

IMRBPB / MPIG / RMPIG Candidate Issue Papers Review and Decision Committee

In view of the backlog of activities accumulated in 2020 due to the COVID-19 pandemic, which didn't allow the IMRBPB to progress as usual, the IMRBPB and MPIG / RMPIG Leadership Teams agreed on a temporary deviation from the normal process with the only goal to reduce the number of outstanding open Candidate Issue Papers. This process here in after will be referred to as the "IMRBPB CIPs Decision Committee" or simply the "Committee".

Such a proposed approach will allow the definition of a more tailored agenda for the 2021 IMRBPB Annual Meeting, scheduled to run from 24th till 28th May in a Virtual Format with shorter daily sessions, thus by definition less effective than normal face-to-face events.

The new temporary process can be summarized as follows:

1. IMRBPB / MPIG / RMPIG to establish a Committee composed by 5 members from Authorities plus 5 members from Industry.
2. Committee members to be selected either to cover all the three Virtual Meetings or on a case by case basis for each session in relation to the CIPs items and the expertise required.
3. Committee members to receive full empowerment from the respective bodies (IMRBPB and MPIG / RMPIG) to take definitive positions (e.g. Accepted, Withdrawn, Returned, Rejected, etc.) on the CIPs reviewed in the Virtual Meetings.
4. Committee to meet in max three Virtual Meetings of max two hours each in the timeframe between end of March and end of mid-May 2021.
 - a. Committee members to select, agree upon and setup the best IT platform to support the Virtual Meetings.
 - b. Proposed timeline for Virtual Meetings (evaluation based on holidays, time to review CIPs, time to collect and process CIP comments, process issues, etc.):

Week April 5 th – 9 th	Holiday and preparation to First Virtual Meeting
Week April 12 th – 16 th	First Virtual Meeting on April 12th
Week April 19 th – 23 rd	Preparation to Second Virtual Meeting
Week April 26 th – 30 th	Second Virtual Meeting on April 26th and preparation to Third Virtual Meeting
Week May 3 rd – 7 th	Third Virtual Meeting on May 3rd
Week May 10 th – 14 th	Wrap-Up and compilation of Virtual Meetings results by IMRBPB Leadership Team
Week May 17 th – 21 st	Distribution of Committee results to all IMRBPB and MPIG/RMPIG members on DATE TBD

5. MPIG / RMPIG to identify two CIPs (plus a standby one – most likely an Authority CIP) per session.
6. CIPs selection to be consistent with the goal of these Virtual Meetings, i.e. as far as possible of "easy" review and discussion.

7. In preparation to the sessions, Committee members to gather comments and feedbacks on the selected CIPs in order to bring consolidated positions at the Virtual Meetings:
 - a. March 29-30th, IMRBPB Leadership Team to send out to the IMRBPB and MPIG Leadership, a complete, final list of “proposed” CIPs to be worked at each of the three Committee Virtual Meetings, i.e. the CIPs to be worked at each of the three Virtual Meetings will be defined by March 29th. This will allow for early discussion among all IMRBPB and MPIG/RMPIG members.
 - b. IMRBPB CIPs comments: IMRBPB members not on the Committee to provide comments back to the IMRBPB Leadership Team no later than the Thursday prior to start of specific meeting discussing the specific CIPs. IMRBPB Leadership Team to forward comments to the CIP Committee Regulatory representatives for the specific Virtual Meeting.
 - c. MPIG / RMPiG CIPs comments: MPIG / RMPiG to provide comments back to MPIG / RMPiG Leadership Team per an acceptable process as defined by the MPIG / RMPiG Leadership Team.
8. Final decisions on CIPs need to have unanimous concurrence from Regulatory Committee members. Where unanimity is not reached, affected CIPs need to be presented again to the IMRBPB Annual Meeting for resolution.
9. Final decisions of the Committee on the CIPs to be recorded in the *IMRBPB Position* box of the Issue Paper template as per normal procedure, with no reference to this temporary ad-hoc process.
10. Committee to prepare minutes of each Virtual Meeting containing high level summary of the discussion and the decision-making process concerning the CIPs reviewed.
 - a. At each Virtual Meeting, one of the ten participants to volunteer to take the meeting minutes in a format acceptable to the minutes’ taker.
 - b. Any comments provided in the preparation phase of the Virtual Meetings need to be dispositioned into the meeting minutes.
 - c. Meeting minutes to be agreed and signed by all Committee members prior to official distribution. E-mail acceptance of the minutes could be considered as a valid signature.
11. Meeting minutes to be distributed, along with the Issue Papers (if any) dispositioned at the Virtual Meetings, to the IMRBPB / MPIG / RMPiG Leadership Teams at latest three days after the end of each Virtual Meeting.
12. Final Committee activity results to be summarized to all Authority and Industry participants at the IMRBPB Annual Meeting.