PMDA Notification No. 0302070
March 2, 2012
Final amendment: May 8, 2025

To (Note)

Chief Executive, Pharmaceuticals and Medical Devices Agency

Implementation Guidelines for Formal Consultation, Confirmation of Certification, etc. Conducted by Pharmaceuticals and Medical Devices Agency

The implementation guidelines for formal consultation, confirmation of certification, etc. conducted by Pharmaceuticals and Medical Devices Agency (hereinafter referred to as "PMDA") shall be specified as follows. Please notify the members of your association.

Note

1. Implementation guidelines for formal consultation (guidance and advice [including evaluation of data, etc. necessary for approval applications including protocols of drugs, medical devices, regenerative medical products, and quasi-drugs [hereinafter referred to as "data, etc."] PMDA provides on the data, etc. according to the provisions in Article 15, Paragraph 1, Item 5, B of the Act on Pharmaceuticals and Medical Devices Agency [Act No.192 of 2002, hereinafter referred to as "PMDA Act"], the same applies hereinafter) (excluding regulatory science strategy consultations [hereinafter referred to as "RS strategy consultations"])
   (1) Implementation guidelines for formal consultation for clinical trial consultations for new drugs (only prescription drugs, the same applies hereinafter) and biological products, etc. (Attachment 1)
   (2) Implementation guidelines for formal consultation for safety consultations for drugs (consultations related to ICH S1B (R1) guidelines) (Attachment 1-2)
   (3) Implementation guidelines for formal consultation for comprehensive Sakigake (breakthrough products) evaluation consultations (Attachment 2)
   (4) Implementation guidelines for formal consultation for prior assessment consultations for new drugs (Attachment 3)
   (5) Implementation guidelines for formal consultation for consultations on eligibility for priority review or consultations on eligibility for conditional approval for new drugs (Attachment 4)
   (6) Implementation guidelines for formal consultation for pharmacogenomics/biomarker consultations (Attachment 5)
   (7) Implementation guidelines for formal consultation for consultations on generic drugs (Attachment 6)
   (8) Implementation guidelines for formal consultation for consultations on prior confirmation of minor change notifications for drugs (Attachment 6-2)
   (9) Implementation guidelines for formal consultation for consultations on prior confirmation of change control for generic drugs (Attachment 6-3)
   (10) Implementation guidelines for formal consultation for consultations on confirmation of MF for generic drugs (Attachment 6-4)
   (11) Implementation guidelines for formal consultation for consultations on guidance/OTC drugs (Attachment 7)

(12) Implementation guidelines for formal consultation for clinical trial consultations for regenerative medical products (Attachment 8)
(13) Implementation guidelines for formal consultation for prior assessment consultations for regenerative medical products (Attachment 9)
(14) Implementation guidelines for formal consultation for follow-up consultations of formal consultation for drugs and regenerative medical products (Attachment 10)
(15) Implementation guidelines for formal consultation for consultations on submission of electronic study data for new drugs (Attachment 11)
(16) Implementation guidelines for formal consultation in preparation meeting of formal consultation for medical devices and in vitro diagnostics (Attachment 12)
(17) Implementation guidelines for formal consultation for clinical trial consultations, etc. for medical devices and in vitro diagnostics (Attachment 13)
(18) Implementation guidelines for formal consultation for GCP/GLP/GPSP consultations (Attachment 14)
(19) Implementation guidelines for formal consultation for simple consultations (Attachment 15)
(20) Implementation guidelines for formal consultation for simple consultations on prior confirmation of change notification for medical devices (Attachment 15-2)
(21) Implementation guidelines for formal consultation for simple consultations on prior confirmation of change notification for drugs, simple consultations on prior confirmation of change notification for generic drugs, and simple consultations on prior confirmation of change notification for OTC drugs (Attachment 15-3)
(22) Implementation guidelines for formal consultation for simple consultations on applicability to certification standards (Attachment 15-4)
(23) Implementation guidelines for formal consultation for simple consultations after simultaneous inspection of generic drugs (Attachment 15-5)
(24) Implementation guidelines for formal consultation for development consultations for quasi-drugs (Attachment 24)
(25) Implementation guidelines for formal consultation for consultations on prior confirmation for quasi-drugs (Attachment 24-2)
(26) Implementation guidelines for formal consultation for evaluation consultations for remanufactured single-use medical devices (QMS compliance confirmation) (Attachment 25)
(27) Implementation guidelines for formal consultation for consultations on epidemiological surveys for drugs (Attachment 26)
(28) Implementation guidelines for formal consultation for consultations on revision of package inserts of drugs/regenerative medical products (Attachment 27)
(29) Implementation guidelines for formal consultation for consultations on innovative manufacturing technologies for drugs (Attachment 32)
(30) Implementation guidelines for formal consultation for consultations on BCS-based biowaivers for drugs (Attachment 34)
(31) Implementation guidelines for formal consultation for consultations on eligibility for public knowledge-based applications for drugs (Attachment 36)

2. Implementation guidelines for pre-consultation meetings for new drugs, generic drugs, OTC drugs, regenerative medical products, and quasi-drugs (Attachment 16)

3. Implementation guidelines for general consultations for medical devices and in vitro diagnostics (Attachment 17)

4. Implementation guidelines for simultaneous application consultations for medical devices (Attachment 18)

5. Implementation guidelines for follow-up meetings for medical devices (Attachment 19)

6. Implementation guidelines for guidance and advice provided by PMDA on GCP and GLP compliance, etc. of data to be attached to approval applications and GCTP for regenerative medical products for the items subject to formal consultation involving evaluation of data, etc. and the items subject to priority formal consultation

   Implementation guidelines for consultations on assessment of compliance with integrity standards (Attachment 20)

7. Guidelines for consultations on the data related to already-completed post-marketing clinical studies, use-results surveys, or specified use-results surveys among data to be attached at the time of re-examination application for drugs or use-results evaluation application for medical devices, in which the GPSP implementation system, etc. at the time of implementation of these studies or surveys are confirmed and PMDA conducts assessments for substantial compliance.
   (1) Implementation guidelines for consultations on compliance assessment for re-examination of drugs (Attachment 20-2)
   (2) Implementation guidelines for consultations on compliance assessment for use-results evaluation for medical devices (Attachment 20-4)

8. Implementation guidelines for guidance and advice provided by PMDA regarding integrity of data on clinical studies, etc. that serve as rationale for revision of package inserts of drugs/regenerative medical products

   Implementation guidelines for consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products (Attachment 20-3)

9. Guidelines for preparation of application forms for confirmation of certification (confirmatory investigation of export certificate for drugs, quasi-drugs, cosmetics, medical devices, and regenerative medical products pursuant to the provisions of Article 15, Paragraph 1, Item 5, F or Article 15, Paragraph 1, Item 7, B of PMDA Act, the same applies hereinafter)

   Guidelines for preparation of application forms for confirmation of certification such as approval document/package insert (Attachment 21)

10. Guidelines for use of the storage room for compliance assessment materials (use of the storage room at the time of document-based compliance assessment conducted by PMDA pursuant to the provisions of Article 14-2, Paragraph 1, Article 23-2-7, Paragraph 1, or Article 23-27, Paragraph 1 of the Pharmaceuticals and Medical Devices Act, the same applies hereinafter)

    Guidelines for use of storage room for compliance assessment materials (Attachment 22)

11. Guidelines for use of the video conferencing system at the Kansai Branch in formal consultation, etc. (Attachment 23)

12. Guidelines for use of the online meeting system in formal consultation, etc. (Attachment 23-2)

13. Implementation guidelines for guidance and advice provided by PMDA on general way of thinking, etc. of quality improvement and reliability assurance of registries or databases that may be utilized for approval applications, re-examination applications, or use-results evaluation applications

    Consultations on utilization of medical device registries (Attachment 29)

    Consultations on utilization of drug/regenerative medical product registries (Attachment 29-2)

    Consultations on utilization of drug databases (Attachment 29-3)

14. Implementation guidelines for confirmation and advice provided by PMDA on the reliability

of the registries or databases which are planned to be utilized for individual items for which approval applications, re-examination applications, or use-results evaluation applications are planned

Consultations on GLP/GCP/GPSP compliance assessment of medical device registries (Attachment 30)

Consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries (Attachment 30-2)

Consultations on GLP/GCP/GPSP compliance assessment of drug databases (Attachment 30-3)

15. Implementation guidelines for formal consultation for consultations related to the Cartagena Act (Attachment 31)

16. Implementation guidelines for pre-consultation meetings for consultations related to the Cartagena Act (Attachment 16-2)

17. Implementation guidelines for meetings on development pipelines of drugs (Attachment 33)

18. Implementation guidelines for formal consultation for consultations on confirmation of pediatric drug development programs (Attachment 35)

For products that are considered to correspond to combination products, it shall be individually determined whether or not they correspond to drugs, medical devices, or regenerative medical products in consideration of the main functions and purposes of the products. The formal consultation for combination products shall be basically handled according to the product category to which each product ultimately corresponds; however, it should be noted that the formal consultation according to the category of drugs, machines and equipment, or processed cells, etc. that constitute each product may be separately required depending on the combination products and desired contents of the advice.

Regardless of the provisions of this notification, the following shall be implemented for the time being on a trial basis by a method to be separately notified.

- 4. (1) and 5. (1) of the implementation guidelines for formal consultation for safety consultations for drugs (consultations related to ICH S1B (R1) guidelines) (Attachment 1-2)
- 2., 4., and 7. of the implementation guidelines for formal consultation for consultations on generic drugs (Attachment 6)
- 4. and 5. of the implementation guidelines for formal consultation for consultations on innovative manufacturing technologies for drugs (Attachment 32)
- 4. and 5. of the implementation guidelines for formal consultation for consultations on BCS-based biowaivers for drugs (Attachment 34)

In vitro diagnostics in this notification include OTC test agents.

(Attachment 1)

Implementation guidelines for formal consultation for clinical trial consultations for new drugs and biological products, etc.[1)]

1. Categories and contents of formal consultation

Categories and contents of formal consultation covered by these implementation guidelines are shown in Appendix 1 of this notification. In the development of a drug for which the implementation of an expanded access program is expected, it is recommended to use the consultation on clinical study design for the pivotal clinical trials[2)] as much as possible.

2. Scheduling of formal consultation

When requesting scheduling of formal consultation, please prepare the request form for scheduling of formal consultation according to the following procedure and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. Please note that the forms that arrive outside the reception hours are not accepted.

(1) When requesting the formal consultation under the consultation categories shown in Appendix 1 of this notification (excluding consultations on procedures for drugs, consultations before the start of the expanded access program for drugs, consultations on plans for post-marketing clinical studies, etc. of drugs, and consultations at the end of post-marketing clinical studies, etc. of drugs), please enter necessary information in "Request form for scheduling of formal consultation" (Attached Form 1 of this notification) in order to schedule the implementation. For drugs for which priority handling of formal consultation is desired among those designated for priority formal consultation (including drugs subject to the SAKIGAKE Designation System and those designated as pioneer drugs [hereinafter referred to as the "SAKIGAKE-designated drugs"], drugs designated as orphan drugs that are considered eligible for priority review, and drugs designated as drugs for specified use, hereinafter referred to as "priority formal consultation products"), please follow the procedure in (2).

For consultations on drug application data packages for the products developed under Study Group on Unapproved and Off-label Drugs of High Medical Need and the products developed by investigator-initiated clinical trials, please apply for a pre-consultation meeting (see Attachment 16 of this notification; free of charge) before submission of the request form for scheduling, and be sure to discuss in advance with the person in charge at PMDA the eligibility to the consultation, consultation items, contents of submission data, scheduled timing of the consultation, etc.

[1] The date and time when the request form for scheduling of formal consultation is accepted will be posted on the PMDA website. In principle, the form will be accepted from 10:00 a.m. to 4:00 p.m. on the first business day of the month 2 months before the month in which the consultation is conducted. However, the date will be changed depending on the situation. Please check the PMDA website.

[2] If multiple consultation applications are made on the same day, the schedule will be adjusted with reference to the points of each item calculated based on the point calculation method in the "Point calculation method for items for which scheduling of formal consultation is requested" (Appendix 1-2 of this notification).

(2) When requesting consultations on procedures for drugs, consultations before the start of the expanded access program for drugs, consultations on plans for post-marketing clinical studies, etc. of drugs, and consultations at the end of post-marketing clinical studies, etc. of drugs, or requesting priority handling of formal consultation for priority formal consultation products, please correct the title part of Form No. 1 or 2 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and

Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for scheduling of formal consultation" and enter necessary information to schedule the formal consultation. If it is unknown whether or not the planned consultation falls under the category of consultations on procedures for drugs, please check it in advance through the pre-consultation meeting, etc. The request will be accepted from Monday to Friday, excluding nonbusiness days such as national holidays.

(3) Even if the above (1) is applicable, the formal consultation may be scheduled separately from (1) if PMDA judges it necessary to provide the formal consultation in a timely and appropriate manner when, for example, prompt response is considered to be required from the viewpoint of health and hygiene. Please check the necessity at the pre-consultation meeting, etc. where necessary.

3. Forms of consultation

(1) Written advice

Written advice will be provided when the prior consent of the consulter is obtained for the product items for which a decision has been made to provide formal consultation based on the scheduling of formal consultation in 2. above. When requesting written advice, please state that written advice is desired in the request form for scheduling of formal consultation and the "Application form for formal consultation for drugs" (Form No. 1 or 2 of the Administrative Instructions for the Statement of Operating Procedures, the same applies hereinafter) which will be submitted upon receiving the result of scheduling. If there is any unclear point, please confirm it appropriately at the pre-consultation meeting, etc.

(2) Consultation on development strategies

Please apply for this consultation in consideration of the following points.

- In the consultation on development strategies, PMDA and the consulter discuss the whole picture of the development plan of the drug concerned, application data package, etc., assuming certain development results that are expected based on the study results obtained as of the time of consultation from a scientific perspective, while taking into account future forecasts, for the purpose of formulating the development strategies for the drug that are as efficient and effective as possible.
- Therefore, PMDA's judgment, etc. may change depending on the study results obtained after the consultation, changes in the validity of hypothesis setting due to advancement of science and technology, etc.
- When applying for this consultation, please enter "with consultation on development strategies" in the column for "Type of consultation" of the request form for scheduling of formal consultation and the application form for formal consultation for drugs and clearly indicate that the consultation is related to development strategies for each consultation item in the consultation materials.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). The request form for scheduling of formal consultation submitted according to 2. (1) above will be received from 10:00 a.m. to 4:00 p.m.

4. How to schedule formal consultation

(1) If the request form for scheduling of formal consultation is submitted according to the above 2. (1), the formal consultation will be scheduled according to the following procedure for each review category specified in Appendix 9 of this notification.

[1] The formal consultation will be scheduled with reference to the column for "Desired date and time" of the request form for scheduling of formal consultation and the calculated points.

[2] If it cannot be scheduled on any date and time listed in the column for "Desired date and time," it will be discussed over the phone on the second or third business day after the date of receipt whether it is possible to set another date and time within 1 month before or after the month in which scheduling was requested, in principle.

(2) If the request form for scheduling of formal consultation is submitted according to the above 2. (2), the formal consultation will be scheduled at any time, separately from (1).

5. Notification of schedule, etc. of formal consultation

(1) The result of scheduling of formal consultation will be communicated by fax to the contact of the consulter as "Information on formal consultation" within 5 business days from the date of receipt, in principle.

(2) Even when written advice is provided, the date of formal consultation will be the date of formal consultation determined by the scheduling in 4. above for administrative operation.

6. Payment of fee for formal consultation and application for formal consultation

(1) Please transfer the fee for the applicable consultation category from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on formal consultation in 5. (1) above or on the date of delivery of materials, whichever comes first, enter necessary information in the application form for formal consultation for drugs, and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively. For priority formal consultation for the SAKIGAKE-designated drugs, please transfer the fee and apply for formal consultation within 15 business days counting from the day after the receipt of the information on formal consultation in 5. (1) above, regardless of the date of delivery of materials.

(2) If the content of the column for "Outline of consultation" in the application form for formal consultation for drugs does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(3) Please enter the result of scheduling in the application form for formal consultation for drugs. In this regard, even in the case of written advice, please enter the scheduled date of formal consultation in 5. (2) above.

7. Materials for formal consultation

Please submit the materials for formal consultation to the Review Management Division, Office of Review Management by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

(1) Date of submission of materials

The date of submission of consultation materials will be notified in the information on formal consultation (excluding priority formal consultation for the SAKIGAKE-designated drugs). The date of submission of materials will be as described in the following guide, but for the period including the public holidays in late April to early May, the year-end, the beginning of the year, etc. in cases of the clinical trial consultations in [1] and [2], it will be Monday, one more week before the following (by 3:00 p.m.).

[1] For consultations on procedures for drugs and consultations before the start of the expanded access program for drugs, Monday 2 to 3 weeks before the scheduled date of formal consultation (by 3:00 p.m.), in principle

[2] For clinical trial consultations other than consultations on procedures for drugs, consultations before the start of the expanded access program for drugs, and priority formal consultation, Monday 5 weeks before the scheduled date of formal consultation (by 3:00 p.m.), in principle

[3] For priority formal consultation for the SAKIGAKE-designated drugs, the date of submission of the request form for scheduling of formal consultation (by 3:00 p.m.), in principle. For priority formal consultation for the products other than the SAKIGAKE-designated drugs, the date of submission will be separately specified.

(2) If the person in charge of consultations at PMDA consults the consultation applicant in advance about moving up the date of submission of materials and the applicant agrees, the date may be earlier than the above guide.

(3) When applying for a consultation before the start of the expanded use program for drugs at the same time with a consultation after completion of Phase II studies for drugs or a pre-application consultation for drugs, submission of the submission data (clinical study reports of completed studies, related papers, etc.) which are exactly the same as those for the consultation after completion of Phase II studies for drugs or the pre-application consultation for drugs can be omitted for the consultation before the start of the expanded access program for drugs. Please follow the application procedures, etc. for each consultation.

8. Contents to be included in materials for formal consultation

(1) The contents to be included in the materials differ depending on consultation items. For example, for consultations on the clinical trial plan for new drugs, biological products, etc., the materials including the following information overall would be considered useful.

[1] Treatment methods for the disease

If there are similar drugs, please prepare a comparison table for indications, dosage and administration, precautions, etc.

[2] Problems with existing treatment methods and expected advantages of the investigational product

Please show the problems with existing treatment methods, if any, and explain the possible advantages of the investigational product, if any.

[3] Package inserts in Europe and the U.S. and their Japanese translations

If the package insert is the same in EU countries, an English version of one country is sufficient.

[4] Development history diagram

Please prepare a list of major items among pharmaceutical development, nonclinical studies, Japanese and overseas Phase I studies, Phase II studies, Phase III studies, etc. that shows each one from the start to the end in a chronological table.

In addition, except for changes in the name of the developing company due to merger, etc., if the developer is changed, please clearly describe the change.

[5] Complete clinical data package

A Describe the clinical package to be used for approval application by adding the study number and study period (if it is a planned period, to that effect) to the studies in the categories such as pharmacokinetic studies, pharmacodynamic studies, Phase II dose-finding studies, Phase III comparative studies, etc.

B If use of overseas data is being considered, please describe them separately for Japan and overseas. If development by bridging strategy is planned, please indicate the bridging studies and the study for which bridging studies will be conducted.

[6] Latest Investigator's Brochure

A In the case of the first formal consultation for an item subject to the initial clinical trial notification, please prepare more detailed data on nonclinical study results.

B In the case of drugs that fall in the category of, or are expected to fall in the category of biological products (including specified biological products) and drugs manufactured using the genetic recombination technology, please prepare more detailed data on quality such as manufacturing method.

[7] Draft protocol and draft written information for patients

[8] List of clinical studies

Please compile the results of clinical studies in Japan and the overseas clinical studies use of which for approval application is being considered in accordance with Table 5.1 in Appendix 5 of the "Guidelines for Preparation of Data To Be Attached to Marketing Application for Manufacturing or Import Approval Application for New Drugs" (PMSB/ELD Notification No. 899 of the Evaluation and Licensing Division, Pharmaceutical and Medical Safety Bureau, Ministry of Health, Labour and Welfare, dated June 21, 2001, hereinafter referred to as "Notification of Guidelines for Preparation of Data"), and prepare a list.

If the manufacturing method, specifications, etc. of the drug product used in each clinical study are different, please indicate this in the remarks column.

[9] List of toxicity studies

Please compile the toxicity studies that have already been conducted in accordance with Table 2.3.7.1 of Appendix 4 of the Notification of Guidelines for Preparation of Data and prepare a list.

[10] Related papers

It is sufficient to include important ones only.

[11] Record of previous formal consultation (including clinical trial consultations) (only if applicable)

[12] Latest periodic safety report (only if applicable)

(2) In the consultations on clinical trials conducted by persons who intend to be sponsor-investigators, please prepare at least the following submission data for application even if the persons concerned do not know the entire development plan.

[1] Treatment methods for the disease

If there are similar drugs, please prepare a comparison table for indications, dosage and administration, precautions, etc.

[2] Problems with existing treatment methods and expected advantages of the investigational product

Please show the problems with existing treatment methods, if any, and explain the possible advantages of the investigational product, if any.

[3] Package inserts in Europe and the U.S. and their Japanese translations

If the package insert is the same in EU countries, an English version of one country is sufficient.

[4] Latest Investigator's Brochure

[5] Draft protocol and draft written information for patients

[6] Related papers

It is sufficient to include important ones only.

9. Cancellation and schedule change of formal consultation

(1) When cancelling the formal consultation after its application (for priority formal consultation for the SAKIGAKE-designated drugs, after the submission of the request form for scheduling of formal consultation) before the date of implementation at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. When a decision is made to cancel priority formal consultation for a SAKIGAKE-designated drug after submission of the request form for scheduling of formal consultation before application, please file the application and then submit the "Request for withdrawal of application for formal consultation."

For formal consultation other than priority formal consultation for the SAKIGAKE-designated drugs, if the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it along with the "Request for withdrawal of application for formal consultation," half of the fee will be refunded. Please note that the fee for priority formal consultation for the SAKIGAKE-designated drugs will not be reimbursed.

(2) When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. For formal consultation other than priority formal consultation for the SAKIGAKE-designated drugs, if the applicant enters necessary information in, and submits also the "Request form for reimbursement of fees for review, etc. for drugs, etc.," half of the fee will be refunded. Please note that the fee for priority formal consultation for the SAKIGAKE-designated drugs will not be reimbursed.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

10. Implementation of formal consultation

(1) Please notify the person in charge at PMDA of the number of attendees, whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend), and the equipment to be used for presentation, by the day before the formal consultation.

The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.

(2) On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

(3) For consultations other than consultations on procedures for drugs and consultations before the start of the expanded access program for drugs, explanation of consultation items by the consulter and guidance and advice by PMDA shall be provided within approximately 120 minutes as a whole. In this regard, please make a presentation on the outline of consultation items from the consulter side for about 20 minutes. After that, the consultation will be provided. Please submit a copy of the presentation materials to the person in charge of consultation by e-mail, etc. preferably one week in advance and no later than two days in advance.

(4) For consultations on procedures for drugs, explanation of consultation items by the consulter and guidance and advice by PMDA shall be provided within approximately 30 minutes as a

whole. In principle, expert advisors will not be present.

(5) For consultations before the start of the expanded access program for drugs, explanation of consultation items by the consulter and guidance and advice by PMDA shall be provided within approximately 60 minutes as a whole.

11. Communication of record of formal consultation

After the completion of the formal consultation, PMDA will have the consulter check the contents, prepare the record, and send it to the consulter. For consultations on procedures for drugs, the points of the consultation are summarized briefly.

12. Other

(1) The opinion of PMDA on the contents of the consultation will be presented in writing before the formal consultation.

Note:

1) Biological products, drugs manufactured using the genetic recombination technology, and drugs that require special attention to manufacturing control or quality control designated by the Minister of Health, Labour and Welfare based on the provisions of Article 80, Paragraph 2, Item 7, E of the Order for Enforcement of the Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices (Cabinet Order No. 11 in 1961) (drugs manufactured by applying the technology of culturing human or animal cells, specified biological products).
2) Clinical trials at the final stage of the development in Japan conducted for the purpose of verification of efficacy and safety usually after the indications and dosage and administration are established through a series of development.

(Attachment 1-2)

Implementation guidelines for formal consultation for safety consultations for drugs (consultations related to ICH S1B (R1) guidelines)

In safety consultations for drugs (consultations related to ICH S1B (R1) guidelines), consultation is provided as follows on the validity of exemption (or no exemption) from rat carcinogenicity studies or, in addition, the appropriateness, etc. of carcinogenicity evaluation of drugs including mouse carcinogenicity evaluation in accordance with "TESTING FOR CARCINOGENICITY OF PHARMACEUTICALS (S1B (R1))" (hereinafter referred to as "ICH S1B (R1) guidelines").

1. Subject of consultation

Based on ICH S1B (R1) guidelines, all drugs that require carcinogenicity studies described in ICH S1A, "Guideline on the Need for Carcinogenicity Studies of Pharmaceuticals" (PAB/ELD Notification No. 315 dated April 14, 1997) are covered. For carcinogenicity evaluation of biotechnology-derived pharmaceuticals, please examine whether or not carcinogenicity studies are needed and consider applying for the consultation as necessary, with reference to ICH S6 (R1), "Preclinical Safety Evaluation of Biotechnology-derived Pharmaceuticals" (PFSB/ELD Notification No. 0323-1 dated March 23, 2012).

2. Category of formal consultation

- Safety consultations for drugs (consultations related to ICH S1B (R1) guidelines)

3. Application for formal consultation

When requesting this formal consultation, prior to the application for the consultation, please apply for a pre-consultation meeting (see Attachment 16 of this notification, free of charge) and be sure to discuss in advance with a person in charge at PMDA the applicability to this consultation, contents of the materials to be submitted, appropriateness of the application for the consultation, scheduled timing of the consultation, etc. The duration of the pre-consultation meeting is up to 1 hour. At the pre-consultation meeting, it is recommended to submit the consultation materials (draft) shown in 9., but if it is difficult, the outline (including supplementary explanation of the outline) is sufficient. Based on the materials submitted at the pre-consultation meeting and the issues sorted out at the pre-consultation meeting, the person in charge at PMDA will provide guidance for the application for the consultation if it is judged possible to apply for the consultation.

4. Scheduling of formal consultation

(1) When requesting the consultation after the pre-consultation meeting, please enter necessary information in the "Request form for scheduling of formal consultation (safety consultations for drugs [consultations related to ICH S1B (R1) guidelines])" (Attached Form 1-2 of this notification) and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. For drugs for which priority handling of formal consultation is desired among those designated for priority formal consultation (including drugs subject to the SAKIGAKE Designation System and those designated as pioneer drugs [hereinafter referred to as the "SAKIGAKE-designated drugs"], drugs designated as orphan drugs that are considered eligible for priority review, and drugs designated as drugs for specified use, hereinafter referred to as "priority formal consultation products"), please follow the procedure in (2).

The date and time when the request form for scheduling of formal consultation is accepted will be posted on the PMDA website. In principle, the form will be accepted from 10:00 a.m.

to 4:00 p.m. on the first business day of the month 4 months before the month in which the consultation is conducted. However, the date may be changed depending on the situation. Please check the PMDA website. Please note that the forms that arrive outside the designated hours are not accepted.

(2) When requesting priority handling of formal consultation for priority formal consultation products, please correct the title part of Form No. 1 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for scheduling of formal consultation" and enter necessary information to schedule the formal consultation. The request will be accepted from Monday to Friday, excluding nonbusiness days such as national holidays.

(3) Even if the above (1) is applicable, the formal consultation may be scheduled separately from (1) if PMDA judges it necessary to provide the formal consultation in a timely and appropriate manner when, for example, prompt response is considered to be required from the viewpoint of health and hygiene. Please check the necessity at the pre-consultation meeting, etc. where necessary.

(Points to consider)

- PMDA's judgment, etc. may change depending on the study results or findings obtained after the consultation, new information that stems from advancement of science and technology, etc.
- Written advice will be scheduled as described in 4. above and provided when the prior consent of the consulter is obtained for the product items for which a decision has been made to provide formal consultation.

Contact for applications and inquiries (if any):	
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency	
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013	
Phone (direct)	03-3506-9556
Fax	03-3506-9443
E-mail:	shinyaku-uketsuke@pmda.go.jp
Reception hours for inquiries:	From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). The request form for scheduling submitted according to 4. (1) above will be received from 10:00 a.m. to 4:00 p.m.

5. How to schedule formal consultation

(1) If the request form for scheduling of formal consultation is submitted according to the above 4. (1), the formal consultation will be scheduled according to the following procedure for each review category specified in Appendix 9 of this notification.

[1] The formal consultation will be scheduled with reference to the column for "Desired date and time" and the column for "points" of the request form for scheduling of formal consultation.

[2] If it cannot be scheduled on any date and time listed in the column for "Desired date and time," it will be discussed over the phone on the second or third business day after the date of receipt whether it is possible to set another date and time within 1 month before or after the month in which scheduling was requested, in principle.

(2) If the request form for scheduling of formal consultation is submitted according to the above 4. (2), the formal consultation will be scheduled at any time, separately from (1).

6. Notification of schedule, etc. of formal consultation

(1) The result of scheduling of formal consultation will be communicated by e-mail or fax to the contact of the consulter as "Information on formal consultation" within 5 business days from the date of receipt, in principle.

(2) Even when written advice is provided, the date of formal consultation will be the date of formal consultation determined by the scheduling in 4. above for administrative operation.

7. Payment of fee for formal consultation and application for formal consultation

(1) Please transfer the fee for the category of the consultation from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on formal consultation in 6. (1) above or on the date of delivery of materials, whichever comes first, enter necessary information in Form No. 1 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for formal consultation for drugs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively. For priority formal consultation for SAKIGAKE-designated drugs, please transfer the fee and apply for formal consultation within 15 business days counting from the day after the receipt of the information on formal consultation in 6. (1) above, regardless of the date of delivery of materials.

(2) If the content of the column for "Outline of consultation" in the application form for formal consultation for drugs does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(3) Please enter the result of scheduling in the application form for formal consultation for drugs. In this regard, even in the case of written advice, please enter the scheduled date of formal consultation in 6. (2) above.

8. Consultation materials

(1) How to submit materials

Please submit the materials for formal consultation to the Review Management Division, Office of Review Management by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

(2) Date of submission of materials

The date of submission of consultation materials will be notified in the "Information on formal consultation." In principle, it will be Monday (by 3:00 p.m.) 13 weeks before the scheduled date of formal consultation. For the period including the public holidays in late April to early May, the year-end, the beginning of the year, etc., however, it will be Monday one more week before the above (by 3:00 p.m.).

For priority formal consultation for the SAKIGAKE-designated products, the materials can be submitted on the same day as the submission of the request form for scheduling (by 3:00 p.m.) in 4. (2) above.

If the person in charge of the consultation at PMDA consults the consultation applicant in advance about moving up the date of submission of materials and the applicant agrees, the date

may be earlier than the above guide.

If submission of materials on the same day as the submission of the request form for scheduling is desired for priority formal consultation for the SAKIGAKE-designated products, please consult appropriately in the pre-consultation meeting, etc.

(3) In safety consultations for drugs (consultations related to ICH S1B (R1) guidelines), in order to hold the expert discussion, please submit the materials on the conflict of interests of commissioned expert advisors related to holding of expert discussion (a list of expert advisors involved in preparation of consultation materials, and a list of items competing with the item for which application is planned and a list of involved advisors [as needed]) to the person in charge of the consultation after receiving the "Information on formal consultation."

9. Contents to be included in consultation materials

The following information should be included in the materials.

- The circumstances that led to and background information of the consultation related to ICH S1B (R1) guidelines, summary of results of each element related to the Weight of Evidence approach, and materials showing the interpretation (in Japanese; English materials should also be submitted if they can be submitted in addition to Japanese materials.)
- A list comparing the systemic exposure (Cmax, AUC, etc.) to the active ingredient with planned approved dosage and administration and the systemic exposure (Cmax, AUC, etc.) at each dose (including no observed adverse effect level and maximum dose) in the main toxicity studies. If there is any concern for metabolites, a list comparing systemic exposure to metabolites (if a corresponding list is presented in Investigator's Brochure, etc., it can replace the metabolite list).
- Materials supporting the above consultation materials (e.g., final reports, published literature or information, findings on the presence or absence of results of carcinogenicity studies of the drugs, etc. with similar mechanism of action, other materials contributing to explanation, etc.)
- Latest Investigator's Brochure
- Judgement of overseas regulatory authorities on the exemption from rat carcinogenicity studies based on ICH S1B (R1) and the submitted data that served as the basis for the judgement (only when applicable)

10. Cancellation and schedule change of consultation

(1) When cancelling the consultation after submission of the application form (for priority formal consultation for the SAKIGAKE-designated drugs, after the submission of the request form for scheduling of formal consultation) before the date of implementation at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded. When a decision is made to cancel priority formal consultation for a SAKIGAKE-designated drug after submission of the request form for scheduling of formal consultation before application, please file the application and then submit the "Request for withdrawal of application for formal consultation."

For formal consultation other than priority formal consultation for the SAKIGAKE-designated drugs, if the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it along with the "Request for withdrawal of application for formal consultation," half of the fee will be refunded. Please note that the fee for priority formal consultation for the SAKIGAKE-designated drugs will

not be reimbursed.

(2) When changing the date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded. For formal consultation other than priority formal consultation for the SAKIGAKE-designated drugs, if the applicant enters necessary information in, and submits also the "Request form for reimbursement of fees for review, etc. for drugs, etc.," half of the fee will be refunded. Please note that the fee for priority formal consultation for the SAKIGAKE-designated drugs will not be reimbursed.

(3) When the date is to be changed at the convenience of PMDA or when PMDA considers that the change of the date is inevitable, submission of "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

11. Implementation of formal consultation

(1) Please notify the person in charge of the consultation at PMDA of the number of attendees and whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the formal consultation.

The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.

(2) On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

(3) Basically, no presentation will be made. If a presentation is necessary, please contact the person in charge of the consultation at PMDA.

(4) The consultation should be within about 120 minutes as a whole.

12. Procedures for communication of formal consultation records and evaluation of validity, etc. of exemption from carcinogenicity studies

(1) After the completion of the formal consultation, PMDA will have the consulter check the contents, prepare the record, and send it to the consulter.

(2) For the evaluation of the validity, etc. of exemption from carcinogenicity studies in safety consultations for drugs (consultations related to ICH S1B (R1) guidelines), the validity, etc. of the exemption will be judged after obtaining the opinions of expert advisors.

13. Other

(1) The opinion of PMDA on the contents of the consultation will be presented in writing before the formal consultation.

(2) Based on the opinion of PMDA on the contents of consultation, the advice can be switched to written advice. In this case, please contact the person in charge of the consultation at PMDA.

(Attachment 2)

Implementation guidelines for formal consultation for comprehensive SAKIGAKE evaluation consultations

PMDA is providing comprehensive Sakigake evaluation consultations as follows for the items designated under the "SAKIGAKE Designation System," which is the priority measure for the "SAKIGAKE Package Strategy" released by the Ministry of Health, Labour and Welfare on June 17, 2014 and the items designated as pioneer drugs, etc. (hereinafter referred to as the "SAKIGAKE-designated products") and the items designated for priority review of program medical devices in relation to the follow-up of the action plan for a new form of capitalism (cabinet decision on June 7, 2022) (hereinafter referred to as "items designated for priority review of program medical devices"). In addition, in vitro diagnostics, etc. developed in association with the development of therapeutic drugs, etc. designated for SAKIGAKE, etc. are covered by this consultation in the same manner as the SAKIGAKE-designated products, without SAKIGAKE designation, etc.

1. Categories and contents of comprehensive SAKIGAKE evaluation consultations

   Categories and contents of formal consultation covered by these implementation guidelines are shown in Appendix 2 of this notification.

2. Payment of fee for comprehensive SAKIGAKE evaluation consultations and application for comprehensive SAKIGAKE evaluation consultations

   For implementation of comprehensive SAKIGAKE evaluation consultations, please discuss with the review partner[1] at PMDA in advance the target product, category of the comprehensive SAKIGAKE evaluation consultation, contents of submitted data, number of copies to be submitted, timing at which they can be submitted, etc. (hereinafter referred to as "preliminary meeting," the department in charge may attend it as necessary) to coordinate these matters. After that, please transfer the fee for the category of the comprehensive SAKIGAKE evaluation consultation concerned from a commercial bank, etc., enter necessary information in the application form for comprehensive SAKIGAKE evaluation consultations (Form No. 1-2, 1-3, 1-4, and 1-5 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency [Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"]) for each consultation category, and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

   When transferring fees for multiple categories in a lump sum at the same time, please submit a copy of the transfer form and a breakdown of the transfer amount together with the consultation application form. However, please submit the application form for each category.

   Please note that if an overseas site inspection is conducted during the "comprehensive SAKIGAKE evaluation consultation (GMP/QMS/GCTP)," travel expenses for overseas site inspection will be charged after the overseas site inspection, separately from the fee paid at the time of application.

   For details of the amount of the fees and the transfer methods, please refer to Attached Table of the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November

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[1] Review partner: A person who coordinates between the developer and PMDA for the SAKIGAKE-designated product, etc. which he or she is in charge of and serves as the contact person on the PMDA side for this consultation.

21, 2014), respectively.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address:
(for drugs and regenerative medical products) shinyaku-uketsuke@pmda.go.jp
(for medical devices and in vitro diagnostics) kikitaishin-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(Points to consider)

- Comprehensive SAKIGAKE evaluation consultations are conducted for all categories in principle, but this does not apply if PMDA considers it unnecessary to do so.
- It is acceptable to apply for each category separately.
- If the content of the column for "Outline of consultation" in the application form for comprehensive SAKIGAKE evaluation consultations does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

3. Materials for comprehensive SAKIGAKE evaluation consultations

(1) Contents of materials and number of copies to be submitted

The contents of materials and the number of copies to be submitted will be confirmed at the preliminary meeting. For the basic structure of materials, see Appendix 2-2. In addition, please submit electronic files of all submission data.

For comprehensive SAKIGAKE evaluation consultations for drugs and regenerative medical products, it is acceptable to submit only electronic files.

(2) Deadline for submission of materials

Please submit the materials to the Review Management Division, Office of Review Management on the date and time determined at the preliminary meeting by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

4. Cancellation of comprehensive SAKIGAKE evaluation consultations

When cancelling the comprehensive SAKIGAKE evaluation consultation after its application before PMDA sends inquiries at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

5. Implementation of comprehensive SAKIGAKE evaluation consultations

In the preliminary meeting, the schedule of the entire consultation and the materials to be submitted will be confirmed. After that, the consultation will be conducted according to the schedule discussed in advance from the date when the materials are submitted to PMDA. The

flow is generally as follows.

In comprehensive SAKIGAKE evaluation consultations, it is important to have a thorough discussion at the preliminary meeting to smoothly carry out each consultation. Therefore, please closely collaborate with the review partner. For example, in the case related to compliance with GLP standards in the reliability category, PMDA considers it necessary to have a review period of about 3 months regarding the necessity of inspection of the study facilities. It is possible to divide the submitted materials for each consultation, so please confirm this point at the preliminary meeting.

(1) Submission of materials

After the application, please submit consultation materials.

(2) Inquiries sent by PMDA

PMDA sends inquiries to the consulter.

(3) Submission of responses

Please submit the responses to inquiries.

The written responses to inquiries in comprehensive SAKIGAKE evaluation consultations shall be handled in the same manner as those for usual formal consultation, and it is not necessary to sign or seal the cover of the written responses. The consulter may be asked to submit electronic media.

(4) Communication of application confirmation documents

For each category, at the time when it is speculated to be possible to handle the responses to inquiries, etc. within 6 months after the application (for regenerative medical products, an appropriate period of roughly 6 months in consideration of the period for response to inquiries, etc.), a document stating that the application is possible will be prepared and sent to the consulter. The period from the submission of materials for the first category to the communication of the application confirmation document for the last category shall be approximately 4 months. The application confirmation document may be prepared/communicated after application.

(Attachment 3)

Implementation guidelines for formal consultation for prior assessment consultations for new drugs

1. Categories and contents of prior assessment consultations

Categories and contents of prior assessment consultations covered by these implementation guidelines are shown in Appendix 3 of this notification.

2. Receipt of request form for prior assessment consultations

When requesting a prior assessment consultation, please enter necessary information in the request form for prior assessment consultations for drugs (Attached Form 2 of this notification) and submit it to the Review Management Division, Office of Review Management by e-mail to coordinate the implementation of the prior assessment consultation.

The period when the request form for prior assessment consultations is accepted will be notified in advance on the PMDA website, etc.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(Points to consider)

- In principle, a period of around 120 business days (6 months) is expected for a prior assessment consultation from submission of materials to preparation of an evaluation report. Therefore, it is desirable to apply for the items for which an evaluation report is finalized before the application.
- It is possible to apply for only some categories (e.g., nonclinical toxicity category), but if the consulter wishes to have consultation for more than one consultation category per product, please make arrangements so that the timing of submission of materials will be the same in principle.
- Implementation of the prior assessment consultation category (Phase II studies) and the prior assessment consultation category (Phase II/III studies) in an overlapping manner cannot be requested.
- For the items for which prior assessment consultations are held, the consulter can receive guidance and advice on compliance with GLP and GCP using consultations on assessment of compliance with integrity standards, if the consulter wishes to do so. Use of consultations on assessment of compliance with integrity standards may be useful in some cases. Please consult at the pre-consultation meeting, etc.

3. Notification of implementation, etc. of prior assessment consultations

After the request form for prior assessment consultations for drugs is submitted and accepted, implementation of the consultation will be coordinated. If the implementation, etc. is determined, it will be notified in writing to the contact of the person in charge.

4. Application for prior assessment consultations

If the implementation, etc. of a prior assessment consultation is determined, please apply for

a free pre-consultation meeting (refer to Attachment 16 of this notification) before applying for consultation and discuss in advance with the person in charge at PMDA the target product, category of the prior assessment consultation, contents of materials to be submitted, timing at which they can be submitted, etc.

5. Payment of fee for prior assessment consultations and application for prior assessment consultations

(1) When applying for a prior assessment consultation, please transfer the fee for the category of the prior assessment consultation from a commercial bank, etc., enter necessary information in Form No. 1 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for formal consultation for drugs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

When transferring fees for multiple categories in a lump sum at the same time, please submit a copy of the transfer receipt, etc. and a breakdown of the transfer amount together with the consultation application form. However, please submit the application form for each category.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) If the content of the column for "Outline of consultation" in the "Application form for formal consultation for drugs" does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

6. Materials for prior assessment consultations

Please submit the materials for prior assessment consultations for which in-house QA/QC has been completed to the Review Management Division, Office of Review Management by the deadline pre-determined at the pre-consultation meeting by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

7. Contents to be included in materials for prior assessment consultations

The materials to be evaluated will be checked at the pre-consultation meeting held prior to the consultation for each item, but please prepare the materials generally as follows for each category of prior assessment consultations. Please submit the following materials in order to conduct high-quality prior assessment consultations. If it is not possible to submit because of special circumstances, etc., please consult separately at the pre-consultation meeting.

(1) Common materials

[1] List of submission materials

Please prepare a list of submission materials and attach it. If possible, check the excess or deficiency of the submitted materials in advance based on the list of submission materials at the time of the pre-consultation meeting.

