as follows		
1.1	Brand name	
1.2	Generic name	
1.3	Strength of active ingredient(s):	
1.4	ATC Classification	
1.5	Dosage form	
1.6	Distribution category	
1.7	Specification by the FPP manufacturer of active ingredient(s) (Specification number and Version):	
1.8	Specification of Finished Pharmaceutical Product (Specification number and Version):	
1.9	Primary Packing materials /Pack size	
1.10	Secondary Packing materials/Pack size	
1.11	Route of Administration	
1.12	Storage condition	
1.13	Proposed Shelf life	
1.14	Shelf life approved based on the stability data submitted	
1.15	Visual Description of FPP as FPP specifications	
1.16	Applicant (Name and address)	
1.17	Manufacturers of API (Name and full physical address)	
1.18	Manufacturers of FPP (Name and full physical address)	
1.19	Local Technical Representative Name and full physical address)	
1.20	Country of origin of FPP manufacturer	
1.21	Marketing authorization Holder's name	
1.22	Marketing authorization Holder's Country	

1.23	GMP status (from the country of manufacturer)	
1.24	Therapeutic Indication(s):	
1.25	The name and address of the person responsible for communication with reference SRA on any issues related to the product	

APPENDIX-2: QIS-SRA

QUALITY INFORMATION SUMMARY OF THE FINISHED PHARMACEUTICAL PRODUCT OR VACCINE APPROVED BY THE REFERENCE SRA (QIS-SRA)

A. Pharmaceutical product or Vaccine subject to Abridged procedure

A1	**Reference SR**	
A2	**Product registration/authorization number assigned by the reference SRA**	
A3	**Proprietary name of finished pharmaceutical product (FPP) in the reference SRA country/region**	
A4	**Innovator or multisource (generic) FPP**	
A5	**Name of the holder of the reference SRA marketing authorization and official address**	
A6	**International Nonproprietary Name (INN) of active pharmaceutical ingredient(s) (API(s)), including form (salt, hydrate, solvate, etc.)**	
A7	**Dosage form and strength**	
A8	**Product description (as in Product information, e.g. white, film-coated, capsule-shaped tablets debossed with "X" and score line on one side and plain on other side)**	
A9	**Primary and secondary packaging material(s) and pack size(s) (all pack types)**	
A10	**Storage conditions (as in Product information)**	
A11	**Shelf life of FPP (including in-use periods, where applicable)**	
A12	**Names of all approved manufacturers of FPP, physical address(es) of manufacturing site(s) (and unit if applicable), including intermediates, primary packaging site and release testing (indicate function of each site)**	
A13	**FPP storage conditions and duration over which stability, as reported to the reference SRA, was established (e.g. 30 ± 2 °C/75 ± 5% RH for 24 months, 40 ± 2 °C/75 ± 5% RH for 6 months):**	
	Long-term (real time in months)	
	Intermediate (duration in months)	

	Accelerated (duration in months)	

B. Information that is considered confidential

Information as currently approved by the reference SRA		
B1. Names of all approved API manufacturers, physical address(es) of manufacturing site(s) (and unit if applicable), including intermediates, contractors and release testing (indicate function of each site)		
B2. Active pharmaceutical ingredient master file/drug master file (APIMF/DMF version number(s) and date(s), if relevant		
Name of API	API manufacturer	APIMF/DMF version number(s) and date(s)
B3. API specifications of the FPP manufacturer		
Standard (e.g. BP, Ph.Eur., Ph.Int., USP, in-house)a		
Specification reference number and version		
Test	Acceptance criteria	Analytical procedure (type/ source/ version)
Description		
Identification		
Impurities		
Assay		
Others, please specify		

B4. API container closure system and re-test period		
Container closure system	Storage statement	Re-test period[b]

a BP: British Pharmacopoeia; Ph.Eur: European Pharmacopoeia; Ph.Int.: The International Pharmacopoeia; USP: United States Pharmacopeia.

b Indicate if a shelf life is proposed in lieu of a retest period (e.g. in the case of labile APIs).

B5. FPP composition (formulation) information					
Component and quality standard	Function	Unit composition		Batch composition (largest approved size)	
		Quantity per unit or per mL	%	Theoretical quantity/batch	%
<complete with appropriate title, e.g. core tablet, contents of capsule, powder for injection>					
Subtotal 1					
<complete with appropriate title, e.g. film-coating>					
Subtotal 2					
Total					
Batch size in number of units, where applicable					
Additionally approved batch sizes – in number of units or kg, where applicable (add as many rows as necessary)					

Composition of all components purchased as mixtures (e.g. colourants, coatings, capsule shells, imprinting inks):

B6. FPP manufacture	
Master production document reference number and version	
B7. FPP specifications	
Standard (e.g. BP, Ph.Int., USP, in-house)a	

Specification reference number and version/ effective date			
Test	Acceptance criteria (release)	Acceptance criteria (shelf life)	Analytical procedure (type/ source/ version)
Description			
Identification			
Impurities			
Assay			
Others, please specify			

B8. Pharmacokinetic/safety/efficacy-related information used for reference SRA approval of multisource products. Indicate:		
Type of study	*"X" in appropriate box*	Comparator product
Bioequivalence		
BCS-based biowaiver		
Other (specify)		
No study		
Notes/ clarifications		

a BP: British Pharmacopoeia; Ph.Eur: European Pharmacopoeia; Ph.Int.: The International Pharmacopoeia; USP: United States Pharmacopeia.

B9. List of variations pending in the reference SRA up to the date of verification		
Variation number	Variation	Type of variation according to reference SRA regulations

B10. Discussion of differences between national application and data approved by the reference SRA

Deviation reference no.	Data submitted for national registration which deviates from data approved by the reference SRA presented above. Mention also deviations in content of Product information, especially those related to indications, contraindications and posology.	Explanatory note

C. Confirmation of content and verification by the reference SRA

C1. Confirmation of content and verification by the reference SRA		
Date of completion by the applicant	Name of person representing the applicant who completed the QIS-SRA	Position in the organization
Date of verification by the reference SRA *Part B10 is exempted from verification*	Person representing the reference SRA who verified the QIS-SRA information	Position in the organization

D. Change history to QIS-SRA and Product information

No	Date of revision (reported variation	**Description of revision/variation**

*All variations approved by the reference SRA **after** Rwanda FDA registration of the FPP and affecting **only** the QIS-SRA and/or Product information should be reported in the change history.*

REFERENCES

1. EAC Joint Assessment: Abridged procedure
2. WHO TRS986 Annex5 Guidelines on submission of documentation for prequalification of finished pharmaceutical products approved by stringent regulatory authorities

	Author	Authorized by	Approved by	Change made and reason for revision
Title				
Names				
Signature				
Date				