[2] CTD2.5 and 1.5 "Origin or history of discovery and history of development" and

"Introduction"

Describe as specifically as possible at the time of the prior assessment consultation according to the description in CTD at the time of application. If PMDA consultation has been conducted in the past, describe the background and attach the consultation record as necessary.

[3] Future development plans and issues before application

Please briefly describe the future development plan (ongoing or planned studies) in quality and nonclinical and clinical settings at the time of the prior assessment consultation and the issues before application considered by the consulter (issues that should be resolved by the time of application, in the opinion of the consulter).

[4] Package insert (draft)

Please prepare and submit the package insert (draft) that is as specific as possible at the time of preparation so that the dosage and administration (draft), indications (draft), etc. considered by the consulter at the time of the prior assessment consultation are clear. This document will be handled as a reference material.

(2) Prior assessment consultations (quality)

[1] CTD2.3 Quality overall summary (draft) and CTD Module 3 Quality (draft)

(Points to consider)

- Please specify the manufacturing site for commercial production as a planned site.
- Measured values and the data on the batches reflecting commercial production larger than the pilot scale required for formal stability studies (long-term storage test and accelerated test) are not mandatory. Please submit the data on the batches not reflecting commercial production larger than the pilot scale as a reference material.
- Regarding "2.3.S.2.5 Process Validation and/or Evaluation," "2.3.S.3.2 Impurities, " "2.3.S.4.4 Batch Analysis, " "2.3.S.4.5 Justification of Specifications, " "2.3.S.7 Stability, " "2.3.P.3.3 Manufacturing Process and Process Control," "2.3.P.3.4 Controls of Critical Steps and Intermediates," "2.3.P.3.5 Process Validation and/or Evaluation," "2.3.P.5.4 Batch Analysis," "2.3.P.5.5 Characterization of Impurities," "2.3.P.5.6 Justification of Specifications," "2.3.P.8 Stability," etc., please enter the data at the time of consultation.
- Please specify the container closure system as a planned system.

[2] Marketing approval application form for drugs (draft)

Please submit the marketing approval application form for drugs (draft) that is as specific as possible in the opinion of the consulter at the time of preparation. This document will be handled as a reference material.

[3] Application form for registration of the drug master file (draft)

When using the master file (hereinafter referred to as "MF," including planned use, the same applies hereinafter), please submit the application form for registration of the drug master file (or its draft). This document will be handled as a reference material.

(Points to consider)

- Please obtain the approval of MF registrants (including those planning to register, the same applies hereinafter) in advance. If cooperation from MF registrants cannot be obtained, sufficient evaluation may not be possible. Therefore, please discuss acquisition of information from MF registrants with them in advance.
- Please enter the person in charge of MF registrants and his/her contact information in the remarks column of the request form for prior assessment consultations.
- The MF registrants will submit the materials in the MF part. However, please coordinate with MF registrants in advance so that the timing of submission of materials does not greatly differ between the consulter and the MF registrants.
- The application form for registration of the drug master file (or its draft) and the part of 2.3.S to be prepared by MF registrants should be submitted separately by the MF registrants.
- A pre-consultation meeting may be held with MF registrants to confirm the timing of

submission of materials, etc.

- If there are inquiries about MF registration items, PMDA will make an inquiry directly to MF registrants.
- The evaluation report on the MF part will be separately prepared and sent to the MF registrants, in principle, because it includes the intellectual property of MF registrants.

(3) Prior assessment consultations (nonclinical)

CTD2.4 Nonclinical overview (draft), 2.6 Nonclinical written and tabulated summaries (draft), and CTD Module 4 Nonclinical study reports

(Points to consider)

- Please submit toxicity, pharmacology, and pharmacokinetics (nonclinical) together, in principle. When submitting each part separately, please submit the materials for each corresponding part in addition to CTD2.4.
- Regarding ongoing studies and planned studies, state to that effect in 2.6.2 Pharmacology written summary (draft), 2.6.3 Pharmacology tabulated summary (draft), 2.6.4 Pharmacokinetic written summary (draft), 2.6.5 Pharmacokinetic tabulated summary (draft), 2.6.6 Toxicology written summary (draft), and 2.6.7 Toxicology tabulated summary (draft).

(4) Prior assessment consultations (clinical)

CTD2.5 Clinical overview (draft), 2.7 Clinical summary (draft), and CTD Module 5 Clinical study reports (only applicable parts)

(Points to consider)

- Among Phase I study, Phase II study, and Phase II/III study categories, please submit the studies corresponding to the consultation category accepted.

8. Cancellation and schedule change of prior assessment consultations

(1) When cancelling the prior assessment consultation after its application before PMDA sends inquiries at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, “Request for withdrawal of application for formal consultation,” and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, “Request form for reimbursement of fees for review, etc. for drugs, etc.,” and submits it, half of the fee will be refunded.

(2) When changing the date at the convenience of the applicant, the applicant will be asked to submit the “Request for withdrawal of application for formal consultation” and apply again. Please submit the “Request for withdrawal of application for formal consultation” to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the “Request form for reimbursement of fees for review, etc. for drugs, etc.” and submits it, half of the fee will be refunded.

(3) When the date is to be changed at the convenience of PMDA or when PMDA considers that the change of the date is inevitable, submission of “Request for withdrawal of application for formal consultation” is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

9. Implementation of prior assessment consultations

The applicant and PMDA will hold the pre-consultation meeting about 1 month before the timing at which consultation materials can be submitted, to confirm the schedule of the entire consultation and the materials to be submitted. After that, the consultation will be conducted according to the schedule discussed in advance from the date when the materials are submitted to PMDA. The flow is generally as follows.

(1) Submission of materials

After the application, please submit consultation materials.

(2) Inquiries sent by PMDA

PMDA will send inquiries to the consulter within about 40 business days after the submission of consultation materials.

(3) Submission of responses

Please submit the responses to inquiries within about 30 business days after inquiries are sent.

The written responses to inquiries in prior assessment consultations shall be handled in the same manner as those for usual formal consultation, and it is not necessary to sign or seal the cover of the written responses.

(4) Communication of evaluation report

PMDA will prepare the evaluation report within about 35 business days after submission of responses, and notify the consulter. An evaluation report may be compiled for multiple categories.

(5) Finalization of evaluation report

The evaluation report will be corrected as necessary and finalized within about 15 business days after communication of the evaluation report. In this regard, if necessary, a meeting will be held to confirm the common understanding of issues, etc. for the application for the relevant item.

(Points to consider)

- When applying for the Phase II/III study category, please consult PMDA in advance about the timeline because it may exceed 6 months (6 months of the timeline is a rough standard).

(Attachment 4)

Implementation guidelines for formal consultation for consultations on eligibility for priority review or consultations on eligibility for conditional approval for new drugs

1. Categories and contents of formal consultation

[1] Consultations on eligibility for priority review for drugs

For new drugs for which priority review is desired before approval application among the drugs other than those subject to the SAKIGAKE Designation System and those designated as pioneer drugs (hereinafter referred to as the "SAKIGAKE-designated drugs"), orphan drugs, and drugs for specified use, eligibility for priority review is evaluated and the report is prepared.

[2] Consultations on eligibility for priority review for drugs (with pre-application consultations for drugs)

For new drugs for which priority review is desired before approval application among the drugs other than the SAKIGAKE-designated drugs, orphan drugs, and drugs for specified use, eligibility for priority review is evaluated and the report is prepared, in parallel with the implementation of pre-application consultation for drugs.

[3] Consultations on eligibility for priority review for orphan drugs

For new drugs for which priority review is desired among the items considered ineligible for priority review, but designated as orphan drugs in the early stage of development, eligibility for priority review is evaluated before approval application and the report is prepared.

[4] Consultations on eligibility for priority review for orphan drugs (with pre-application consultations for drugs)

For new drugs for which priority review is desired among the items considered ineligible for priority review, but designated as orphan drugs in the early stage of development, eligibility for priority review is evaluated before approval application and the report is prepared in parallel with the implementation of pre-application consultation for drugs.

[5] Consultations on eligibility for conditional approval for drugs

For new drugs for which application of the conditional approval system is desired before approval application, eligibility for conditional approval is evaluated and the report is prepared.

[6] Consultations on eligibility for conditional approval for drugs (with pre-application consultations for drugs)

For new drugs for which application of the conditional approval system is desired before approval application, eligibility for conditional approval is evaluated and the report is prepared in parallel with the implementation of pre-application consultation for drugs.

2. Application for consultations

(1) When requesting a consultation on eligibility for priority review or a consultation on eligibility for conditional approval for new drugs, prior to the application for the consultation, please apply for a pre-consultation meeting (see Attachment 16 of this notification) which is offered for free and be sure to discuss in advance with a person in charge at PMDA the item subject to consultation, consultation category for which application is planned, contents of the materials to be submitted, date of submission, timing of finalization of the evaluation report, etc.

(2) When requesting a consultation on eligibility for priority review for orphan drugs after the pre-consultation meeting in (1), please make a request in [1] below before 3. Payment of fee and application for formal consultation.

[1] Request for consultations on eligibility for priority review for orphan drugs

When requesting a consultation on eligibility for priority review for orphan drugs, please

correct the title part of Form No. 3 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on eligibility for priority review for drugs and consultations on eligibility for conditional approval for drugs," to "Request form for consultations on eligibility for priority review for orphan drugs," enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

[2] Notification of implementation, etc. of consultations on eligibility for priority review for orphan drugs

The implementation of consultations on eligibility for priority review for orphan drugs will be notified by e-mail or fax to the contact of the consulter as "Information on formal consultation" within 5 business days from the date of receipt of the request form, in principle. The notification may be delayed depending on the scheduling status. If there is no contact within 1 to 2 days, please contact the Review Management Division, Office of Review Management.

3. Payment of fee and application for formal consultation

When applying for consultations for eligibility for priority review or consultations on eligibility for conditional approval for new drugs, please transfer the fee for the applicable consultation category from a commercial bank, etc., enter necessary information in Form No. 3 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for consultations on eligibility for priority review for drugs and consultations on eligibility for conditional approval for drugs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. and necessary materials. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

For consultations on eligibility for priority review for orphan drugs, please transfer the fee for the applicable consultation category from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on formal consultation in 2. (2) [2] or on the predetermined date of delivery of materials, whichever comes first, enter necessary information in the application form, and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. and necessary materials.

When submitting the application form for consultations on eligibility for priority review for drugs (with pre-application consultations for drugs), consultations on eligibility for priority review for orphan drugs (with pre-application consultations for drugs), or consultations on eligibility for conditional approval for drugs (with pre-application consultations for drugs), specify in the remarks column the receipt number (P number) and scheduled consultation date for the pre-application consultation if the application form for pre-application consultations for drugs has been submitted, or the submission date of the request form for scheduling if the request form for scheduling for pre-application consultations for drugs has been submitted, or enter, for example, the statement that "pre-application consultation for drugs scheduled in Month" if the consulter is planning to apply for a pre-application consultation for drugs even though no request form for scheduling has been submitted.

When, even though the pre-application consultation for drugs has not been scheduled by the time of submission of the "Application form for consultations on eligibility for priority review for drugs and consultations on eligibility for conditional approval for drugs," the request form for scheduling of the pre-application consultation for drugs has been submitted by the time of finalization of the evaluation report and then the application form for pre-application

consultations for drugs has been submitted, the consultation categories of "consultations on eligibility for priority review for drugs (with pre-application consultations for drugs)," "consultations on eligibility for priority review for orphan drugs (with pre-application consultations for drugs)," or "consultations on eligibility for conditional approval for drugs (with pre-application consultations for drugs)" will be applied. Therefore, please refer to (2) in "7. Cancellation of formal consultation, etc."

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

4. Materials necessary for consultations and evaluation criteria for eligibility for priority review or conditional approval

(1) Please submit the data, etc. based on which medical utility can be estimated (written reasons for judging that the item is eligible for priority review or conditional approval and related study results) as consultation materials in accordance with the following notifications.

[1] For the consultation category of consultations on eligibility for priority review for drugs or consultations on eligibility for priority review for drugs (with pre-application consultations for drugs)

- "Handling of Priority Review, etc." (PSEHB/PED Notification No. 0831-1, PSEHB/MDED Notification No. 0831-1 issued jointly by Director of the Pharmaceutical Evaluation Division and Director of the Medical Device Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated August 31, 2020, partial revision on January 16, 2024, hereinafter referred to as "Notification of Handling of Priority Review, etc.")

[2] For the consultation category of consultations on eligibility for priority review for orphan drugs or consultations on eligibility for priority review for orphan drugs (with pre-application consultations for drugs)

- Notification of Handling of Priority Review, etc.
- "Handling of Designation of Orphan Drugs, etc." (PSEHB/PED Notification No. 0831-7/PSEHB/MDED Notification No. 0831-7 issued jointly by Director of the Pharmaceutical Evaluation Division and Director of the Medical Device Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated August 31, 2020, partial revision on January 16, 2024)

[3] For the consultation category of consultations on eligibility for conditional approval for drugs or consultations on eligibility for conditional approval for drugs (with pre-application consultations for drugs)

- "Handling of Conditional Approval of Drugs" (PSEHB/PED Notification No. 0831-2 of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated August 31, 2020)

(2) Please submit the consultation materials to the Review Management Division, Office of Review Management by the deadline pre-determined at the pre-consultation meeting by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

(3) Based on the submitted materials, PMDA will comprehensively evaluate the seriousness of the indication, medical usefulness, etc., and assess the eligibility for priority review or conditional approval. Therefore, please prepare materials that are easy to understand in terms of the evaluation points.

5. Procedures for evaluation of eligibility for priority review or conditional approval

(1) In the evaluation of the eligibility for priority review or conditional approval (excluding the eligibility for priority review for orphan drugs), it will be judged whether or not the product is eligible by asking the opinion of expert advisors who specialize in the indication. If an expert discussion is held, please submit the materials related to the conflict of interests of commissioned expert advisors involved in the holding of the expert discussion (a list of advisors involved in preparation of consultation materials, and a list of items competing with the item for which application is planned and a list of involved advisors [as needed]) to the person in charge of the consultation.

Regarding the submitted materials, the consulter may be interviewed and inquired as necessary.

(2) Regarding the results on whether or not the consultation item is eligible for priority review or conditional approval, PMDA will prepare an evaluation report including the reason and notify it in writing.

6. Withdrawal, etc. of evaluation of eligibility for priority review or conditional approval

(1) If a drug evaluated to be eligible for priority review or conditional approval corresponds to any of the following cases at the time of approval application, the evaluation at the time of the consultation may be withdrawn at the stage where opinions on the eligibility for priority review or conditional approval are compiled.

[1] The data, etc. newly obtained after consultation indicate that the item concerned does not meet the requirements for eligibility for priority review or conditional approval.

[2] Any fraudulent act related to the consultation materials is found.

[3] The consulter violates the laws and regulations related to pharmaceutical affairs or commits any violation of its disposition.

(2) If the consulter applies for a consultation on eligibility for priority review or a consultation on eligibility for conditional approval for a new drug and it becomes clear that 6. (1) [2] or [3] is applicable before finalization of the evaluation report for the consultation, the consulter will be asked to withdraw the application for the consultation.

7. Cancellation, etc. of formal consultation

(1) When cancelling the formal consultation after its application at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, “Request for withdrawal of application for formal consultation,” and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, “Request form for reimbursement of fees for review, etc. for drugs, etc.,” and submits it, half of the fee will be refunded.

(2) If the request form for scheduling of pre-application consultations for drugs is submitted by the time of finalization of the evaluation report and then, the application form for pre-application consultations for drugs is submitted, the fee for the category, “consultations on eligibility for priority review for drugs (with pre-application consultations for drugs),” “consultations on eligibility for priority review for orphan drugs (with pre-application consultations for drugs),” or “consultations on eligibility for conditional approval for drugs

(with pre-application consultations for drugs)" is applied. Therefore, if the consulter enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submit it with the "Application form for consultations on eligibility for priority review for drugs (with pre-application consultations for drugs)," "Application form for consultations on eligibility for priority review for orphan drugs (with pre-application consultations for drugs)," or "Application form for consultations on eligibility for conditional approval for drugs (with pre-application consultations for drugs)," the difference of the fee will be reimbursed.

(3) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

(Attachment 5)

Implementation guidelines for formal consultation for pharmacogenomics/biomarker consultations

1. Categories and contents of pharmacogenomics/biomarker consultations

(1) Pharmacogenomics/biomarker consultations (eligibility evaluation)

Guidance and advice are provided regarding general way of thinking of pharmacogenomics and use of biomarkers in the development of drugs and medical devices not related to individual items and the evaluation and interpretation of data related to biomarkers, etc.

(2) Pharmacogenomics/biomarker consultations (confirmation of key points of study plan)

Guidance and advice are provided regarding the key points of the plan of the studies to be conducted for preparation of the materials for eligibility evaluation related to the use of pharmacogenomics, biomarkers, etc. in drugs and medical devices not related to individual items.

(3) Additional pharmacogenomics/biomarker consultations (eligibility evaluation)

Guidance and advice are provided regarding the evaluation and interpretation of eligibility of data related to biomarkers, etc. including additional data of the same biomarkers for the same uses after pharmacogenomics/biomarker consultations (eligibility evaluation).

(4) Additional pharmacogenomics/biomarker consultations (confirmation of key points of study plan)

Guidance and advice are provided regarding the key points of the plan of the studies to be conducted for preparation of the materials for eligibility evaluation for the same biomarkers for the same uses after pharmacogenomics/biomarker consultations (confirmation of key points of study plan), before pharmacogenomics/biomarker consultations (eligibility evaluation).

2. Application for pharmacogenomics/biomarker consultations

When requesting a pharmacogenomics/biomarker consultation, please apply for a pre-consultation meeting (refer to Attachment 16 of this notification) before the application for this consultation and discuss in advance with the person in charge at PMDA the subject of evaluation, contents of materials to be submitted, timing at which they can be submitted, meeting schedule, etc.

3. Payment of consultation fee and application for the consultation

(1) When applying for a pharmacogenomics/biomarker consultation, please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 1 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for formal consultation for drugs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding

nonbusiness days such as national holidays). Please be on time.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) If the content of the column for "Outline of consultation" in the "Application form for formal consultation for drugs" does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

4. Materials for pharmacogenomics/biomarker consultations

Please submit the materials to the Review Management Division, Office of Review Management by the deadline pre-determined at the pre-consultation meeting by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

5. Structure and guidelines for description, etc. of materials for pharmacogenomics/biomarker consultations

In principle, please prepare consultation materials on the evaluation subject based on ICH E16 guidelines. Points to consider regarding consultation materials for pharmacogenomics/biomarker consultations (eligibility evaluation) are as follows. The details of the consultation materials including other consultation categories can be confirmed at the pre-consultation meeting held prior to the consultation.

(1) Structure of materials

[1] Section 1 (local administrative information)
[2] Section 2 (overview)
[3] Section 3 (quality documents)
[4] Section 4 (nonclinical study reports)
[5] Section 5 (clinical study reports)

(2) Description methods and attached materials in each section

Please prepare the materials including the following contents, etc. regarding the pharmacogenomic tests or biomarkers to be discussed. If there is any matter related to medical devices, please include the contents.

[1] Section 1

a) Regulatory status in each region including the status of confirmation of eligibility of the biomarker concerned by regulatory authorities outside Japan
b) If the evaluation report has already been prepared by each regulatory authority, attach the evaluation report.

[2] Section 2

a) Comprehensive evaluation of eligibility confirmation of biomarkers

A Introduction

Please explain the disease and/or experimental condition, definition of the biomarker, and the rationale for the use of the biomarker in the development of drugs or biotechnology-derived pharmaceuticals from the exploratory phase through the post-approval phase.

In the explanation, please include the current problems, background leading to the consultation, impact on drug development, etc.

B Usage of biomarker

(i) General areas of use (circumstances for use [e.g., nonclinical toxicity, clinical efficacy])
(ii) Specific uses of the biomarker (purposes [e.g., patient selection, response prediction, optimization of dosage and administration])
(iii) Important matters related to biomarker usage (factors affecting the evaluation

using these methods [e.g., species differences, racial differences, histological processes, lifestyle, analytical methods])

C Summary of methods and results (including comprehensive and important evaluation of data and its methods, additional data required in ongoing or planned studies)

Please present the summary of the methods (the study design including compliance with GCP and GLP, measurement methods, performance of analytical methods, and comparison with the current standard methods) or the results across all studies in the form of tables and figures to the extent possible, and describe important evaluation of the overall results including discussion and interpretation of findings related to the usage of the biomarker. Please describe the plan for eligibility confirmation of the biomarker, the utility and limitations of the study results, analyze and discuss the benefits of the usage of the biomarker, and explain how the study results support the usage of the biomarker.

D Conclusion

(i) Evaluation of expected benefits of using the biomarker based on study results

(ii) Problems in conducting the studies for eligibility confirmation of the biomarker and solutions

(iii) Identification of unsolved problems; if the consulter does not consider each problem as an obstacle to eligibility confirmation of the usages of the biomarker, the reason; or if the consulter considers it as an obstacle, future plan for resolving the problem

b) Summary of data (including the summary of individual studies)

Please explain the summary of the results across all studies using tables and figures to the extent possible, including factual summary (including comprehensive analysis of studies for eligibility confirmation of the biomarker and the summary of individual studies) of the analyses (development of methods) or any additional analyses and nonclinical or clinical studies (as appropriate).

If the materials submitted for eligibility confirmation of the biomarker are based primarily on published papers, etc., please provide a summary based on the published papers, etc. and key tables (in doing so, please summarize the information on each study in the reports and/or documents included in Sections 4 and 5).

[3] Section 3

a) If available, please specify the structure, manufacturing process, and quality attributes of the investigational product used in the studies for eligibility confirmation of the biomarker.

[4] Sections 4 and 5

a) Study reports

Please attach the completed study reports (presentation of source data may be requested, if necessary). Please also include the status of compliance with Good Clinical Practice (GCP) in Section 5. In addition, when preparing a study report, please refer to the related ICH guidelines (e.g. E3, E15, M4E, M4S) as necessary. As for the data description format in each study report, please describe the data appropriately based on the characteristics of biomarkers (e.g. SNPs and/or CNV for genomic biomarkers) and measurement methods (e.g. microarray and/or polymerase chain reaction [PCR] for genomic biomarkers).

b) Other documents useful for eligibility confirmation of biomarker

Among the published literature, the status of review at academic conferences, etc., the results of past consultations with other regulatory authorities or PMDA, etc., please attach nonclinical information to Section 4 and clinical information to Section 5. Also, please reflect the information in these documents in Section 2 as needed.

6. Cancellation and schedule change of pharmacogenomics/biomarker consultations

(1) When cancelling the formal consultation after its application before PMDA sends inquiries at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the date is to be changed at the convenience of PMDA or when PMDA considers that the change of the date is inevitable, submission of "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Implementation of pharmacogenomics/biomarker consultations

The schedule will be determined for each consultation in the pre-consultation meeting held in advance. The flow of the consultation is generally as follows.

(1) Submission of materials

Please submit consultation materials within about 2 weeks after application.

(2) The first set of inquiries sent by PMDA

PMDA will send inquiries to the consulter within about 4 weeks after the submission of consultation materials.

(3) Submission of responses

Please submit the responses to inquiries within about 3 weeks after inquiries are sent.

(4) The second set of inquiries sent by PMDA

PMDA will send inquiries to the consulter within about 3 weeks after the submission of the responses in (3).

(5) Submission of responses

Please submit the responses to inquiries within about 2 weeks after inquiries are sent.

(6) Holding a meeting

A meeting will be held within about 2 weeks after the responses to the second set of inquiries are submitted.

(7) Preparation of records

A report will be prepared in about 8 weeks after the meeting is held.

8. Publication of report

If the applicant requests PMDA to disclose the report on its website and PMDA deems it appropriate, all or part of the report can be published on the designated PMDA website. If the applicant wishes to disclose the report, please request the disclosure at the pre-consultation meeting held prior to the application for the consultation.

(Attachment 6)

Implementation guidelines for formal consultation for consultations on generic drugs

1. Categories and contents of formal consultation

(1) Consultations on bioequivalence of generic drugs

Guidance and advice are provided on the sufficiency of materials, etc. in relation to the validity of evaluation policies, etc. for generic drugs[1)] excluding biological products, etc.[2)] for which the existing guidelines for bioequivalence studies are applicable.

(2) Consultations on quality of generic drugs

Guidance and advice are provided on the sufficiency of materials, etc. in relation to the quality of stability studies, etc. for generic drugs[1)] excluding biological products, etc.[2)].

Note:

1) Prescription drugs corresponding to (8-2) Drugs in an additional dosage form (not during the re-examination period) or (10-3) Other drugs (not during the re-examination period) in Attached Table 2-(1) of "Approval Applications for Drugs" (PFSB Notification No. 1121-2 of the Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated November 21, 2014)
2) Biological products, drugs manufactured using the genetic recombination technology, and drugs that require special attention to manufacturing control or quality control designated by the Minister of Health, Labour and Welfare based on the provisions of Article 80, Paragraph 2, Item 7, E of the Order for Enforcement of the Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices (Cabinet Order No. 11 in 1961) (drugs manufactured by applying the technology of culturing human or animal cells, specified biological products).

2. Scheduling of formal consultation

When requesting the scheduling of formal consultation, please enter necessary information in the request form for scheduling of formal consultation (generic drugs) shown in Attached Form 3 of this notification and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

The period when the request form for scheduling of formal consultation is accepted and other information will be notified separately on the PMDA website, etc.

(Points to consider)

- The number of the products to be discussed shall be one per consultation. However, products with the same active ingredient and dosage form, but with different strengths will be handled as one product.

3. Forms of consultation

Written advice

Written advice will be provided when the prior consent of the consulter is obtained for the product items for which a decision has been made to provide formal consultation based on the scheduling of formal consultation in 2. above. When requesting written advice, state that written advice is desired in the request form for scheduling of formal consultation and Form No. 4 (hereinafter referred to as "Application form for formal consultation for drugs (generic drugs)") of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") which will be submitted after the receipt of the result of scheduling. If there is any unclear point, please confirm it appropriately at the pre-

consultation meeting, etc.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

4. Notification of implementation, etc. of formal consultation

(1) The results of scheduling of formal consultation will be communicated by fax by the Review Management Division, Office of Review Management to the contact of the consulter as "Information on formal consultation."

(2) Even when written advice is provided, the date of formal consultation will be the date of formal consultation determined by scheduling for administrative operation.

5. Application for formal consultation

If necessary, the consulter can apply for a free pre-consultation meeting (see Appendix 16).

6. Payment of fee for formal consultation and application for formal consultation

(1) Please transfer the fee for the applicable consultation category from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on formal consultation in 4. above or on the date of delivery of materials, whichever comes first, enter necessary information in the application form for formal consultation for drugs (generic drugs), and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) If the content of the column for "Outline of consultation" in the "Application form for formal consultation for drugs (generic drugs)" does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(3) Please enter the result of scheduling in the application form for formal consultation for drugs. In this regard, even in the case of written advice, please enter the scheduled date of formal consultation in 4. (2) above.

7. Materials for formal consultation

(1) Where to submit

Office of Generic Drugs

(2) Method of submission and required number of copies

Please submit the required number of copies by either one of the following methods. When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

1) Online submission using the electronic study data system (gateway system)

- Submission of paper media or electronic media (CD or DVD) is not necessary.

- Please submit the responses to inquiries, opinions of the consulter, etc. online as well, in principle.

2) Submission by bringing them in person or by postal mail
- Please submit 10 copies of paper media and 1 copy of electronic media (CD or DVD). If there is any change in the number of copies to be submitted, it will be notified in the "Information on formal consultation."
- The cover of each of the 10 copies of the materials should include the name, consultation category, date of formal consultation, and name of the person (company name) receiving the formal consultation, the receipt number (at the upper right corner and the top part of the back cover), and the serial number of the document (No. 1 to No. 10, at the lower right corner).
- When bringing the materials, please contact the person in charge at PMDA shown in "Information on formal consultation" in advance.
- The submitted paper and electronic media will be discarded by PMDA, unless the consulter requests for return. To request for return, please specify your request in the remarks column of the request form for scheduling.

(3) Deadline for submission of materials

The date of submission of consultation materials will be notified in the remarks column of the information on formal consultation. The date of submission will be around Monday (by 3:00 p.m.) 6 weeks before the scheduled date of formal consultation, in principle. For the period including the public holidays in late April to early May, the year-end, the beginning of the year, etc., however, it will be Monday (by 3:00 p.m.) 7 weeks before the scheduled date of formal consultation.

8. Contents to be included in consultation materials

The contents to be included in the consultation materials differ depending on consultation items. The materials including the following information overall would be considered useful.

[1] Origin or history of discovery and history of development
[2] Information on the original drug (brand name, name and content of active ingredient, dosage form, indications, dosage and administration, re-examination period, patent information, etc.)
[3] Status of use of generic drugs in foreign countries and their approval information (evaluation methods of bioequivalence or quality, etc.)
[4] Related papers (It is sufficient to include important ones only.)
[5] Record of previous formal consultation or simple consultations (only if applicable)

9. Cancellation and schedule change of formal consultation

(1) When cancelling the formal consultation after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA

considers that the change of implementation date is inevitable, submission of the “Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

10. Implementation of formal consultation

(1) Please notify the person in charge of the consultation at PMDA of the number of attendees, whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend), and the equipment to be used for presentation, by the day before the formal consultation.

The consultation time is about 60 minutes for consultations on bioequivalence of generic drugs and about 40 minutes for consultations on quality of generic drugs. The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.

(2) On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

(3) Please make a presentation on the outline of consultation items from the consulter side for about 10 minutes. After that, the consultation will be provided. Please submit a copy of the presentation materials to the person in charge of consultation by e-mail, etc. preferably one week in advance and no later than two days in advance.

11. Communication of record of formal consultation

After the completion of the formal consultation, PMDA will have the consulter check the contents, prepare the record concisely summarizing the points, and send it to the consulter.

12. Other

The opinion of PMDA on the contents of the consultation will be presented in writing before the formal consultation.

(Attachment 6-2)

Implementation guidelines for formal consultation for consultations on prior confirmation of minor change notifications for drugs

1. Consultations on prior confirmation of minor change notifications

Separately from simple consultations for simple contents regarding the applicability to items covered by minor change notifications in the case of changes in manufacturing process, etc., PMDA provides consultations on prior confirmation of minor change notifications as consultations for the cases where preliminary data evaluation is essential, regarding the applicability to items covered by minor change notifications.

(1) Subject of consultation

For the time being, the changes corresponding to all the following criteria will be subject to consultations on prior confirmation of minor change notifications.

- The changes in the approved product information of prescription drugs (excluding biological products, etc.[1)]) correspond to (10-3) Other drugs (not during pre-examination period) in Attached Table 2-(1) of "Approval Applications of Pharmaceuticals" (PFSB Notification No. 1121-2 of the Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated November 21, 2014), and are within the range of minor changes according to Article 47 of the Ministerial Ordinance for Enforcement of the Pharmaceuticals and Medical Devices Act.
- The large category of the approval document to be changed corresponds to the column for ingredients and contents, or nature, the column for storage method and shelf life, or the column for specifications and test methods (including specifications in the appendix) (including cases where the column for manufacturing process is changed in conjunction with the change in the large category).
- Data that can explain that the impact on the quality, efficacy, and safety is minor or absent can be submitted.

2. Application for consultations

When requesting a consultation on prior confirmation of minor change notifications, prior to the application for the consultation, please be sure to discuss in advance with a person in charge at PMDA the consultation items, contents of the materials to be submitted, scheduled timing of the consultation, scheduled timing of delivery of materials, scheduled date of submission of the application form, etc. at the pre-consultation meeting (see Attachment 16 of this notification, free of charge). After the pre-consultation meeting, the "Schedule confirmation form of consultations on prior confirmation of minor change notifications for drugs" (hereinafter referred to as "schedule confirmation form") will be issued regarding the scheduled timing of the consultation confirmed by PMDA and the consulter. Please do not lose the schedule confirmation form because it is necessary at the time of application for the consultation. In order to smoothly carry out the procedure in 3., please hold a pre-consultation meeting by about one month before the time when consultation materials can be submitted.

3. Payment of fee and application for consultations on prior confirmation of minor change notifications

(1) When applying for a consultation on prior confirmation of minor change notifications, please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 4-2 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on prior confirmation of minor change notifications," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the

schedule confirmation form issued at the time of the pre-consultation meeting and a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

The date and time when the application form for consultations on prior confirmation of minor change notifications is accepted will be posted on the PMDA website. In principle, the form will be accepted from 10:00 a.m. to 4:00 p.m. on the third Tuesday of each month. However, if the date is a national holiday, it will be changed depending on the situation. Please check the PMDA website.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) If the content of the column for "Outline of consultation" in the application form for consultations on prior confirmation of minor change notifications does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(Points to consider)

- The number of the product items to be discussed shall be one with one change per consultation, in principle. However, in the case of changes related to drug substances and excipients (including master files) where the same measured values or validation data can be the basis for drug products containing the drug substance or excipient concerned, or in the case of drug products which differ in strength or fill where the same validation data can be the basis for the same change, the consultation on these products is considered as one consultation.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the application form will be received from 10:00 a.m. to 4:00 p.m., if submitted in accordance with 3. above.

4. Materials for consultations on prior confirmation of minor change notifications

Please submit the materials for which in-house QA/QC has been completed.

(1) Where to submit

Review Management Division, Office of Review Management

(2) Method of submission and required number of copies

Please submit the required number of copies by either one of the following methods.

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

1) Online submission using the electronic study data system (gateway system)
   - Submission of paper media or electronic media (CD or DVD) is not necessary.
   - Please submit the responses to inquiries, etc. to Office of Generic Drugs online as well,

in principle.

2) Submission by bringing them in person or by postal mail
   - Please submit 5 copies of paper media and 1 copy of electronic media (CD or DVD). If there is any change in the number of copies, it will be notified at the pre-consultation meeting.
   - The submitted paper and electronic media will be discarded by PMDA, unless the consulter requests for return. To request for return, please specify your request in the remarks column of the application form.

(3) Deadline for submission of materials

The deadline of submission of consultation materials shall be by 3:00 p.m. on the day 2 weeks after the submission date of the application form as a guide.

5. Contents to be included in consultation materials

(1) Minor change notification (draft), a comparison table of before and after the change

(2) Materials related to the change and materials related to the reason/rationale for considering the change as being within the scope of minor change notifications. Please attach the materials equivalent to the submission data at the time of partial change approval application.

6. Cancellation and schedule change of consultations on prior confirmation of minor change notifications

(1) When cancelling the consultation on prior confirmation of minor change notifications after its application before PMDA sends inquiries at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the date is to be changed at the convenience of PMDA or when PMDA considers that the change of the date is inevitable, submission of "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Implementation of consultations on prior confirmation of minor change notifications

The applicant and PMDA will hold the pre-consultation meeting about 1 month before the timing at which consultation materials can be submitted, to confirm the schedule of the entire consultation and the materials to be submitted. After that, the consultation will be conducted according to the schedule discussed in advance from the date when the materials are submitted to PMDA. The flow is generally as follows.

(1) Submission of materials

After the application, please submit consultation materials within 2 weeks.

(2) Inquiries sent by PMDA

PMDA will send inquiries to the consulter roughly within 20 to 40 business days after the submission of consultation materials.

(3) Submission of responses

Please submit the responses to inquiries within about 15 business days after inquiries are sent. The written responses to inquiries in consultations on prior confirmation of minor change notifications shall be handled in the same manner as those for usual formal consultation, and it is not necessary to sign or seal the cover of the written responses.

(4) Communication of consultation records
PMDA will prepare the consultation record roughly within 20 to 35 business days after submission of responses, and notify the consulter.

(5) Finalization of consultation records
The consultation record will be corrected as necessary and finalized within about 15 business days after communication of the consultation record. In this regard, if necessary, a meeting will be held to confirm the common understanding of issues, etc. for the application for the relevant item.

8. Other

If it is considered possible to handle the change by a minor change notification as a result of the consultation on prior confirmation of minor change notifications, please attach the record of the consultation at the time of submission of the minor change notification for marketing items.

Note:

1) Biological products, drugs manufactured using the genetic recombination technology, and drugs that require special attention to manufacturing control or quality control designated by the Minister of Health, Labour and Welfare based on the provisions of Article 80, Paragraph 2, Item 7, E of the "Order for Enforcement of the Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices" (Cabinet Order No. 11 in 1961) (drugs manufactured by applying the technology of culturing human or animal cells, specified biological products).

(Attachment 6-3)

Implementation guidelines for formal consultation for consultations on prior confirmation of change control for generic drugs

1. Consultations on prior confirmation of change control for generic drugs

Guidance and advice are provided in advance on the appropriateness of the evaluation policy for changes, the sufficiency of materials on the past change control and descriptions in approval documents, etc. for generic drugs[1)] excluding biological products, etc.[2)] for which partial change approval applications will be made in the future.

Note:

1) Prescription drugs corresponding to (10-3) Other drugs (not during the re-examination period) in Attached Table 2-(1) of "Approval Applications for Drugs" (PFSB Notification No. 1121-2 of the Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare dated November 21, 2014)
2) Biological products, drugs manufactured using the genetic recombination technology, and drugs that require special attention to manufacturing control or quality control designated by the Minister of Health, Labour and Welfare based on the provisions of Article 80, Paragraph 2, Item 7, E of the Order for Enforcement of the Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices (Cabinet Order No. 11 in 1961) (drugs manufactured by applying the technology of culturing human or animal cells, specified biological products).

2. Application for consultations

When requesting a consultation on prior confirmation of change control for generic drugs, prior to the application for the consultation, please be sure to discuss in advance with a person in charge at PMDA the consultation items, contents of the materials to be submitted, scheduled timing of the consultation, scheduled timing of delivery of materials, scheduled date of submission of the application form, etc. at the pre-consultation meeting (see Attachment 16 of this notification, free of charge). After the pre-consultation meeting, the "Schedule confirmation form of consultations on prior confirmation of change control for generic drugs" (hereinafter referred to as "schedule confirmation form") will be issued regarding the scheduled timing of the consultation confirmed by PMDA and the consulter. Please do not lose the schedule confirmation form because it is necessary at the time of application for the consultation.

3. Payment of fee and application for consultations on prior confirmation of change control for generic drugs

(1) When applying for a consultation on prior confirmation of change control for generic drugs, please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 4-3 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on prior confirmation of change control for generic drugs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the schedule confirmation form issued at the time of the pre-consultation meeting and a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

The application form for consultations on prior confirmation of change control for generic drugs is received from 10:00 a.m. to noon, from Monday to Friday (excluding nonbusiness days such as national holidays), in principle. If the days when the form is received are changed depending on the situation, the change will be posted on the PMDA website. Please check it

in advance.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) If the content of the column for "Outline of consultation" in the application form for consultations on prior confirmation of change control for generic drugs does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(Points to consider)

- The number of the product items to be discussed shall be one per consultation, in principle. However, if only the changes/additions related to the common drug substance in drug products that differ in strength or fill are discussed, the consultation is handled as one consultation.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time. However, the application form will be received from 10:00 a.m. to noon, if submitted in accordance with 3. above.

4. Materials for consultations on prior confirmation of change control for generic drugs

(1) Where to submit
Office of Generic Drugs

(2) Method of submission and required number of copies

Please submit the required number of copies by either one of the following methods. When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

1) Online submission using the electronic study data system (gateway system)
   - Submission of paper media or electronic media (CD or DVD) is not necessary.
   - Please submit the responses to inquiries, etc. online as well, in principle.
2) Submission by bringing them in person or by postal mail
   - Please submit 5 copies of paper media and 1 copy of electronic media (CD or DVD). If there is any change in the number of copies to be submitted, the number of copies to be submitted will be notified at the pre-consultation meeting.
   - The submitted paper and electronic media will be discarded by PMDA, unless the consulter requests for return. To request for return, please specify your request in the remarks column of the application form.

(3) Deadline for submission of materials

The deadline of submission of consultation materials will be by 3:00 p.m. on the day 1 week after the submission date of the application form as a guide.

5. Contents to be included in consultation materials

The contents to be included in the consultation materials differ depending on consultation items. The materials including the following information overall would be considered useful.

(1) Partial change approval application form (draft), a comparison table of before and after the change
(2) Materials related to the change and materials related to the reason/rationale for considering the change appropriate. Please attach the materials equivalent to the submission data at the time of partial change approval application.
(3) Background leading to this consultation and schedule of the change (draft)
(4) If a master file is cited (including the cases where citation is planned), a list of citations and changes identified
(5) If the consultation on the part cited from the master file is desired, application for this consultation should be made separately by a MF registrant or the in-country caretaker of the drug substance, etc. as a consulter.

6. Cancellation and schedule change of consultations on prior confirmation of change control for generic drugs

(1) When cancelling the consultation on prior confirmation of change control for generic drugs after its application before PMDA sends inquiries at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.
(2) When changing the date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.
(3) When the date is to be changed at the convenience of PMDA or when PMDA considers that the change of the date is inevitable, submission of "Request for withdrawal of application for formal consultation" is not necessary.
(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Implementation of consultations on prior confirmation of change control for generic drugs

The applicant and PMDA will hold the pre-consultation meeting to confirm the schedule of the entire consultation and the materials to be submitted. After that, the consultation will be conducted according to the schedule discussed in advance from the date when the materials are submitted to PMDA. The flow is generally as follows.

(1) Submission of materials

After the application, please submit consultation materials within about 1 week.

(2) Inquiries sent by PMDA

PMDA will send inquiries to the consulter roughly within 5 to 40 business days after the submission of consultation materials. In this regard, if necessary, a meeting will be held for common understanding of issues, etc. regarding the relevant product item.

(3) Submission of responses

Please submit the responses to inquiries within about 15 business days after inquiries are sent. The written responses to inquiries in prior confirmation of change control for generic drugs shall be handled in the same manner as those for usual formal consultation, and it is not

necessary to sign or seal the cover of the written responses.

When submitting the responses, a meeting can be held as needed.

(4) Communication of consultation records

PMDA will prepare the consultation record roughly within 5 to 35 business days after submission of responses, and notify the consulter.

(5) Finalization of consultation records

The consultation record will be corrected as necessary and finalized within about 15 business days after communication of the consultation record.

(Attachment 6-4)

Implementation guidelines for formal consultation for consultations on confirmation of MF for generic drugs

1. Consultations on confirmation of MF for generic drugs

If all the drug products for which the drug master file (master file, hereinafter referred to as "MF") subject to consultation is cited or planned to be cited at the time of application for the consultation are generic drugs[1)] except for biological products, etc.,[2)] consultations on confirmation of MF for generic drugs are provided on either of the following for manufacturers of drug substances, etc. or in-country caretakers of drug substances, etc.

[1] Guidance and advice provided regarding the sorting of issues associated with the MF in advance and the sufficiency of materials, prior to the new registration of the MF

[2] Confirmation of matters requiring preliminary data evaluation associated with minor changes in the already registered MF. This is limited to the cases where data that can explain that the impact on the quality, efficacy, and safety is minor or absent can be submitted. This consultation is not applicable to matters requiring GMP compliance assessment and changes in processes and operations that directly affect final drug substances and drug products.

Note:

1) Prescription drugs corresponding to (8-2) Drugs in an additional dosage form (not during the re-examination period) or (10-3) Other drugs (not during the re-examination period) in Attached Table 2-(1) of "Approval Applications for Drugs" (PFSB Notification No. 1121-2 of the Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated November 21, 2014)

2) Biological products, drugs manufactured using the genetic recombination technology, and drugs that require special attention to manufacturing control or quality control designated by the Minister of Health, Labour and Welfare based on the provisions of Article 80, Paragraph 2, Item 7, E of the Order for Enforcement of the Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices (Cabinet Order No. 11 in 1961) (drugs manufactured by applying the technology of culturing human or animal cells, specified biological products).

2. Application for consultations on confirmation of MF for generic drugs

When requesting a consultation on confirmation of MF for generic drugs, prior to the application for the consultation, please be sure to discuss in advance with a person in charge at PMDA the consultation items, contents of the materials to be submitted, scheduled timing of the consultation, scheduled timing of delivery of materials, scheduled date of submission of the application form, etc. at the pre-consultation meeting (see Attachment 16 of this notification, free of charge). After the pre-consultation meeting, the "Schedule confirmation form of consultations on confirmation of MF for generic drugs" (hereinafter referred to as "schedule confirmation form") will be issued regarding the scheduled timing of the consultation confirmed by PMDA and the consulter. Please do not lose the schedule confirmation form because it is necessary at the time of application for the consultation.

3. Payment of fee and application for consultations on confirmation of MF for generic drugs

(1) When applying for a consultation on confirmation of MF for generic drugs, please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 4-4 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on confirmation of MF for generic drugs," and submit it by e-mail, with a copy of the schedule

confirmation form issued at the time of the pre-consultation meeting and a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

The application form for consultations on confirmation of MF for generic drugs is received from 10:00 a.m. to noon, from Monday to Friday (excluding nonbusiness days such as national holidays), in principle. If the days when the form is received are changed depending on the situation, the change will be posted on the PMDA website. Please check it in advance.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) If the content of the column for "Outline of consultation" in the application form for consultations on confirmation of MF for generic drugs does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(Points to consider)

- The number of the product items to be discussed shall be one MF per consultation, in principle.

Contact for applications and inquiries (if any):
Pharmaceuticals and Medical Devices Agency Review Management Division, Office of Review Management
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time. However, the application form will be received from 10:00 a.m. to noon, if submitted in accordance with 3. above.

4. Materials for consultations on confirmation of MF for generic drugs

(1) Where to submit
Office of Generic Drugs

(2) Method of submission and required number of copies

Please submit the required number of copies by either one of the following methods. When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

1) Online submission using the electronic study data system (gateway system)
   - Submission of paper media or electronic media (CD or DVD) is not necessary.
   - Please submit the responses to inquiries, etc. online as well, in principle.
2) Submission by bringing them in person or by postal mail
   - Please submit 5 copies of paper media and 1 copy of electronic media (CD or DVD). If there is any change in the number of copies to be submitted, the number of copies to be submitted will be notified at the pre-consultation meeting.
   - When bringing the materials, please contact the person in charge of pre-consultation meetings at PMDA in advance.
   - The submitted paper and electronic media will be discarded by PMDA, unless the consulter requests for return. To request for return, please specify your request in the

remarks column of the application form.

(3) Deadline for submission of materials

The deadline of submission of consultation materials will be 2 weeks after the submission date of the application form (accepted by 3:00 p.m.), in principle.

5. Contents to be included in consultation materials

The contents to be included in the consultation materials differ depending on consultation items. The materials including the following information overall would be considered useful.

(1) In the case of the consultation on new MF registration

- Application form for MF registration (draft)
- Materials equivalent to the attached materials at the time of the application for MF registration (materials corresponding to CTD M2, etc.)
- Schedule for new registration (approval application) (draft)
- Background leading to this consultation

(2) In the case of the consultation on changes in MF registration

- MF minor change notification (draft) and comparison table of before and after the change
- Supporting data which confirm that the risk of the said change is low and that the change corresponds to a minor change notification, as the material explaining the applicability to a minor change in the MF
- Schedule for the change in registration (draft)
- Background leading to this consultation

6. Cancellation and schedule change of consultations on confirmation of MF for generic drugs

(1) When cancelling the consultation on confirmation of MF for generic drugs after its application before PMDA sends inquiries at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, “Request for withdrawal of application for formal consultation,” and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, “Request form for reimbursement of fees for review, etc. for drugs, etc.,” and submits it, half of the fee will be refunded.

(2) When changing the date at the convenience of the applicant, the applicant will be asked to submit the “Request for withdrawal of application for formal consultation” and apply again. Please submit the “Request for withdrawal of application for formal consultation” to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the “Request form for reimbursement of fees for review, etc. for drugs, etc.” and submits it, half of the fee will be refunded.

(3) When the date is to be changed at the convenience of PMDA or when PMDA considers that the change of the date is inevitable, submission of “Request for withdrawal of application for formal consultation” is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Implementation of consultations on confirmation of MF for generic drugs

The applicant and PMDA will hold the pre-consultation meeting to confirm the schedule of the entire consultation and the materials to be submitted. After the application for the consultation on confirmation of MF for generic drugs, the consultation will be conducted according to the schedule discussed at the pre-consultation from the date when the materials are submitted to PMDA. The flow is generally as follows.

(1) Submission of materials

After the application, please submit consultation materials within 2 weeks.

(2) Inquiries sent by PMDA

PMDA will send inquiries to the consulter roughly within 5 to 40 business days after the

submission of consultation materials. In this regard, if necessary, a meeting will be held for common understanding of issues, etc. regarding the relevant product item.

(3) Submission of responses

Please submit the responses to inquiries within about 15 business days after inquiries are sent. The written responses to inquiries on confirmation of MF for generic drugs shall be handled in the same manner as those for usual formal consultation, and it is not necessary to sign or seal the cover of the written responses.

When submitting the responses, a meeting can be held as needed.

(4) Communication of consultation records

PMDA will prepare the consultation record roughly within 5 to 35 business days after submission of responses, and notify the consulter.

(5) Finalization of consultation records

The consultation record will be corrected as necessary and finalized within about 15 business days after communication of the consultation record.

8. Other

Even when a minor change notification is submitted using a consultation on confirmation of MF for generic drugs, the MF registrant (in-country caretaker) who is the consulter should notify the related marketing approval applicants or marketing authorization holders. Also, please attach the record of this consultation at the time of new MF registration or submission of MF minor change notification.

(Attachment 7)

Implementation guidelines for formal consultation for consultations on guidance/OTC drugs

1. Categories and contents of formal consultation

Categories and contents of formal consultation covered by these implementation guidelines are shown in Appendix 4 of this notification.

2. Consultation dates

The consultation dates are as follows, in principle. If the date falls on a holiday, no consultation will be provided on the date, and no alternative date will be set. If the implementation date is changed, it will be notified in advance at the pre-consultation, etc.

Category	Implementation date and time window (number of slots)
Consultations on development strategies for switch OTC drugs, etc.	From 2:00 p.m. to 4:00 p.m. on the fourth Tuesday of each month (1 slot)
Pre-development consultations for switch OTC drugs, etc.	
Additional consultations on development strategies for switch OTC drugs, etc.	From 2:00 p.m. to 3:00 p.m. on the second Tuesday of each month (1 slot)
OTC bioequivalence consultations	
Consultations on key points of OTC clinical trial protocols	
Post-marketing safety management consultations for switch OTC drugs, etc.	The first and third Tuesdays of each month (2 slots/day) 2:00 p.m. to 2:30 p.m. 2:45 p.m. to 3:15 p.m. The second Tuesday of each month (1 slot) 2:00 p.m. to 2:30 p.m.
Consultations on appropriateness of development of switch OTC drugs, etc.	
Consultations on appropriateness of development of new OTC drugs	
OTC quality consultations	The second and fourth Tuesdays of each month, document-based (2 slots/day)

3. How to determine a consultation schedule

(1) Prior to the application for the consultation, please have a prior discussion at the pre-consultation meeting (see Attachment 16 of this notification, free of charge), change "Application form for formal consultation for drugs (consultations on guidance/OTC drugs)" in the title part of Form No. 5 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for scheduling of formal consultation for drugs (consultations on guidance/OTC drugs)," enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

After the date and time, location, etc. of the consultation are determined, they will be communicated by fax by Office of Review Management to the contact of the consulter as "Information on formal consultation."

(2) When requesting a consultation on development strategies for switch OTC drugs, etc., please be sure to discuss in advance with a person in charge at PMDA the consultation items, contents of consultation materials, materials related to the conflict of interests of commissioned expert advisors involved in the holding of expert discussion (a list of advisors involved in preparation of consultation materials, and a list of competing products and a list of involved advisors), timing of submission of these materials, etc. in the pre-consultation meeting in (1) above. The duration of the pre-consultation meeting is up to 1 hour. After the application for a pre-consultation meeting, please submit the consultation materials (draft) shown in 7. [1] below to the extent possible. Regarding how and where to submit, please follow 6. (1) below. In order to smoothly carry out the procedure in (1) above, please hold a pre-consultation meeting roughly by 1 to 3 months before the time of submission of consultation materials.

4. Forms of consultation

Written advice

Written advice will be provided when the prior consent of the consulter is obtained for the product items for which a decision has been made to provide formal consultation based on an OTC quality consultation and the scheduling method for consultations in 3. above. When requesting written advice, please state that written advice is desired in the request form for scheduling of formal consultation and Form No. 5 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for formal consultation for drugs (consultations on guidance/OTC drugs)," which will be submitted upon receiving the result of scheduling (it is unnecessary to state it for OTC quality consultations which are entirely document-based). If there is any unclear point, please confirm it appropriately at the pre-consultation meeting, etc.

5. Payment of fee for formal consultation and application for formal consultation

(1) After receiving the "Information on formal consultation," please transfer the fee for the category of formal consultation from a commercial bank, etc., enter necessary information in Form No. 5 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for formal consultation for drugs (guidance/OTC drugs)," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) The date on which application is accepted will be notified in the "the information on formal consultation," but the application will be accepted on the following dates, in principle. Application will not be received on other dates and times.

Category	Date and time when application is received
Consultations on development strategies for switch OTC drugs, etc.	In principle, from 10:00 a.m. to noon on the first business day of the month preceding the month of consultation
Pre-development consultations for switch OTC drugs, etc.	
OTC bioequivalence consultations	
Post-marketing safety management consultations for switch OTC drugs, etc.	
Consultations on key points of OTC clinical trial	

protocols	
Consultations on appropriateness of development of switch OTC drugs, etc.	
Additional consultations on development strategies for switch OTC drugs	In principle, from 10:00 a.m. to noon on Monday 8 weeks before the desired date of consultation
Consultations on appropriateness of development of new OTC drugs	In principle, from 10:00 a.m. to noon on Monday 4 weeks before the desired date of consultation
OTC quality consultations	

(3) If the content of the column for "Outline of consultation" in the "Application form for formal consultation for drugs (consultations on guidance/OTC drugs)" does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(4) Even when written advice is provided, the date of formal consultation will be the date of formal consultation determined by the scheduling in 3. above for administrative operation.

6. Materials for formal consultation

(1) How and where to submit materials

Please submit the materials for formal consultation to Office of OTC/Generic Drugs by either of the following methods.

- Submission by e-mail (otc_soudan@pmda.go.jp) (if submission materials are large volume, submission of electronic media (CD or DVD) (one copy) by postal mail)
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

(2) Date of submission of materials

[1] Consultations on development strategies for switch OTC drugs, etc.
In principle, 6 weeks before the scheduled date of formal consultation (by 3:00 p.m.)

[2] Additional consultations on development strategies for switch OTC drugs
In principle, 6 weeks before the scheduled date of formal consultation (by 3:00 p.m.)

[3] Pre-development consultations for switch OTC drugs, etc.
In principle, 6 weeks before the scheduled date of formal consultation (by 3:00 p.m.)

[4] OTC bioequivalence consultations
In principle, 5 weeks before the scheduled date of formal consultation (by 3:00 p.m.)

[5] Post-marketing safety management consultations for switch OTC drugs, etc.
In principle, 4 weeks before the scheduled date of formal consultation (by 3:00 p.m.)

[6] Consultations on key points of OTC clinical trial protocols
In principle, 5 weeks before the scheduled date of formal consultation (by 3:00 p.m.)

[7] Consultations on appropriateness of development of switch OTC drugs, etc.
In principle, 4 weeks before the scheduled date of formal consultation (by 3:00 p.m.)

[8] Consultations on appropriateness of development of new OTC drugs
In principle, 2 weeks before the scheduled date of formal consultation (by 3:00 p.m.)

[9] OTC quality consultations
In principle, 3 weeks before the scheduled date of formal consultation (by 3:00 p.m.)

7. Contents to be included in consultation materials

The contents to be included in the consultation materials differ depending on consultation items. Please prepare at least the following information or materials.

[1] For "consultations on development strategies for switch OTC drugs, etc."

- Materials equivalent to the summary of submission data for application form.

It is not necessarily required to have all data to be submitted at the time of application. However, please be sure to submit the information corresponding to the following items, as it is necessary to make decisions.

- Information on the outline of the drug product (active ingredient, content, indications, and dosage and administration)
- Information on the appropriateness of development as an OTC drug (including the significance, necessity, indications, dosage and administration, efficacy in the target population, and safety information)
- Information on approved contents of prescription drugs related to their active ingredients and information on differences between OTC and prescription drugs (formulations, specifications, excipients, etc.)
- Information on study plan on bioequivalence (only if it will be discussed in the consultation)
- Information on new excipients (only if it will be discussed in the consultation)
- Information on draft package insert, materials related to proper use, and post-marketing surveillance (only if it will be discussed in the consultation)

[2] For “additional consultations on development strategies for switch OTC drugs”

- Necessary materials among those in the above [1]

[3] For “pre-development consultations for switch OTC drugs, etc.”

- Materials equivalent to the summary of submission data for application form. It is not necessarily required to have all data, but please include the following information.
  - Information on efficacy and safety in the target population when switching to OTC
  - Differences from prescription drugs (formulations, specifications, excipients, etc.)
  - Policy for response to the comments received in the evaluation and review meeting

[4] For “OTC bioequivalence consultations”

- Information on the drug product and prescription drugs (active ingredient, content, indications, dosage and administration, etc.)
- Draft study plan on bioequivalence
- Information on study results on bioequivalence (only if it will be discussed in the consultation)

[5] For “post-marketing safety management consultations for switch OTC drugs, etc.”

- Information on the outline of the drug product (active ingredient, content, indications, and dosage and administration)
- Draft package insert, draft check sheet, and draft materials for information provision
- Draft post-marketing surveillance plan

[6] For “consultations on key points of OTC clinical trial protocols”

- Latest Investigator's Brochure
- Draft clinical trial protocols (outline is acceptable)

[7] For “consultations on appropriateness of development of switch OTC drugs, etc.”

- Information on the outline of the drug product (active ingredient, content, indications, and dosage and administration)
- Information on the appropriateness of development as an OTC drug (including the significance, necessity, indications, dosage and administration, efficacy in the target population, and safety information)
- Information on approved contents of prescription drugs related to their active ingredients and information on differences between OTC and prescription drugs (formulations, specifications, excipients, etc.)
- Information on the appropriateness of the concept of significance of combination in the case of a new combination drug
- Information on the outline of new excipients in the case of new excipients

[8] For “consultations on appropriateness of development of new OTC drugs”

- Information on the outline of the drug product (active ingredient, content, indications,

and dosage and administration)
- Information on approved contents for prescription drugs related to the active ingredient
- Information on the status of similar OTC drugs
- Information on the outline of new excipients in the case of new excipients

[9] For "OTC quality consultations"
- Information on specifications in appendix, specifications, and test methods

8. Cancellation and schedule change of formal consultation

(1) When cancelling the formal consultation after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of the Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

9. Implementation of formal consultation

(1) Please notify the person in charge of the consultation at PMDA of the number of attendees and whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the formal consultation. The number of attendees should usually be up to 10 per consultation due to the size of the meeting room.

(2) Please enter the room on the day of the formal consultation following the guidance given by the person in charge of consultation.

(3) Please make a presentation on the outline of consultation items from the consulter side for about 10 minutes in consultations on development strategies for switch OTC drugs, etc. and pre-development consultations for switch OTC drugs, etc. After that, the consultation will be provided. Please submit the presentation materials to the person in charge of the consultation preferably a week before the date of formal consultation and no later than 2 business days before the date.

10. Communication of record of formal consultation

(1) After the completion of the formal consultation, PMDA will have the consulter check the contents, prepare a brief summary of the points, and send it to the consulter.

(2) For consultations on development strategies for switch OTC drugs, etc., PMDA will prepare materials intended for submission by the consulter to the "Evaluation and Review Meeting on Switching from Prescription Drugs to Guidance/OTC Drugs" and communicate them to the consulter.

11. Contact for applications for consultations and inquiries (if any)

The contact information is shown below.

Contact for applications and inquiries (if any):

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency

Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013

Phone (direct) 03-3506-9556

Fax 03-3506-9443

E-mail address shinyaku-uketsuke@pmda.go.jp

Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time. However, the application form will be received from 10:00 a.m. to noon on the designated date, if submitted in accordance with 5. above.

(Attachment 8)

Implementation guidelines for formal consultation for clinical trial consultations for regenerative medical products

1. Categories and contents of formal consultation

Categories and contents of formal consultation covered by these implementation guidelines are shown in Appendix 5 of this notification. In the development of a regenerative medical product for which the implementation of an expanded access program is expected, it is recommended to use the consultation on clinical study design for the pivotal clinical trials as much as possible.

2. Scheduling of formal consultation

When requesting scheduling of formal consultation, please prepare the request form for scheduling of formal consultation according to the following procedure and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. Please note that the forms that arrive outside the designated hours are not accepted.

(1) When requesting the formal consultation under the consultation categories shown in Appendix 5 of this notification (excluding consultations on procedures for regenerative medical products, consultations before the start of the expanded access program for regenerative medical products, consultations on plans for post-marketing clinical studies, etc. of regenerative medical products, and consultations at the end of post-marketing clinical studies, etc. of regenerative medical products), please correct the title part of Form No. 6 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for scheduling of formal consultation" and enter necessary information to schedule the formal consultation.

The date and time when the request form for scheduling of formal consultation is accepted will be posted on the PMDA website. In principle, the form will be accepted from 10:00 a.m. to 4:00 p.m. on the first business day of the month 2 months before the month in which the consultation is conducted. However, the date will be changed depending on the situation. Please check the PMDA website. For products for which priority handling of formal consultation is desired among regenerative medical products subject to the SAKIGAKE Designation System and those designated as pioneer regenerative medical products (hereinafter referred to as the "SAKIGAKE-designated regenerative medical products"), regenerative medical products designated as orphan regenerative medical products, and regenerative medical products designated as regenerative medical products for specified use, please follow the procedure in (2).

(2) When requesting a consultation on procedures for regenerative medical products, consultation before the start of the expanded access program for regenerative medical products, consultation on plans for post-marketing clinical studies, etc. of regenerative medical products, and consultation at the end of post-marketing clinical studies, etc. of regenerative medical products, and when requesting priority handling of formal consultation for the SAKIGAKE-designated regenerative medical products and regenerative medical products designated as orphan regenerative medical products or as regenerative medical products for specified use, please correct the title part of Form No. 6 of the Administrative Instructions for the Statement of Operating Procedures to "Request form for scheduling of formal consultation" and enter necessary information to schedule the formal consultation. If it is unknown whether or not the planned consultation falls under the category of consultations on procedures for regenerative medical products, please check it in advance through the pre-

consultation meeting, etc. The request will be accepted from Monday to Friday, excluding nonbusiness days such as national holidays.

(3) Even if the above (1) is applicable, the formal consultation may be scheduled separately from (1) if PMDA judges it necessary to provide the formal consultation in a timely and appropriate manner when, for example, prompt response is considered to be required from the viewpoint of health and hygiene. Please check the necessity at the pre-consultation meeting, etc. where necessary.

3. Forms of consultation

(1) Written advice

Written advice will be provided when the prior consent of the consulter is obtained for the product items for which a decision has been made to provide formal consultation based on the scheduling of formal consultation in 2. above. When requesting written advice, please state that written advice is desired in the request form for scheduling of formal consultation and the "Application form for formal consultation for regenerative medical products" (Form No. 6 of the Administrative Instructions for the Statement of Operating Procedures, the same applies hereinafter) which will be submitted upon receiving the result of scheduling. If there is any unclear point, please confirm it appropriately at the pre-consultation meeting, etc.

(2) Consultation on development strategies

Please apply for this consultation in consideration of the following points.

- In the consultation on development strategies, PMDA and the consulter discuss the whole picture of the development plan of the regenerative medical products concerned, application data package, etc., assuming certain development results that are expected based on the study results obtained as of the time of the consultation from a scientific perspective, while taking into account future forecasts, for the purpose of formulating the development strategies for the regenerative medical products that are as efficient and effective as possible.
- Therefore, PMDA's judgment, etc. may change depending on the study results obtained after the consultation, changes in the validity of hypothesis setting due to advancement of science and technology, etc.
- When applying for this consultation, please enter "with consultation on development strategies" in the column for "Type of consultation" of the request form for scheduling of formal consultation and the application form for formal consultation for regenerative medical products and clearly indicate that the consultation is related to development strategies for each consultation item in the consultation materials.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). The request form for scheduling of formal consultation submitted according to 2. (1) above will be received from 10:00 a.m. to 4:00 p.m.

4. How to schedule formal consultation

(1) If the request form for scheduling of formal consultation is submitted according to the above 2. (1), the formal consultation will be scheduled according to the following procedure for

each review category specified in Appendix 9 of this notification.

[1] The formal consultation will be scheduled with reference to the desired date and time entered in the request form for scheduling of formal consultation.

[2] If it cannot be scheduled on the desired date and time, it will be discussed over the phone on the second or third business day after the date of receipt whether it is possible to set another date and time within 1 month before or after the month in which scheduling was requested, in principle.

(2) If the request form for scheduling of formal consultation is submitted according to the above 2. (2), the formal consultation will be scheduled at any time, separately from (1).

5. Notification of schedule, etc. of formal consultation

(1) The result of scheduling of formal consultation will be communicated by fax to the contact of the consulter as "Information on formal consultation" within 5 business days from the date of receipt, in principle.

(2) Even when written advice is provided, the date of formal consultation will be the date of formal consultation determined by the scheduling in 4. above for administrative operation.

6. Payment of fee for formal consultation and application for formal consultation

(1) Please transfer the fee for the applicable consultation category from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on formal consultation in 5. (1) above or on the date of delivery of materials, whichever comes first, enter necessary information in the application form for formal consultation for regenerative medical products, and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. For priority formal consultation for SAKIGAKE-designated regenerative medical products, please transfer the fee and apply for formal consultation within 15 business days counting from the day after the receipt of the information on formal consultation in 5. (1) above, regardless of the date of delivery of materials.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) If the content of the column for "Outline of consultation" in the application form for formal consultation for regenerative medical products does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(3) Please enter the result of scheduling in the application form for formal consultation for regenerative medical products. In this regard, even in the case of written advice, please enter the scheduled date of formal consultation in 5. (2) above.

7. Materials for formal consultation

Please submit the materials for formal consultation to the Review Management Division, Office of Review Management by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

(1) Date of submission of materials

The date of submission of consultation materials will be notified in the information on

formal consultation (excluding priority formal consultation for SAKIGAKE-designated regenerative medical products). The date of submission of materials will be as described in the following guide, but for the period including the public holidays in late April to early May, the year-end, the beginning of the year, etc. in cases of the clinical trial consultations in [1] and [2], it will be Monday, one more week before the following (by 3:00 p.m.).

[1] For consultations on procedures for regenerative medical products and consultations before the start of the expanded access program for regenerative medical products, Monday 2 to 3 weeks before the scheduled date of formal consultation (by 3:00 p.m.), in principle.

[2] For consultations other than consultations on procedures for regenerative medical products and consultations before the start of the expanded access program for regenerative medical products, Monday 5 weeks before the scheduled date of formal consultation (by 3:00 p.m.), in principle

[3] For priority formal consultation for SAKIGAKE-designated regenerative medical products, the date of submission of the request form for scheduling of formal consultation (by 3:00 p.m.), in principle. For priority formal consultation products other than SAKIGAKE-designated regenerative medical products, the date of submission will be separately specified.

(2) If the person in charge of consultations at PMDA consults the consultation applicant in advance about moving up the date of submission of materials and the applicant agrees, the date may be earlier than the above guide.

(3) When applying for a consultation before the start of the expanded access program for regenerative medical products at the same time with a consultation after completion of exploratory studies of regenerative medical products or a pre-application consultation for regenerative medical products, attaching the submission data (clinical study reports of completed studies, related papers, etc.) which are exactly the same as those for the consultation after completion of exploratory studies of regenerative medical products or the pre-application consultation for regenerative medical products can be omitted for the consultation before the start of the expanded access program for regenerative medical products. As for application procedures, etc., please follow the procedures, etc. for each consultation.

8. Contents to be included in materials for formal consultation

(1) The contents to be included in the materials differ depending on consultation items. For example, for consultations on the clinical trial plan for regenerative medical products, the materials including the following information overall would be considered useful.

[1] Treatment methods for the disease

If there are similar products, please prepare a comparison table for proposed indications or performance, outline of administration method or directions for use, etc.

[2] Problems with existing treatment methods and expected advantages of the test product

Please show the problems with existing treatment methods, if any, and explain the possible advantages of the test product, if any.

[3] Overseas package inserts and their Japanese translations

If the package insert is the same in EU countries, an English version of one country is sufficient.

[4] Development history diagram

Please prepare a list of major items among product development, nonclinical studies, Japanese and overseas clinical studies, development as a specified cell processing product, etc. that shows each one from the start to the end chronologically.

In addition, except for changes in the name of the developing company due to merger, etc., if the developer is changed, please clearly describe the change.

[5] Complete clinical data package

A Please describe the clinical package to be used for approval application by classifying (if possible) the clinical studies into study categories of disposition studies, primary pharmacodynamics or performance studies, exploratory studies, confirmatory studies, etc., and by adding the study number and study period (if it is a planned period, to that effect) to the studies.

B If use of overseas data is being considered, please describe them separately for Japan and overseas. If development by bridging strategy is planned, please indicate the bridging studies and the study for which bridging studies will be conducted.

[6] Latest summary of test product

Please include the summary of studies of quality and nonclinical safety, etc. confirmed at the RS strategy consultation (consultation on quality and safety of regenerative medical products) conducted before this formal consultation.

[7] Draft protocol and draft written information for patients

[8] List of clinical studies

A Please compile the results of clinical studies in Japan and the overseas clinical studies whose use are considered for approval application in accordance with Table 5.1 in Appendix 5 of the "Guidelines for Preparation of Data To Be Attached to Marketing Application for Manufacturing or Import Approval Application for New Drugs" (PMSB/ELD Notification No. 899 of the Evaluation and Licensing Division, Pharmaceutical and Medical Safety Bureau, Ministry of Health, Labour and Welfare, dated June 21, 2001, hereinafter referred to as "Notification of Guidelines for Preparation of Data"), and prepare a list.

If the manufacturing method, specifications, etc. of the drug product used in each clinical study are different, please indicate this in the remarks column.

B Please provide this table in the form of tabular data and provide it in an electronic medium to facilitate the tasks carried out by the person in charge at PMDA.

[9] List of toxicity studies

Please compile the toxicity studies that have already been conducted in accordance with Table 2.3.7.1 of Appendix 4 of the Notification of Guidelines for Preparation of Data and prepare a list.

[10] Related papers

It is sufficient to include important ones only.

[11] Record of previous formal consultation (including clinical trial consultations) and record of pre-consultation meetings for regenerative medical products (only if applicable)

[12] Latest periodic safety report (only if applicable)

(2) In the consultations on clinical trials conducted by persons who intend to be sponsor-investigators, please prepare at least the following submission data for application even if the persons concerned do not know the entire development plan.

[1] Treatment methods for the disease

If there are similar products, please prepare a comparison table for indications or performance, outline of administration method or directions for use, precautions, etc.

[2] Problems with existing treatment methods and expected advantages of the test product

Please show the problems with existing treatment methods, if any, and explain the possible advantages of the test product, if any.

[3] Overseas package inserts and their Japanese translations

If the package insert is the same in EU countries, an English version of one country is sufficient.

[4] Latest summary of test product

[5] Draft protocol and draft written information for patients

[6] Related papers

It is sufficient to include important ones only.

[7] Record of previous formal consultation (including clinical trial consultations) and record

of pre-consultation meetings for regenerative medical products (only if requested by a person who intends to be a sponsor-investigator, and considered applicable)

(3) For consultations on eligibility of materials for regenerative medical products, the consultation materials would be considered useful if the following information is included, in particular, with reference to Attachment 3-1 and -2 of the Administrative Notice of the Evaluation and Licensing Division, Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated March 8, 2013, "Guidelines for Preparation of Application Form for Registration of the Drug Master File for Materials Related to Manufacturing of Cellular and Tissue-based Products, etc. and Materials to be Attached to the Application Form."

[1] Origin, countries of origin, and details of donor screening of each human/animal-derived component of the target material

[2] In cases where a cell bank system is to be established for each human/animal-derived component of the target material, the details of the control related to viral safety in the cell bank, bulk, etc. and the control related to viral safety of raw materials used for manufacturing

[3] Viral clearance process characterization studies and/or viral clearance process evaluation studies related to virus inactivation/removal process for the target material and/or each human/animal-derived component of the material

[4] Components of the target material and their content

9. Cancellation and schedule change of formal consultation

(1) When cancelling the formal consultation after its application (for priority formal consultation for SAKIGAKE-designated regenerative medical products, after the submission of the request form for scheduling of formal consultation) before the date of implementation at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. When a decision is made to cancel priority formal consultation for a SAKIGAKE-designated regenerative medical product after submission of the request form for scheduling of formal consultation before application, please file the application and then submit the "Request for withdrawal of application for formal consultation."

For formal consultation other than priority formal consultation for SAKIGAKE-designated regenerative medical products, if the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it along with the "Request for withdrawal of application for formal consultation," half of the fee will be refunded. Please note that the fee for priority formal consultation for the SAKIGAKE-designated regenerative medical products will not be reimbursed.

(2) When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. For formal consultation other than priority formal consultation for the SAKIGAKE-designated regenerative medical products, if the applicant enters necessary information in, and submits also the "Request form for reimbursement of fees for review, etc. for drugs, etc.," half of the fee will be refunded. Please note that the fee for priority formal consultation for the SAKIGAKE-designated regenerative medical products will not be reimbursed.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

10. Implementation of formal consultation

(1) Please notify the person in charge at PMDA of the number of attendees, whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend), and the equipment to be used for presentation, by the day before the formal consultation.

The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.

(2) On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

(3) For clinical trial consultations other than consultations on procedures for regenerative medical products and consultations before the start of the expanded access program for regenerative medical products, explanation of consultation items by the consulter and guidance and advice by PMDA shall be provided within approximately 120 minutes as a whole. In this regard, please make a presentation on the outline of consultation items from the consulter side for about 20 minutes. After that, the consultation will be provided. Please submit a copy of the presentation materials to the person in charge of the consultation by e-mail, etc. preferably one week in advance and no later than two days in advance.

(4) For consultations on procedures for regenerative medical products, explanation of consultation items by the consulter and guidance and advice by PMDA shall be provided within approximately 30 minutes as a whole. In principle, expert advisors will not be present.

(5) For consultations before the start of the expanded use program for regenerative medical products, explanation of consultation items by the consulter and guidance and advice by PMDA shall be provided within approximately 60 minutes as a whole.

11. Communication of record of formal consultation

After the completion of the formal consultation, PMDA will have the consulter check the contents, prepare the record, and send it to the consulter. For consultations on procedures for regenerative medical products, the points of the consultation are summarized briefly.

12. Other

The opinion of PMDA on the contents of the consultation will be presented in writing before the formal consultation.

(Attachment 9)

Implementation guidelines for formal consultation for prior assessment consultations for regenerative medical products

1. Categories and contents of prior assessment consultations

Categories and contents of prior assessment consultations covered by these implementation guidelines are shown in Appendix 7 of this notification.

2. Receipt of request form for prior assessment consultations

When requesting a prior assessment consultation, please enter necessary information in the request form for prior assessment consultations for regenerative medical products (Attached Form 4 of this notification) and submit it to the Review Management Division, Office of Review Management by e-mail to coordinate the implementation of the prior assessment consultation.

The period when the request form for prior assessment consultations is accepted will be notified in advance on the PMDA website, etc.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(Points to consider)

- In principle, a period of 120 business days (6 months) is expected for a prior assessment consultation from submission of materials to preparation of an evaluation report. Therefore, it is desirable to apply for the items for which an evaluation report is finalized before the application.
- It is possible to apply for only some categories (e.g., safety/quality/efficacy category), but if the consulter wishes to have consultation for more than one consultation category per product, please make arrangements so that the timing of submission of materials will be the same in principle.
- For the items for which prior assessment consultations are held, the consulter can receive guidance and advice on compliance with GLP and GCP using consultations on assessment of compliance with integrity standards, if the consulter wishes to do so. Use of consultations on assessment of compliance with integrity standards may be useful in some cases. Please consult at the pre-pre-consultation meeting, etc.

3. Notification of implementation, etc. of prior assessment consultations

After the request form for prior assessment consultations for regenerative medical products is submitted and received, implementation of the consultation will be coordinated. If the implementation, etc. is determined, it will be notified in writing to the contact of the person in charge.

4. Application for prior assessment consultations

If the implementation, etc. of a prior assessment consultation is determined, please apply for a pre-consultation meeting (refer to Attachment 16 of this notification), which is provided for a fee or free of charge, before applying for the consultation, and discuss in advance with the person in charge at PMDA the target product, category of the prior assessment consultation, contents of

materials to be submitted, timing at which they can be submitted, etc.

5. Payment of fee for prior assessment consultations and application for prior assessment consultations

(1) When applying for a prior assessment consultation, please transfer the fee for the category of the prior assessment consultation from a commercial bank, etc., enter necessary information in Form No. 6 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for formal consultation for regenerative medical products," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

When transferring fees for multiple categories in a lump sum at the same time, please submit a copy of the transfer receipt, etc. and a breakdown of the transfer amount together with the consultation application form. However, please submit the application form for each category.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) If the content of the column for "Outline of consultation" in the "Application form for formal consultation for regenerative medical products" does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

6. Materials for prior assessment consultations

Please submit the materials for prior assessment consultations for which in-house QA/QC has been completed to the Review Management Division, Office of Review Management by the deadline pre-determined at the pre-consultation meeting by either of the following methods, with reference to "Points to Consider in Marketing Approval Applications for Regenerative Medical Products" (PFSB/MDRMPED Notification No. 0812-5 issued by the Counsellor of Minister's Secretariat, Ministry of Health, Labour and Welfare [in charge of evaluation and licensing of medical devices/regenerative medical products], dated August 12, 2014) (hereinafter referred to as "Basic Notification of Counsellor").

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

7. Contents to be included in materials for prior assessment consultations

The materials to be evaluated will be checked at the pre-consultation meeting held prior to the consultation for each item, but please prepare the materials generally as follows for each category of prior assessment consultations. Please submit the following materials in order to conduct high-quality prior assessment consultations. If it is not possible to submit because of special circumstances, etc., please consult separately at the pre-consultation meeting.

(1) Common materials

[1] List of submission materials

Please prepare a list of submission materials and attach it. If possible, check the excess or

deficiency of the submitted materials in advance based on the list of submission materials at the time of the pre-consultation meeting.

[2] "Origin or history of discovery and usage conditions in foreign countries etc." and "Introduction"

Please describe as specifically as possible at the time of the prior assessment consultation according to the description in the submission data at the time of application. If PMDA consultation has been conducted in the past, describe the background and attach the consultation record as necessary.

[3] Future development plans and issues before application

Please briefly describe the future development plan (ongoing or planned studies) in quality and nonclinical and clinical settings at the time of the prior assessment consultation and the issues before application considered by the consulter (issues that should be resolved by the time of application, in the opinion of the consulter).

[4] Package insert (draft)

Please prepare and submit the package insert (draft) that is as specific as possible at the time of preparation so that the administration method or directions for use (draft), indications or performance (draft), etc. considered by the consulter at the time of the prior assessment consultation are clear. This document will be handled as a reference material.

(2) Prior assessment consultations (safety/quality/efficacy)

[1] Attached materials related to quality and nonclinical studies and their summary

(Points to consider: quality)

- Please specify the manufacturing site for commercial production as a planned site.
- Measured values and the data on the batches reflecting commercial production larger than the pilot scale required for formal stability studies (long-term storage test, etc.) are not mandatory. Please submit the data on the batches not reflecting commercial production larger than the pilot scale as a reference material.
- Please describe the "Data on manufacturing process, specifications, test methods, etc." (draft) mentioned in the Basic Notification of Counsellor based on the data at the time of the consultation.
- Please specify the container closure system as a planned system.

(Points to consider: safety/efficacy)

- Regarding toxicity, primary pharmacodynamics results, disposition (nonclinical), etc., please submit the "Data on tests to support efficacy or performance" (draft), "Data on disposition" (draft), and "Data on nonclinical safety" (draft) that are described in the Basic Notification of Counsellor as well as their summary, in principle.
- For ongoing or planned studies, please state that the studies are ongoing or planned in the summary of each of the "Data on tests to support efficacy or performance" (draft), "Data on disposition" (draft), and "Data on nonclinical safety" (draft).

[2] Marketing approval application form for regenerative medical products (draft)

Please submit the marketing approval application form for regenerative medical products (draft) that is as specific as possible in the opinion of the consulter at the time of preparation. This document will be handled as a reference material.

[3] Application form for registration of the drug master file (draft)

When using the master file (hereinafter referred to as "MF," including planned use, the same applies hereinafter), please submit the application form for registration of the drug master file (or its draft). This document will be handled as a reference material.

(Points to consider)

- Please obtain the approval of MF registrants (including those planning to register, the same applies hereinafter) in advance. If cooperation from MF registrants cannot be obtained, sufficient evaluation may not be possible. Therefore, please discuss acquisition of information from MF registrants with them in advance.
- Please enter the person in charge of MF registrants and his/her contact information in the

remarks column of the request form for prior assessment consultations.

- The MF registrants will submit the materials in the MF part. However, please coordinate with MF registrants in advance so that the timing of submission of materials does not greatly differ between the consulter and the MF registrants.
- The application form for registration of the drug master file (or its draft) and the part of the "Data on manufacturing process, specifications, test methods, etc." (draft) included in the Basic Notification of Counsellor that is to be prepared by MF registrants should be submitted separately by the MF registrants.
- A pre-consultation meeting may be held with MF registrants to confirm the timing of submission of materials, etc.
- If there are inquiries about MF registration items, PMDA will make an inquiry directly to MF registrants.
- The evaluation report on the MF part will be separately prepared and sent to the MF registrants, in principle, because it includes the intellectual property of MF registrants.

(3) Prior assessment consultations (exploratory studies), prior assessment consultations (confirmatory clinical trials)

Based on the results of the conducted exploratory studies or confirmatory clinical trials, please submit the "Data on results of clinical studies, etc." (draft) described in the Basic Notification of Counsellor and their summary.

(Points to consider)

- For ongoing or planned studies, please state that the studies are ongoing or planned in the summary of the "Data on results of clinical studies, etc." (draft).

8. Cancellation and schedule change of prior assessment consultations

(1) When cancelling the prior assessment consultation after its application before PMDA sends inquiries at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the date is to be changed at the convenience of PMDA or when PMDA considers that the change of the date is inevitable, submission of "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

9. Implementation of prior assessment consultations

The applicant and PMDA will hold the pre-consultation meeting about 1 month before the timing at which consultation materials can be submitted, to confirm the schedule of the entire consultation and the materials to be submitted. After that, the consultation will be conducted according to the schedule discussed in advance from the date when the materials are submitted to PMDA. The flow is generally as follows.

(1) Submission of materials

After the application, please submit consultation materials.

(2) Inquiries sent by PMDA

PMDA will send inquiries to the consulter within about 40 business days after the submission of consultation materials.

(3) Submission of responses

Please submit the responses to inquiries within about 30 business days after inquiries are sent.

The written responses to inquiries in prior assessment consultations shall be handled in the same manner as those for usual formal consultation, and it is not necessary to sign or seal the cover of the written responses.

(4) Communication of evaluation report

PMDA will prepare the evaluation report within about 35 business days after submission of responses, and notify the consulter. An evaluation report may be compiled for multiple categories.

(5) Finalization of evaluation report

The evaluation report will be corrected as necessary and finalized within about 15 business days after communication of the evaluation report. In this regard, if necessary, a meeting will be held to confirm the common understanding of issues, etc. for the application for the relevant item.

(Points to consider)

- When applying for the confirmatory study category, please consult PMDA in advance about the timeline because it may exceed 6 months (6 months of the timeline is a rough standard).

(Attachment 10)

Implementation guidelines for formal consultation for follow-up consultations of formal consultation for drugs and regenerative medical products

1. Follow-up consultations of formal consultation

PMDA offers follow-up consultations of formal consultation for drugs or follow-up consultations of formal consultation for regenerative medical products (hereinafter referred to as "follow-up consultations of formal consultation") for a fee or free of charge on the additional matters (not involving new data evaluation, etc.) which PMDA and the consulter have agreed in the following consultations to consider as being manageable through the follow-up consultations: the clinical trial consultations for new drugs or regenerative medical products, safety consultations for drugs (consultations related to ICH S1B (R1) guidelines), consultations on epidemiological surveys for drugs, consultations on revision of package inserts of drugs/regenerative medical products, consultations on method of submission of electronic study data for drugs, consultations on exemption from submission of electronic study data for drugs, consultations on eligibility for public knowledge-based applications for drugs, consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries, and consultations on GLP/GCP/GPSP compliance assessment of drug databases.

(1) Contents of follow-up consultations of formal consultation

In principle, follow-up consultations of formal consultation are provided additionally for the matters which PMDA and the consulter have agreed in formal consultation to consider as being manageable through follow-up consultations. Data evaluation, etc. has already been conducted at the preceding formal consultation, and therefore will not be conducted at the follow-up consultations of formal consultation.

If the consulter desires, a record of follow-up consultations of formal consultation will be prepared for a fee.

(2) If record of follow-up consultations of formal consultation is desired (fee-based)

[1] How to apply

Please enter necessary information and circle "Yes (for a fee)" in the column for the request for records in the "Application form for inquiries in follow-up consultations of formal consultation for drugs" (Attached Form 12 of this notification) or the "Application form for inquiries in follow-up consultations of formal consultation for regenerative medical products" (Attached Form 13 of this notification), and submit it to the Review Management Division, Office of Review Management by e-mail.

[2] Notification of implementation, etc. of formal consultation

A The results of scheduling of formal consultation will be communicated by fax by the Review Management Division, Office of Review Management to the contact of the consulter as "Information on formal consultation."

B It may take time to contact the consulter.

[3] Payment of fee and application for follow-up consultations of formal consultation (fee-based)

Please transfer the fee for the follow-up consultation of formal consultation (fee-based) from a commercial bank, etc. on the day of the follow-up consultation of formal consultation (fee-based) in [2] above or within 15 business days counting from the day after the receipt of the information on formal consultation, whichever comes first, enter necessary information in Form No. 7, "Application form for follow-up consultations of formal consultation for drugs (with record)," or Form No. 8, "Application form for follow-up consultations of formal consultation for regenerative medical products (with record)," of the

Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as “Administrative Instructions for the Statement of Operating Procedures”) and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and “Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency” (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

[4] Implementation of follow-up consultations of formal consultation (fee-based)

A Each meeting should be within 30 minutes per consultation.

B In principle, the number of attendees should be no more than 10 per consultation.

[5] Cancellation and schedule change of formal consultation

A When cancelling the follow-up consultation of formal consultation (fee-based) after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, “Request for withdrawal of application for formal consultation,” and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, “Request form for reimbursement of fees for review, etc. for drugs, etc.,” and submits it, half of the fee will be refunded.

B When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the “Request for withdrawal of application for formal consultation” and apply again. Please submit the “Request for withdrawal of application for formal consultation” to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the “Request form for reimbursement of fees for review, etc. for drugs, etc.” and submits it, half of the fee will be refunded.

C When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the “Request for withdrawal of application for formal consultation” is not necessary.

D Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

[6] Communication of record of follow-up consultations of formal consultation (fee-based)

After the completion of the follow-up consultation of formal consultation (fee-based), PMDA will have the consulter check the contents, prepare a brief summary of the points, and send it to the consulter.

[7] Other

When the online meeting system (see Attachment 23-2 of this notification) is used, a meeting room at Tokyo Headquarters of the Pharmaceuticals and Medical Devices Agency (hereinafter referred to as "PMDA Tokyo Headquarters”) and a meeting room at Toyama Pharmaceutical Association can be connected. When a connection is to be made only between PMDA Tokyo Headquarters and Toyama Pharmaceutical Association, the procedure based on Attachment 23-2 of this notification shall be omitted.

The implementation method will be determined by PMDA based on the consultation applicant’s request; therefore, please note that we may not be able to meet your request.

(3) If record of follow-up consultations of formal consultation is not desired (free)

[1] How to apply

Please enter necessary information and circle “No (free)” in the column for the request for records in the “Application form for inquiries in follow-up consultations of formal consultation for drugs” (Attached Form 12 of this notification) or the “Application form for inquiries in follow-up consultations of formal consultation for regenerative medical products” (Attached Form 13 of this notification), and submit it to the Review Management Division, Office of Review Management by e-mail.

[2] Notification of meeting date, etc.

A The person in charge at PMDA will notify the schedule, etc. by phone. If responses over the phone are considered sufficient based on the content of inquiries, responses will be provided by phone only.

B It may take time to contact the consulter.

[3] Implementation of follow-up consultations of formal consultation (free)

A Each meeting should be within 30 minutes per consultation.

B In principle, the number of attendees should be no more than 5 per consultation.

[4] Other

Please refer to 1. (2) [7] above.

2. Contact for applications for consultation and inquiries

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the application form for inquiries in follow-up consultations will be received from 9:30 a.m. to noon.

(Attachment 11)

Implementation guidelines for formal consultation for consultations on submission of electronic study data for new drugs

1. Categories and contents of formal consultation

PMDA provides consultations on the matters associated with submission of electronic data for the new drugs (including follow-on biologics, excluding OTC drugs) for which submission of electronic clinical data is planned, for the purposes of reviewing the contents for each product item before submission and smoothly carrying out the preparation of submission of electronic clinical data and subsequent reviews, etc.

Categories and contents of formal consultation covered by these implementation guidelines are shown in Appendix 8-3 of this notification. To request exemption from submission of all or part of the electronic data from studies subject to submission of electronic data based on the "Notification on Handling of Submission of Electronic Study Data for New Drug Applications" (PSEHB/PED Notification No. 0401-10, Director, the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated April 1, 2022) and the latest "Question and Answer Guide Regarding 'Notification on Handling of Submission of Electronic Study Data for New Drug Applications'" (Administrative Notice of the Pharmaceutical Evaluation Division, Pharmaceutical Safety Bureau, Ministry of Health, Labour and Welfare), it is recommended to consult in advance about clinical data packages and the scope of submission of electronic data at existing clinical trial consultations in which clinical data packages and the scope of submission of electronic data are discussed.

It is assumed that formal consultation subject to these implementation guidelines will usually be provided by several months before the submission of electronic data, but consultation can be provided at any time, for multiple times. Please note that the accuracy of the contents of advice differs depending on the timing of consultation.

2. Consultations on confirmation of submission of electronic study data for drugs (hereinafter referred to as "consultations on confirmation of submission")

(1) If record of consultations on confirmation of submission is desired (fee-based)

[1] How to apply

Please change the title part of Form No. 43 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for scheduling of consultations on submission of electronic study data for new drugs," enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. The formal consultation will be scheduled at any time.

[2] Notification of implementation, etc. of formal consultation

A The results of scheduling of formal consultation will be communicated by fax by the Review Management Division, Office of Review Management to the contact of the consulter as "Information on formal consultation."

B It may take time to contact the consulter.

C Even when advice is provided over the phone, the date of formal consultation will be the date determined by the scheduling in 2. (1) [2] A above for administrative operation.

[3] Payment of fee and application for consultations on confirmation of submission (fee-based)

A Please transfer the fee for the consultation on confirmation of submission (fee-based) from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on the date of the consultation on confirmation of submission (fee-based) in [2] above or on the date of delivery of materials, whichever comes first, enter necessary information in Form No. 43 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for consultations on submission of electronic study data for new drugs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

B If the content of the column for "Outline of consultation" in the "Application form for consultations on submission of electronic study data for new drugs" does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

C Please enter the result of scheduling in the "Application form for consultations on submission of electronic study data for new drugs." In this regard, even if advice is provided over the phone, please enter the scheduled date of formal consultation in 2. (1) [2] A above.

[4] Submission of materials for consultations on confirmation of submission

Please submit the materials for consultations on confirmation of submission to the Review Management Division, Office of Review Management by either of the following methods on Monday 2 weeks before the scheduled date of formal consultation (by 3:00 p.m.), in principle.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

[5] Contents to be included in materials for consultations on confirmation of submission

Please enter consultation items in an arbitrary format in consultation materials for consultations on confirmation of submission. In addition, based on the "Guidelines for Preparation of Explanation of Electronic Study Data (Form A)" posted on the following PMDA website, please prepare the "Explanation of Electronic Study Data (Form A)" and attach it to the consultation materials.

https://www.pmda.go.jp/review-services/drug-reviews/about-reviews/p-drugs/0026.html

[6] Implementation of consultations on confirmation of submission (fee-based)

A Each meeting should be within 30 minutes per consultation.

B Please notify the person in charge at PMDA of the number of attendees or whether or not any non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the formal consultation. In principle, the number of attendees should be no more than 10 per consultation.

C If responses over the phone are considered sufficient based on the content of inquiries and the consent of the consulter is obtained in advance, the advice will be provided by phone.

[7] Cancellation and schedule change of formal consultation

A When cancelling the consultation on confirmation of submission (fee-based) after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

B When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

C When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

D Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

[8] Communication of records of consultations on confirmation of submission (fee-based)

After the completion of the consultation on confirmation of submission (fee-based), PMDA will have the consulter check the contents, prepare a brief summary of the points, and send it to the consulter.

(2) If record of consultations on confirmation of submission is not desired (free)

[1] How to apply

Please change the title part of Form No. 43 of the Administrative Instructions for the Statement of Operating Procedures to "Request form for scheduling of consultations on submission of electronic study data for new drugs," enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. The formal consultation will be scheduled at any time.

[2] Notification of meeting date, etc.

A The person in charge at PMDA will notify the schedule, etc. by phone.

B It may take time to contact the consulter.

[3] Submission of materials for consultations on confirmation of submission

The same as 2. (1) [4].

[4] Contents to be included in materials for consultations on confirmation of submission

The same as 2. (1) [5].

[5] Implementation of consultations on confirmation of submission (free)

A Each meeting should be within 30 minutes per consultation.

B In principle, the number of attendees should be no more than 10 per consultation.

C If responses over the phone are considered sufficient based on the content of inquiries and the consent of the consulter is obtained in advance, responses will be provided by phone.

3. Consultations on method of submission of electronic study data for drugs (hereinafter referred

to as “consultations on method of submission”)

(1) How to apply

Please change the title part of Form No. 43 of the Administrative Instructions for the Statement of Operating Procedures to “Request form for scheduling of consultations on submission of electronic study data for new drugs,” enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. The formal consultation will be scheduled at any time.

(2) Forms of consultation

If responses over the phone are considered sufficient based on the content of inquiries and the consent of the consulter is obtained in advance, the advice will be provided by phone.

(3) Notification of implementation, etc. of formal consultation

[1] The results of scheduling of formal consultation will be communicated by fax by the Review Management Division, Office of Review Management to the contact of the consulter as “Information on formal consultation.”

[2] It may take time to contact the consulter.

[3] Even when advice is provided over the phone, the date of formal consultation will be the date determined by the scheduling in 3. (3) [1] above for administrative operation.

(4) Payment of consultation fee and application for consultations on method of submission

[1] Please transfer the fee for the applicable consultation category from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on the date of the consultation on method of submission in 3. (3) [1] above or on the date of delivery of materials, whichever comes first, enter necessary information in Form No. 43 of the Administrative Instructions for the Statement of Operating Procedures, “Application form for consultations on submission of electronic study data for new drugs,” and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and “Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency” (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

[2] If the content of the column for “Outline of consultation” in the “Application form for consultations on submission of electronic study data for new drugs” does not fit in the column, please enter “See Appendix ( ) for details” and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

[3] Please enter the result of scheduling in the “Application form for consultations on submission of electronic study data for new drugs.” In this regard, even if advice is provided over the phone, please enter the scheduled date of formal consultation in 3. (3) [1] above.

(5) Submission of materials for consultations on method of submission

Please submit the materials for consultations on method of submission to the Review Management Division, Office of Review Management by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

[1] Date of submission of materials

The date of submission of consultation materials will be notified in the information on formal consultation. The date of submission will be around Monday (by 3:00 p.m.) 2 weeks before the scheduled date of formal consultation, in principle. For the period including the public holidays in late April to early May, the year-end, the beginning of the year, etc., however, it will be Monday (by 3:00 p.m.) one more week before the date.

[2] If the person in charge of consultations at PMDA consults the consultation applicant in advance about moving up the date of submission of materials and the applicant agrees, the date may be earlier than the above guide.

(6) Contents to be included in materials for consultations on method of submission

Please enter consultation items in an arbitrary format in consultation materials for consultations on method of submission. Please include as much specific explanation as possible regarding the method of storing, submitting, etc. of electronic data (processes and specifications of data preparation, data sets, and contents of definition files, etc.). In addition, based on the "Guidelines for Preparation of Explanation of Electronic Study Data (Form A)" posted on the following PMDA website, please prepare the "Explanation of electronic study data (Form A)" and attach it to the consultation materials.

https://www.pmda.go.jp/review-services/drug-reviews/about-reviews/p-drugs/0026.html

(7) Cancellation and schedule change of formal consultation

[1] When cancelling the formal consultation after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

[2] When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

[3] When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

[4] Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

(8) Implementation of formal consultation

[1] Please notify the person in charge at PMDA of the number of attendees or whether or not any non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the formal consultation. The number of attendees should usually be up to 10 per consultation due to the size of the meeting room.

[2] On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

[3] The meeting should be within about 30 minutes as a whole.

(9) Communication of records of consultations on method of submission

After the completion of the formal consultation, PMDA will have the consulter check the contents, prepare a brief summary of the points, and send it to the consulter.

4. Consultations on exemption from submission of electronic study data for drugs (hereinafter referred to as “consultations on exemption from submission”)

(1) How to apply

Please change the title part of Form No. 43 of the Administrative Instructions for the Statement of Operating Procedures to “Request form for scheduling of consultations on submission of electronic study data for new drugs,” enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. The formal consultation will be scheduled at any time.

(2) Forms of consultation

Written advice will be provided when the prior consent of the consulter is obtained for the product items for which a decision has been made to provide formal consultation based on the scheduling of formal consultation in 4. (1) above. When requesting written advice, please state that written advice is desired in the request form for scheduling and the application form (Form No. 43 of the Administrative Instructions for the Statement of Operating Procedures) which will be submitted upon receiving the result of scheduling. If there is any unclear point, please confirm it appropriately at the pre-consultation meeting, etc.

(3) Notification of implementation, etc. of formal consultation

[1] The results of scheduling of formal consultation will be communicated by fax by the Review Management Division, Office of Review Management to the contact of the consulter as “Information on formal consultation."

[2] It may take time to contact the consulter.

[3] Even when written advice is provided, the date of formal consultation will be the date of formal consultation determined by the scheduling in 4. (3) [1] above for administrative operation.

(4) Payment of consultation fee and application for consultations on exemption from submission

[1] Please transfer the fee for the applicable consultation category from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on the date of the consultation on exemption from submission in 4. (3) [1] above or on the date of delivery of materials, whichever comes first, enter necessary information in Form No. 43 of the Administrative Instructions for the Statement of Operating Procedures, “Application form for consultations on submission of electronic study data for new drugs,” and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and “Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency” (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

[2] If the content of the column for “Outline of consultation” in the “Application form for consultations on submission of electronic study data for new drugs” does not fit in the column, please enter “See Appendix ( ) for details” and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for

consultation items, etc., only text, no tables or figures).

[3] Please enter the result of scheduling in the "Application form for consultations on submission of electronic study data for new drugs." In this regard, even in the case of written advice, please enter the scheduled date of formal consultation in 4. (3) [1] above.

(5) Submission of materials for consultations on exemption from submission

Please submit the materials for consultations on exemption from submission to the Review Management Division, Office of Review Management by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

[1] Date of submission of materials

The date of submission of consultation materials will be notified in the information on formal consultation. The date of submission will be around Monday (by 3:00 p.m.) 5 weeks before the scheduled date of formal consultation, in principle. For the period including the public holidays in late April to early May, the year-end, the beginning of the year, etc., however, it will be Monday (by 3:00 p.m.) one more week before the date.

[2] If the person in charge of consultations at PMDA consults the consultation applicant in advance about moving up the date of submission of materials and the applicant agrees, the date may be earlier than the above guide.

(6) Contents to be included in materials for consultations on exemption from submission

Please enter consultation items in an arbitrary format in consultation materials for consultations on exemption from submission. In the consultation items, please include the desired scope (among the studies and analyses subject to electronic data submission) of exemption from electronic data submission based on the "Notification on Handling of Submission of Electronic Study Data for New Drug Applications" (PSEHB/PED Notification No. 0401-10, Director, the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated April 1, 2022) and the latest "Question and Answer Guide Regarding 'Notification on Handling of Submission of Electronic Study Data for New Drug Applications'" (Administrative Notice of the Pharmaceutical Evaluation Division, Pharmaceutical Safety Bureau, Ministry of Health, Labour and Welfare) as well as its reason and the explanation on the status of retention of the electronic data concerned, etc. In addition, based on the "Guidelines for Preparation of Explanation of Electronic Study Data (Form B)" posted on the following PMDA website, please prepare the "Explanation of electronic study data (Form B)" and attach it to the consultation materials.

https://www.pmda.go.jp/review-services/drug-reviews/about-reviews/p-drugs/0026.html

(7) Cancellation and schedule change of formal consultation

[1] When cancelling the formal consultation after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

[2] When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the

applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

[3] When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

[4] Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

(8) Implementation of formal consultation

[1] Please notify the person in charge at PMDA of the number of attendees or whether or not any non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the formal consultation. The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.

[2] On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

[3] The meeting should be within about 120 minutes as a whole.

(9) Communication of records of consultations on exemption from submission

After the completion of the formal consultation, PMDA will have the consulter check the contents, prepare the record, and send it to the consulter.

5. Contact for applications for consultation and inquiries

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the request form for scheduling of consultations on submission of electronic study data for new drugs will be received from 9:30 a.m. to noon.

(Attachment 12)

Implementation guidelines for formal consultation in preparation meeting of formal consultation for medical devices and in vitro diagnostics

PMDA holds preparation meetings of formal consultation as follows in order to smoothly implement the formal consultation in the clinical trial consultations, etc. for medical devices and in vitro diagnostics, GCP/GLP/GPSP consultations for medical devices, and consultations on assessment of compliance with integrity standards for medical devices.

1. Medical devices

(1) Contents of preparation meetings of formal consultation

The preparation meetings of formal consultation are intended to sort out consultation items in advance as a part of formal consultation to further identify and clarify the points of argument so that the formal consultation can be provided smoothly following the general consultation. Therefore, data evaluation, etc. will be conducted at the formal consultation, not in preparation meetings of formal consultation. No record of preparation meetings of formal consultation is prepared. A certificate of completion of preparation meetings will be issued.

(2) How to request appointments for preparation meetings of formal consultation

When requesting a preparation meeting of formal consultation, please change the title part of Form No. 9 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for preparation meetings of formal consultation for medical devices and in vitro diagnostics," to "Request form for appointments for preparation meetings of formal consultation for medical devices and in vitro diagnostics," enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail (please refrain from calling, visiting, sending the form by postal mail, etc.) to schedule the preparation meeting of formal consultation. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

No preparation meetings of formal consultation are set for consultations before the start of the expanded access program for medical devices, consultation on finalization of application data for medical devices, consultations on data sufficiency/application category for medical devices, and additional consultation for medical devices. Therefore, when requesting a preliminary meeting, etc., please apply for a general consultation (Attachment 17).

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Fax 03-3506-9443
E-mail address: kikitaishin-uketsuke@pmda.go.jp
Subject if e-mail is used:
Request form for appointments for preparation meetings of formal consultation for medical devices_name of test article_company name
(Example of description: Request form for appointments for preparation meetings of formal consultation for medical devices_new medical device_PMDA Co., Ltd.
Reception hours: From 9:30 a.m. to noon, from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(3) Notification of finalized appointment and submission of application form for preparation

meetings of formal consultation

1) For the meetings the requests for which are received after noon on Wednesday by noon on the following Wednesday, the date of the meeting will be notified on Wednesday 2 weeks from the beginning of the above receipt period. Once the date, time, location, etc. are determined, they will be notified to the contact of the consulter by e-mail.
2) Please transfer the fee for the preparation meeting of formal consultation from a commercial bank, etc. within 15 business days counting from the day after the receipt of the e-mail in 1) above or by the day before the meeting, enter necessary information in the application form for preparation meetings of formal consultation for medical devices and in vitro diagnostics in Form No. 9 of the Administrative Instructions for the Statement of Operating Procedures, and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc.

   Please enter "Application form for preparation meetings of formal consultation for medical devices_name of test article_company name" (example of description: Application form for preparation meetings of formal consultation for medical devices_new medical device_PMDA Co., Ltd.) in the subject line if using e-mail.

   For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(4) Cancellation and schedule change of preparation meetings of formal consultation

1) When cancelling the preparation meeting of formal consultation or changing the implementation date at the convenience of the applicant, enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of the Review Management by e-mail. If it is difficult to submit it by e-mail, contact Review Management Division, Office of Review Management. When changing the implementation date, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and then apply again. Please note that the fee will not be reimbursed in the case of cancellation of preparation meetings of formal consultation.

   Please enter "Request for cancellation of preparation meetings of formal consultation for medical devices_name of test article_company name" (example of description: Request for cancellation of preparation meetings of formal consultation for medical devices_new medical device_PMDA Co., Ltd.) in the subject line if using e-mail.
2) When a preparation meeting of formal consultation has been cancelled or the implementation date has been changed at the convenience of PMDA, the cancellation or change will be notified promptly by phone.
3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(5) Implementation of preparation meetings of formal consultation

1) Preparation meetings of formal consultation will be held on every Wednesday, in principle.
2) Each meeting should be 30 minutes per consultation.
3) In principle, the number of attendees should be no more than 5 per consultation.

(6) Other points to consider

1) In principle, each preparation meeting of formal consultation is intended for one case of formal consultation. To sort out major points of argument, etc. related to preparation

meetings of formal consultation as well as formal consultation, please utilize general consultations.

2) Please proceed to the formal consultation within 1 year from the date of the preparation meeting of formal consultation. If a year has passed, please apply for a preparation meeting of formal consultation again.

3) After completion of the preparation meeting of formal consultation, please receive the certificate of completion of preparation meetings from the department that implemented the meeting.

When holding a preparation meeting of formal consultation in online meeting format, the department in charge of consultation will send a certificate of completion of preparation meetings of formal consultation. Please send an envelope with the recipient's address (Rectangle No. 2, Long No. 3, Side-opening No. 2, or Side-opening No. 4 envelope that fits A4 size; send by simple registered mail, Letter Pack, or other methods that keep mailing records) to the person in charge of the consultation (Office of Medical Devices/Office of In Vitro Diagnostics/Office of Software as a Medical Device/Office of Cellular and Tissue-based Products) by postal mail. Please write "Envelope for sending a certificate of completion of preparation meeting enclosed" in red on the envelope.

2. In vitro diagnostics

(1) Contents of preparation meetings of formal consultation

Please refer to 1. (1) above.

(2) How to request appointments for preparation meetings of formal consultation

When requesting a preparation meeting of formal consultation, please change the title part of Form No. 9 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for preparation meetings of formal consultation for medical devices and in vitro diagnostics," to "Request form for appointments for preparation meetings of formal consultation for in vitro diagnostics," enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail to schedule the preparation meeting of formal consultation. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

No preparation meetings of formal consultation are set for consultations on application procedures for in vitro diagnostics and additional consultations for in vitro diagnostics. Therefore, when requesting a preliminary meeting, etc., please apply for a general consultation (Attachment 17).

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Fax 03-3506-9443
E-mail address: kikitaishin-uketsuke@pmda.go.jp
Subject if e-mail is used:
Request form for appointments for preparation meetings of formal consultation for in vitro diagnostics_name of test article_company name
(Example of description: Request form for appointments for preparation meetings of formal consultation for in vitro diagnostics_new in vitro diagnostic_PMDA Co., Ltd.
Reception hours: From 9:30 a.m. to noon, from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(3) Notification of finalized appointment and submission of application form for preparation meetings of formal consultation

1) For the meetings the requests for which are received from noon on Wednesday by noon on

the following Wednesday, the date of the meeting will be notified on Wednesday 2 weeks from the beginning of the above receipt period. Once the date, time, location, etc. are determined, they will be notified to the contact of the consulter by e-mail.

2) Please transfer the fee for the preparation meeting of formal consultation from a commercial bank, etc. within 15 business days counting from the day after the receipt of the e-mail in 1) above or by the day before the meeting, enter necessary information in Form No. 9 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for preparation meetings of formal consultation for medical devices and in vitro diagnostics," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

   Please enter "Application form for preparation meetings of formal consultation for in vitro diagnostics_name of test article_company name" (example of description: Application form for preparation meetings of formal consultation for in vitro diagnostics_new in vitro diagnostic_PMDA Co., Ltd.) in the subject line if using e-mail.

   For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(4) Cancellation and schedule change of preparation meetings of formal consultation

1) When cancelling the preparation meeting of formal consultation or changing the implementation date at the convenience of the applicant, enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management by e-mail.

   Please enter "Request for cancellation of preparation meetings of formal consultation for in vitro diagnostics_name of test article_company name" (example of description: Request for cancellation of preparation meetings of formal consultation for in vitro diagnostics_new in vitro diagnostic_PMDA Co., Ltd.) in the subject line if using e-mail. When changing the implementation date, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and then apply again. Please note that the fee will not be reimbursed in the case of cancellation of preparation meetings of formal consultation.

2) When a preparation meeting of formal consultation has been cancelled or the implementation date has been changed at the convenience of PMDA, the cancellation or change will be notified promptly by phone.

3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(5) Implementation of preparation meetings of formal consultation

Please refer to 1. (5) above.

(6) Other points to consider

Please refer to 1. (6) above.

(Attachment 13)

Implementation guidelines for formal consultation for clinical trial consultations, etc. for medical devices and in vitro diagnostics

1. Medical devices

(1) Categories and contents of formal consultation

Categories and contents of formal consultation covered by these implementation guidelines are shown in Appendix 6 of this notification. For protocol consultations and evaluation consultations, 6 categories (5 categories excluding use-results evaluation for protocol consultations), safety, quality, performance, exploratory clinical trials, clinical trials, and use-results evaluation, are set. Each category should not necessarily be applied for in an overlapping manner. In the development of a medical device for which the implementation of an expanded access program is expected, it is recommended to use the consultation on clinical study design for the pivotal clinical trials as much as possible. Please discuss with the person in charge at PMDA in advance the appropriate consultation category at a general consultation or a preparation meeting of formal consultation (limited to applicable consultations).

When requesting formal consultation on the appropriateness of the package to be submitted at the time of approval application for a medical device that will not meet the certification standards if a function is added to the already-certified product, for prompt transfer of approval, please be sure to select the pre-development consultation for medical devices. Moreover, please be sure to also use a medical device protocol consultation (if the protocol is to be checked before obtaining study results) and a medical device evaluation consultation that correspond to the package to be submitted at the time of approval application in combination. In addition, please note that a request form for scheduling needs to be submitted for each category.

(2) Scheduling of formal consultation

When requesting formal consultation, in order to schedule the formal consultation, please correct the title part of Form No. 10 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for formal consultation for medical devices and in vitro diagnostics" to "Request form for scheduling of formal consultation for medical devices," and "We apply for formal consultation as described above." under the remarks column to "We request scheduling of formal consultation as described above," enter the desired date and time of formal consultation in the remarks column, enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail with a copy of the certificate of completion of preparation meetings issued at the time of the preparation meeting of formal consultation. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. When applying for an evaluation consultation, if a protocol consultation, etc. has already been provided, please also submit a copy, etc. of the first page of the record of the protocol consultation. When requesting a consultation on finalization of application data for medical devices following a medical device evaluation consultation, please submit the request forms for scheduling of formal consultation for both of these consultations on the same day.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443

E-mail address: kikitaishin-uketsuke@pmda.go.jp
Subject if e-mail is used:
Request form for scheduling of formal consultation for medical devices_name of test article_company name
(Example of description: Request form for scheduling of formal consultation for medical devices_new medical device_PMDA Co., Ltd.)
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

To smoothly carry out the clinical trial consultation, etc., prior to scheduling of the clinical trial consultation, please apply for a preparation meeting of formal consultation (see Attachment 12 of this notification) and be sure to discuss in advance the contents of consultation, consultation materials, number of copies of materials, etc.

(3) Notification of schedule, etc. of formal consultation

After receiving the submitted request form for scheduling of formal consultation, the person in charge at PMDA will schedule the formal consultation. Once the date, time, location, etc. are determined, they will be notified to the contact of the consulter by e-mail.

(4) Payment of fee for formal consultation and application for formal consultation

1) Please transfer the fee for the category of formal consultation from a commercial bank, etc. within 15 business days counting from the day after the receipt of the e-mail in (3) above or on the date of delivery of materials, whichever comes first (by the separately specified date for priority formal consultation for products related to orphan medical devices, products related to medical devices for specified use, products designated for priority review of program medical devices, and products related to pioneer medical devices or products subject to the SAKIGAKE Designation System [hereinafter referred to as "products for priority consultations"]), enter necessary information in a copy, etc. of the record of the protocol consultation (only if applicable) in the case of an evaluation consultation and Form No. 10 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for formal consultation for medical devices and in vitro diagnostics," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. If the preparation meeting has been completed for a clinical trial consultation, etc., please submit the certificate of completion of preparation meeting (original) issued at the preparation meeting of formal consultation to Office of Review Management by postal mail or bringing it in person.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively. Please transfer the fee after receiving the "Information on formal consultation" and confirming the consultation category.

2) When submitting the "Application form for formal consultation for medical devices and in vitro diagnostics" described above, if the content of the column for "Outline of consultation" in the application form does not fit in the column, please enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures) in the column and add "See Appendix ( ) for details."

(5) Materials for formal consultation

The type of consultation materials should be either electronic files or paper media, or both.

The type of consultation materials will be specified by the department in charge of consultation.

Please submit the specified number (specified by the department in charge of consultation; number of sets in the case of CD or DVD) of materials to the Review Management Division, Office of Review Management by either of the following methods by 3:00 p.m. on Monday 3 weeks before the scheduled date of formal consultation (2 weeks before for consultations before the start of the expanded access program for medical devices and pre-development consultations, and 5 weeks before the consultations on finalization of application data for medical devices and medical device evaluation consultations [use-results evaluation]).

1) Electronic files
   - Submission of electronic media (CD or DVD) by postal mail or bringing them in person
   - Online submission using the electronic study data system (gateway system)
2) Paper media
   - Submission by postal mail or by bringing them in person

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

If the number of studies exceeds the upper limit per consultation (20 studies) for medical device evaluation consultations, and if implementation of multiple evaluation consultations of the same category on the same day is desired, please consult the person in charge of consultation at PMDA in advance at a preparation meeting, etc. and submit the materials in a similar manner by 3:00 p.m. on Monday "number of consultations x 3 weeks" before the scheduled date, in principle (it is possible to make adjustments with the person in charge of the consultation). When the consultation on finalization of application data for medical devices is provided following the medical device evaluation consultation, please also submit the materials for the consultation on finalization of application data for medical devices by the date of delivery of materials for the medical device evaluation consultation. If preliminary opinions are necessary before the consultations, please submit the materials in a similar manner by 3:00 p.m. on Monday 7 weeks before the scheduled date of formal consultation for medical device evaluation consultations (use-results evaluation) and by 3:00 p.m. on Monday 5 weeks before the scheduled date of formal consultation for consultations other than medical device consultations (use-results evaluation) (excluding consultations before the start of the expanded access program for medical devices, pre-development consultations for medical devices and consultations on finalization of application data for medical devices, and consultations before IDATEN notification for medical devices for which preliminary opinions are not set).

For priority formal consultation for products for priority consultations, the date of submission is the same as that for the request form for scheduling of formal consultation (by 3:00 p.m.), in principle.

The number of copies of materials to be submitted will be notified when the e-mail is sent as described in (3) above, in consideration of the contents of discussion at the preparation meeting of formal consultation. The submitted materials in paper media will be discarded by PMDA, in principle. If return is desired, please request in advance. The submitted materials in CD or DVD will be discarded by PMDA, in principle.

When applying for a consultation before the start of the expanded use program for medical devices at the same time with a protocol consultation for medical devices (clinical trials) or a medical device evaluation consultation (clinical trials), attaching of the submission data (clinical study reports of completed studies, related papers, etc.) which are exactly the same as those for the protocol consultation for medical devices (clinical trials) or the medical device evaluation consultation (clinical trials) can be omitted for the consultation before the start of the expanded use program for medical devices. Please follow the application procedures, etc. for each consultation.

(6) Contents to be included in materials for formal consultation

In order to obtain more appropriate advice, it is considered desirable to clearly describe the

contents for which the consultation applicant wishes to obtain advice from PMDA, describe the consulter's view on these contents of the consultation and the rationale for judgment, and include the contents described in 3. below depending on each consultation category, in the materials for formal consultation.

(7) Cancellation and schedule change of formal consultation

1) When cancelling the formal consultation after its application (for priority formal consultation for products for priority consultations, after the submission of the request form for scheduling of formal consultation) before the date of implementation at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to Review Management Division, Office of Review Management. When a decision is made to cancel priority formal consultation for products for priority consultations after submission of the request form for scheduling of formal consultation before application, please file the application and then submit the "Request for withdrawal of application for formal consultation."

   For formal consultation other than priority formal consultation for products for priority consultations, if the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it along with the "Request for withdrawal of application for formal consultation," half of the fee will be refunded. Please note that the fee for priority formal consultation for products for priority consultations will not be reimbursed.

2) When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. For formal consultation other than priority formal consultation for products for priority consultations, if the applicant enters necessary information in, and submits also the "Request form for reimbursement of fees for review, etc. for drugs, etc.," half of the fee will be refunded. Please note that the fee for priority formal consultation for products for priority consultations will not be reimbursed.

3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

(8) Implementation of formal consultation

1) Please notify the person in charge at PMDA of the number of attendees, whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend), and the equipment to be used for presentation, by the day before the formal consultation. Please note that prior inquiries may be made by the person in charge at PMDA. The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.

2) On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

3) In the formal consultation, please make a presentation on the outline of consultation items from the consulter side for about 20 minutes. After that, the consultation will be provided. Please submit a copy of the presentation materials to the person in charge of the consultation by e-mail, etc. preferably one week in advance and no later than two days in advance.

(9) Communication of record of formal consultation

After the completion of the formal consultation, PMDA will have the consulter check the contents, prepare the record, and send it to the consulter.

2. In vitro diagnostics

(1) Categories and contents of formal consultation

Categories and contents of formal consultation covered by these implementation guidelines are shown in Appendix 6 of this notification. For protocol consultations and evaluation consultations, 5 categories that are quality, performance (other than quality), correlation, clinical performance studies, and clinical performance studies of companion diagnostics are set. Each category should not necessarily be applied for in an overlapping manner. Please discuss with the person in charge at PMDA in advance the appropriate consultation category at a general consultation or a preparation meeting of formal consultation (limited to applicable consultations).

(2) Scheduling of formal consultation

When requesting formal consultation, in order to schedule the formal consultation, please correct the title part of Form No. 10 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for formal consultation for medical devices and in vitro diagnostics," to "Request form for scheduling of formal consultation for in vitro diagnostics," and "We apply for formal consultation as described above." under the remarks column to "We request scheduling of formal consultation as described above," enter the desired date and time of formal consultation in the remarks column, enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail with a copy of the certificate of completion of preparation meeting issued at the time of the preparation meeting of formal consultation if there is such a copy. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

When applying for an evaluation consultation, if a protocol consultation, etc. has already been provided, please also submit a copy, etc. of the first page of the record of the protocol consultation.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: kikitaishin-uketsuke@pmda.go.jp
Subject if e-mail is used:
Request form for scheduling of formal consultation for in vitro diagnostics_name of test article_company name
(Example of description: Request form for scheduling of formal consultation for in vitro diagnostics_new in vitro diagnostics_PMDA Co., Ltd.)
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(3) Notification of schedule, etc. of formal consultation

After receiving the submitted request form for scheduling of formal consultation, the person in charge at PMDA will schedule the formal consultation. Once the date, time, location, etc. are determined, they will be notified to the contact of the consulter by e-mail.

(4) Payment of fee for formal consultation and application for formal consultation

1) Please transfer the fee for the category of formal consultation from a commercial bank, etc. within 15 business days counting from the day after the receipt of the e-mail in (3) above or on the date of delivery of materials, whichever comes first (by the separately specified date for priority formal consultation for products related to in vitro diagnostics for specified use and products related to pioneer in vitro diagnostics or products subject to the SAKIGAKE Designation System [hereinafter referred to as "products for priority consultations"]), enter necessary information in a copy, etc. of the record of protocol consultation (only if applicable) in the case of an evaluation consultation and Form No. 10 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for formal consultation for medical devices and in vitro diagnostics," and submit it to the Review Management Division, Office of Review Management by e-mail, with an attached copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. If the preparation meeting has been completed for a clinical trial consultation, etc., please submit the certificate of completion of preparation meeting (original) issued at the preparation meeting of formal consultation to Office of Review Management by postal mail or bringing it in person.

   For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively. Please transfer the fee after receiving the "Information on formal consultation" and confirming the consultation category.

2) When submitting the "Application form for formal consultation for medical devices and in vitro diagnostics" described above, if the content of the column for "Outline of consultation" in the application form does not fit in the column, please enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures) in the column and add "See Appendix ( ) for details."

(5) Materials for formal consultation

The type of consultation materials should be either electronic files or paper media, or both. The type of consultation materials will be specified by the department in charge of consultation.

Please submit the specified number (specified by the department in charge of consultation; number of sets in the case of CD or DVD) of materials to the Review Management Division, Office of Review Management by either of the following methods by 3:00 p.m. on Monday 3 weeks before the scheduled date of formal consultation (2 weeks before for pre-development consultations for in vitro diagnostics).

1) Electronic files
   - Submission of electronic media (CD or DVD) by postal mail or bringing them in person
   - Online submission using the electronic study data system (gateway system)
2) Paper media
   - Submission by postal mail or by bringing them in person

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

If preliminary opinions are necessary before the consultations, please submit the materials in a similar manner by 3:00 p.m. on Monday 5 weeks before the scheduled date of formal consultation (excluding pre-development consultations for in vitro diagnostics and consultations before IDATEN notification for in vitro diagnostics).

For priority formal consultation for products for priority consultations, the date of submission is the same as that for the request form for scheduling of formal consultation (by 3:00 p.m.), in principle.

The number of copies of materials to be submitted will be notified when the e-mail is sent as described in (3) above, in consideration of the contents of discussion at the preparation meeting

of formal consultation. The submitted materials in paper media will be discarded by PMDA, in principle. If return is desired, please request in advance. The submitted materials in CD or DVD will be discarded by PMDA, in principle.

(6) Contents to be included in materials for formal consultation
Please refer to 1. (6) above.

(7) Cancellation and schedule change of formal consultation

1) When cancelling the formal consultation after its application (for priority formal consultation for products for priority consultations, after the submission of the request form for scheduling of formal consultation) before the date of implementation at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. When a decision is made to cancel priority formal consultation for products for priority consultations after submission of the request form for scheduling of formal consultation before application, please file the application and then submit the "Request for withdrawal of application for formal consultation."

   For formal consultation other than priority formal consultation for products for priority consultations, if the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it along with the "Request for withdrawal of application for formal consultation," half of the fee will be refunded. Please note that the fee for priority formal consultation for products for priority consultations will not be reimbursed.

2) When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. For formal consultation other than priority formal consultation for products for priority consultations, if the applicant enters necessary information in, and submits also the "Request form for reimbursement of fees for review, etc. for drugs, etc.," half of the fee will be refunded. Please note that the fee for priority formal consultation for products for priority consultations will not be reimbursed.

3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

(8) Implementation of formal consultation

1) Please notify the person in charge at PMDA of the number of attendees, whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend), and the equipment to be used for presentation, by the day before the formal consultation. Please note that prior inquiries may be made by the person in charge at PMDA.

   The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.

2) On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

3) In the formal consultation, please make a presentation on the outline of consultation items from the consulter side for about 20 minutes. After that, the consultation will be provided.

Please submit a copy of the presentation materials to the person in charge of the consultation by e-mail, etc. preferably one week in advance and no later than two days in advance.

(9) Communication of record of formal consultation

After the completion of formal consultation, PMDA will have the consulter check the contents, prepare the record, and send it to the consulter.

3. Necessary materials for each consultation

<Medical devices>

When requesting formal consultation on the appropriateness of the package to be submitted at the time of approval application for a medical device that will not meet the certification standards if a function is added to the already-certified product, for prompt transfer of approval, please submit the materials showing that the device does not meet the certification standards, a copy of certificate, a copy of application form for certification, the latest instructions for use, and the draft comparison table of the certified contents and the contents for which approval is desired, in addition to the materials necessary for the applicable consultation category.

(1) Consultations before the start of the expanded access program for medical devices

It is acceptable to provide the minimum information necessary to explain the appropriateness of the inclusion/exclusion criteria to be changed from the pivotal clinical trials to the expanded access program, test items to be omitted, test frequency, test period, etc. For example, regarding the conditions or items to be changed between the pivotal clinical trials and the expanded access program, the method of ensuring subject safety before and after the change and the appropriateness of the change should be explained. The clinical study reports of the pivotal clinical trials, related papers, other safety information, etc. can be included as reference materials.

(2) Pre-development consultations for medical devices

It is acceptable to provide the minimum information necessary for understanding the outline of the product. Examples are information from market research, literature search, etc. of the approved product and related products, and basic research data, etc. The more detailed/specific the prepared materials are, the more detailed/specific the advice would be. However, please note that the advice will not be based on the evaluation of data because of the nature of the consultation category.

When consulting on applicability to requirements for pioneer medical devices, please submit the materials prepared in accordance with the attached form in PSEHB/MDED Notification No. 0831-6 dated August 31, 2020, “Handling of Designation, etc. of Pioneer Medical Devices, In Vitro Diagnostics, and Regenerative Medical Products.”

When consulting on applicability to requirements for medical devices for specified use, please submit the materials prepared in accordance with the attached form in PSEHB/MDED Notification No. 0831-5 dated August 31, 2020, “ Handling of Designation, etc. of Medical Devices for Specified Use, In Vitro Diagnostics, and Regenerative Medical Products.”

When consulting on applicability to requirements for conditional approval system, please submit the materials prepared in accordance with the attached form in PSEHB/MDED Notification No. 0831-2 dated August 31, 2020, “Handling of Conditional Approval of Medical Devices and In Vitro Diagnostics.”

When consulting on applicability to requirements for Improvement Design within Approval for Timely Evaluation and Notice for medical devices, please prepare the materials showing the outline of the plan for changes (including approval contents).

(3) Consultations on necessity of clinical studies for medical devices

(Whether or not clinical studies are necessary based on nonclinical studies, use status, etc.)

[1] Product summary

Please describe the intended use; shape/structure and principle; raw materials; specifications related to performance and safety, etc. of the product concerned.

[2] Nonclinical study data

Please describe the study methods, samples used, and study results for each study item.

[3] Other materials

If there are results of investigation of the status of use, results of similar studies of other products, data on the safety of similar products, etc. that are considered useful as reference materials, please attach them.

(Whether or not clinical studies are necessary based on clinical papers, post-marketing clinical studies, clinical experience, etc.)

In addition to the materials in [1] and [2] above, the following materials are required. It is recommended to refer to the "Guide to Preparation of Materials for Clinical Evaluation Consultations" for clinical data.

[4] Clinical study protocols and data

These are required if any clinical study has been conducted.

[5] Results of literature search, etc.

Please attach literature, etc. on the product concerned.

(Products subject to conditional approval system)

Please attach the post-marketing risk management plan for medical devices (draft) in addition to the clinical evaluation data related to the target products. If necessary, please also submit a draft standard for proper use, plans for collection and idea for utilization, etc. of post-marketing data.

(4) Medical device protocol consultations

(Safety)

[1] Product summary

Please describe the intended use; shape/structure and principle; raw materials; specifications related to safety, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the rationale and appropriateness of the study items, study methods, criteria for conformance/pass or fail, study results, etc. related to the consultation.

[3] Other materials

If there are results of similar studies of other products, data on the safety of similar products, etc. that are considered useful as reference materials, please attach them.

(Quality)

[1] Product summary

Please describe the intended use; shape/structure and principle; raw materials; specifications related to safety, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the rationale and appropriateness of the study items, study methods, criteria for conformance/pass or fail, study results, etc. related to the consultation.

[3] Other materials

If there are results of similar studies of other products, data on the quality and safety of similar products, etc. that are considered useful as reference materials, please attach them.

(Performance)

[1] Product summary

Please describe the intended use; shape/structure and principle; raw materials; specifications related to safety, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the rationale and appropriateness of the study items, study methods, criteria for conformance/pass or fail, study results, etc. related to the consultation.

[3] Other materials

If there are results of similar studies of other products, data on the performance of similar products, etc. that are considered useful as reference materials, please attach them.

(Performance [studies using existing medical practice information])

[1] Product summary

Please describe the intended use; shape, structure and principle; raw materials (only if applicable); specifications related to safety, etc. of the product concerned.

[2] Diagnostic methods, etc. for the disease

Please explain the diagnostic methods, etc. for the disease in Japan. Please also explain the existing diagnostic methods and possible problems, advantages, etc. of the product concerned, if any.

[3] Comparison with similar medical devices

If there are similar medical devices, please prepare a comparison table for intended use, effects, structure and principle, directions for use, precautions, etc. It may be included in the above [1].

[4] Instructions for use in Europe and the U.S. and their Japanese translations

If the approval or authorization has been obtained in Europe and the U.S., the intended use in Europe and the U.S. and instructions for use (and their translations) will be useful for understanding of the product, if attached.

[5] Development history diagram

Please prepare a list of major events among designing and development, studies on safety, studies on performance, etc. that chronologically shows the timing of the start and the end of each event.

In addition, except for changes in the name of the developing company due to merger, etc., if the developer is changed, please clearly describe the change.

[6] Data package to be submitted at the time of approval application

Please present the data package to be used for approval application by listing the studies on safety, studies on performance, etc. that are scheduled to be submitted at the time of approval application by category, with the study number, study title, and study period (if it is planned, to that effect). Please also include the study results other than those of completed studies subject to consultation.

[7] Planned study methods

Please prepare detailed materials on the rationale and appropriateness of the study items, types of information to be handled, collection methods, study methods, criteria for conformance/pass or fail, etc. related to the consultation.

[8] Related papers

It is sufficient to include important ones only.

[9] Record of previous formal consultation (only if applicable)

[10] Other necessary materials

If there are results of similar studies of other products, data on the performance of similar products, etc. that are considered useful as reference materials, please attach them.

(Exploratory studies)

[1] Product summary

Please describe the intended use; shape/structure and principle; raw materials; specifications related to safety, etc. of the product concerned.

[2] Nonclinical study data

Please describe the methods, samples used, and results for each study item.

[3] Clinical study protocols and data

These are required if any clinical study has been conducted before exploratory clinical trials are started. Please describe the target disease, inclusion/exclusion criteria, endpoints, study results, etc.

[4] Protocols (draft)

Please describe the target disease, inclusion/exclusion criteria, endpoints, etc.

[5] Results of literature search, etc.

Please attach literature on the product concerned.

(Clinical trials)

The contents to be included in the materials differ depending on consultation items. For example, for consultations on the clinical trial plan for new medical devices, the materials including the following information overall would be considered useful.

[1] Treatment methods for the disease

Please explain the treatment methods for the disease in Japan. Please also explain the existing treatment methods and possible problems, advantages, etc. of the medical device, if any.

[2] Comparison with similar medical devices

If there are similar medical devices, please prepare a comparison table for intended use, effects, structure and principle, directions for use, precautions, etc. It may be included in the above [1].

[3] Instructions for use in Europe and the U.S. and their Japanese translations

If the approval or authorization has been obtained in Europe and the U.S., the intended use in Europe and the U.S. and instructions for use (and their translations) will be useful for understanding of the product, if attached.

[4] Development history diagram

Please prepare a list of major events among designing and development, studies on safety, studies on performance, clinical studies in Japan and overseas, etc. that chronologically shows the timing of the start and the end of each event.

In addition, except for changes in the name of the developing company due to merger, etc., if the developer is changed, please clearly describe the change.

[5] Data package to be submitted at the time of approval application

Please present the studies to be submitted at the time of approval application, referring to the following.

A Nonclinical studies

- Please present the data package to be used for approval application by listing the studies on safety, studies on performance, etc. by category, with the study number, study title, and study period (if it is planned, to that effect).

B Clinical studies

- If use of overseas clinical study results is being considered, please describe them separately for studies in Japan and in other countries, and clearly explain the positioning of the overseas clinical study results in the application.
- If the manufacturing process, specifications, etc. of the medical devices used in individual clinical studies are different, please indicate this as a remark.

[6] Latest Investigator's Brochure

A In the case of the first formal consultation for a product subject to clinical trial notification, please prepare more detailed materials on nonclinical study results.

B In the case of medical devices that fall in the category of, or are expected to fall in the category of biological products (including specified biological products) and devices manufactured using the genetic recombination technology, please prepare more detailed materials on quality such as manufacturing method.

[7] Protocols (draft) and written information for patients (draft)

In the protocol (draft), please describe in detail the study design, objective, target patients, inclusion/exclusion criteria, primary endpoint, rationale for the sample size based

on hypothesis testing, observation period, etc.

[8] Related papers

It is sufficient to include important ones only.

[9] Record of previous formal consultation (only if applicable)

[10] If the inclusion/exclusion criteria and test items for an expanded study are also checked, please clarify the differences and attach the minimum necessary materials showing the appropriateness of not setting them.

[11] Other necessary materials

[Clinical trials conducted by sponsor-investigators]

In the consultations on clinical trials conducted by persons who intend to be sponsor-investigators, please prepare at least the following materials even if the persons concerned do not know the entire development plan.

[1] Treatment methods for the disease

Please explain the treatment methods for the disease in Japan. Please show the problems with existing treatment methods, if any, and explain the possible advantages of the medical device, if any.

If there are similar medical devices, please prepare a comparison table for effects, directions for use, precautions, etc.

[2] Instructions for use in Europe and the U.S. and their Japanese translations

If the approval or authorization has been obtained in Europe and the U.S., the intended use in Europe and the U.S. and instructions for use (and their translations) will be useful for understanding of the product, if attached.

[3] Latest Investigator's Brochure

[4] Protocols (draft) and written information for patients (draft)

[5] Related papers

It is sufficient to include important ones only.

[6] If the inclusion/exclusion criteria and test items for an expanded study are also checked, please clarify the differences and attach the minimum necessary materials showing the appropriateness of not setting them.

(5) Medical device evaluation consultations

Please note that, if applying for an evaluation consultation without receiving any protocol consultation, etc., protocol evaluation is also needed and therefore, not only the structure of the materials but also consultation fees are different.

At the time of approval application, if the contents are different from those at the time of evaluation consultation, please clarify the differences from those at the time of evaluation consultation.

(Safety)

[1] Product summary

Please describe the intended use; shape/structure and principle; raw materials; specifications related to safety, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the study methods and study results related to the consultation. If you have not received any protocol consultation, etc., please mention the rationale for study design, etc.

[3] Other materials

If there are results of similar studies of other products, data on the safety of similar products, etc. that are considered useful as reference materials, please attach them.

[4] A copy of the protocol consultation record, etc. (only if applicable)

(Quality)

[1] Product summary

Please describe the intended use; shape/structure and principle; raw materials;

specifications related to safety, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the study methods and study results related to the consultation. If you have not received any protocol consultation, etc., please mention the rationale for study design, etc.

[3] Other materials

If there are results of similar studies of other products, data on the quality and safety of similar products, etc. that are considered useful as reference materials, please attach them.

[4] A copy of the protocol consultation record, etc. (only if applicable)

(Performance)

[1] Product summary

Please describe the intended use; shape/structure and principle; raw materials; specifications related to safety, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the study methods and study results related to the consultation. If you have not received any protocol consultation, etc., please mention the rationale for study design, etc.

[3] Other materials

If there are results of similar studies of other products, data on the performance of similar products, etc. that are considered useful as reference materials, please attach them.

[4] A copy of the protocol consultation record, etc. (only if applicable)

(Performance [studies using existing medical practice information])

[1] Product summary

Please describe the intended use; shape, structure and principle; raw materials (only if applicable); specifications related to safety, etc. of the product concerned.

[2] Diagnostic methods, etc. for the disease

Please explain the diagnostic methods, etc. for the disease in Japan. Please also explain the existing diagnostic methods and possible problems, advantages, etc. of the product concerned, if any.

[3] Comparison with similar medical devices

If there are similar medical devices, please prepare a comparison table for intended use, effects, structure and principle, directions for use, precautions, etc. It may be included in the above [1].

[5] Instructions for use in Europe and the U.S. and their Japanese translations

If the approval or authorization has been obtained in Europe and the U.S., the intended use in Europe and the U.S. and instructions for use (and their translations) will be useful for understanding of the product, if attached.

[5] Development history diagram

Please prepare a list of major events among designing and development, studies on safety, studies on performance, etc. that chronologically shows the timing of the start and the end of each event.

In addition, except for changes in the name of the developing company due to merger, etc., if the developer is changed, please clearly describe the change.

[6] Data package to be submitted at the time of approval application

Please present the data package to be used for approval application by listing the studies on safety, studies on performance, etc. that are scheduled to be submitted at the time of approval application by category, with the study number, study title, and study period (if it is planned, to that effect). Please also include the study results other than those of completed studies subject to consultation.

[7] Study methods and results

Please prepare detailed materials on the study methods and study results related to the consultation. If you have not received any protocol consultation, etc., please mention the

rationale for study design, etc.

[8] Related papers

It is sufficient to include important ones only.

[9] Record of previous formal consultation (only if applicable)

[10] Other necessary materials

If there are results of similar studies of other products, data on the performance of similar products, etc. that are considered useful as reference materials, please attach them.

(Exploratory studies)

[1] Product summary

Please describe the intended use; shape/structure and principle; raw materials; specifications related to safety, etc. of the product concerned.

[2] Nonclinical study data

Please describe the methods, samples used, and results for each study item.

[3] Clinical study protocols and data

Please describe the target disease, inclusion/exclusion criteria, endpoints, study results, etc.

[4] Protocols

Please describe the target disease, inclusion/exclusion criteria, endpoints, etc.

[5] Results of literature search, etc.

Please attach literature on the product concerned.

[6] A copy of protocol consultation record (only if applicable)

(Clinical trials)

The contents to be included in the materials differ depending on consultation items. For example, for consultations on clinical trial data for new medical devices, the materials including the following information overall would be considered useful.

[1] Treatment methods for the disease

Please explain the treatment methods for the disease in Japan. Please also explain the existing treatment methods and possible problems, advantages, etc. of the medical device, if any.

[2] Comparison with similar medical devices

If there are similar medical devices, please prepare a comparison table for intended use, effects, structure and principle, directions for use, precautions, etc. It may be included in the above [1].

[3] Instructions for use in Europe and the U.S. and their Japanese translations

If the approval or authorization has been obtained in Europe and the U.S., the intended use in Europe and the U.S. and instructions for use (and their translations) will be useful for understanding of the product, if attached.

[4] Development history diagram

Please prepare a list of major events among designing and development, studies on safety, studies on performance, clinical studies in Japan and overseas, etc. that chronologically shows the timing of the start and the end of each event.

In addition, except for changes in the name of the developing company due to merger, etc., if the developer is changed, please clearly describe the change.

[5] Data package to be submitted at the time of approval application

Please present the studies to be submitted at the time of approval application, referring to the following.

A Nonclinical studies

- Please present the data package to be used for approval application by listing the studies on safety, studies on performance, etc. by category, with the study number, study title, and study period (if it is planned, to that effect).

B Clinical studies

- If use of overseas clinical study results, etc. is being considered, please describe the

studies separately for those in Japan and those in other countries, and clearly explain the positioning of each study, including overseas clinical study results, in the application.

- If the manufacturing process, specifications, etc. of the medical devices used in individual clinical studies are different, please indicate this as a remark.

[6] Latest Investigator's Brochure

A In the case of the first formal consultation for a product subject to clinical trial notification, please prepare more detailed materials on nonclinical study results.

B In the case of medical devices that fall in the category of, or are expected to fall in the category of biological products (including specified biological products) and devices manufactured using the genetic recombination technology, please prepare more detailed materials on quality such as manufacturing method.

[7] Clinical trial data and protocols

Regarding clinical trial data, please describe in detail the study design, objective, target patients, inclusion/exclusion criteria, primary endpoint, rationale for the sample size based on hypothesis testing, observation period, etc. If there is any change in the protocols, please describe the history and reason.

[8] Related papers

It is sufficient to include important ones only.

[9] Record of previous formal consultation (protocol consultations, etc., only if applicable)

[10] Other necessary materials

[Clinical trials conducted by sponsor-investigators]

In the consultations on clinical trials conducted by persons who intend to be sponsor-investigators, please prepare at least the following materials even if the persons concerned do not know the entire development plan.

[1] Treatment methods for the disease

Please explain the treatment methods for the disease in Japan. Please show the problems with existing treatment methods, if any, and explain the possible advantages of the medical device, if any.

If there are similar medical devices, please prepare a comparison table for effects, directions for use, precautions, etc.

[2] Instructions for use in Europe and the U.S. and their Japanese translations

If the approval or authorization has been obtained in Europe and the U.S., the intended use in Europe and the U.S. and instructions for use (and their translations) will be useful for understanding of the product, if attached.

[3] Latest Investigator's Brochure

[4] Clinical trial data and protocols

[5] Related papers

It is sufficient to include important ones only.

(Use-results evaluation)

The contents to be included in the materials differ depending on consultation items. For example, when consulting on the appropriateness of shortening of survey period in ongoing post-marketing surveillance for a product designated for use-results evaluation, the materials including the following information overall would be considered useful.

[1] Copies of approval document, submission data, and reference data

[2] A copy of review report

[3] Copies of basic plans, etc. for post-marketing surveillance, etc.

[4] Supporting materials based on which shortening of survey period is considered appropriate

When consulting on the results of use-results surveys, etc. for the products applicable to Type 2 in PSEHB/MDED Notification No. 0831-2 dated August 31, 2020, "Handling of Conditional Approval of Medical Devices and In Vitro Diagnostics," please prepare the materials equivalent to those for the application for use-results evaluation.

(6) Consultations on finalization of application data for medical devices

Please submit a set of draft approval application data of the studies covered by a medical device evaluation consultation (excluding exploratory clinical trials and clinical trials) which has already been provided or for which application has been made at the same time. Please refer to the Medical Device GRP (Good Review Practice) when preparing materials. In addition, if any action has been taken based on the results of the medical device evaluation consultation, please clarify its contents using a comparison table of before and after the action.

(7) Consultations on data sufficiency/application category for medical devices

In principle, please submit a set of application data. In particular, please pay attention to the following points for applicability to the application category of generic medical devices and applicability to specified partial changes.

[1] Applicability to application category of generic medical devices

A History of designing and development

Please briefly describe the general status of use (intended use, application site, procedure/technique, efficacy/safety, risk level, etc.) related to already approved medical devices (possibly multiple devices) considered to have structure, directions for use, etc. substantially equivalent to those of the product subject to the consultation, and describe the intention, history, and reason of development of the product subject to the consultation.

B Outline of differences from approved medical devices

Please compare with approved medical devices (possibly multiple devices), and sort out and clearly explain the equivalent and different parts in a table format. In this regard, please avoid using ambiguous expressions such as "basically equivalent" or "almost equivalent" in the explanation.

[2] Specified partial changes

Please briefly describe the following contents confirmed in the general consultation on medical devices.

A Summary of changes

Please explain the intention of the changes using a comparison table to clarify the status before and after changes.

B Reason for considering the changes to be specified partial changes

Please describe the reason for considering the changes concerned as being specified partial changes. When doing so, please describe the reason why the changes do not significantly affect the performance of the application product.

C Validity of verification

Please briefly describe the following explanation of validity.

- Explanation based on identity
- Explanation based on study data

(8) Additional consultations for medical devices

(Additional consultations related to consultations on data sufficiency/application category for medical devices)

Based on the conducted consultation on data sufficiency/application category for medical devices, please submit draft materials for assessment application that are necessary for the selection of studies subject to document-based compliance assessment, among nonclinical studies in the application data package reflecting the changes from the time of formal consultation. At the time of application for the product for which this consultation was provided, attach the record of formal consultation. In addition, the studies subject to document-based nonclinical compliance assessment which were determined in this consultation cannot be changed unless there is a particular reason.

(Additional consultations related to consultations other than consultations on data

sufficiency/application category for medical devices)

Please submit the materials reflecting the changes from the time of the previous formal consultation.

(9) Consultations before IDATEN notification for medical devices

[1] A set of change plan confirmation application documents
[2] Change plan confirmation sheet
[3] Data collected according to confirmed plan
[4] If results including unplanned ones are obtained and the consultation is to be held as to whether or not they can be handled by notification, explanation of the reason why the results including the unplanned ones are considered acceptable in terms of efficacy and safety as well as supporting evidence

<In vitro diagnostics>

(1) Pre-development consultations for in vitro diagnostics

It is acceptable to provide the information necessary for understanding the outline of the product concerned. Examples are information from literature search, etc. of approved products and related products, and basic research data, etc. The more detailed/specific the prepared materials are, the more detailed/specific the advice would be. However, please note that the advice will not be based on the evaluation of data because of the nature of the consultation category.

When consulting on applicability to requirements for pioneer in vitro diagnostics, please submit the materials prepared in accordance with the attached form in PSEHB/MDED Notification No. 0831-6 dated August 31, 2020, "Handling of Designation, etc. of Pioneer Medical Devices, In Vitro Diagnostics, and Regenerative Medical Products."

When consulting on applicability to requirements for in vitro diagnostics for specified use, please submit the materials prepared in accordance with the attached form in PSEHB/MDED Notification No. 0831-5 dated August 31, 2020, "Handling of Designation, etc. of Medical Devices for Specified Use, In Vitro Diagnostics, and Regenerative Medical Products."

When consulting on applicability to requirements for conditional approval system, please submit the materials prepared in accordance with the attached form in PSEHB/MDED Notification No. 0831-2 dated August 31, 2020, "Handling of Conditional Approval of Medical Devices and In Vitro Diagnostics."

When consulting on applicability to Improvement Design within Approval for Timely Evaluation and Notice for in vitro diagnostics, please prepare the materials showing the outline of the plan for changes (including approval contents).

(2) Pre-development consultation for companion diagnostics

It is acceptable to provide the information necessary for understanding the outline of the product concerned (including the information related to the status of development, etc. of corresponding drug products or drugs). Examples are information from literature search, etc. of approved products and related products, and basic research data, etc. The more detailed/specific the prepared materials are, the more detailed/specific the advice would be. However, please note that the advice will not be based on the evaluation of data because of the nature of the consultation category.

(3) Consultations on development package for companion diagnostics

Please submit the information necessary for understanding the development plan of the product concerned or related drugs, as materials. Please include the following information in the materials.

[1] Materials related to companion diagnostics for which application is planned

Please describe the study principles, product design, performance, etc. of the companion

diagnostics for which application is planned. Please also explain the draft data package assumed for the approval application of the product concerned (a list of submission data planned to be submitted at the time of approval application).

[2] Materials related to drugs regarding the product concerned

Please describe the major clinical data package draft related to efficacy and safety that is planned at the time of approval application for the drugs and the summary of each clinical study. Please also describe the summary of the biomarker measurement methods to be used in each clinical study, within the range of information obtained at the time of the consultation.

[3] Other

If there is any information on approved products and related products, etc. that are considered useful as reference materials, please attach them.

(4) In vitro diagnostics protocol consultations

(Quality)

[1] Product summary

Please describe the intended use; shape/structure and principle; ingredients involved in reaction systems; product specifications, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the study methods and the results of preliminary examination, etc. related to the consultation.

[3] Other materials

If there are results of similar studies of other products, data on the quality and safety of similar products, etc. that are considered useful as reference materials, please attach them.

(Performance [other than quality])

[1] Product summary

Please describe the intended use; shape/structure and principle; ingredients involved in reaction systems; product specifications, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the study methods and the results of preliminary examination, etc. related to the consultation.

[3] Other materials

If there are results of similar studies of other products, data on the performance of similar products, etc. that are considered useful as reference materials, please attach them.

(Correlation)

[1] Product summary

Please describe the intended use; shape/structure and principle; ingredients involved in reaction systems; product specifications, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the study methods and the results of preliminary examination, etc. related to the consultation.

[3] Other materials

If there are results of similar studies of other products, data on the correlation with similar products, etc. that are considered useful as reference materials, please attach them.

(Clinical performance studies)

Please include the following information in the materials. When consulting on the contents of the post-marketing risk management plan for in vitro diagnostics (draft) for the target products applicable to Type 2 in PSEHB/MDED Notification No. 0831-2 dated August 31, 2020, "Handling of Conditional Approval of Medical Devices and In Vitro Diagnostics," please attach the post-marketing risk management plan for in vitro diagnostics (draft), in addition to the clinical evaluation data related to the target product.

[1] Product summary

Please describe the intended use; shape/structure and principle; ingredients involved in

reaction systems; product specifications, etc. of the product concerned. In particular, if the measurement methods are new, please explain them in detail, including the principles.

[2] Outsourcing contract (draft)

[3] Clinical performance study protocols (draft)

Please explain the name of the contract facility, measurement facility, study period, sample types, number of samples, patient and control background, control measurement methods, and handling of samples, and attach the case report form (draft), patient consent form (draft), etc.

[4] Package inserts in Europe and the U.S. and their Japanese translations

If the approval or authorization has been obtained in the EU or the U.S., it is sufficient to attach the package insert in only one country. If it is not in English, please attach the Japanese translation.

[5] Overseas use status

If use of overseas clinical study results is being considered, please describe them separately for studies in Japan and in other countries, and clearly explain the positioning of the overseas clinical study results in the application.

[6] Related papers

It is sufficient to include important ones only.

[7] Record of previous formal consultation (only if applicable)

[8] Other necessary materials

(Clinical performance studies of companion diagnostics)

[1] Product summary

Please describe the intended use; shape/structure and principle; ingredients involved in reaction systems; product specifications, etc. of the product concerned. In particular, if the measurement methods are new, please explain them in detail, including the principles. Please also explain the information related to the development status, etc. of the corresponding drug products or drugs (including the explanation of clinical study protocols, summary of clinical study results, the clinical study package to be used for the application of drugs, etc.) in as much detail as possible.

[2] Outsourcing contract (draft)

[3] Clinical performance study protocols (draft)

Please attach the name of the contract facility, measurement facility, study period, sample types, number of samples, patient and control background, control measurement methods, handling of samples, case report form (draft), patient consent form (draft), etc.

[4] Package inserts in Europe and the U.S. and their Japanese translations

If the approval or authorization has been obtained in the EU or the U.S., it is sufficient to attach the package insert in only one country. If it is not in English, please attach the Japanese translation.

[5] Overseas use status

If use of overseas clinical study results is being considered, please describe them separately for studies in Japan and in other countries, and clearly explain the positioning of the overseas clinical study results in the application.

[6] Related papers

It is sufficient to include important ones only.

[7] Record of previous formal consultation (only if applicable)

[8] Other necessary materials

(5) In vitro diagnostics evaluation consultations

Please note that, if applying for an evaluation consultation without receiving any protocol consultation, protocol evaluation is also needed and therefore, not only the structure of the materials but also consultation fees are different.

At the time of approval application, if the contents are different from those at the time of

evaluation consultation, please clarify the differences from those at the time of evaluation consultation.

(Quality)

[1] Product summary

Please describe the intended use; shape/structure and principle; ingredients involved in reaction systems; product specifications, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the study methods and study results related to the consultation.

[3] Other materials

If there are results of similar studies of other products, data on the quality and safety of similar products, etc. that are considered useful as reference materials, please attach them.

(Performance [other than quality])

[1] Product summary

Please describe the intended use; shape/structure and principle; ingredients involved in reaction systems; product specifications, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the study methods and study results related to the consultation.

[3] Other materials

If there are results of similar studies of other products, data on the performance of similar products, etc. that are considered useful as reference materials, please attach them.

(Correlation)

[1] Product summary

Please describe the intended use; shape/structure and principle; ingredients involved in reaction systems; product specifications, etc. of the product concerned.

[2] Study methods and results

Please prepare detailed materials on the study methods and study results related to the consultation.

[3] Other materials

If there are results of similar studies of other products, data on the correlation with similar products, etc. that are considered useful as reference materials, please attach them.

(Clinical performance studies)

Please include the following information in the materials. When consulting on the contents of the post-marketing risk management plan for in vitro diagnostics (draft) for target products applicable to Type 1 in PSEHB/MDED Notification No. 0831-2 dated August 31, 2020, "Handling of Conditional Approval of Medical Devices and In Vitro Diagnostics," please attach the post-marketing risk management plan for in vitro diagnostics (draft), in addition to the clinical evaluation data related to the target product. When consulting on the results of use-results surveys, etc. for the target products applicable to Type 2 in PSEHB/MDED Notification No. 0831-2 dated August 31, 2020, "Handling of Conditional Approval of Medical Devices and In Vitro Diagnostics," please prepare the materials equivalent to those for the application for use-results evaluation.

[1] Product summary

Please describe the intended use; shape/structure and principle; ingredients involved in reaction systems; product specifications, etc. of the product concerned. In particular, if the measurement methods are new, please explain them in detail, including the principles.

[2] Outsourcing contract

[3] Clinical performance study protocols, study data

Please explain the name of the contract facility, measurement facility, study period, sample types, number of samples, patient and control background, control measurement

methods, and handling of samples, and attach the case report form, patient consent form, etc.

[4] Package inserts in Europe and the U.S. and their Japanese translations

If the approval or authorization has been obtained in the EU or the U.S., it is sufficient to attach the package insert in only one country. If it is not in English, please attach the Japanese translation.

[5] Overseas use status

If use of overseas clinical study results is being considered, please describe them separately for studies in Japan and in other countries, and clearly explain the positioning of the overseas clinical study results in the application.

[6] Related papers

It is sufficient to include important ones only.

[7] Record of previous formal consultation (only if applicable)

[8] Other necessary materials

(Clinical performance studies of companion diagnostics)

[1] Product summary

Please describe the intended use; shape/structure and principle; ingredients involved in reaction systems; product specifications, etc. of the product concerned. In particular, if the measurement methods are new, please explain them in detail, including the principles. Please also explain the information related to the development status, etc. of the corresponding drug products or drugs (including the explanation of clinical study protocols, summary of clinical study results, the clinical study package to be used for the application of drugs, etc.) in as much detail as possible.

[2] Outsourcing contract

[3] Clinical study protocols, study data

Name of the contract facility, measurement facility, study period, sample types, number of samples, patient and control background, control measurement methods, handling of samples, case report form, patient consent form, etc.

[4] Package inserts in Europe and the U.S. and their Japanese translations

If the approval or authorization has been obtained in the EU or the U.S., it is sufficient to attach the package insert in only one country. If it is not in English, please attach the Japanese translation.

[5] Overseas use status

If use of overseas clinical study results is being considered, please describe them separately for studies in Japan and in other countries, and clearly explain the positioning of the overseas clinical study results in the application.

[6] Related papers

It is sufficient to include important ones only.

[7] Record of previous formal consultation (only if applicable)

[8] Other necessary materials

(6) Consultations on application procedures for in vitro diagnostics

The materials depend on the contents of consultations. In principle, please submit a set of application data.

(7) Additional consultations for in vitro diagnostics

Please submit the materials reflecting the changes from the time of the previous formal consultation.

(8) Consultations before IDATEN notification for in vitro diagnostics

[1] A set of change plan confirmation application documents

[2] Change plan confirmation sheet

[3] Data collected according to confirmed plan

[4] If results including unplanned ones are obtained and the consultation is to be held as to whether or not they can be handled by notification, explanation of the reason why the results including the unplanned ones are considered acceptable in terms of efficacy and safety as well as supporting evidence

(Attachment 14)

Implementation guidelines for formal consultation for GCP/GLP/GPSP consultations

1. Categories and contents of formal consultation

Categories and contents of formal consultation covered by these implementation guidelines are as follows.

[1] GCP/GLP/GPSP consultations for drugs

A Guidance and advice are provided on the matters related to clinical trial GCP of individual products and GCP compliance related to clinical studies of advanced medical care B (excluding the matters subject to comprehensive SAKIGAKE evaluation consultations [reliability] and consultations on assessment of compliance with integrity standards).

B Guidance and advice are provided on the matters related to the conduct of individual GLP studies and GLP compliance of other nonclinical studies (excluding the matters subject to comprehensive SAKIGAKE evaluation consultations [reliability] and consultations on assessment of compliance with integrity standards).

C Guidance and advice are provided on the matters related to GPSP of individual products and GPSP compliance of other use-results surveys, post-marketing clinical studies, etc.

D Guidance and advice are provided on the matters related to other integrity standards for individual products.

[2] GCP/GLP/GPSP consultations for medical devices

Categories and contents are the same as [1].

[3] GCP/GLP/GPSP consultations for medical devices (additional consultations)

Guidance and advice are provided by holding a consultation of this consultation category again in cases where any change has been made based on the results of a GCP/GLP/GPSP consultation for medical devices, and further consultation is to be made on the appropriateness of the content of the change.

2. Scheduling of formal consultation

When requesting formal consultation, depending on the consultation category, please correct the title part of Form No. 11 or Form No. 12 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for scheduling of GCP/GLP/GPSP consultations," specify the desired date and time for formal consultation in the remarks column, enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail with a list of materials to be used for formal consultation and, if the preparation meeting for the GCP/GLP/GPSP consultation for medical devices has been completed, a copy of the certificate of completion of preparation meeting issued at the time of the preparation meeting of formal consultation, to schedule the formal consultation. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

To smoothly carry out the GCP/GLP/GPSP consultation for medical devices, please apply for a preparation meeting of formal consultation (see Attachment 12 of this notification) and be sure to discuss in advance the contents of consultation, consultation materials, etc.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556

Fax 03-3506-9443 E-mail address: (drugs) shinyaku-uketsuke@pmda.go.jp (medical devices) kikitaishin-uketsuke@pmda.go.jp Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

3. Notification of schedule, etc. of formal consultation

After receiving the submitted request form for scheduling of formal consultation, the person in charge at PMDA will schedule the formal consultation.

When the date and time, location, etc. are determined, the information will be sent to the contact of the consulter by fax as the "Information on formal consultation."

4. Payment of fee for formal consultation and application for formal consultation

Please transfer the fee for the category of formal consultation from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on formal consultation in 3. above, enter necessary information in Form No. 11 or Form No. 12 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for GCP/GLP/GPSP consultations," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. If the preparation meeting has been completed for the GCP/GLP/GPSP consultation for medical devices, please submit the certificate of completion of preparation meeting (original) issued at the preparation meeting of formal consultation to the Review Management Division, Office of Review Management by postal mail or bringing it in person.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively. Please transfer the fee after receiving the information on formal consultation and confirming the consultation category.

5. Materials for formal consultation

(1) Please submit the materials for formal consultation to the Review Management Division, Office of Review Management by either of the following methods.
- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

(2) GCP/GLP/GPSP consultations for medical devices (additional consultations)

Please submit the materials reflecting the changes from the time of the previous formal consultation.

(3) The date of submission of consultation materials will be notified in the information on formal consultation. The date of submission of materials will be around Monday (by 3:00 p.m.) 5 weeks before the scheduled date of consultation. For the period including the public holidays in late April to early May, the year-end, the beginning of the year, etc., however, it will be Monday (by 3:00 p.m.) one more week before the date.

6. Cancellation and schedule change of formal consultation

(1) When cancelling the formal consultation after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for

withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Implementation of formal consultation

(1) Please notify the person in charge at PMDA of the number of attendees and whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the formal consultation.

The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.

(2) On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and follow the instructions of the person in charge of consultation.

8. Communication of record of formal consultation

After the completion of the formal consultation, PMDA will have the consulter check the contents, prepare the record, and send it to the consulter.

(Attachment 15)

Implementation guidelines for formal consultation for simple consultations

Simple consultations are provided as follows when parties intending to file approval applications for prescription drugs, OTC drugs, in vitro diagnostics, quasi-drugs, products for prevention or extermination (drugs for prevention or extermination or quasi-drugs for prevention or extermination, the same applies hereinafter), cosmetics, medical devices, or regenerative medical products (including parties conducting GLP studies in the case of GLP compliance assessment and parties that obtained approval in the case of GPSP compliance assessment) or parties intending to apply for registration of the drug master file, etc. wish to receive simple consultations with a person in charge at PMDA, etc.

However, for simple consultations on cosmetics, only the products for which the Pharmaceutical Evaluation Division, Pharmaceutical Safety Bureau, Ministry of Health, Labour and Welfare has requested PMDA to provide consultations are subject to consultations. The dates, etc. of simple consultations will be notified to the parties requesting consultations by the person in charge at PMDA.

1. Categories and contents of simple consultations

(1) Generic drugs, OTC drugs, quasi-drugs, and products for prevention or extermination

[1] The application category and submission data for approval applications that can be judged from the proposed ingredients and contents, indications, and dosage and administration, previous use of active ingredients or excipients, etc. are subject to simple consultations.

[2] Regarding adjustment of description and MF, the contents on which applicants can or should consult PMDA according to the "Guidelines for Items Required To Be Entered on Marketing Application Form for Drugs, etc. under the Revised Pharmaceutical Affairs Act" (PFSB/ELD Notification No. 0210001 of the Evaluation and Licensing Division, Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated February 10, 2005) and "Guideline on Utilization of Master File for Drug Substances, etc." (PFSB/ELD Notification No. 1117-3 of the Evaluation and Licensing Division, Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated November 17, 2014) are subject to consultations. The examples of specific contents of consultations are shown below.

A Applicability of a change in manufacturing process, etc. in the approval application or application for MF registration to partial change approval application. However, the consultations subject to applications related to confirmation of change plans according to "Handling of Application, etc. for Confirmation of Change Plans for Drugs, etc." (PSEHB/PED Notification No. 0616-14 of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated June 16, 2021, hereinafter referred to as Notification on Change Plans for Drugs, etc.) are excluded.

(i) Appropriateness of the evaluation protocol to be implemented at the time of changes

(ii) Acceptability of the judgment that there is clearly no impact on quality based on the results of the studies conducted according to the protocols

(iii) Other matters requiring consultation at the time of changes in the column for manufacturing process

B Whether a major change in registered items in MF corresponds to a partial change approval application or a new application

[3] Applicability of changes in confirmed change plans in 4 (1) of the Notification on Change Plans for Drugs, etc. to minor change notifications

[4] Contents for which consultations cannot be provided

A Contents related to permission
B Contents related to the validity of specifications and test methods
C Contents corresponding to preliminary review such as confirmation of the validity of individual study methods or results
D Contents related to labeling or advertising
E Contents related to applicability of drugs or quasi-drugs
F Contents related to the upper and lower limits or ranges (when the planned amount of use is not clear) in previous use of active ingredients or excipients
G Contents related to applicability of change plans (to be discussed at the pre-consultation meeting [see Attachment 16 of this notification])

(2) Medical devices and in vitro diagnostics

[1] Consultations related to individual approval application products not involving approval application data evaluation that are simple are applicable. Specific contents of consultations are shown below.

A Contents related to applicability of new applications or partial change applications (limited to applicability that can be judged from appearance, shapes, intended use, specifications, etc.)
B Contents related to the scope of approval as one product

[2] Contents related to description adjustment and MF are subject to simple consultations. The scope of the consultation is the same as the above (1) [2].

[3] Contents for which consultations cannot be provided

A Contents related to general medical devices and designated controlled medical devices for which approval applications are not filed to PMDA (excluding simple consultations on the applicability to certification standards)
B Contents related to permission
C Contents related to judgement on the necessity of conduct of clinical studies
D Contents related to confirmation of application categories
E Contents corresponding to preliminary review such as confirmation of individual study results or the validity of study results
F Contents related to labeling or advertising
G Contents related to applicability to medical devices or in vitro diagnostics
H Contents related to judgement on the possibility of approval of medical devices

(3) New drugs

[1] Only the contents related to description adjustment and MF for new drugs are subject to consultations. The scope of the consultation is the same as the above (1) [2].

[2] Previous use, etc. of excipients are subject to simple consultations.

[3] Applicability of changes in confirmed change plans in 4 (1) of the Notification on Change Plans for Drugs, etc. to minor change notifications

(4) Regenerative medical products

[1] The application category and submission data for approval applications that can be judged from the planned shape, structure, indications/performance, dosage and administration, and directions for use, previous use of accessory ingredients, etc. are subject to simple consultations.

[2] Regarding adjustment of description and MF, the contents on which applicants can or should consult PMDA according to the “Points to Consider for Marketing Approval Applications for Regenerative Medical Products” (PFSB/ELD/OMDE Notification No. 0821 issued by the Counsellor of Minister's Secretariat, Ministry of Health, Labour and Welfare [in charge of evaluation and licensing of medical devices/regenerative medical products], dated August 12, 2014) and “Guideline on Utilization of Master File for Drug Substances, etc.” (PFSB/ELD Notification No. 1117-3 of the Evaluation and Licensing Division, Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated November 17, 2014) are subject to consultations. The examples of specific

contents of consultations are shown below.

A Applicability of a change in manufacturing process, etc. in the approval application or application for MF registration to partial change approval application. However, the consultations subject to applications related to confirmation of change plans according to "Handling of Application, etc. for Confirmation of Change Plans for Regenerative Medical Products" (PSEHB/MDED Notification No. 0729-1 of the Medical Device Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated July 29, 2021, hereinafter referred to as Notification on Change Plans for Regenerative Medical Products) are excluded.

(i) Appropriateness of the evaluation protocol to be implemented at the time of changes

(ii) Acceptability of the judgment that there is clearly no impact on quality based on the results of the studies conducted according to the protocols

(iii) Other matters requiring consultation at the time of changes in the column for manufacturing process

B Whether a major change in registered items in MF corresponds to a partial change approval application or a new application

[3] Contents related to the scope of approval as one product

[4] Applicability of changes in confirmed change plans in 4 (1) of the Notification on Change Plans for Regenerative Medical Products to minor change notifications

[5] Contents for which consultations cannot be provided

A Contents related to permission

B Contents related to the validity of specifications and test methods

C Contents corresponding to preliminary review such as confirmation of the validity of individual study methods or results

D Contents related to labeling or advertising

E Contents related to applicability to regenerative medical products

F Contents related to the upper and lower limits or ranges (when the planned amount of use is not clear) in previous use of main ingredients or accessory ingredients

G Contents related to applicability to change plans (to be discussed at the pre-consultation meeting [see Attachment 16 of this notification])

(5) Drug GCP/GLP/GPSP compliance assessment, medical device GCP/GLP/GPSP compliance assessment, regenerative medical product GCP/GLP/GPSP compliance assessment

[1] Among consultations on GCP, GLP, GPSP, or document-based compliance assessment conducted by PMDA that are simple, those not requiring thorough reading of protocols, etc. with a few pages of materials and general ones that are simple and do not require any materials, etc. for which preparation of consultation records is requested are subject to simple consultations. Specific contents of consultations are shown below.

A Contents related to the interpretation of rules of GCP, GLP, GPSP, or document-based compliance assessment and the necessity of compliance

B Contents related to the procedures of GCP, GLP, GPSP, or document-based compliance assessment

[2] Contents for which consultations cannot be provided

A Contents related to the relevant laws and regulations other than GCP, GLP, GPSP, or document-based compliance assessment

B Contents for which prefectures or registered certification bodies are the investigational authority

[3] Scheduling of assessment after approval or re-examination applications or after applications for use-results evaluation, or materials to be submitted in advance are not subject to simple consultations. Consultations on these matters will be conducted as a part of assessment.

(6) GMP/QMS compliance assessment

[1] Matters related to the procedures associated with GMP/QMS compliance assessment in which PMDA is the investigational authority are subject to simple consultations. Specific contents of consultations are shown below.
A Contents related to confirmation of specific forms of application or application methods
B Contents related to the contents of planned changes in specific structure and equipment (facilities permitted by the Minister)
C Contents related to the concept of validation
D Contents related to confirmation of timing of applications for assessment and assessment
E Contents related to confirmation of necessity of application for assessment
F Contents related to confirmation of investigational authority

[2] Contents for which consultations cannot be provided
A Contents for which prefectures or registered certification bodies are the investigational authority
B Contents related to approval applications such as whether any partial change approval application is necessary, whether a change can be handled as a minor change, and whether any application for confirmation of change plans is necessary
C Contents related to description adjustment

[3] Scheduling of assessment after applications for assessment or materials, etc. to be submitted in advance are not subject to simple consultations. Consultations on these matters will be conducted as a part of assessment.

(7) GCTP compliance assessment

[1] Matters related to the procedures associated with GCTP compliance assessment in which PMDA is the investigational authority are subject to simple consultations. Specific contents of consultations are shown below.
A Contents related to confirmation of specific forms of application or application methods
B Contents related to the contents of planned changes in specific structure and equipment (facilities permitted by the Minister)
C Contents related to the concepts of validation and verification
D Contents related to confirmation of timing of applications for assessment and assessment
E Contents related to confirmation of necessity of application for assessment
F Contents related to confirmation of investigational authority

[2] Contents for which consultations cannot be provided
A GCTP compliance based on the Act on Safety of Regenerative Medicine, etc.
B Contents related to approval applications such as whether any partial change approval application is necessary, whether a change can be handled as a minor change, and whether any application for confirmation of change plans is necessary
C Contents related to description adjustment

[3] Scheduling of assessment after applications for assessment or materials, etc. to be submitted in advance are not subject to simple consultations. Consultations on these matters will be conducted as a part of assessment.

2. Method of simple consultations

When the online meeting system (see Attachment 23-2 of this notification) is used, a meeting room at Tokyo Headquarters of the Pharmaceuticals and Medical Devices Agency (hereinafter referred to as “PMDA Tokyo Headquarters”) and a meeting room at Toyama Pharmaceutical Association can be connected. When a connection is to be made only between PMDA Tokyo Headquarters and Toyama Pharmaceutical Association, the procedure based on Attachment 23-2 of this notification shall be omitted.

Only the consultations on GMP/QMS compliance assessment or GCTP compliance assessment can be handled by the Investigation Division at the Kansai Branch in some cases. To

request consultations at the Kansai Branch, please enter "Request for simple consultation at Kansai Branch" in the application form.

The implementation method will be determined by PMDA based on the consultation applicant's request; therefore, please note that we may not be able to meet your request.

3. Determination of dates of simple consultations

Simple consultations are provided on the following dates, in principle. If the date falls on a holiday, the date will be a non-business day and there will be no substitute day for consultations.

If the date of a simple consultation is changed or the consultation is suspended, the consulter will be notified on the PMDA website in advance.

Category	Day of the week	Time window
Generic drugs	Tuesday Thursday	10:00 to 12:00 13:30 to 16:00
OTC drugs	Wednesday Friday	10:30 to 12:00 13:30 to 17:00
Quasi-drugs, products for prevention or extermination	Tuesday Friday	13:30 to 17:00 10:30 to 12:00
Medical devices and in vitro diagnostics	Thursday Friday	10:30 to 17:00 10:30 to 17:00
New drugs Regenerative medical products GCP/GLP/GPSP compliance assessment GMP/QMS compliance assessment GCTP compliance assessment	To be scheduled within the week	

4. Points to consider for simple consultations

(1) The contents of the consultation should be within the range that fits in the following consultation time. Please describe the contents of the consultation in the application form for formal consultation as specifically and concisely as possible.
   [1] The consultation time for generic drugs, OTC drugs, quasi-drugs, products for prevention or extermination, new drugs, and regenerative medical products is up to 15 minutes per consultation.
   [2] The consultation time for medical devices, in vitro diagnostics, GCP/GLP/GPSP compliance assessment, GMP/QMS compliance assessment, and GCTP compliance assessment is up to 30 minutes per consultation.

(2) Please note that guidance and advice cannot be provided regarding consultation items other than those described in the application form for formal consultation, in principle.

(3) The number of attendees of simple consultations should be up to 3 per consultation due to the size of the meeting room.

5. How to request appointments for simple consultations

(1) When requesting a simple consultation, depending on the consultation category, please change the title part of the application form for formal consultation (simple consultations) in Form No. 13 to Form No. 18 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for appointments for formal consultation (simple consultations)," enter the desired date and time for the simple consultation in the column for desired dates of consultation, and enter necessary information

to schedule the simple consultation.

If it is difficult to submit it by e-mail, contact Office of Review Administration (the same applies to the procedures in 7. (2) and 8. (1)).

If there are time windows that are particularly inconvenient among the dates of simple consultations in 3. above, enter them in the remarks column.

(2) Where to submit

In principle, please submit it by e-mail to the address in 10. (please refrain from visiting, sending the form by postal mail, etc.).

If it is difficult to submit it by e-mail, contact Office of Review Administration (the same applies to the procedures in 7. (2), 8. (1), and 9. (1)).

(3) Reservation is accepted on the following date and time 2 weeks before the date of the simple consultation, in principle. No reservation is accepted on other dates and times. If the date when reservation is accepted falls on a holiday, it will be accepted from 13:30 to 15:00 on the business day immediately before each of the following days of the week.

However, because of the year-end and the beginning of the year, consecutive holidays, etc., the date on which reservation is accepted and the date of simple consultation may become irregular. The actual dates are posted on the PMDA website in advance. Please be sure to check the "Simple consultation schedule" for each month.

	Monday	Tuesday	Wednesday
10:00 to 11:30	Generic drugs	OTC drugs	Quasi-drugs Products for prevention or extermination
13:30 to 15:00	New drugs Regenerative medical products	GCP/GLP/GPSP compliance assessment GMP/QMS compliance assessment GCTP compliance assessment	Medical devices and in vitro diagnostics

(4) Multiple appointments cannot be made on the same day for the same simple consultation category.

(5) If any method of consultation, such as receiving advice over the phone, is preferred, please specify the preference (phone advice is preferred, etc.) in the "Request form for appointments for formal consultation (simple consultations)" prepared in (1).

(Note)

As PMDA selects the consultation method according to the contents of consultation, please note that we may not be able to meet your request. Telephone advice on OTC drugs, quasi-drugs, and products for prevention or extermination is limited to the following consultation contents.

- Consultation only on the judgement on application categories
- Consultation on previous use of excipients
- Consultation on applicability of matters subject to minor change notification

For advice on quasi-drugs over the phone, if the response is concise, it can be sent by e-mail or fax from PMDA at the consulter's request. When requesting advice via e-mail or fax, please state that advice via e-mail or fax is preferred in the remarks column of the "Request form for appointments for formal consultation (simple consultations)" prepared in (1).

6. How appointment time is determined for simple consultations

(1) Appointments for simple consultations are determined in the order of receipt of e-mails.

(2) If available spots of simple consultations are filled, the appointments for consultation will not be carried forward to the next week. Please make an application again.

(Note)

Advice on quasi-drugs/products for prevention or extermination (provided on Tuesdays and

Fridays) shall be given once a month for each applicant, in principle. If an applicant who has received the advice during the relevant month (from 1st to the last day) applies again, priority shall be given to those who have not received the advice during the relevant month.

7. Notification of determined appointments for simple consultations

(1) The Office of Review Administration will notify each applicant of whether or not a simple consultation can be conducted by e-mail approximately 5 business days from the day after the date on which reservation is accepted. It may take time to contact each other depending on the content of the consultation.

(2) Please transfer the fee for the category of the simple consultation from a commercial bank, etc. within 3 business days counting from the day after the receipt of notification on whether the simple consultation can be provided, enter necessary information in Form No. 13 to Form No. 18 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for formal consultation (simple consultations)," and submit it to the Office of Review Administration by e-mail, in principle, with an electronic file of the scanned transfer receipt, etc.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

8. Cancellation and schedule change of simple consultations

(1) When cancelling the simple consultation at the convenience of the applicant and changing the schedule, enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Office of Review Administration by e-mail, in principle.

Please note that the fee will not be reimbursed in the case of cancellation of simple consultations.

(2) When a simple consultation has been cancelled or the implementation date of a simple consultation has been changed at the convenience of PMDA, the cancellation or change will be notified promptly by phone.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

9. Confirmation of summary of results of simple consultations

(1) When requesting confirmation of the summary of results of a simple consultation, please enter necessary information in the "Request form for confirmation of summary of results of simple consultations" (Attached Form 5 of this notification) and submit it to the Office of Review Administration by e-mail within 5 business days counting from the day after the implementation date of the simple consultation. If it cannot be submitted by e-mail, please contact the Office of Review Administration.

Instead of filling out the column for "Summary of consultation results" of the "Request form for confirmation of summary of results of simple consultations," the consulter can enter the responses from PMDA in the simple consultation in the column for "Details of consultation" in the "Application form for formal consultation (simple consultations)" and submit it.

(2) The results of the confirmation of the column for "Summary of consultation results" in the "Request form for confirmation of summary of results of simple consultations" will be notified by PMDA by e-mail, in principle, using "Confirmation of summary of results of simple consultations" (Attached Form 6 of this notification) approximately 10 business days

counting from the day after the receipt of the request form for confirmation.

It may take time to confirm the contents. If the results are not sent by the above date, please contact each reviewing office in charge of consultation.

10. Contact for applications for simple consultations and inquiries

The contact for applications for simple consultations and inquiries is shown below.

Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013

Administration Division I, Office of Review Administration (categories of generic drugs, OTC drugs, quasi-drugs, products for prevention or extermination, new drugs, GCP/GLP/GPSP compliance assessment, GMP/QMS compliance assessment, and GCTP compliance assessment)

Phone (direct) 03-3506-9437
Fax 03-3506-9442
E-mail address iyaku-kanisoudan@pmda.go.jp

Administration Division II, Office of Review Administration (categories of medical devices/in vitro diagnostics, and regenerative medical products)

Phone (direct) 03-3506-9509
Fax 03-3506-9442
E-mail address kiki-kanisoudan@pmda.go.jp

Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(Attachment 15-2)

Implementation guidelines for formal consultation for simple consultations on prior confirmation of change notification for medical devices and in vitro diagnostics

Simple consultations are provided as follows on confirmed change plans based on the Improvement Design within Approval for Timely Evaluation and Notice for medical devices and in vitro diagnostics.

If simple consultations on medical devices with the person in charge at PMDA, etc. are desired, simple consultations are provided as follows based on "Handling of Minor Change Procedures, etc. Associated with Partial Change in Medical Devices" (PSEHB/MDED Notification No. 0731-5 of the Medical Device Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated July 31, 2017).

1. Categories and contents of simple consultations

For medical devices and in vitro diagnostics, if [1] the change plans are to be changed after the confirmation of the change plans, or [2] approval for regular partial change approval applications have been granted or minor change notifications have been submitted after the confirmation of the change plans, it will be judged whether or not any application for confirmation of partial changes in confirmed items in the change plans is necessary, and whether or not any minor change notification on confirmed items in change plans is necessary, provided that the judgement is simple and does not involve data evaluation.

In addition, for medical devices, the applicability to the contents defined as those for which consultations with PMDA shall be provided in the "Procedures Associated with Partial Changes in Medical Devices" will be judged. The contents within the range of "Simple consultations on medical devices and in vitro diagnostics" specified in 1 (2) of Attachment 15 of these implementation guidelines cannot be handled.

2. Method of response

Responses for simple consultations on prior confirmation of change notification for medical devices and in vitro diagnostics will be sent by e-mail, in principle, about 2 weeks after the application is received.

3. Points to consider for consultations

(1) Please describe the contents of the consultation as specifically and concisely as possible in the application form for formal consultation.

(2) Please note that guidance and advice cannot be provided regarding consultation items other than those described in the application form for formal consultation, in principle.

4. How to apply for consultations

(1) When requesting a consultation, please transfer the fee for the consultation category specified in the table attached to the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), enter necessary information in "Form No. 14-2," and submit it to the Administration Division II, Office of Review Administration by e-mail, in principle, with an electronic file of the scanned transfer receipt, etc.

If it is difficult to submit it by e-mail, contact Office of Review Administration (the same applies to the procedures in 5. (1)).

For details of the amount of the fee and the method of transfer, refer to "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21,

2014).

(2) Where to submit
Administration Division II, Office of Review Administration, Pharmaceuticals and Medical Devices Agency

E-mail address kiki-kanisoudan@pmda.go.jp

(3) Reception hours
From Monday to Friday (excluding holidays specified in the Act on National Holidays, the year-end, and the beginning of the year) From 9:30 a.m. to noon and from 1:30 p.m. to 5:00 p.m.

5. Cancellation of consultations

(1) When cancelling the consultation at the convenience of the applicant, enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Administration Division II, Office of Review Administration by e-mail, in principle.
Please note that the fee will not be reimbursed in the case of cancellation of simple consultations.

(2) When cancelling the consultation at the convenience of PMDA, the cancellation will be notified promptly by phone. In this case, submission of "Request for withdrawal of application for formal consultation" is not necessary.

6. Contact for inquiries regarding the method of application for consultations, etc.

The contact for inquiries regarding the method of application for consultations, etc. is shown below.

Administration Division II, Office of Review Administration, Pharmaceuticals and Medical Devices Agency Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013 Phone (direct) 03-3506-9509 Fax 03-3506-9442 E-mail address kiki-kanisoudan@pmda.go.jp Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(Attachment 15-3)

Implementation guidelines for formal consultation for simple consultations on prior confirmation of change notification for drugs, simple consultations on prior confirmation of change notification for generic drugs, and simple consultations on prior confirmation of change notification for OTC drugs

If simple consultations with the person in charge at PMDA, etc. are desired, simple consultations are provided as follows based on "Handling, etc. of Changes in Approved Product Information Related to Quality of Drugs" (PSEHB/PED Notification No. 0309-1, PSEHB/CND Notification No. 0309-1 issued jointly by Director of the Pharmaceutical Evaluation Division and Director of the Compliance and Narcotics Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated March 9, 2018).

1. Categories and contents of simple consultations

Consultations are provided on the contents defined as those for which consultations with PMDA shall be provided in 1. (1) of Section 3 of the note for the "Handling, etc. of Changes in Approved Product Information Related to Quality of Drugs."

2. Method of response

The results of the consultation will be notified by PMDA by e-mail, in principle, using "Results of simple consultations" (Attached Form 6-2 of this notification) within about 1 month after the date of receipt of the application.

3. Points to consider for consultations

(1) Please describe the contents of the consultation as specifically and concisely as possible in the application form for formal consultation. In particular, please be sure to describe the details of defects, timing of occurrence, and the background of occurrence.

(2) Please note that guidance and advice cannot be provided regarding consultation items other than those described in the application form for formal consultation, in principle.

4. How to apply for consultations

(1) When requesting a consultation, please transfer the fee for the consultation category specified in the table attached to the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), enter necessary information in the application form for formal consultation for drugs in Form No. 14-3 of the Administrative Instructions for the Statement of Operating Procedures, and submit it to the Administration Division I, Office of Review Administration by e-mail, in principle, with an electronic file of the scanned transfer receipt, etc. (please refrain from visiting, sending the form by postal mail, etc.).

If it is difficult to submit it by e-mail, contact Office of Review Administration (the same applies to the procedures in 5. (1)).

For details of the method of transfer, refer to "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014).

(2) Where to submit

Administration Division I, Office of Review Administration, Pharmaceuticals and Medical Devices Agency

E-mail address iyaku-kanisoudan@pmda.go.jp

(3) Reception hours

Forms are received from 1:30 p.m. to 3:00 p.m. every Tuesday, in principle. If the date on which forms are received falls on a holiday or if the date on which forms are received is

changed, a notice will be posted on the PMDA website in advance.

5. Cancellation of consultations

(1) When cancelling the consultation at the convenience of the applicant, enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Administration Division I, Office of Review Administration by e-mail, in principle.

Please note that the fee will not be reimbursed in the case of cancellation of simple consultations.

(2) When cancelling the consultation at the convenience of PMDA, the cancellation will be notified promptly by phone. In this case, submission of "Request for withdrawal of application for formal consultation" is not necessary.

6. Contact for inquiries regarding the method of application for consultations, etc.

The contact for inquiries regarding the method of application for consultations, etc. is shown below.

Administration Division I, Office of Review Administration, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9437
Fax 03-3506-9442
E-mail address kiki-kanisoudan@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time. However, the application form will be received from 1:30 p.m. to 3:00 p.m., if submitted in accordance with 4. (3) above.

(Attachment 15-4)

Implementation guidelines for formal consultation for simple consultations on applicability to certification standards

If simple consultations with the person in charge at PMDA, etc. on the applicability of medical devices or in vitro diagnostics to the certification standards are desired, simple consultations are provided as follows.

1. Categories and contents of simple consultations

The applicability of medical devices or in vitro diagnostics to the certification standards will be judged. Products which are considered difficult to judge in the prior consultation with a registered certification body on applicability to certification standards are subject to these consultations. The contents within the range of simple consultations on medical devices and in vitro diagnostics in 1 (2) of Attachment 15 of these implementation guidelines cannot be handled.

2. Method of simple consultations

When the online meeting system (see Attachment 23-2 of this notification) is used, a meeting room at Tokyo Headquarters of the Pharmaceuticals and Medical Devices Agency (hereinafter referred to as "PMDA Tokyo Headquarters") and a meeting room at Toyama Pharmaceutical Association can be connected. When a connection is to be made only between PMDA Tokyo Headquarters and Toyama Pharmaceutical Association, the procedure based on Attachment 23-2 of this notification shall be omitted.

The implementation method will be determined by PMDA based on the consultation applicant's request; therefore, please note that we may not be able to meet your request.

3. Determination of dates of simple consultations

Simple consultations are provided on every Thursday and Friday, from 10:30 a.m. to 5:00 p.m., in principle. If the date of the consultation falls on a holiday, the date will be a non-business day and there will be no substitute day for consultations. If the date of a simple consultation is changed or the consultation is suspended, the consulter will be notified on the PMDA website in advance.

4. Points to consider for consultations

(1) The contents of the consultation should fit within 30 minutes per consultation. Please describe the contents of the consultation as specifically and concisely as possible in the application form for formal consultation.

(2) Please note that guidance and advice cannot be provided regarding consultation items other than those described in the application form for formal consultation, in principle.

(3) The number of attendees of simple consultations should be up to 3 per consultation due to the size of the meeting room.

5. How to request appointments for simple consultations

(1) When requesting a simple consultation, depending on the consultation category, please change the title part of the application form for formal consultation (simple consultations) in Form No. 14-4 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for appointments for formal consultation (simple consultations on applicability to certification standards)," enter the desired date and time for the simple consultation in the column for desired dates of consultation, enter necessary information (*), and submit it to the Administration Division II,

Office of Review Administration by e-mail, in principle, to schedule the simple consultation (please refrain from visiting, sending the form by postal mail, etc.).

If it is difficult to submit it by e-mail, contact Office of Review Administration (the same applies to the procedures in 7. (2) and 8. (1)).

If there are time windows that are particularly inconvenient among the dates of simple consultations in 3. above, enter them in the remarks column.

(2) Where to submit

Administration Division II, Office of Review Administration, Pharmaceuticals and Medical Devices Agency

E-mail address kiki-kanisoudan@pmda.go.jp

(3) Reservation is accepted from 1:30 p.m. to 3:00 p.m., every Wednesday 4 weeks before the date of the simple consultation, in principle. No reservation is accepted on other dates and times. If the date on which reservation is accepted falls on a holiday, it will be accepted from 1:30 p.m. to 3:00 p.m. on the business day immediately before the date.

If the date on which reservation is accepted is changed, a notice will be posted on the PMDA website in advance.

(*) Please include the following in the description.

[1] Name of the certification standards considered to be applicable and generic name
[2] Intended use or effects planned to be claimed
[3] Outline of the product
[4] Points for which it is necessary to determine the applicability (points of argument)

Example of description: Appropriateness of judging ○○○○ with ○○ function to be applicable to ○○○○ certification standards, etc.

[5] Judgment of the consultation applicant (applicable or not applicable to certification standards)
[6] Rationale/reason for the consultation applicant's judgment
[7] Supporting materials showing the equivalence to existing products (relevant parts in the instructions for use/package inserts, certificate, or approval documents (copy) of existing products)
[8] Rationale/reason for the fact that it is difficult for the registered certification body to make a judgement

(4) Multiple appointments cannot be made on the same day for the same simple consultation category. However, an appointment may be made in an overlapping manner with a simple consultation for medical devices listed in 1 of Attachment 15 to these implementation guidelines.

(5) If any method of consultation, such as receiving advice over the phone, is preferred, please specify the preference (phone advice is preferred, etc.) in the “Request form for appointments for formal consultation (simple consultations on applicability to certification standards)” prepared in (1). However, as PMDA selects the consultation method according to the contents of consultation, please note that we may not be able to meet your request.

6. How appointment time is determined for simple consultations

(1) Appointments for simple consultations are determined in the order of receipt of e-mails.

(2) If available spots of simple consultations are filled, the consultation will not be carried forward to the next week. Please make an application again.

7. Notification of determined appointments for simple consultations and submission of application form for simple consultations

(1) The Administration Division II, Office of Review Administration will communicate whether or not a simple consultation can be conducted, by e-mail.

(2) Please transfer the fee for the category of the simple consultation from a commercial bank,

etc. within 3 business days counting from the day after the receipt of notification on whether or not the simple consultation can be provided, enter necessary information in Form No. 14-4 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for formal consultation (simple consultations on applicability to certification standards)," and submit it to the Administration Division II, Office of Review Administration by e-mail, in principle, with an electronic file of the scanned transfer receipt, etc.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

8. Cancellation and schedule change of simple consultations

(1) When cancelling the simple consultation at the convenience of the applicant and changing the schedule, enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Administration Division II, Office of Review Administration by e-mail, in principle.

Please note that the fee will not be reimbursed in the case of cancellation of simple consultations.

(2) When a simple consultation has been cancelled or the implementation date of a simple consultation has been changed at the convenience of PMDA, the cancellation or change will be notified promptly by phone.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

9. Confirmation of summary of results of simple consultations

(1) When requesting confirmation of the summary of results of a simple consultation, please enter necessary information in the "Request form for confirmation of summary of results of simple consultations" (Attached Form 5 of this notification) and submit it to the Office of Review Administration by e-mail within 5 business days counting from the day after the implementation date of the simple consultation. If it cannot be submitted by e-mail, please contact the Office of Review Administration.

Instead of filling out the column for "Summary of consultation results" of the "Request form for confirmation of summary of results of simple consultations," the consulter can enter the responses from PMDA in the simple consultation in the column for "Details of consultation" in the "Application form for formal consultation (simple consultations on applicability to certification standards)" and submit it.

(2) The results of the confirmation of the column for "Summary of consultation results" in the "Request form for confirmation of summary of results of simple consultations" will be notified by PMDA by e-mail, in principle, using "Confirmation of summary of results of simple consultations" (Attached Form 6 of this notification) approximately 10 business days counting from the day after the receipt of the request form for confirmation.

It may take time to confirm the contents. If the results are not sent by the above date, please contact each reviewing office in charge of consultation.

10. Contact for applications for consultations and inquiries

The contact for applications for consultations and inquiries is shown below.

Administration Division II, Office of Review Administration, Pharmaceuticals and Medical

Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9509
Fax 03-3506-9442
E-mail address kiki-kanisoudan@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(Attachment 15-5)

Implementation guidelines for formal consultation for simple consultations after simultaneous inspection of generic drugs

If simple consultations with the person in charge at PMDA, etc. are desired, simple consultations are provided as follows based on "Procedures after Inspection on Consistency between Marketing Approval Documents of Generic Drugs, and Actual Manufacturing Process and Study Methods" (PSB/PED Notification No. 1030-5 of the Pharmaceutical Evaluation Division, Pharmaceutical Safety Bureau, Ministry of Health, Labour and Welfare, dated October 30, 2024) and "Concept of Differences in Inspection on Consistency between Marketing Approval Documents of Generic Drugs, and Actual Manufacturing Process and Study Methods" (Administrative Notice issued jointly by the Pharmaceutical Evaluation Division and Compliance and Narcotics Division, Pharmaceutical Safety Bureau, Ministry of Health, Labour and Welfare, dated October 30, 2024, hereinafter referred to as "Joint Administrative Notice").

1. Contents of simple consultations after simultaneous inspection of generic drugs

Among the defects identified in self-inspections based on "Implementation of Inspection on Consistency between Marketing Approval Documents of Generic Drugs, and Actual Manufacturing Process and Study Methods" (HPB/PPDPIPMIM Notification No. 0405-1, PSB/PED Notification No. 0405-8/PSB/CND Notification No. 0405-1 issued jointly by the Director of Policy Planning Division for Pharmaceutical Industry Promotion and Medical Information Management, Health Policy Bureau and the Director of Pharmaceutical Evaluation Division and the Director of Compliance and Narcotics Division, Pharmaceutical Safety Bureau, Ministry of Health, Labour and Welfare, dated April 5, 2024), the defects defined as those for which consultations with PMDA shall be provided in 3. in the note for Joint Administrative Notice are subject to these consultations.

2. Method of response

If handling of the defect by a minor change notification for drugs cannot be judged possible in this consultation, including the case where the details of the defect are not subject to this consultation, it will be notified by phone by 15 days after the date of application (if the due date is Saturday, Sunday, or a national holiday, or at the year-end or the beginning of the year, the following day; however, for the applications received on December 25, 2024 [Wednesday] or those received on April 30, 2025 [Wednesday], 22 days after the date of application). If PMDA does not contact by the due date, it means handling of the defect by a minor change notification for drugs has been judged possible. The results of the consultation will be given by PMDA in "Results of simple consultations" (Attached Form 6-3 of this notification) by the date specified by PMDA on or after May 1, 2025, in principle.

3. Points to consider for consultations

(1) Please describe the contents of the consultation as specifically and concisely as possible in the application form for formal consultation. In particular, please be sure to describe the details of defects, timing of occurrence, and the background of occurrence.
(2) When submitting the application form for formal consultation, please submit the declaration (Attached Form 6-4 of this notification) that it has been confirmed that the contents of the defect are subject to this consultation and there is no effects on quality, efficacy, and safety, and that actual manufacturing process and study methods have not been changed before and after the time when the defect occurred (after the initial approval if the defect is present after the initial approval).
(3) Please note that guidance and advice cannot be provided regarding consultation items other than those described in the application form for formal consultation, in principle.

(4) One product shall be discussed per consultation, in principle.
(5) If a defect not subject to this consultation (limited to those corresponding to 1. of Section 3 of the note for "Handling, etc. of Changes in Approved Product Information Related to Quality of Drugs" [PSEHB/PED Notification No. 0309-1, PSEHB/CND Notification No. 0309-1 issued jointly by the Director of Pharmaceutical Evaluation Division and the Director of Compliance and Narcotics Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated March 9, 2018]) is contained in the same product, please promptly apply for a simple consultation on prior confirmation of change notification for generic drugs (see Attachment 15-3 of this notification) including the defect subject to the present consultation.
(6) Receipt of applications for this consultation will end with those made on Wednesday, April 30, 2025. If consulting on the defect subject to this consultation after receipt of applications for this consultation ends, please apply for a simple consultation on prior confirmation of change notification for generic drugs (see Attachment 15-3 of this notification).

4. How to apply for consultations
(1) When requesting a consultation, please transfer the fee for the consultation category specified in the table attached to the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), enter necessary information in the application form for formal consultation for drugs in Form No. 14-5 of the Administrative Instructions for the Statement of Operating Procedures, and submit it to Administration Division I, Office of Review Administration by e-mail, in principle, with an electronic file of the scanned transfer receipt, etc. (please refrain from visiting, sending the form by postal mail, etc.).
If it is difficult to submit it by e-mail, contact Office of Review Administration (the same applies to the procedures in 5. (1)).
For details of the method of transfer, refer to "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014).
(2) Where to submit
Administration Division I, Office of Review Administration, Pharmaceuticals and Medical Devices Agency
E-mail address tenkenkanisoudan@pmda.go.jp
(3) Time when forms are received
Forms are received from 9:30 a.m. to noon every Wednesday, in principle. Please note that forms are not received on Wednesday, January 1, 2025. If the date when forms are received is changed, a notice will be posted on the PMDA website in advance.
(4) Notification of receipt of applications
Applicants are notified of the receipt of application forms for formal consultation by e-mail within 3 business days from the date of application, in principle. If there is no notification, please contact Administration Division I, Office of Review Administration.

5. Cancellation of consultations
(1) When cancelling the consultation at the convenience of the applicant, enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to Administration Division I, Office of Review Administration by e-mail, in principle.
Please note that the fee will not be reimbursed in the case of cancellation of simple consultations.
(2) When cancelling the consultation at the convenience of PMDA, the cancellation will be notified promptly by phone. In this case, submission of "Request for withdrawal of

application for formal consultation" is not necessary.

6. Regulatory procedures after consultation

(1) If there is no contact from PMDA by the date 15 days after the date of application (if the date 15 days later is Saturday, Sunday, or a national holiday, or at the year-end or the beginning of the year, the following day; however, for the applications received on December 25, 2024 [Wednesday] or those received on April 30, 2025, 22 days after the date of application), please promptly submit the minor change notification for drugs on or after the following day. When submitting the notification, please attach a copy of the application form for formal consultation, and enter the date of application for this consultation and describe the fact that confirmation has been implemented in this consultation in the remarks column of the notification form. If PMDA notifies that handling by a minor change notification, etc. cannot be judged possible in this consultation, please promptly apply for a simple consultation on prior confirmation of change notification for generic drugs (see Attachment 15-3 of this notification).

(2) When submitting a minor change notification for drugs, enter "19203" in the priority review column of remarks 2 in the minor change notification for drugs.

7. Contact for applications for consultations and inquiries regarding the method of application, etc.

The contact for applications for consultations and inquiries regarding the method of application, etc. is shown below.

Administration Division I, Office of Review Administration, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9437
Fax 03-3506-9442
E-mail address tenkenkanisoudan@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time. However, the application form will be received from 9:30 a.m. to noon, if submitted in accordance with 4. (3) above.

(Attachment 16)

Procedures for Pre-consultation Meetings for New Drugs, Generic Drugs, Over-the-counter Drugs, Regenerative Medical Products, and Quasi-drugs

1. Pre-consultation Meetings for New Drugs, Generic Drugs, and Over-the-counter Drugs

PMDA has been conducting pre-consultation meetings free of charge for the smooth conduct of consultations for new drugs, generic drugs, and over-the-counter drugs.

(1) Contents of pre-consultation meeting

Pre-consultation meetings are intended to organize the consultation items before the consultation for the smooth conduct of consultations. Therefore, data will not be assessed at the pre-consultation meeting but will be assessed at the consultation. Besides, no record of pre-consultation meeting will be prepared.

Simple questions on re-examinations and re-evaluations are handled in accordance with the procedures specified in this notification (Procedures for Consultations and Confirmation of Certification by Pharmaceuticals and Medical Devices Agency).

If there is any question regarding the procedures for clinical trial notification and adverse drug reaction reporting during clinical trials, do not ask during the pre-consultation meeting but ask Review Planning Division, Office of Review Management.

(2) How to apply

Fill out the necessary items in "Application for Questions at Pre-consultation Meeting for Drugs" (Attachment Form 7 of this notification) and submit it to Review Management Division, Office of Review Management via e-mail.

If the consultation category and the scheduled date of consultation have been fixed or if the request for scheduling has been submitted to PMDA already, fill out the relevant information in the "consultation category" and "scheduled date of consultation" columns in the "Application for Questions at Pre-consultation Meeting for Drugs."

For simple questions concerning re-evaluations and re-examinations, change the title part at the top of "Application for Questions at Pre-consultation Meeting for Drugs" to "Application for Questions for Drug Re-evaluation/Re-examination" and use it. In the "generic name (brand name) of investigational drug" column, enter the ingredient name (brand name) of the product subject to consultation. It is not necessary to fill in the "Consultation category" and "Scheduled date of clinical trial consultation" columns. In the "Review category" column, enter the applicable category in the "Category of New Drugs, Medical Devices, and Regenerative Medical Products" (Attachment 9 of this notification).

(3) Notification on the date of consultation, etc.

[1] The person in charge at PMDA will notify the schedule, etc. by telephone. If it is considered that telephone communication is sufficient for a query, it will be addressed only over the telephone.

[2] It may take some time to contact you.

(4) Conduct of pre-consultation meeting

[1] The duration of the meeting is up to 20 minutes per case.

[2] In principle, the number of participants should be no more than 5 per case.

(5) Other

When the web conference system (see Appendix 23-2 of this notification) is used, it is possible to connect the conference room of Tokyo Headquarters of Pharmaceuticals and Medical Devices Agency (hereinafter referred to as the "PMDA Tokyo") and the conference room of Toyama Pharmaceutical Association. When only PMDA Tokyo and Toyama Pharmaceutical Association are connected, the procedures based on Appendix 23-2 of this notification will be omitted.

PMDA will determine the method of conduct based on the applicant's request. Please be advised that we may not be able to fulfill all the requests.

2. Pre-consultation Meetings for Regenerative Medical Products

PMDA has been conducting pre-consultation meetings free of charge for the smooth conduct of consultations for regenerative medical products.

(1) Contents of pre-consultation meeting

Pre-consultation meetings are intended to organize the consultation items before the consultation for the smooth conduct of consultations. Therefore, data will not be assessed at the pre-consultation meeting but will be assessed at the consultation. Concerning pre-consultation meetings for regenerative medical products, it is possible to confirm the (planned) review schedule before filing the application for approval.

If the applicant wishes, a record of the pre-consultation meeting for regenerative medical products can be prepared for a fee.

(2) If the applicant wishes to have a record of pre-consultation meeting for regenerative medical products (charged)

[1] How to apply

Enter the necessary information in "Application for Pre-consultation Meeting for Regenerative Medical Products" (Attachment Form 8 of this notification), circle "Yes (charged)" in the "Request for Recording" column, and submit it to Review Management Division, Office of Review Management via e-mail.

[2] Notification on Conduct of Consultation

A. Review Management Division, Office of Review Management will notify the results of scheduling of the consultation in “Notification on Conduct of Pre-consultation Meeting” via facsimile.

B. It may take some time to contact you.

[3] Payment of Consultation Fees (Expenses) and Application for Pre-consultation Meeting for Regenerative Medical Product (Charged)

The consultation fees of pre-consultation (charged) meeting for regenerative medical product should be paid via commercial banks etc. within 15 days after the day of the pre-consultation meeting for regenerative medical products (charged) or the following day of the notification on the conduct in the above [2], whichever is earlier. Then the applicant should fill out the necessary information in Form 19 “Application for Pre-consultation Meeting for Regenerative Medical Product (with Recording)” of Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services of the Pharmaceuticals and Medical Devices Agency (Article No. 4 of 2004, hereinafter referred to as the "Administrative Instructions for the Statement of Operating Procedures"), and submit it via e-mail to Review Management Division, Office of Review Management together with a copy of the bank statement of payment.

For the details of the consultation fee and payment method, please refer to the separate table of the Administrative Instructions for the Statement of Operating Procedures and "Fees for review, etc. conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002, issued by the Chief Executive of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014).

[4] Conduct of Pre-consultation Meeting for Regenerative Medical Product (Charged)

A The duration of the meeting is up to 30 minutes per case.

B In principle, the number of participants should be no more than 5 per case.

[5] Withdrawal of Consultation and Change of Schedule

A If the applicant withdraws the application for a pre-consultation meeting for regenerative medical products (charged) due to the applicant’s reason before the day

of the consultation, fill out the necessary information in Form 33 "Request for Withdrawal of Application for Consultation" of Administrative Instructions for the Statement of Operating Procedures and submit it to Review Management Division, Office of Review Management. In addition, if Form 34 "Request for Refund of User Fees of Reviews on Drugs, etc." containing the necessary information is submitted, half of the consultation fee will be refunded.

B If the applicant changes the date of consultation due to the applicant's reason, "Request for Withdrawal of Application for Consultation" should be submitted before the applicant applies again. Submit "Request for Withdrawal of Application for Consultation" to Review Management Division, Office of Review Management. In addition, if "Request for Refund of User Fees of Reviews on Drugs, etc." containing the necessary information is submitted, half of the consultation fee will be refunded.

C If PMDA changes the date of consultation for the PMDA's convenience or if PMDA considers that the date of conduct needs to be changed for a compelling reason, the applicant is not required to submit "Request for Withdrawal of Application for Consultation."

D When the applicant withdraws the application, the consultation fee will be refunded in full if PMDA considers that the reason is compelling.

[6] Delivery of Record of Pre-consultation Meeting for Regenerative Medical Product (Charged)

After the pre-consultation meeting for regenerative medical products (charged), PMDA will confirm the contents of the consultation with the applicant, prepare a brief summary, and then deliver it to the applicant.

[7] Other

See the above 1. (5).

(3) If the applicant does not wish to have a record of pre-consultation meeting for regenerative medical products (free of charge)

[1] How to apply

Fill out the necessary information in "Application for Questions at Pre-consultation Meeting for Regenerative Medical Products" (Attachment Form 8 of this notification), circle "No (free of charge)" in the "Request for Recording" column, and submit it to Review Management Division, Office of Review Management via e-mail.

[2] Notification on the date of consultation, etc.

A The person in charge at PMDA will notify the schedule, etc. by telephone. If it is considered that telephone communication is sufficient for a question, it will be addressed only over the telephone.

B It may take some time to contact you.

[3] Conduct of Pre-consultation Meeting for Regenerative Medical Product (Free of Charge)

A The duration of the meeting is up to 30 minutes per case.

B In principle, the number of participants should be no more than 5 per case.

[4] Other

See the above 1. (5).

3. Pre-consultation Meeting for Quasi-drugs (excluding pest control agents: the same applies hereinafter)

PMDA has been conducting pre-consultation meetings free of charge for smooth conduct of consultations for quasi-drugs (development consultation, preliminary confirmation consultation).

(1) Contents of pre-consultation meeting

Pre-consultation meetings are intended to organize the consultation items before the consultation (development consultation, preliminary confirmation consultation) for the

smooth conduct of consultations. Therefore, data will not be assessed at the pre-consultation meeting but will be assessed at the consultation. Besides, no record of pre-consultation meeting will be prepared.

(2) How to apply

Fill out the required items in "Application for Questions at Pre-consultation Meeting for Quasi-drugs" (Attachment Form 15 of this notification) and submit it to Review Management Division, Office of Review Management via e-mail.

If the consultation category and the scheduled date of consultation have been fixed or if the request for consultation has been submitted to PMDA already, fill out the relevant information in the "consultation category" and "scheduled date of consultation" columns in the "Application for Questions at Pre-consultation Meeting for Quasi-drugs."

(3) Notification on the date of consultation, etc.

[1] The person in charge at PMDA will notify the schedule, etc. by telephone. If it is considered that telephone communication is sufficient for a query, it will be addressed only over the telephone.

[2] It may take some time to contact you.

(4) Conduct of pre-consultation meeting

[1] The duration of the meeting is up to 20 minutes per case.

[2] In principle, the number of participants should be no more than 5 per case.

(5) Other

See the above 1. (5).

4. Contact Information for Application for Consultation

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Phone (direct): 03-3506-9556
Facsimile: 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Opening hours: Monday to Friday (excluding national holidays and other holidays) From 9:30 am to 5:00 pm. However, the opening hours for the application for questions at the pre-consultation meeting is between 9:30 am to noon.

(Attachment 16-2)

Implementation guidelines for pre-consultation meetings for consultations related to the Cartagena Act

PMDA provides pre-consultation meetings as follows, in order to smoothly implement the consultations related to the Cartagena Act.

(1) Contents of pre-consultation meetings

The pre-consultation meetings are intended to organize consultation items and take other measures in advance to smoothly proceed with the formal consultation. Therefore, data evaluation, etc. will be conducted at the formal consultation, not in pre-consultation meetings.

If the consulter desires, a record of the pre-consultation meeting for regenerative medical products will be prepared for a fee.

(2) If record of pre-consultation meetings for consultations related to the Cartagena Act is desired (fee-based)

[1] How to apply

Please enter necessary information and circle “Yes (fee-based)” in the column for the request for records in the “Application form for inquiries in pre-consultation meetings for consultations related to the Cartagena Act” (Attached Form 19 of this notification), and submit it to the Review Management Division, Office of Review Management by e-mail.

[2] Notification of implementation, etc.

A The results of scheduling of the meeting will be communicated by fax by the Review Management Division, Office of Review Management to the contact of the consulter as “Information on the meeting."

B It may take time to contact the consulter.

[3] Payment of fee and application for pre-consultation meetings for consultations related to the Cartagena Act (fee-based)

Please transfer the fee for pre-consultation meetings for consultations related to the Cartagena Act (fee-based) from a commercial bank, etc. on the day of the pre-consultation meeting for consultations related to the Cartagena Act (fee-based) in [2] above or within 15 business days counting from the day after the receipt of the information on the implementation date, whichever comes first, enter necessary information in Form No. 48 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as “Administrative Instructions for the Statement of Operating Procedures”), “Application form for pre-consultation meetings for consultations related to the Cartagena Act (with record),” and submit it to Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and “Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency” (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

[4] Implementation of pre-consultation meetings for consultations related to the Cartagena Act (fee-based)

A Each meeting should be within 30 minutes per consultation.

B In principle, the number of attendees should be no more than 5 per consultation.

[5] Cancellation and schedule change of meeting

A When cancelling the pre-consultation meeting for consultations related to the Cartagena Act (fee-based) after its application before the implementation date at the convenience of the

applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, “Request for withdrawal of application for formal consultation,” and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, “Request form for reimbursement of fees for review, etc. for drugs, etc.,” and submits it, half of the fee will be refunded.

B When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the “Request for withdrawal of application for formal consultation" and apply again. Please submit the “Request for withdrawal of application for formal consultation” to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the “Request form for reimbursement of fees for review, etc. for drugs, etc.” and submits it, half of the fee will be refunded.

C When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the “Request for withdrawal of application for formal consultation” is not necessary.

D Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

[6] Communication of records of pre-consultation meetings for consultations related to the Cartagena Act (fee-based)

After the completion of the pre-consultation meeting for consultations related to the Cartagena Act (fee-based), PMDA will have the consulter check the contents, prepare a brief summary of the points, and send it to the consulter.

[7] Other

When the online meeting system (see Attachment 23-2 of this notification) is used, a meeting room at Tokyo Headquarters of the Pharmaceuticals and Medical Devices Agency (hereinafter referred to as “PMDA Tokyo Headquarters”) and a meeting room at Toyama Pharmaceutical Association can be connected. When a connection is to be made only between PMDA Tokyo Headquarters and Toyama Pharmaceutical Association, the procedure based on Attachment 23-2 of this notification shall be omitted.

The implementation method will be determined by PMDA based on the consultation applicant's request; therefore, please note that we may not be able to meet your request.

(3) If record of pre-consultation meetings for consultations related to the Cartagena Act is not desired (free)

[1] How to apply

Please enter necessary information and circle “No (free)” in the column for the request for records in the “Application form for inquiries in pre-consultation meetings for consultations related to the Cartagena Act” (Attached Form 19 of this notification), and submit it to the Review Management Division, Office of Review Management by e-mail.

[2] Notification of meeting date, etc.

A The person in charge at PMDA will notify the schedule, etc. by phone. If responses over the phone are considered sufficient based on the content of inquiries, responses will be provided by phone only.

B It may take time to contact the consulter.

[3] Implementation of pre-consultation meetings for consultations related to the Cartagena Act (free)

A Each meeting should be within 30 minutes per consultation.

B In principle, the number of attendees should be no more than 5 per consultation.

[4] Other

Please refer to (2) [7] above.

(4) Contact for applications for consultation and inquiries

Contact for applications and inquiries (if any):

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency

Phone (direct) 03-3506-9556

Fax 03-3506-9443

E-mail address: shinyaku-uketsuke@pmda.go.jp

Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the application form for inquiries in pre-consultation meetings will be received from 9:30 a.m. to noon.

(Attachment 17)

Implementation guidelines for general consultations for medical devices and in vitro diagnostics

PMDA provides general consultations free of charge as follows for the purposes including explanation of the "Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices (abbreviation, Pharmaceuticals and Medical Devices Act)" not related to individual products submitted for registration.

1. Medical devices

(1) Contents of general consultations

General consultations are intended to introduce notifications, systems, etc. not related to individual products. In addition, various types of guidance, such as guidance regarding which consultation category should be selected to apply for consultations, are provided in general consultations. It is recommended to use a general consultation first. No record of general consultations will be prepared.

(2) How to apply

Please enter necessary information in the "Application form for inquiries in general consultations for medical devices and in vitro diagnostics" (Attached Form 9 of this notification), and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management,
Pharmaceuticals and Medical Devices Agency
Fax 03-3506-9443
E-mail address: kikitaishin-uketsuke@pmda.go.jp
Subject if e-mail is used:
General consultations for medical devices_name of test article_company name
(Example of description: General consultations for medical devices_new medical device_PMDA Co., Ltd.)
Reception hours: From 9:30 a.m. to noon, from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(3) Notification of meeting date, etc.

1) The person in charge at PMDA will notify the schedule, etc. by phone. If responses over the phone are considered sufficient based on the content of inquiries, responses will be provided by phone only.
2) It may take time to contact each other depending on the content of the consultation.

(4) Implementation of general consultations

1) When holding a meeting, it will be scheduled and held promptly.
2) Each meeting should be within 30 minutes per consultation, in principle.
3) In principle, the number of attendees should be no more than 5 per consultation.

2. In vitro diagnostics

(1) Contents of general consultations

Please refer to 1. (1) above.

(2) How to apply

Please enter necessary information in the "Application form for inquiries in general

consultations for medical devices and in vitro diagnostics" (Attached Form 9 of this notification), and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Fax 03-3506-9443
E-mail address : kikitaishin-uketsuke@pmda.go.jp
Subject if e-mail is used: General consultations for in vitro diagnostics_name of test article_company name
(Example of description: General consultations for in vitro diagnostics_new in vitro diagnostic_PMDA Co., Ltd.)
Reception hours: From 9:30 a.m. to noon, from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(3) Notification of meeting date, etc.
Please refer to 1. (3) above.

(4) Implementation of general consultations
Please refer to 1. (4) above.

(Attachment 18)

Implementation guidelines for simultaneous application consultations for medical devices

PMDA provides simultaneous application consultations free of charge as follows for the purpose of consultations on a series of approval applications for which the contents of the outline of submission data and submission data related to approval applications can be used commonly (hereinafter referred to as "simultaneous application process").

1. Contents of simultaneous application consultations

There are the following two types of simultaneous application processes.

(1) Collective review of systems: Cases in which some evaluation data are common, including cases of devices used in combination with multiple products

(2) Collective review of partial changes: Cases in which the same change is made across multiple products and it is possible to evaluate all products using common data

Simultaneous application consultations are provided for the purposes of organization of necessary data, etc., before the above two types of applications. No record of simultaneous application consultations will be prepared.

2. How to apply

Please enter necessary information in the "Application form for inquiries in simultaneous application consultations for medical devices" (Attached Form 10 of this notification), and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact Review Management Division, Office of Review Management.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Fax 03-3506-9443
E-mail address: kikitaishin-uketsuke@pmda.go.jp
Subject if e-mail is used:
Simultaneous application consultations for medical devices_name of test article_company name
(Example of description: Simultaneous application consultations for medical devices_new medical device_PMDA Co., Ltd.)
Reception hours: From 9:30 a.m. to noon, from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

3. Notification of meeting date, etc.

(1) The person in charge at PMDA will notify the schedule, etc. by phone. If responses over the phone are considered sufficient based on the content of inquiries, responses will be provided by phone only.

(2) It may take time to contact each other depending on the content of the consultation.

4. Implementation of simultaneous application consultations

(1) When holding a meeting, it will be scheduled and held promptly.

(2) Each meeting should be within 30 minutes per consultation, in principle.

(3) In principle, the number of attendees should be no more than 5 per consultation.

(Attachment 19)

Implementation guidelines for follow-up meetings for formal consultation for medical devices

PMDA holds follow-up meetings for formal consultation free of charge as follows as meetings for further confirmation of the contents of the advice at the formal consultation. (However, formal consultation for in vitro diagnostics is excluded.)

1. Contents of follow-up meetings for formal consultation

Follow-up meetings for formal consultation are intended to confirm the contents of formal consultation when any question arises in the opinion, interpretation, etc. after receiving the advice at the formal consultation. No record of follow-up meetings for formal consultation will be prepared.

2. How to apply

Please enter necessary information in the "Application form for inquiries in follow-up meetings for formal consultation for medical devices" (Attached Form 11 of this notification), and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Fax 03-3506-9443
E-mail address: kikitaishin-uketsuke@pmda.go.jp
Subject if e-mail is used:
Follow-up meetings for medical devices_name of test article_company name
(Example of description: Follow-up meetings for medical devices_new medical device_PMDA Co., Ltd.)
Reception hours: From 9:30 a.m. to noon, from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

3. Notification of meeting date, etc.

The person in charge at PMDA will notify the schedule, etc. by phone. If responses over the phone are considered sufficient based on the content of inquiries, responses will be provided by phone only.

4. Implementation of follow-up meetings for formal consultation

(1) When holding a meeting, it will be scheduled and held promptly.
(2) Each meeting should be within 30 minutes per consultation, in principle.
(3) In principle, the number of attendees should be no more than 5 per consultation.

(Attachment 20)

Implementation guidelines for consultations on assessment of compliance with integrity standards

1. Categories and contents of formal consultation

Categories and contents of formal consultation covered by these implementation guidelines are as follows.

[1] Consultations on assessment of compliance with integrity standards for drugs

Guidance and advice are provided on either A or B below.

A Matters related to the compliance of the data scheduled to be attached to approval applications for drugs designated as priority formal consultation products or drugs for which applications for prior assessment consultations for drugs (see Attachment 3 of this notification) have been made with the integrity standards

B Matters related to the compliance of the data scheduled to be attached to approval applications for orphan drugs with the integrity standards

[2] Consultations on assessment of compliance with integrity standards for medical devices

Guidance and advice are provided on the compliance of the data scheduled to be attached to approval applications for medical devices designated as priority formal consultation products or medical devices and in vitro diagnostics for which applications for evaluation consultations for medical devices (see Attachment 13 of this notification) have been made with the integrity standards.

[3] Consultations on assessment of compliance with integrity standards for medical devices (additional consultations)

Guidance and advice are provided by holding a consultation of this consultation category again in cases where any change has been made based on the results of the consultation on assessment of compliance with integrity standards for medical devices, and further consultation is to be made on the appropriateness of the content of the change.

[4] Consultations on assessment of compliance with integrity standards for regenerative medical products

Guidance and advice are provided on any of the following A, B, or C.

A Matters related to the compliance of the data scheduled to be attached to approval applications for regenerative medical products designated as priority formal consultation products or regenerative medical products for which applications for prior assessment consultations for regenerative medical products (see Attachment 9 of this notification) have been made with the integrity standards

B Matters related to GCP of clinical trials that are to be conducted or have been conducted, matters related to GCP compliance of clinical studies of advanced medical care B, etc., matters related to GPSP of surveys or studies conducted after conditional and time-limited approval or approval, and matters related to GLP of nonclinical studies conducted, in individual cases

C Consultations on manufacturing control and quality control (GCTP) at manufacturing sites for products for which consultations on quality of regenerative medical products have been provided and guidance and advice on matters related to quality including specifications/study methods, stability, and manufacturing process have been received (excluding on-site consultations on manufacturing control and quality control at foreign manufacturing sites)

[5] Consultations on assessment of compliance with integrity standards for regenerative medical products (additional consultations)

Guidance and advice are provided by holding a consultation of this consultation category again in cases where any change has been made based on the results of the consultation on assessment of compliance with integrity standards for regenerative medical products, and

further consultation is to be made on the appropriateness of the content of the change.

2. Scheduling of formal consultation

When requesting formal consultation, depending on the consultation category, please correct the title part of Form No. 22, Form No. 23, or Form No. 24 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for scheduling of consultations on assessment of compliance with integrity standards," enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail with a list of materials (a list of materials to be attached as approval application data and supporting materials) and, if the preparation meeting for the consultation on assessment of compliance with integrity standards for medical devices has been completed, a copy of the certificate of completion of preparation meeting issued at the time of the preparation meeting of formal consultation, to schedule the formal consultation. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address:
(for drugs and regenerative medical products) shinyaku-uketsuke@pmda.go.jp
(medical devices) kikitaishin-uketsuke@pmda.go.jp
Reception hours: They are received from 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

3. Notification of schedule, etc. of formal consultation

After receiving the submitted request form for scheduling of formal consultation, the person in charge at PMDA will schedule the formal consultation.

When the date and time, location, etc. are determined, the information will be sent to the contact of the consulter by fax as the "Information on formal consultation."

However, consultations on GCTP may require visits to manufacturing facilities, etc. and it may take a certain number of days to determine the date and time of formal consultation. Therefore, even before the date and time are determined, "Information on formal consultation" including the deadline for submission of the application form, etc. may be sent.

4. Payment of fee for formal consultation and application for formal consultation

Please transfer the fee for the category of formal consultation from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on formal consultation in 3. above, enter necessary information in Form No. 22, Form No. 23, or Form No. 24 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for consultations on assessment of compliance with integrity standards," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. If the preparation meeting has been completed for the consultation on assessment of compliance with integrity standards for medical devices, please submit the certificate of completion of preparation meeting (original) issued at the preparation meeting of formal consultation to the Review Management Division, Office of Review

Management by postal mail or bringing it in person.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively. Please transfer the fee after receiving the information on formal consultation and confirming the consultation category.

5. Materials for formal consultation

(1) The date of submission of consultation materials will be notified in the information on formal consultation. The date of submission of materials will be around Monday (by 3:00 p.m.) 5 weeks before the scheduled date of consultation. For the period including the public holidays in late April to early May, the year-end, the beginning of the year, etc., however, it will be Monday (by 3:00 p.m.) one more week before the date.

(2) Please submit the data to be attached to approval applications and reference data for 1. [1], [2], and [4] A and B above, and the materials agreed upon with the Office of Manufacturing Quality for Drugs for 1. [4] C to the Review Management Division, Office of Review Management by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

Reference data vary depending on the contents of the data to be attached. For example, regarding data related to clinical studies, the study protocols actually used may be considered. For on-site consultations on manufacturing control and quality control at manufacturing sites, please follow the instructions of Office of Manufacturing Quality for Drugs individually.

(3) Please present the supporting materials on the day of the formal consultation. (GCTP consultations are excluded.)

For the procedures for [1], [2], and [4] A in "1. Categories and contents of formal consultation," please apply the following with modifications: "Procedures for Document-based Compliance Assessment and GCP On-site Inspection Related to Approval Application Data for Drugs and Procedures for Document-based Compliance Assessment and GPSP On-site Inspection of Data for Re-examination, etc. for Drugs" (PMDA Notification No. 2771 of the Pharmaceuticals and Medical Devices Agency, dated July 3, 2023), "Procedures for Document-based Compliance Assessment of Approval Application Data and GCP On-site Inspection Related to Clinical Studies of Medical Devices" (PMDA Notification No. 0824032 of the Pharmaceuticals and Medical Devices Agency, dated August 24, 2022), and "Procedures for Document-based Compliance Assessment and GCP On-site Inspection Related to Approval Application Data for Regenerative Medical Products and Procedures for Document-based Compliance Assessment and GPSP On-site Inspection of Data for Re-examination, etc. for Regenerative Medical Products" (PMDA Notification No. 2772 of the Pharmaceuticals and Medical Devices Agency, dated July 3, 2023).

In doing so, some terms including the following examples are replaced with other terms as needed in reading these documents: "applicant" with "consulter," "approval application data" with "data to be attached at the time of approval applications," "assessment" with "consultation," "document-based compliance assessment" with "consultations on assessment of compliance with integrity standards," and in the attached forms, "marketing approval applications (including partial change approval applications)" with "applications for consultations on assessment of compliance with integrity standards."

(4) Consultations on assessment of compliance with integrity standards for medical devices (additional consultations) and consultations on assessment of compliance with integrity standards for regenerative medical products (additional consultations)

Please submit the materials reflecting the changes from the time of the previous formal consultation.

6. Cancellation and schedule change of formal consultation

(1) When cancelling the formal consultation after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Implementation of formal consultation

(1) When requesting the use of the storage room for compliance assessment materials (hereinafter referred to as "material storage room") for storage of supporting materials at the time of formal consultation, please submit the application form for use of material storage room to the Administration Division I, Office of Review Administration by e-mail, in principle, by the day before the delivery of the relevant materials. For details, please refer to the "Guidelines for use of storage room for compliance assessment materials" (Attachment 22 of this notification).

(2) Please submit the letter of appointment of the person responsible for carrying in/out of supporting materials for formal consultation, the list of attendees, and the confirmation form of carrying-out of materials on the day of the formal consultation.

(3) On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and follow the instructions of the person in charge of consultation.

8. Communication of record of formal consultation

After the completion of formal consultation, PMDA will have the consulter check the contents, prepare the record, and send it to the consulter.

9. Other

When using the materials that were subject to the formal consultation as actual approval application data, the applicant is asked to submit a statement that the contents of the submitted materials have not been changed.

(Attachment 20-2)

Implementation guidelines for consultations on compliance assessment for re-examination of drugs

1. Contents of consultations on compliance assessment for re-examination of drugs

Guidance and advice are provided on matters related to the compliance of the following A, B, C, or D with integrity standards (Article 61 of the Ministerial Ordinance for Enforcement of the Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices), among the data to be submitted at the time of application for interim evaluation or application for re-examination for drugs. However, at the time of consultations on A, B, C, or D, the GPSP/GCP implementation system as well as the implementation status of data management, analysis, etc. at the time of the conduct of studies or surveys concerned will also be confirmed.

A Data on completed post-marketing clinical studies
B Data on completed use-results surveys
C Data on completed post-marketing database surveys
D Data on post-marketing clinical studies, use-results surveys, or post-marketing database surveys agreed upon with PMDA as those equivalent to A, B, or C above

2. Pre-consultation meetings for consultations on compliance assessment for re-examination of drugs

When requesting this consultation, please be sure to have a prior discussion with a person in charge at PMDA in the pre-consultation meeting (see Attachment 16 of this notification, free of charge) by about 2 months before the application for the consultation. Two parties will discuss the consultation items, the contents of the materials to be submitted, the desired timing of consultation, the scheduled date of submission of the application form, etc.

Please use Attached Form 7 of this notification, “Application form for inquiries in pre-consultation meetings for drugs" to apply for this meeting. In this regard, please enter “Pre-consultation meetings before consultations on compliance assessment for re-examination of drugs” as the title in the [Inquiries] column and “Compliance” in the column for the review category, and submit the materials that summarize the outline of the contents of consultation, status of discussion with the review office, etc. After the application for the pre-consultation meeting, please submit the materials in [1] to [5] below to the person in charge at the Office of Non-clinical and Clinical Compliance I or the Office of Non-clinical and Clinical Compliance II by e-mail (gpmsp@pmda.go.jp) (if the volume of the submission materials is large, electronic media [CD or DVD] [1 copy] or online submission using the electronic study data system [gateway system]).

[1] Outline of post-marketing surveillance, etc. (including the status of implementation)
[2] Protocols for post-marketing surveillance, etc.
[3] Clinical study reports of post-marketing surveillance, etc.
[4] List of clinical study sites (in the case of clinical studies) (Table 4-2 of Attached Form 7 of “Procedures for Document-based Compliance Assessment and GCP On-site Inspection Related to Approval Application Data for Drugs and Procedures for Document-based Compliance Assessment and GPSP On-site Inspection of Data for Re-examination, etc. for Drugs” [PMDA Notification No. 2771 of the Pharmaceuticals and Medical Devices Agency, dated July 3, 2023, hereinafter referred to as the “Procedure Notification”] shall be applied with modifications.)
[5] Other materials instructed by PMDA

(Points to consider)

The contents of consultations shall be 1 study or 1 survey per consultation, in principle. The definition of 1 study or 1 survey as the scope of each consultation will be individually adjusted

at pre-consultation meetings.

3. Transfer of fees and application for consultations on compliance assessment for re-examination of drugs

When proceeding with the consultation after the pre-consultation meeting, please confirm again the date of the consultation and the date of submission of application form with the Office of Non-clinical and Clinical Compliance I or Office of Non-clinical and Clinical Compliance II before filing the application. The date of confirmation will be regarded as the date of re-examination application, and the product will be handled on the same level as usual re-examination application products. Then, the date of the consultation will be coordinated.

Information necessary for preparation for the consultation such as facilities to be inspected will be provided by the Office of Non-clinical and Clinical Compliance I or Office of Non-clinical and Clinical Compliance II by about one month before the date of submission of the application form.

When applying for the consultation, please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 22-2 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on compliance assessment for re-examination of drugs," and submit it to the Review Management Division, Office of Review Management by either of the following methods, with attached materials in [1] to [3] below.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

If sending them by postal mail, please write "Application form for consultations on compliance assessment for re-examination of drugs enclosed" in red on the front of the envelope.

[1] Copy of the transfer receipt, etc.
[2] List of materials to be used for the consultation on compliance assessment for re-examination of drugs
[3] Materials related to 4. (1)

In principle, the application form will be received from 10:00 a.m. to noon 10 weeks before the date of consultation. If the form receiving date is a national holiday or included in the year-end or the beginning of the year, it will be changed depending on the situation. Please confirm it at the pre-consultation meeting, etc.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

4. Materials for consultations on compliance assessment for re-examination of drugs

(1) At the time of application for the consultation, in addition to the materials conveyed in 2., please submit the materials related to the surveys and studies subject to the consultation among "2. Submission materials" in "Materials To Be Attached to Application for Re-examination of New Prescription Drugs" (PSEHB/PED Notification No. 1128-2 of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated November 28, 2017) and the materials related to surveys and studies subject to the consultation among "I. Materials to be submitted at the time of application" and "II. Materials to be submitted immediately before

assessment/inspection" shown in Appendix 6 of Procedure Notification.

If applying the Procedure Notification for the consultation with modifications, some terms including the following examples are replaced with other terms as needed in reading this document: "applicant" with "consulter," "materials for re-examination" with "materials to be submitted at the time of application for re-examination," "assessment/inspection" with "consultation," "document-based compliance assessment" with "consultations on compliance assessment for re-examination of drugs," and in the attached form, "re-examination approval application" with "application for consultations on compliance assessment for re-examination of drugs."

Please make necessary corrections in the materials submitted after the application for the pre-consultation meeting, and submit them.

(2) For the preparation of supporting materials, etc., please apply the Procedure Notification with modifications.

5. Notification of implementation, etc. of consultations on compliance assessment for re-examination of drugs

When the consultation is provided, after the application form for consultations on compliance assessment for re-examination of drugs and the materials in 4. (1) above are submitted, PMDA will notify the determined date and time, place, etc. of the consultation to the contact of the consulter, medical institutions, or contractors, applying application of the Procedure Notification with modifications.

6. Cancellation and schedule change of consultations on compliance assessment for re-examination of drugs

(1) When cancelling the consultation on compliance assessment for re-examination of drugs after its application before the implementation date at the convenience of the consulter, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the consulter, the consulter will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Implementation of consultations on compliance assessment for re-examination of drugs

Please present the supporting materials as instructed by the person in charge at PMDA.

Consultations on compliance assessment for re-examination of drugs (including the implementation of pre-consultation meetings) are provided by remotely confirming the supporting materials using systems such as cloud, online meeting system, etc., specified in the Procedure Notification, in principle. If necessary, the person in charge at PMDA may visit the consulter or contractors for consultations.

If the consultation is on 1. A or D above, the person in charge at PMDA may visit medical institutions for confirmation in some cases. In that case, please follow the instructions of the

person in charge at PMDA.

If there are electronic media in supporting materials, etc., please prepare them in a state where the contents can be confirmed at the time of the consultation or confirmation.

8. Communication of record of consultations on compliance assessment for re-examination of drugs

After the completion of the consultation, PMDA will have the consulter check the contents including those regarding medical institutions or contractors, prepare the record, and send it to the consulter, medical institutions, and contractors.

9. Other

If using the materials at the time of the consultation on compliance assessment for re-examination of drugs also at the time of application for interim evaluation or at the time of application for re-examination, please submit the following materials at the time of application.

[1] For the materials that have not been changed since the time of the consultation among those submitted at the time of the consultation, a statement that the contents have not been changed. For the materials that have been changed since the time of consultation, materials showing the contents updated after the consultation

[2] In the consultation on 1. D above, materials showing the contents updated after the consultation with a statement that the contents of the submitted materials have not been changed

[3] The record of the consultation on compliance assessment for re-examination of drugs

10. Contact for applications for consultations and inquiries (if any)

Contact for application and inquiry (if any):

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency

Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013

Phone (direct) 03-3506-9556

Fax 03-3506-9443

E-mail address: shinyaku-uketsuke@pmda.go.jp

Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the application form will be received from 10:00 a.m. to noon, if submitted in accordance with 3. above.

(Attachment 20-3)

Implementation guidelines for consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products

1. Contents of consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products

Guidance and advice are provided on matters related to the integrity of the materials regarding clinical studies, etc. that support the revision of package inserts of drugs or regenerative medical products in accordance with the integrity standards (Articles 43, 61, 137-25, or 137-42 of the Ministerial Ordinance for Enforcement of the Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices). However, at the time of the consultation, the GCP implementation system and the implementation status of data management, analysis, etc. at the time of the conduct of studies concerned will also be confirmed as necessary.

2. Pre-consultation meetings for consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products

When requesting the consultation, please be sure to have a prior discussion with a person in charge at PMDA in the pre-consultation meeting (see Attachment 16 of this notification, free of charge) by about 2 months before the application for the consultation. Two parties will discuss the consultation items, the contents of the materials to be submitted, the desired timing of consultation, the scheduled date of submission of the application form, etc.

Please use Attached Form 7 of this notification, "Application form for inquiries in pre-consultation meetings for drugs," or Attached Form 8, "Application form for inquiries in pre-consultation meetings for regenerative medical products," to apply for this meeting. In this regard, please enter "Pre-consultation meetings before consultations on compliance of supporting materials for revision of package inserts of drugs/regenerative medical products" as the title in the [Inquiries] column and "Compliance" in the column for the review category, and submit the materials that summarize the outline of the contents of consultation, status of discussion with the review office, etc. After the application for the pre-consultation meeting, please submit the materials in [1] to [5] below to the person in charge at the Office of Non-clinical and Clinical Compliance I by e-mail (gpmsp@pmda.go.jp) (if the volume of the submission materials is large, electronic media [CD or DVD] [1 copy] or online submission using the electronic study data system [gateway system]).

[1] Draft revision of the package insert (old-and-new comparison table) and materials showing the background and reason for revision
[2] Protocols for clinical studies, etc.
[3] Clinical study reports of clinical studies, etc.
[4] List of sites of clinical studies, etc. (Table 4-2 of Attached Form 7 of "Procedures for Document-based Compliance Assessment and GCP On-site Inspection Related to Approval Application Data for Drugs and Procedures for Document-based Compliance Assessment and GPSP On-site Inspection of Data for Re-examination, etc. for Drugs" [PMDA Notification No. 2771 of the Pharmaceuticals and Medical Devices Agency, dated July 3, 2023] or "Procedures for Document-based Compliance Assessment and GCP On-site Inspection Related to Approval Application Data for Regenerative Medical Products and Procedures for Document-based Compliance Assessment and GPSP On-site Inspection of Data for Re-examination, etc. for Regenerative Medical Products" [PMDA Notification No. 2772 of the Pharmaceuticals and Medical Devices Agency, dated July 3, 2023] [hereinafter referred to as the "Procedure Notification"] shall be used with modifications)
[5] Other materials instructed by PMDA

(Points to consider)
The contents of consultations shall be 1 study or 1 survey per consultation, in principle. The definition of 1 study or 1 survey as the scope of each consultation will be individually adjusted at pre-consultation meetings.

3. Transfer of fees and application for consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products

When proceeding with the consultation after the pre-consultation meeting, please confirm again the date of the consultation and the date of submission of the application form with the Office of Non-clinical and Clinical Compliance I before filing the application. The date of confirmation will be regarded as the date of re-examination application, and the product will be handled on the same level as usual re-examination application products. Then, the date of the consultation will be coordinated .

Information necessary for preparation for the consultation such as facilities to be inspected will be provided by the Office of Non-clinical and Clinical Compliance I by about one month before the date of submission of the application form.

When applying for the consultation, please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 22-3 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products," and submit it to the Review Management Division, Office of Review Management by either of the following methods, with materials in [1] to [3] below.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

If sending them by postal mail, please write "Application form for consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products enclosed" in red on the front of the envelope.

[1] Copy of the transfer receipt, etc.
[2] List of materials to be used for the consultation on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products
[3] Materials related to 4. (1)

In principle, the application form will be received from 10:00 a.m. to noon 10 weeks before the date of consultation. If the form receiving date is a national holiday or included in the year-end or the beginning of the year, it will be changed depending on the situation. Please confirm it at the pre-consultation meeting, etc.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

4. Materials for consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products

(1) At the time of application for the consultation, in addition to the materials conveyed in 2., please submit the materials related to the surveys and studies subject to the consultation

among “2. Submission materials” in “Materials To Be Attached to Application for Re-examination of New Prescription Drugs” (PSEHB/PED Notification No. 1128-2 of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated November 28, 2017) (only if these materials are to be attached at the time of interim evaluation application or at the time of re-examination application for drugs) or the materials related to the studies and surveys subject to the consultation among “3 Materials to be attached to re-examination application form” in “Handling of Surveys on Use-results, etc. and Re-examination of Regenerative Medical Products” (PSEHB/MDED Notification No. 0328-1 of the Medical Device Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated March 28, 2022) (only if these materials are to be attached at the time of approval application after conditional and time-limited approval or at the time of re-examination application for regenerative medical products) and the materials related to the studies and surveys subject to the consultation among “I. Materials to be submitted at the time of application” and “II. Materials to be submitted immediately before assessment/inspection” shown in Appendix 6 of Procedure Notification.

If applying the Procedure Notification for the consultation with modifications, some terms including the following examples are replaced with other terms as needed in reading this document: “applicant” with “consulter,” “materials for re-examination application” with “materials to be submitted at the time of application for re-examination,” “assessment/inspection” with “consultation,” “document-based compliance assessment” with “consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products,” and in the attached form, “re-examination approval application” with “application for consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products.”

Please make necessary corrections in the materials submitted after the application for the pre-consultation meeting, and submit them .

(2) For the preparation of supporting materials, etc., please apply the Procedure Notification with modifications.

In the consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products that are provided on the materials not scheduled to be attached at the time of application for interim evaluation or re-examination application for drugs/regenerative medical products, the range of confirmation of the GCP implementation system, the range of materials to be presented, etc. may be changed as needed, considering the purpose of revision of package inserts, contents of the consultations, and the status of submitted materials or data. Therefore, please confirm them at the pre-consultation meeting, etc.

5. Notification of implementation, etc. of consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products

When the consultation is provided, after the application form for consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products and the materials in 4. (1) above are submitted, PMDA will notify the determined date and time, place, etc. of the consultation to the contact of the consulter, medical institutions, or contractors, applying the Procedure Notification with modifications.

6. Cancellation and schedule change of consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products

(1) When cancelling the consultation after its application before the implementation date at the convenience of the consulter, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, “Request for withdrawal of application for formal consultation,” and submit it to the Review Management

Division, Office of Review Management. In addition, please enter necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, “Request form for reimbursement of fees for review, etc. for drugs, etc.,” and submit it. If the form is submitted, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the consulter, the consulter will be asked to submit the “Request for withdrawal of application for formal consultation” and apply again. Please submit the “Request for withdrawal of application for formal consultation” to the Review Management Division, Office of Review Management. In addition, please enter necessary information in “Request form for reimbursement of fees for review, etc. for drugs, etc.” and submit it. If the form is submitted, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the “Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Implementation of consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products

Please present the supporting materials as instructed by the person in charge at PMDA.

Consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products (including the implementation of pre-consultation meetings) are provided by remotely confirming the supporting materials using systems such as cloud, online meeting system, etc., specified in the Procedure Notification, in principle. If necessary, the person in charge at PMDA may visit the consulter or medical institutions, etc. for consultations. If there are electronic media in supporting materials, etc., please prepare them in a state where the contents can be confirmed at the time of the consultation or confirmation.

8. Communication of record of consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products

After the completion of the consultation, PMDA will have the consulter check the contents including those regarding medical institutions or contractors, prepare the record, and send it to the consulter, medical institutions, and contractors.

9. Other

If using the materials at the time of the consultation on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products also at the time of application for re-examination, please submit the following materials at the time of the application.

[1] For the materials that have not been changed since the time of the consultation among those submitted at the time of the consultation, a statement that the contents have not been changed. For the materials that have been changed since the time of consultation, materials showing the contents updated after the consultation

[2] Record of the consultation on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products

10. Contact for applications for consultations and inquiries (if any)

Contact for application and inquiry (if any):

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency

Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013

Phone (direct) 03-3506-9556

Fax 03-3506-9443

E-mail address: shinyaku-uketsuke@pmda.go.jp

Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the application form will be received from 10:00 a.m. to noon, if submitted in accordance with 3. above.

(Attachment 20-4)

Implementation guidelines for consultations on compliance assessment for use-results evaluation for medical devices

1. Contents of consultations on compliance assessment for use-results evaluation for medical devices

Guidance and advice are provided on matters related to the compliance of the following A, B, C, or D with integrity standards (Article 114-42 of the Ministerial Ordinance for Enforcement of the Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices), among the data to be submitted at the time of application for use-results evaluation for medical devices. However, at the time of consultation on A, B, C, or D, the GPSP/GCP implementation system as well as the implementation status of data management, analysis, etc. at the time of the conduct of studies/surveys concerned shall also be confirmed.

A Data on completed post-marketing clinical studies
B Data on completed use-results surveys
C Data on completed post-marketing database surveys
D Data on post-marketing clinical studies, use-results surveys, or post-marketing database surveys, etc. agreed upon with PMDA as those equivalent to A, B, or C above

2. Preliminary meetings for consultations on compliance assessment for use-results evaluation for medical devices

When requesting the consultation, please be sure to have a prior discussion with a person in charge at PMDA in the preliminary meeting using the category of general consultations (see Attachment 17 of this notification, free of charge) before applying for the consultation. Please use the application form for inquiries in general consultations to apply for this meeting. In doing so, please enter "Preliminary meeting for consultation on compliance assessment for use-results evaluation for medical devices" in the remarks column. The consultation items, the contents of the materials to be submitted, the desired timing of consultation, the scheduled date of submission of the application form, etc. will be discussed. In order to smoothly carry out the procedure in 3., please hold a preliminary meeting by about 2 months before the scheduled timing of submission of materials.

3. Transfer of fees and application for consultations on compliance assessment for use-results evaluation for medical devices

When applying for the consultation, please transfer the fee for the category of the consultation from a commercial bank, etc., for each protocol, enter necessary information in Form No. 44 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on compliance assessment for use-results evaluation for medical devices," and submit it to Review Management Division, Office of Review Management by either of the following methods, with attached materials in [1] to [3] below, for each protocol.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

If sending them by postal mail, please write "Application form for consultations on compliance assessment for use-results evaluation for medical devices enclosed" in red on the front of the envelope.

[1] Copy of the transfer receipt, etc.
[2] List of materials to be used for the consultations on compliance assessment for use-results

evaluation for medical devices

[3] Materials related to 4. (1)

The date and time when the application form for consultations on compliance assessment for use-results evaluation for medical devices is accepted will be posted on the PMDA website. In principle, the form will be accepted from 10:00 a.m. to 4:00 p.m. on the third Monday of each month. However, if the date is a national holiday, it will be changed depending on the situation. Please check the PMDA website.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

Contact for application and inquiry (if any):
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address kikitaishin-uketsuke@pmda.go.jp
Subject if e-mail is used: Consultations on compliance assessment for use-results evaluation_brand name_company name
(Example of description: Consultations on compliance assessment for use-results evaluation_medical device_○○ Co., Ltd.)
Time when applications or inquiries are received: They are received from 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the application form will be received from 10:00 a.m. to 4:00 p.m., if the application form for consultations on compliance assessment for use-results evaluation for medical devices is submitted in accordance with 3. above.

4. Materials for consultations on compliance assessment for use-results evaluation for medical devices

(1) At the time of application for the consultation, please submit all the materials on the contents agreed upon in the preliminary meeting, in principle. Please prepare the materials according to the "Handling of Use-results Evaluation Related to Marketing Approval of Medical Devices and In Vitro Diagnostics" (PFSB/MDRMPE Notification No. 1121-44 issued by the Counsellor of Minister's Secretariat, Ministry of Health, Labour and Welfare [in charge of evaluation and licensing of medical devices/regenerative medical products], dated November 21, 2014) and "Partial Revision of 'Procedures for Document-based Compliance Assessment and GPSP On-site Inspection for the Submitted Data for Re-examination and Re-evaluation for Medical Devices'" (PMDA Notification No. 1012066 of the Pharmaceuticals and Medical Devices Agency, dated October 12, 2012, hereinafter referred to as the "Procedure Notification") with modifications.

If applying the Procedure Notification for the consultation with modifications, some terms including the following examples are replaced with other terms as needed in reading this document: "applicant" with "consulter," "materials for use-results evaluation" with "materials to be submitted at the time of application for use-results evaluation," "assessment/inspection" with "consultation," "document-based compliance assessment" with "consultations on compliance assessment for use-results evaluation for medical devices," and in the attached form, "application for use-results evaluation" with "application for consultations on compliance assessment for use-results evaluation for medical devices."

(2) Please deliver the supporting materials to the location of the consultation or confirmation on

the day of the consultation on compliance assessment for use-results evaluation for medical devices (see 7.). For the preparation or delivery of supporting materials, please apply the Procedure Notification with modifications.

5. Notification of implementation, etc. of consultations on compliance assessment for use-results evaluation for medical devices

(1) If the consulter asks for consulting on the materials related to post-marketing clinical studies in A or D, the person in charge at PMDA will start scheduling the consultation after the preliminary meeting, on the date of agreement with PMDA on the application for the consultation or the date of confirmation of necessity of visits to medical institutions and submission of materials necessary for selection of medical institutions, whichever comes later. If confirmation by visits to medical institutions or parties which carry out related operations on behalf of the consulter (hereinafter referred to as "contractors") is necessary, please arrange the schedule with the medical institutions or contractors after receiving the notice from PMDA, and inform PMDA of multiple possible dates. After the application form for consultations on compliance assessment for use-results evaluation for medical devices and the materials in 4. (1) are submitted, PMDA will notify the determined date and time, place, etc. of the consultation to the contact of the consulter, medical institutions, or contractors by postal mail.

(2) If the consulter asks for consulting on the materials related to use-results surveys, post-marketing database surveys, etc. in B, C, or D, the person in charge at PMDA will start scheduling the consultation after the preliminary meeting, on the date of agreement with PMDA on the application for the consultation. If confirmation by visits to contractors is necessary, please arrange the schedule with the contractors after receiving the notice from PMDA, and inform PMDA. After the application form for consultations on compliance assessment for use-results evaluation for medical devices and the materials in 4. (1) are submitted, PMDA will notify the determined date and time, place, etc. of the consultation to the contact of the consulter or contractors by postal mail.

For other implementation procedures, please apply the Procedure Notification with modifications.

6. Cancellation and schedule change of consultations on compliance assessment for use-results evaluation for medical devices

(1) When cancelling the consultation on compliance assessment for use-results evaluation for medical devices after its application before the implementation date at the convenience of the consulter, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the consulter, the consulter will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Implementation of consultations on compliance assessment for use-results evaluation for medical devices

In principle, the person in charge at PMDA will implement the consultations on compliance assessment for use-results evaluation for medical devices at PMDA. In some cases, the consultations are held by visits to the consulter or contractors.

If the consultation is on 1. A or D, the person in charge at PMDA may visit medical institutions for confirmation in some cases. In that case, please follow the instructions of the person in charge at PMDA.

Please deliver the supporting materials to the location of the consultation or confirmation, and submit the list of materials actually delivered. If there are electronic media in supporting materials, etc., please prepare them in a state where the contents can be confirmed at the time of the consultation or confirmation.

For the procedures for consultations or confirmation, please apply the Procedure Notification with modifications.

8. Communication of record of consultations on compliance assessment for use-results evaluation for medical devices

After the completion of the consultation, PMDA will have the consulter check the contents including those regarding medical institutions or contractors, prepare the record, and send it to the consulter, medical institutions, or contractors.

9. Other

When using the materials that were subject to the consultation on compliance assessment for use-results evaluation for medical devices as materials for use-results evaluation, the applicant is asked to submit a statement that the contents of the materials submitted at the time of the consultation have not been changed, at the time of the application for use-results evaluation. In the consultation on 1. D, the applicant is also asked to submit the materials showing the contents updated after the consultation on compliance assessment for use-results evaluation for medical devices with a statement that the contents of the submitted materials have not been changed.

Please also submit the record of consultations on compliance assessment for use-results evaluation for medical devices at the time of application for use-results evaluation.

(Attachment 21)

Guidelines for preparation of application forms for confirmation of certification such as approval document/package insert

Preparation, etc. of application forms for confirmation of certification such as approval document/package insert shall be implemented as follows.

1. How to apply

For each type of certification confirmation and certification item, please enter necessary information in the application form, Form No. 26 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), attach the documents necessary for confirmation of certification, etc., transfer the fee for the confirmation from a commercial bank, etc., place a copy of transfer receipt, etc. on the back of the application form, and file the application to PMDA.

When requesting issuance of the certificate by postal mail, please attach an addressed and stamped return envelope.

In the case corresponding to 11 in the column for certification items where both the certificate with package insert and the certificate without package insert are requested, please file the application for each certificate desired even for the same product.

2. Precautions for entry

(1) Column for type of certification confirmation

Please tick the applicable type (only 1 type should be ticked).

(2) Column for certification item

Please tick the desired certification item (only 1 item should be ticked).

(3) Product name column

Enter the applicable name followed by the name for export in parentheses "(　)." Please do not fill in the column if 1 or 2 in the column for certification item is applicable.

(4) Column for name of manufacturing site, etc. and column for address of manufacturing site, etc.

Please enter only the items to be included in the certificate. Please enter the name and address of the market authorization holder or the office that has the main function of the marketing authorization holder if 1 in the column for certification item is applicable, the name and address of the applicant if 4, 10, or 12 is applicable, the name and address of the manufacturing site if 2, 7-1 or 7-2, 8, 9, or 11 is applicable, the name and address of the study site if 6 is applicable, and the name and address of the investigational product manufacturing facility if 13 or 14 is applicable. If 3 of the column for the certification item is applicable, please enter any of the name and address of the market authorization holder, the office that has the main function of the marketing authorization holder, or the manufacturing site that are applicable, only when these are the certification items. No entry is necessary if 5 of the column for the certification item is applicable.

(5) Column for number certificates to be issued

Please indicate the desired number of certificates to be issued. If multiple certificates are desired, please be sure to enter the total number.

(6) Column for countries to which certificate is submitted

Please enter the countries, etc. to which the certificate is to be submitted for each certification

item.
Please enter the names of the countries to which the certificate is to be submitted, and the number of certificates for each country if multiple certificates are necessary.

(7) Remarks column

If applying for each of different specifications or packaging forms, please add the respective specification and packaging form (except when 7-1 or 7-2 in the column for the certification item is applicable).

3. Fees for confirmation

The fee for confirmation corresponds to the amount specified in the section of the confirmation of certification of drugs, etc. in the attached table of the Administrative Instructions for the Statement of Operating Procedures.

If 3 in the column for the certification item is applicable and the name and address of the manufacturing site (or the office, etc. that has the main functions of the manufacturing authorization holder) will be included in the certification item, the fee for 1 product will be charged for 1 manufacturing site (or the office, etc.) to be included in the certificate, in addition to the fee for each product.

If 7-1 or 7-2 in the column for the certification item is applicable, and in the case of one product with multiple names, the fee for 1 product will be charged for the parent product and the child product combined.

Regardless of the applicable certification item, the fee for 1 product will be charged for a product with multiple export names. For placebo products with different specifications, the fee for 1 product will be charged including all specifications.

For details of the amount of the fee for confirmation and the method of transfer, refer to "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014).

4. Other

(1) Application for issuance of GMP certificates related to Mutual Recognition Agreement (MRA) with Europe

GMP certification related to MRA with Europe (certification of registration in the EudraGMDP database using Form 15) corresponds to 7-2 of the column for the certification item. In this case, please enter "1 certificate in Japanese" in the column for the number of certificates to be issued, and "EU" or "European Union" in the column for the countries, etc. to which the certificate is to be submitted.

For the drug substance, since the name of the drug substance is included in the information to be disclosed to the public, please select not to disclose it in the form if the disclosure pauses any problem (the certificate itself will not be disclosed, and it will not be displayed even when searched by the certificate number, etc.).

For details, refer to the "Points to Consider for Application for GMP Certificate Related to Mutual Recognition Agreement with Europe" (Administrative Notice of the Office of Manufacturing Quality/Office of Review Administration, Pharmaceuticals and Medical Devices Agency, dated June 28, 2013).

(2) Where to submit the application and where to make inquiries

Application forms should be submitted and inquiries regarding the confirmation of certification such as approval document/package insert should be made to the following.

Mailing address and contact for inquiries:
Office of Review Administration, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building 6F, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013

Administration Division I: Drugs, quasi-drugs
Phone (direct) 03-3506-9437

Administration Division II: Medical devices (QMS-related matters),* in vitro diagnostics, regenerative medical products
Phone (direct) 03-3506-9509

Fax 03-3506-9442 (common number for Administration Division I and Administration Division II)

* For the matters related to marketing, manufacturing, and approval (certification/notification) of medical devices, please contact OMETA (Overseas Medical Equipment Technical Assistants).

(Attachment 22)

Guidelines for use of storage room for compliance assessment materials

1. Application for use of storage room for compliance assessment materials

The storage room for compliance assessment materials (hereinafter referred to as "material storage room") is established in PMDA as a material storage place to be used in document-based compliance assessment, etc. during the assessment period based on the Pharmaceuticals and Medical Devices Act.

Applicants wishing to use the material storage room shall, after accepting these guidelines, enter necessary information in Form No. 27 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for use of material storage room" and submit it to the Office of Review Administration by e-mail, in principle. If there is any space in the material storage room, PMDA will approve its use and issue an approval document.

If it is difficult to submit it by e-mail, contact the Office of Review Administration.

2. Points to consider regarding use of material storage room

(1) The materials can be brought into the material storage room between 9:30 a.m. and 5:00 p.m. on weekdays, in principle.
(2) The usage fee for the material storage room shall be as specified in the attached table of the Administrative Instructions for the Statement of Operating Procedures and the applicants are asked to pay upon request of PMDA.
(3) Please use the freight elevator to carry in or out the materials. When carrying in the data, please contact the person in charge at the Office of Non-clinical and Clinical Compliance I or Office of Non-clinical and Clinical Compliance II.
(4) In opening and closing the door of the material storage room, please set a passcode arbitrarily. After the assessment is completed and all the materials are carried out, please cancel the setting of the passcode in the presence of the person in charge at the Office of Non-clinical and Clinical Compliance I or Office of Non-clinical and Clinical Compliance II.
(5) Please be careful not to forget your passcode or let others know it. The user will be responsible for the cost of replacement of the lock, etc. due to loss of the passcode. PMDA shall not be liable for damages caused by the disclosure of the passcode to others.
(6) PMDA shall not be liable for damages due to fire, natural disaster, or any other cause not attributable to PMDA.
(7) Please do not bring combustible materials, hazardous materials, etc. into the material storage room.
(8) When using the material storage room, please carry the approval document for use. At the end of the use, the number of days of use will be checked by both the user and the person in charge at the Office of Non-clinical and Clinical Compliance I or Office of Non-clinical and Clinical Compliance II.

3. Other

If there is any question regarding the use of the material storage room, please contact the following.

Contact for applications and inquiries (if any):
Office of Review Administration, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Administration Division I (drugs)
Phone (direct) 03-3506-9437

E-mail address iyaku-kanisoudan@pmda.go.jp
Administration Division II (medical devices, in vitro diagnostics, regenerative medical products)
Phone (direct) 03-3506-9509
E-mail address kiki-kanisoudan@pmda.go.jp

(Attachment 23)

Guidelines for use of the video conferencing system at the Kansai Branch in formal consultation, etc.

When holding a meeting for formal consultation, etc. specified in the attachments to this notification, the video conferencing system connecting Tokyo Headquarters of the Pharmaceuticals and Medical Devices Agency (hereinafter referred to as "PMDA Tokyo Headquarters") and the Kansai Branch (hereinafter referred to as "video conferencing system at the Kansai Branch") can be used.

Other than the formal consultation, etc. specified in the attachments to this notification, the video conferencing system at the Kansai branch can be used for the following meetings.

- Consultations on safety measures implemented based on Article 179 of the Statement of Operating Procedures on Reviews and Related Services and Safety Measures, Pharmaceuticals and Medical Devices Agency
- Initial meeting/product briefing after approval application of new drugs (including follow-on biologics and excluding OTC drugs), medical devices, in vitro diagnostics, and regenerative medical products

The procedure for using the video conference system at the Kansai Branch is as follows.

1. Scheduling

If using the video conferencing system at Kansai Branch, please clearly indicate the following in the request form for scheduling of the consultation concerned, the application form for inquiries, the request form for appointment, or the application slip for consultations. In the case of the initial meeting/product briefing, please notify the person in charge at the review office of the following.

(Matters to be indicated)

- That the use of the video conferencing system at the Kansai Branch is desired
- Whether or not use of simultaneous interpretation equipment is desired
- (If use of simultaneous interpretation equipment is desired,) the venue for the attending foreign language speakers and interpreters (either PMDA Tokyo Headquarters or the Kansai Branch)

(Points to consider)

- The video conferencing system at the Kansai branch and the online meeting system cannot be used at the same time.
- When using the simultaneous interpretation equipment, foreign language speakers and interpreters need to attend at the same venue (either PMDA Tokyo Headquarters or the Kansai Branch).
- The implementation format will be determined by PMDA based on the consultation applicant's request. Please note that we may not be able to meet your request.

2. Notification of adjustment results

(1) Consultations for which information is sent from the contact department (paid consultations)

Whether or not the video conferencing system at the Kansai Branch can be used for formal consultation, etc. will be communicated by the Review Management Division, Office of Review Management or Administration Division I/II, Office of Review Administration to the contact of the consultation applicant as "Information on formal consultation" or "Information on meeting," etc. together with the results of scheduling of the consultation concerned.

(2) Consultations, etc. for which information is not sent from the contact department (free

consultations, etc.)

Whether or not the video conferencing system at the Kansai branch can be used for free pre-consultation meetings, general consultations, etc. that fall in the consultation categories for which information is not sent from the contact department, consultations on safety measures, and initial meetings/product briefing will be communicated by the person in charge at the review office, etc. which implements the consultation, etc. (hereinafter referred to as the "responsible person at the department in charge of consultation") to the contact of the party requesting the use.

3. When requesting use of the video conferencing system at the Kansai Branch after schedule is determined

   Please inform the responsible person at the department in charge of consultation of the matters to be indicated in 1 above. After the status, etc. of use of the meeting room is confirmed, the responsible person at the department in charge of consultation will inform whether or not the video conferencing system at the Kansai Branch can be used.

4. When cancelling the use of the video conferencing system at the Kansai Branch

   Please contact the responsible person at the department in charge of consultation.

(Attachment 23-2)

Guidelines for use of the online meeting system in formal consultation, etc.

When meetings are held for consultations, etc. specified in the attachments of this notification, face-to-face meeting format, online meeting format, or combination of both will be used. Online meetings shall be held by PMDA as the organizer of the meetings through the online meeting system designated by PMDA, in principle.

If using the online meetings, Form No. 57 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004), "Basic Confirmation Items for Implementation of Consultation via Online Meeting" (hereinafter referred to as "Basic Confirmation Items for Online Meeting") needs to be submitted in advance. The submission method of the Basic Confirmation Items for Online Meeting and the adjustment method of the implementation format are shown below.

1. When application procedure of the consultation includes submission of request form for scheduling, application form for inquiries, or request form for appointment

(1) Adjustment of schedule and implementation format

Consultation applicants shall enter the desired implementation format in the request form for scheduling, the application form for inquiries, or the request form for appointment for the consultation concerned. If online meeting format is desired, please enter necessary information in Basic Confirmation Items for Online Meeting and submit it to the contact department for the consultation concerned (Review Management Division, Office of Review Management or Administration Division I/II, Office of Review Administration) with the request form for scheduling, the application form for inquiries, or the request form for appointment for the consultation concerned. If no desired implementation format is provided in the request form for scheduling, the application form for inquiries, or the request form for appointment, face-to-face meeting format is considered to be the desired one.

The implementation format will be determined by PMDA based on the consultation applicant's request. Please note that we may not be able to meet your request.

(2) Notification of adjustment results

・ Consultations for which information is sent from the contact department (paid consultations)

Whether or not the online meeting system can be used for formal consultation, etc. will be communicated by the Review Management Division, Office of Review Management or Administration Division I/II, Office of Review Administration to the contact of the consultation applicant by indicating it in the "Information on formal consultation," etc. together with the results of scheduling of the consultation concerned.

・ Consultations for which information is not sent from the contact department (free consultations)

Whether or not the online meeting system can be used for free pre-consultation meetings, general consultations, etc. that fall in the consultation categories for which information is not sent from the contact department will be communicated by the person in charge at the review office, etc. which implements the consultation, etc. (hereinafter referred to as the "responsible person at the department in charge of consultation") to the contact of the consultation applicant.

(3) When use of the online meeting system is requested or planned after submission of request form for scheduling, application form for inquiries, or request form for appointment for the consultation concerned

When requesting the use of the online meeting system after receiving the adjustment results in (2) in cases where the use was not requested at the time of submission of the request form for scheduling, the application form for inquiries, or the request form for appointment for the consultation concerned, please submit the Basic Confirmation Items for Online Meeting to the

responsible person at the department in charge of consultation. Whether or not the online meeting system can be used will be communicated by the responsible person at the department in charge of consultation to the contact of the consultation applicant.

In addition, when the use of the online meeting system is planned as a result of adjustment with PMDA, regardless of whether or not the use of online meeting system is desired, please also submit the Basic Confirmation Items for Online Meeting to the responsible person at the department in charge of consultation.

2. When application procedure of the consultation does not include submission of request form for scheduling, application form for inquiries, or request form for appointment

(1) Adjustment of schedule and implementation format

If a meeting is to be held, please schedule it and adjust the implementation format in a meeting with the responsible person at the department in charge of consultation to be held before or after the application for the consultation concerned. If the consultation is held in online meeting format, please submit the Basic Confirmation Items for Online Meeting to the responsible person at the department in charge of consultation. If the use of online meetings is planned at the time of the application for the consultation concerned, it can be submitted with the application form for the consultation concerned to the Review Management Division, Office of Review Management.

The implementation format will be determined by PMDA based on the consultation applicant's request. Please note that we may not be able to meet your request.

(2) Notification of adjustment results

The adjustment results will be communicated by the responsible person at the department in charge of consultation to the contact of the consultation applicant.

3. Inquiries regarding submission of the Basic Confirmation Items for Online Meeting

If there is any question regarding the submission method, etc. of the Basic Confirmation Items for Online Meeting, please make inquiries to the reference for the consultation concerned listed in the attachments to this notification.

(Attachment 24)

Implementation guidelines for formal consultation for development consultations for quasi-drugs

1. Categories and contents of formal consultation

(1) Consultations for confirmation of protocols for human studies on quasi-drugs

Only the key points of human study protocols related to novel quasi-drugs (excluding quasi-drugs for prevention and extermination, the same applies hereinafter) are confirmed and guidance and advice are provided.

Examples)・Appropriateness of efficacy and safety endpoints, subject inclusion/exclusion criteria, study period, etc.
・Availability of overseas human study data

(2) Development consultations on new excipients for quasi-drugs

Guidance and advice are provided regarding specifications, stability, or nonclinical safety studies related to new excipients of quasi-drugs.

Examples)・Concept of specification setting
・Appropriateness of stability study protocols (key points of each study protocol)
・Appropriateness of nonclinical safety study protocols (key points of each study protocol, use of alternative methods for animal experiments, etc.)

2. Date of formal consultation

The dates of formal consultation are as follows, in principle. If these dates are changed or formal consultation is cancelled, the change or cancellation will be notified in advance at pre-consultation meetings, etc.

Category	Implementation date and time window (number of slots)
Consultations for confirmation of protocols for human studies on quasi-drugs	The fourth Thursday of each month 60 minutes between 15:00 and 17:00 (1 slot/month)
Development consultations on new excipients for quasi-drugs	The second Thursday of each month 30 minutes between 15:00 and 16:30 (1 slot/month)

3. Scheduling of formal consultation

When requesting scheduling of formal consultation, please sort out the consultation items in advance at a pre-consultation meeting (see Attachment 16 of this notification), change "Application form for formal consultation for quasi-drugs" in the title part of Form No. 37 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for scheduling of formal consultation for quasi-drugs," enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

After the date and time, location, etc. of the consultation are determined, they will be communicated by fax by the Office of Review Management to the contact of the consulter as "Information on formal consultation."

4. Forms of consultation

(1) Written advice

When requesting written advice, please state that written advice is desired in the "Application form for formal consultation for quasi-drugs" (Form No. 37 of the Administrative Instructions for the Statement of Operating Procedures, the same applies hereinafter). If there is any unclear point, please confirm it appropriately at the pre-consultation meeting, etc.

5. Payment of fee for formal consultation and application for formal consultation

(1) After receiving the information on the formal consultation, please transfer the fee for the applicable consultation category from a commercial bank, etc., enter necessary information in "Application form for formal consultation for quasi-drugs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) The application is received from 10:00 a.m. to noon on Wednesday 8 weeks before the desired date of consultation, in principle. Application will not be received on other dates and times.

(3) If the content of the column for "Outline of consultation" in the "Application form for formal consultation for quasi-drugs" does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(4) Even when written advice is provided, the date of the formal consultation will be the date of the formal consultation determined by the scheduling in 3. above for administrative operation.

6. Materials for formal consultation

(1) Where to submit

Office of OTC/Quasi-drugs

(2) Method of submission and required number of copies

Please submit the required number of copies by either one of the following methods. When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

1) Online submission using the electronic study data system (gateway system)

・ Submission of paper media or electronic media (CD or DVD) is not necessary.

2) Submission by bringing them in person or by postal mail

・ Please submit 10 copies of paper media and 1 copy of electronic media (CD or DVD). If there is any change in the number of copies to be submitted, it will be notified in the "Information on formal consultation."

・ The cover of each of the 10 copies of the materials should include the name, consultation category, date of formal consultation, and name of the person (company name) receiving the formal consultation, the receipt number (at the upper right corner and the top part of the back cover), and the serial number of the document (No. 1 to No. 10, at the lower right corner).

・ When bringing the materials, please contact the person in charge of consultation at PMDA shown in "Information on formal consultation" in advance.

・ The submitted paper and electronic media will be discarded by PMDA, unless the consulter requests for return. If return is desired, please request at the pre-consultation meeting.

(3) Date of submission of materials

The date of submission of consultation materials will be notified in "Information on formal consultation." The date of submission will be Monday (by 3:00 p.m.) 6 weeks before the scheduled date of the formal consultation, in principle. If this period includes the year-end, the beginning of the year, etc., however, the submission date will be Monday (by 3:00 p.m.) 7 weeks before the scheduled date of the formal consultation. If there is any change in the number of copies to be submitted, the number of copies to be submitted will be notified in the "Information on formal consultation" by fax to the contact of the consulter. When

submitting the consultation materials, please also submit the materials to be submitted in electronic media.

7. Contents of materials for formal consultation

The contents of the materials differ depending on consultation items. For more appropriate advice, please clearly describe the matters for which the consultation applicant wishes to obtain advice from PMDA, describe the consulter's view on these contents of consultation and the rationale for judgment in detail, and include the following contents depending on each consultation category in the materials.

A For "consultations for confirmation of protocols for human studies on quasi-drugs"

- Contents of consultation (background of the development consultation and specific consultation items)
- Draft human study protocol
- Summary of the test product (please prepare a summary according to the structure of the summary of submission data for approval application so as to include information on history of development, status of use in Japan and overseas, and specifications/stability/efficacy/safety study results)
- Record of the previous formal consultation or simple consultations (only if applicable)

B For "development consultations on new excipients for quasi-drugs"

- Contents of consultation (background of the development consultation and specific consultation items)
- Summary of the new excipient (please prepare a summary according to the structure of the summary of submission data for approval application so as to include information on history of development, status of use in Japan and overseas, purpose of combination, findings related to presence or absence of pharmacological actions, specifications/stability/safety study results, etc.)
- Summary of the drug product for which application is planned (active ingredient, content, indications, dosage and administration, dosage form)
- Record of the previous formal consultation or simple consultations (only if applicable)

8. Cancellation and schedule change of formal consultation

(1) When cancelling the formal consultation after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

9. Implementation of formal consultation

(1) Please notify the person in charge of consultation at PMDA of the number of attendees and whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the formal consultation. The number of attendees should usually be up to 10 per consultation due to the size of the meeting room.
(2) On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

10. Communication of record of formal consultation

After the completion of the formal consultation, PMDA will have the consulter check the contents, prepare the record concisely summarizing the points, and send it to the consulter.

11. Contact for applications for consultations and inquiries (if any)

The contact information is shown below.

Contact for applications and inquiries (if any):

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address shinyaku-uketsuke@pmda.go.jp

Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time. However, the application form will be received from 10:00 a.m. to noon on the designated date, if submitted in accordance with 5. above.

(Attachment 24-2)

Implementation guidelines for formal consultation for consultations on prior confirmation for quasi-drugs

1. Subject and contents of consultation

Advice is provided in writing, in principle, to shorten the review time for the products corresponding to identical quasi-drugs (excluding quasi-drugs for prevention or extermination, the same applies hereinafter) for which application is planned by confirming the contents of application before the approval application.

The items to be confirmed in consultations on prior confirmation are those related to description adjustment in approval application forms to be submitted. Products for which inquiries other than those on description adjustment are expected during the review will be excluded.

The products possibly not corresponding to identical quasi-drugs for which application is planned are also excluded. Please confirm the application category in advance in a simple consultation for these products. Consultations on prior confirmation are not intended to judge application categories.

2. Implementation of formal consultation

The consultations are provided once a month, in principle. The specific dates will be notified individually at pre-consultation meetings, etc. In principle, each consultation will be provided in writing, and the date of communication of the consultation record will be the date of formal consultation.

3. Application for consultations

When requesting a consultation, prior to the application for the consultation, please be sure to discuss in advance with a person in charge at PMDA the confirmation of applicability to consultations on prior confirmation, contents of the materials to be submitted, scheduled timing of consultation, scheduled timing of delivery of materials, scheduled date of submission of the application form, etc. at the pre-consultation meeting (see Attachment 16 of this notification). When submitting the application for pre-consultation meetings, also submit the draft marketing approval application form containing attached files such as a list of previous use, etc.

4. Payment of fee and application for consultations on prior confirmation

When applying for a consultation on prior confirmation, please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 37-2 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as “Administrative Instructions for the Statement of Operating Procedures”), “Application form for consultations on prior confirmation for quasi-drugs,” and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

The date and time when the application form for consultations on prior confirmation is received will be posted on the PMDA website. In principle, the form will be received from 10:00 a.m. to 4:00 p.m. on the fourth Wednesday of each month. However, if the date is a national holiday, it will be changed depending on the situation. Please check the PMDA website.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and “Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency” (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(Points to consider)

- The number of the products to be discussed shall be one per consultation.
- For the time being, consultations will be implemented on a trial basis for products for which application is planned that fall under the application category (5)-1 with 1 slot/month.
- The subject of consultations will be limited to the contents of the marketing approval application form, data to be attached to the marketing approval application form (attached files such as appendix files and the list of previous use), and submission data related to specifications and study methods (actual measured data). Please leave the column for the brand name for the marketing approval application form (draft) blank.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the application form for consultations on prior confirmation will be received from 10:00 a.m. to 4:00 p.m. on the designated date, if submitted in accordance with 4. above.

5. Materials for consultations on prior confirmation

Please submit the materials for which in-house QA/QC has been completed.

(1) Where to submit

Office of OTC/Quasi-drugs

(2) Method of submission and required number of copies

Please submit the required number of copies by either one of the following methods. When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

1) Online submission using the electronic study data system (gateway system)
   ・Submission of paper media or electronic media (CD or DVD) is not necessary.
2) Submission by bringing them in person or by postal mail
   ・Please submit 5 copies of paper media and 1 copy of electronic media (CD or DVD). If there is any change in the number of copies, it will be notified at the pre-consultation meeting.
   ・The submitted paper media and electronic media will be discarded by PMDA, in principle. Please request for return at the pre-consultation meeting.

(3) Deadline for submission

The deadline of submission of consultation materials is 3:00 p.m. on the day 5 business days after the date of submission of the application form, in principle.

6. Contents to be included in consultation materials

(1) Marketing approval application form (draft) (including attached files such as appendix files and the list of previous use)
(2) Materials on specifications and study methods (including a statement and signatures or printed names)

7. Cancellation and schedule change of consultations on prior confirmation

(1) When cancelling the consultation on prior confirmation after its application before the implementation date at the convenience of the applicant, please enter necessary information

in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, “Request for withdrawal of application for formal consultation,” and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, “Request form for reimbursement of fees for review, etc. for drugs, etc.,” and submits it, half of the fee will be refunded.

(2) When changing the date at the convenience of the applicant, the applicant will be asked to submit the “Request for withdrawal of application for formal consultation” and apply again. Please submit the “Request for withdrawal of application for formal consultation” to Review Management Division, Office of Review Management. If the applicant enters necessary information in the “Request form for reimbursement of fees for review, etc. for drugs, etc.” and submits it, half of the fee will be refunded.

(3) When the date is to be changed at the convenience of PMDA or when PMDA considers that the change of the date is inevitable, submission of “Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

8. Implementation of consultations on prior confirmation

The applicant and PMDA will hold the pre-consultation meeting about 2 weeks before the scheduled date of application for the consultation on prior confirmation to confirm the schedule of the entire consultation and the materials to be submitted. After that, the consultation will be conducted according to the schedule discussed in advance from the date when the materials are submitted to PMDA. The flow is generally as follows.

(1) Submission of materials

Please submit the consultation materials by 3:00 p.m. on the day 5 business days after the date of submission of the application form, in principle.

(2) Communication and finalization of consultation records

The consultation record will be communicated to the consulter within about 10 business days after the submission of the consultation materials. If necessary, a meeting will be held to confirm the common understanding of issues, etc. for the approval application for the relevant product.

9. Other

When applying for the approval of a product for which a consultation on prior confirmation was implemented, please attach a copy of the consultation record.

If an application for a consultation on prior confirmation has been filed without any pre-consultation meeting, PMDA will inform the applicant of the implementation of a pre-consultation meeting. If the product for which application is planned is judged not to be subject to consultations on prior confirmation at the time of the application for a pre-consultation meeting, the detailed reason cannot be disclosed.

(Attachment 25)

Implementation guidelines for formal consultation for evaluation consultations for remanufactured single-use medical devices (QMS compliance confirmation)

In order to facilitate the introduction of the products related to remanufactured single-use medical devices (hereinafter referred to as "remanufactured SUDs") specified in Article 144-8, Item 4 of the Ministerial Ordinance for Enforcement of the Pharmaceuticals and Medical Devices Act, which came into effect on July 31, 2017, PMDA provides consultations in which whether or not the manufacturing control and quality control at the registered manufacturing sites, etc. of the products concerned comply with the standards (QMS compliance) in writing or on site.

1. Evaluation consultations for remanufactured SUDs (QMS compliance confirmation)

   In order to check the securing, etc. of the quality, efficacy, and safety of remanufactured SUDs, the appropriateness of the Quality Management System Standard Code, written validation procedures, etc. for the QMS compliance of the relevant products is confirmed in writing, and their application is also confirmed on site at registered manufacturing sites, etc.

2. Payment of fee and application for evaluation consultations for remanufactured SUDs (QMS compliance confirmation)

   To receive an evaluation consultation for remanufactured SUDs, please notify the person in charge at the Office of Compliance and Manufacturing Quality for Medical Devices in advance of the target product, contents of materials to be submitted, number of copies to be submitted, timing at which they can be submitted, etc. Then, please transfer the fee for the consultation category from a commercial bank, etc., enter necessary information in the application form for evaluation consultations for remanufactured SUDs (Form No. 38 of the Administrative Instructions for the Statement of Operating Procedures), and submit it to the Review Management Division, Office of Review Management by bringing it in person or postal mail, with a copy of the transfer receipt, etc. If sending it by postal mail, please write "Application form for evaluation consultations for remanufactured SUDs enclosed" in red on the front of the envelope.

   Please note that if an overseas site inspection is conducted during the consultation, travel expenses for overseas site inspection will be charged after the completion of the overseas site inspection, separately from the fee paid at the time of application.

   For details of the amount of the fees and the transfer methods, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). Please be on time.

(Points to consider)

- When submitting the "Application form for evaluation consultations for remanufactured SUDs (QMS compliance confirmation)," please also submit the contents entered in the column for "Outline of consultation" of the application form in electronic media (text

format).

If the contents take up multiple sheets of the A4 size paper, please separately summarize them in one sheet of the A4 size paper (excluding tables, figures, etc.) and submit it.

3. Materials for evaluation consultations for remanufactured SUDs (QMS compliance confirmation) (hereinafter referred to as "consultation materials")

(1) Contents of consultation materials and number of copies to be submitted

The materials necessary at the time of application for evaluation consultations for remanufactured SUDs (QMS compliance confirmation) shall be discussed with the Office of Compliance and Manufacturing Quality for Medical Devices in advance, and one copy shall be submitted.

(2) Deadline for submission of consultation materials

Please submit the materials to Review Management Division, Office of Review Management on the date and time determined at the preliminary meeting by postal mail, bringing them in person, or online submission using the electronic study data system (gateway system). When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

The consultation materials submitted in the paper media will be discarded by PMDA, in principle. PMDA will confirm whether or not return is desired at the time of submission of consultation materials.

4. Cancellation of evaluation consultations for remanufactured SUDs (QMS compliance confirmation)

When cancelling the evaluation consultation for remanufactured SUDs after its application before PMDA sends inquiries at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

5. Implementation of evaluation consultations for remanufactured SUDs (QMS compliance confirmation)

After the preparation of consultation materials is completed, the consultation will be started on the date of submission of all consultation materials to PMDA.

The flow of consultation is generally as follows.

(1) Submission of materials

The consulter should submit consultation materials at the time of application.

(2) Inquiries issued by PMDA (Office of Compliance and Manufacturing Quality for Medical Devices)

The person in charge at the Office of Compliance and Manufacturing Quality for Medical Devices shall notify the consulter of the receipt of the materials and confirm the future flow of the evaluation consultation for remanufactured SUDs (QMS compliance confirmation). The Office of Compliance and Manufacturing Quality for Medical Devices will confirm the QMS compliance of the product concerned based on the consultation materials, by visits to the manufacturing site, or by other means. If the Office finds matters that require improvement, it will issue inquiries in writing to the consulter as needed. If the Office finds nothing that requires improvement, it will notify the consulter to that effect and of the subsequent actions

to be taken.

(3) Submission of responses

When inquiries are issued, the consulter should submit the responses to the inquiries in writing (hereinafter referred to as "written responses to inquiries") to the Office of Compliance and Manufacturing Quality for Medical Devices.

The written responses to inquiries shall be handled in the same manner as those in usual formal consultation, and it is not necessary to sign or seal the cover of the written responses. If the written responses fit in a small number of sheets of paper, they can be submitted by fax, but submission in electronic media may be requested.

(4) Sending of documents indicating that application can be filed (hereinafter referred to as "application confirmation documents")

When the actions, etc. taken in response to inquiries have been completed and the application is expected to be handled with standard regulatory review time for the consultation product (because the applications for remanufactured SUDs shall correspond to the applications in the category of improved medical devices [with clinical data], the standard review time for such applications can be used as a guide), the application confirmation documents indicating that the application for the QMS compliance inspection application is possible. The application confirmation documents may be sent after the approval application of the consultation product.

(Attachment 26)

Implementation guidelines for formal consultation for consultations on epidemiological surveys for drugs

1. Categories and contents of consultations on epidemiological surveys

Categories and contents of formal consultation covered by these implementation guidelines are shown in Appendix 10 of this notification.

2. Scheduling of formal consultation

When requesting scheduling of formal consultation, please prepare the "Request form for scheduling of formal consultation for drugs (consultations on epidemiological surveys)" according to the following procedure and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. Please note that the forms that arrive outside the designated hours are not accepted.

(1) When requesting formal consultation for the consultation categories shown in Appendix 10 of this notification (excluding consultations on procedures for epidemiological surveys for drugs), please correct the title part of Form No. 39 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for scheduling of formal consultation for drugs (consultations on epidemiological surveys)" and enter necessary information, to schedule the formal consultation. In principle, the request form for scheduling of formal consultation is received from 10:00 a.m. to 4:00 p.m. on the first business day of the month 3 months before the month in which the consultation is conducted. However, the form receiving date will be changed depending on the situation. Please check the PMDA website.

(2) When requesting a consultation on procedures for epidemiological surveys for drugs, please correct the title part of Form No. 39 of the Administrative Instructions for the Statement of Operating Procedures to "Request form for scheduling of formal consultation for drugs (consultations on epidemiological surveys)" and enter necessary information, to schedule the consultation.

If it is unknown whether or not the planned consultation falls under the category of consultations on procedures for epidemiological surveys for drugs, please check it in advance through the pre-consultation meeting (Attachment 16), etc. The request will be received from Monday to Friday, excluding nonbusiness days such as national holidays.

3. Forms of consultation

Written advice will be provided when the prior consent of the consulter is obtained for the product items for which a decision has been made to provide formal consultation based on the scheduling of formal consultation in 2. above. When requesting written advice, please state that written advice is desired in the "Request form for scheduling of consultations on epidemiological surveys for drugs" and the "Application form for formal consultation for drugs (consultations on epidemiological surveys)" (Form No. 39 of the Administrative Instructions for the Statement of Operating Procedures, the same applies hereinafter) which will be submitted upon receiving the result of scheduling.

If there is any unclear point, please confirm it appropriately at the pre-consultation meeting, etc.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency

Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the request form for scheduling of formal consultation will be received from 10:00 a.m. to 4:00 p.m. on the designated date, if submitted in accordance with 2. (1) above

4. How to schedule formal consultation

(1) If the "Request form for scheduling of formal consultation for drugs (consultations on epidemiological surveys)" is submitted according to the above 2. (1), the formal consultation will be scheduled according to the following procedure for each review category specified in Appendix 9 of this notification.
   [1] The formal consultation will be scheduled with reference to the column for "Desired date of consultation" of the "Request form for scheduling of formal consultation for drugs (consultations on epidemiological surveys)."
   [2] If it cannot be scheduled on any date and time listed in the column for "Desired date for consultation," the schedule will be discussed over the phone on the second or third business day after the date of receipt whether it is possible to set another date and time, in principle.

(2) If the "Request form for scheduling of formal consultation for drugs (consultations on epidemiological surveys)" is submitted according to the above 2. (2), the formal consultation will be scheduled at any time, separately from (1).

5. Notification of schedule, etc. of formal consultation

(1) The result of scheduling of formal consultation will be communicated by fax to the contact of the consulter as "Information on formal consultation" within 5 business days from the date of receipt, in principle.

(2) Even when written advice is provided, the date of formal consultation will be the date of formal consultation determined by the scheduling in 4. above for administrative operation.

6. Payment of fee for formal consultation and application for formal consultation

(1) Please transfer the fee for the applicable consultation category from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on formal consultation in 5. (1) above or on the date of delivery of materials, whichever comes first, enter necessary information in the "Application form for formal consultation for drugs (consultations on epidemiological surveys)," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

   For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) If the content of the column for "Outline of consultation" in the "Application form for formal consultation for drugs (consultations on epidemiological surveys)" does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(3) Please enter the result of scheduling in the "Application form for formal consultation for

drugs (consultations on epidemiological surveys).” In this regard, even in the case of written advice, please enter the scheduled date of formal consultation in 5. (2) above.

7. Materials for formal consultation

Please submit the materials for formal consultation to the Review Management Division, Office of Review Management by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

(1) Date of submission of materials

The date of submission of consultation materials will be notified in “Information on formal consultation.” The date of submission of materials will be as described in the following guide, but for the period including the public holidays in late April to early May, the year-end, the beginning of the year, etc., it will be Monday, one more week before the following (by 3:00 p.m.).

[1] For consultations on procedures for epidemiological surveys for drugs, Monday 2 to 3 weeks before the scheduled date of formal consultation (by 3:00 p.m.), in principle

[2] For consultations other than consultations on procedures for epidemiological surveys for drugs, Monday 8 weeks before the scheduled date of formal consultation (by 3:00 p.m.), in principle

(2) If the person in charge of consultations at PMDA consults the consultation applicant in advance about moving up the date of submission of materials and the applicant agrees, the date may be earlier than the above guide.

8. Contents to be included in materials for formal consultation

(1) The contents to be included in the materials differ depending on consultation items. For example, for consultations on plans of surveys using medical information databases, the materials including the following information overall would be considered useful.

[1] Survey protocols (draft)

[2] Materials related to the data included in the databases to be used, information on the number of available survey subjects (including a feasibility study protocol, etc. to request such information) or reports of feasibility study results

[1] Materials related to validity of definitions of outcomes, etc. (validation study protocols, reports of results, or related literature, etc.)

[2] Copies of all literature cited in the protocols or result reports from [1] to [3] (in the case of books, only related pages are sufficient)

[5] Review reports prepared at the time of application reviews, latest package inserts, and risk management plans (only 1 Summary of risk management plans, 2 Summary of pharmacovigilance plans, and 3 Summary of plans for surveys/studies on efficacy)

[6] Package inserts, RMP, and REMS in Europe and the United States and their Japanese translations (If the package insert is the same in EU countries, English version in one country is sufficient.)

[7] Latest periodic safety report (only if applicable)

[8] Record of the previous formal consultation (including clinical trial consultations) for which post-marketing surveys were included in the consultation contents (only if applicable)

9. Cancellation and schedule change of formal consultation

(1) When cancelling the formal consultation after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, “Request for

withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

10. Implementation of formal consultation

(1) Please notify the person in charge at PMDA of the number of attendees, whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend), and the equipment to be used for presentation, by the day before the formal consultation.

The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.

(2) On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for the formal consultation and the receptionist will show you the way.

(3) For consultations on procedures for epidemiological surveys for drugs, explanation of consultation items by the consulter and guidance and advice by PMDA shall be provided within approximately 30 minutes as a whole. In principle, expert advisors will not be present.

(4) For consultations on epidemiological surveys for drugs excluding consultations on procedures for epidemiological surveys for drugs, explanation of consultation items by the consulter and guidance and advice by PMDA shall be provided within approximately 120 minutes as a whole. In this regard, please make a presentation on the outline of consultation items from the consulter side for about 20 minutes. After that, the consultation will be provided. Please submit a copy of the presentation materials to the person in charge of consultation preferably 1 week in advance and no later than 2 days in advance.

11. Communication of record of formal consultation

After the completion of the formal consultation, PMDA will have the consulter check the contents, prepare the record, and send it to the consulter. For consultations on procedures for epidemiological surveys for drugs, the points of consultation are summarized briefly.

12. Other

The opinion of PMDA on the contents of the consultation will be presented in writing before the formal consultation.

(Attachment 27)

Implementation guidelines for formal consultation for consultations on revision of package inserts of drugs/regenerative medical products

1. Categories and contents of formal consultation

(1) Consultations on prior confirmation of revision of package inserts of drugs

For drugs for which revision (deletion, addition, or change of description) of precautions concerning indications, precautions concerning dosage and administration, clinical studies, etc. in package inserts is desired based on newly obtained results of post-marketing clinical studies, etc., possibility of implementing a consultation on revision of package inserts of drugs, consultation items, contents of materials to be submitted, timing of the consultation, feasibility of expert discussion, possibility of waiving a consultation on compliance assessment of supporting materials for revisions of package inserts of drugs, etc., are to be examined and confirmed, prior to an application for a consultation on revision of package inserts of drugs. These consultations can be concurrently implemented with a pre-consultation meeting for a consultation on compliance assessment of supporting materials for revision of package inserts of drugs.

(2) Consultations on revision of package inserts of drugs

For drugs for which revision (deletion, addition, or change of description) of precautions concerning indications, precautions concerning dosage and administration, clinical studies, etc. in package inserts is desired based on newly obtained results of post-marketing clinical studies, etc., possibility of revising package inserts is evaluated and reports are prepared after evaluation of efficacy and safety. When requesting a consultation on revision of package inserts of drugs, before an application for the consultation, possibility of implementing the consultation on revision of package inserts of drugs must be confirmed in a consultation on prior confirmation of revision of package inserts of drugs. For the revision of a package insert, it should be confirmed in a consultation on compliance assessment of supporting materials for revision of package inserts of drugs (Attachment 20-3 of this notification) or a consultation on compliance assessment for re-examination of drugs (Attachment 20-2 of this notification) that no matters have been considered to affect the reliability of the materials of post-marketing clinical studies, etc., supporting the revision of the package insert. However, this does not apply if it has been judged unnecessary to implement a consultation on compliance assessment of supporting materials for revision of package inserts of drugs or a consultation on compliance assessment for re-examination of drugs, in the consultation on prior confirmation of revision of package inserts of drugs.

(3) Consultations on prior confirmation of revision of package inserts of regenerative medical products

For regenerative medical products for which revision (deletion, addition, or change of description) of precautions concerning indications or performance, precautions concerning dosage and administration or instructions for use, clinical studies, etc. in package inserts is desired based on newly obtained results of post-marketing clinical studies, etc., possibility of implementing a consultation on revision of package inserts of regenerative medical products, consultation items, contents of materials to be submitted, timing of the consultation, feasibility of expert discussion, possibility of waiving a consultation on compliance assessment of supporting materials for revisions of package inserts of regenerative medical products, etc., are to be examined and confirmed, prior to an application for consultations on revision of package inserts of regenerative medical products. These consultations can be concurrently implemented with a pre-consultation meeting for a consultation on compliance assessment of supporting materials for revision of package inserts of regenerative medical products.

(4) Consultations on revision of package inserts of regenerative medical products

For regenerative medical products for which revision (deletion, addition, or change of description) of precautions concerning indications or performance, precautions concerning dosage and administration or instructions for use, clinical studies, etc. in package inserts is desired based on newly obtained results of post-marketing clinical studies, etc., possibility of revising package

inserts is evaluated and reports are prepared after evaluation of efficacy and safety. When requesting a consultation on revision of package inserts of regenerative medical products, before the application for the consultation, possibility of implementing the consultation on revision of package inserts of regenerative medical products must be confirmed in a consultation on prior confirmation of revision of package inserts of regenerative medical products. For the revision of a package insert, it should be confirmed in a consultation on compliance assessment of supporting materials for revision of package inserts of regenerative medical products (Attachment 20-3 of this notification) that no matters have been considered to affect the reliability of the materials of post-marketing clinical studies, etc., supporting the revision of the package insert. However, this does not apply if it has been judged unnecessary to implement a consultation on compliance assessment of supporting materials for revision of package inserts of regenerative medical products in the consultation on prior confirmation of revision of package inserts of regenerative medical products.

2. Scheduling of formal consultation

When requesting scheduling of formal consultation, please prepare the request form for scheduling of formal consultation according to the following procedure and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

(1) When requesting a consultation on prior confirmation of revision of package inserts of drugs/regenerative medical products, please correct the title part of Form No. 40 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for scheduling of formal consultation for drugs/regenerative medical products (consultations on revision of package inserts)" and enter necessary information to schedule formal consultation. Please also submit the materials in 7. (1) below as an appendix or attachment of the request form for scheduling of formal consultation. If requesting for concurrent implementation with a pre-consultation meeting of a consultation on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products or a consultation on compliance assessment for re-examination of drugs, please indicate to that effect in the remarks column.

The request form for scheduling of formal consultation is received from 9:30 a.m. to noon, from Monday to Friday (excluding nonbusiness days such as national holidays).

(2) When requesting a consultation on revision of package inserts of drugs/regenerative medical products, please correct the title part of Form No. 40 of the Administrative Instructions for the Statement of Operating Procedures to "Request form for scheduling of formal consultation for drugs/regenerative medical products (consultations on revision of package inserts)" and enter necessary information to schedule formal consultation.

The date and time when the request form for scheduling of formal consultation is received will be posted on the PMDA website. In principle, the form will be received from 10:00 a.m. to 4:00 p.m. on the first business day of the month 4 months before the month in which the consultation is conducted. However, the date will be changed depending on the situation. Please check the PMDA website.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding

	nonbusiness days such as national holidays). However, the request form for scheduling of formal consultation will be received from 9:30 a.m. to noon, if submitted according to 2. (1) above, and from 10:00 a.m. to 4:00 p.m. if submitted according to 2. (2) above.

3. Forms of consultations

Written advice will be provided when the prior consent of the consulter is obtained for the products for which a decision has been made to provide formal consultation based on the scheduling of formal consultation in 2. above. When requesting written advice, please state that written advice is desired in the request form for scheduling of formal consultation and the "Application form for formal consultation for drugs/regenerative medical products (consultations on revision of package inserts)" which will be submitted upon receiving the result of scheduling. If there is any unclear point, please confirm it appropriately at the pre-consultation meeting, etc.

4. Notification of schedule, etc. of formal consultation

(1) After receiving the submitted request form for scheduling of formal consultation, the person in charge at PMDA will schedule the formal consultation. The result of scheduling of the formal consultation will be communicated by fax to the contact of the consulter as "Information on formal consultation" within 3 business days from the date of receipt, in principle, for consultations on prior confirmation of revision of package inserts of drugs/regenerative medical products and within 5 business days from the date of receipt, in principle, for consultations on revision of package inserts of drugs/regenerative medical products.

(2) Even when written advice is provided, the date of formal consultation will be the date of the formal consultation determined by the scheduling in 4. (1) above for practical operation.

5. Payment of fee for formal consultation and application for formal consultation

(1) Please transfer the fee for the applicable consultation category from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on the formal consultation in 4. above or on the date of delivery of materials, whichever comes first, enter necessary information in Form No. 40 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for formal consultation for drugs/regenerative medical products (consultations on revision of package inserts)," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) In consultations on revision of package inserts of drugs/regenerative medical products, if the content of the column for "Outline of consultation" in the "Application form for formal consultation for drugs/regenerative medical products (consultations on revision of package inserts)" does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

6. Materials for formal consultation

(1) In consultations on prior confirmation of revision of package inserts of drugs/regenerative medical products, please submit the materials as an appendix or attachment of the request form for scheduling of formal consultation on the submission date of the request form for

scheduling of formal consultation.

(2) In consultations on revision of package inserts of drugs/regenerative medical products, please submit consultation materials to Review Management Division, Office of Review Management by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

The date of submission of consultation materials will be notified in "Information on formal consultation." The date of submission will be Monday (by 3:00 p.m.) 10 weeks before the scheduled date of formal consultation if an expert discussion is to be held, and Monday (by 3:00 p.m.) 8 weeks before the scheduled date of formal consultation if no expert discussion is to be held, in principle. If an expert discussion is to be held, please submit the materials on the conflict of interests of commissioned expert advisors related to holding of expert discussion (7. (2) [7] below) to the person in charge of consultation after receiving the "Information on formal consultation."

7. Contents to be included in materials for formal consultation

In order to obtain more appropriate advice, it is considered desirable to clearly describe the contents for which the consulter wishes to obtain advice from PMDA, describe the consulter's view on these contents of consultation and the rationale for judgment, and include the following contents depending on each consultation category in the materials for formal consultation.

(1) Consultations on prior confirmation of revision of package inserts

[1] Materials showing the background of the conduct of post-marketing clinical studies, etc. and summary of the results

[2] Draft revision of the package insert (old-and-new comparison table) and materials showing the background and reason for revision

[3] If the studies supporting the revision are overseas studies and exemption from assessments in a consultation on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products or consultation on compliance assessment for re-examination of drugs is desired, the materials supporting the judgment that exemption from the assessments is possible (results of inspection by overseas regulatory authorities or materials objectively showing that the materials concerned have undergone similar investigations by overseas regulatory authorities)

(2) Consultations on revision of package inserts

[1] Materials showing the background of the conduct of post-marketing clinical studies, etc. and summary of the results

[2] Results of post-marketing clinical studies, etc. (materials summarizing the results, protocols, statistical analysis plans, clinical study reports, etc.)

[3] Draft revision of the package insert (old-and-new comparison table) and materials showing the background and reason for revision

[4] Package inserts in Europe and the U.S. (English only) and Japanese translation of revised parts (as necessary)

[5] Revised parts of the revised Company Core Data Sheet (where necessary)

[6] Status of measures taken by overseas regulatory authorities regarding the draft revision (as necessary)

[7] Materials on the conflict of interests of commissioned expert advisors related to the holding of expert discussion (a list of advisors involved in preparation of consultation materials, and a list of competing products and a list of involved advisors) (as necessary)

8. Cancellation and schedule change of formal consultation

(1) When cancelling the formal consultation after its application (after the submission of the

request form for scheduling of formal consultation in consultations on prior confirmation of revision of package inserts of drugs/regenerative medical products) before the date of implementation at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. When a decision is made to cancel the formal consultation after submission of the request form for scheduling of formal consultation before application in consultations on prior confirmation of revision of package inserts of drugs/regenerative medical products, please file the application and then submit the "Request for withdrawal of application for formal consultation." In addition, please enter necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submit it. If the form is submitted, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the consulter, the consulter will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. In addition, please enter necessary information in "Request form for reimbursement of fees for review, etc. for drugs, etc." and submit it. If the form is submitted, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

9. Implementation of formal consultation

(1) Please notify the person in charge of the consultation at PMDA of the number of attendees and whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the formal consultation.

The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.

(2) On the day of the formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

(3) Basically, no presentation will be made. If a presentation is necessary, please contact the person in charge of the consultation at PMDA.

10. Procedures for communication of formal consultation records and evaluation of whether or not package inserts can be revised

(1) In consultations on prior confirmation of revision of package inserts of drugs/regenerative medical products, after the completion of formal consultation, PMDA will have the consulter check the contents, prepare the record, and send it to the consulter.

(2) In the evaluation of whether or not package inserts can be revised in consultations on revision of package inserts of drugs/regenerative medical products, it will be judged whether or not revision is possible by asking the opinion of expert advisors who specialize in the indication, as necessary.

(3) Regarding the results, etc. related to whether or not a package insert can be revised, after the completion of the consultation on revision of package inserts of drugs/regenerative medical products, PMDA will have the consulter check the contents, prepare the record and the summary of revision to be posted on the PMDA website, and send them to the consulter.

11. Notification of revised package inserts

When submitting a notification of items included in the package insert, etc., after the completion of assessment in both of the consultation on revision of package inserts of drugs/regenerative medical products and the consultation on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products or the consultation on compliance assessment for re-examination of drugs (after the completion of the consultation on revision of package inserts of drugs/regenerative medical products if consultations on compliance assessment of supporting materials for revision of package inserts of drugs/regenerative medical products or consultations on compliance assessment for re-examination of drugs are considered unnecessary in the consultation on prior confirmation of revision of package inserts of drugs/regenerative medical products), please enter the receipt number (example, RPI100) of the consultation on revision of package inserts of drugs/regenerative medical products instead of "consultation reference number." In the case of revision shown in the old-and-new comparison table in the consultation on revision of package inserts of drugs/regenerative medical products, no prior consultation on the revision with the Office of Pharmacovigilance I or Office of Pharmacovigilance II of PMDA is required.

12. Other

In consultations on revision of package inserts of drugs/regenerative medical products, the opinion of PMDA on the contents of consultation will be presented in writing before the formal consultation.

(Attachment 28) <Missing number>

(Attachment 29)

Implementation guidelines for consultations on utilization of medical device registries

1. Contents of consultations on utilization of medical device registries

Regarding the registries that may be used for approval applications or use-results evaluation applications for medical devices, guidance and advice are provided to holders of these registries (limited to academia such as universities, research institutions, and academic societies) on the way of thinking of the plans assuming the utilization of these registries and the general way of thinking for quality improvement and reliability assurance of the registries in this regard. For the time being, the consultations cover consulters meeting all of the following requirements.

- The registry has been established for the purpose of collecting medical information on matters such as specific diseases, disease groups, or treatments. However, both the registry that has already been established and the one that is under planning are acceptable.
- Operations have been performed according to the written operating procedures for registry management, or the written operating procedures have already been prepared.
- Regarding acquisition of medical practice information and provision of the information to third parties, data are collected appropriately by, for example, obtaining or planning to obtain written consent from patients.
- Able to give explanations about the feature of the registry that it is highly exhaustive(note) and suited for the purpose of utilization.

(Note) Population with a specific disease, population exposed to a specific drug, etc.

2. Preliminary meetings for consultations on utilization of medical device registries

When requesting this consultation, please be sure to have a prior discussion with a person in charge at PMDA in the preliminary meeting using the category of general consultations (see Attachment 17 of this notification, free of charge) before applying for the consultation. Two parties will discuss the consultation items, the contents of the materials to be submitted, the desired timing of consultation, the scheduled date of submission of the application form, etc. Please use the application form for inquiries in general consultations to apply for this meeting. In doing so, please enter "Preliminary meeting for consultation on utilization of medical device registries" in the remarks column. In addition, please submit the following materials to the department in charge of consultation as materials to be submitted in advance.

- Materials related to 4. (1)

In order to smoothly carry out the procedure in 3., please hold a preliminary meeting by about 1 month before the scheduled time of submission of materials for consultations on utilization of medical device registries.

3. Transfer of fees and application for consultations on utilization of medical device registries

Please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 45 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on utilization of medical device registries," and submit it to the Review Management Division, Office of Review Management by postal mail, bringing it in person, or online submission using the electronic study data system (gateway system), with materials in (1) to (4) below. When submitting the consultation materials, check the points to consider posted on the PMDA website in advance. If sending them by postal mail, please write "Application form for consultations on utilization of medical device registries enclosed" in red on the front of the envelope.

(1) Copy of the transfer receipt, etc.
(2) Electronic media (text format) in which the contents entered in the column for "Outline of consultation" of the "Application form for consultations on utilization of medical device registries" mentioned above are recorded
(3) List of materials to be used in consultations on utilization of medical device registries: 1 copy
(4) Materials related to 4. (2): 1 copy

The application form for consultations on utilization of medical device registries is received around Monday (by 3:00 p.m.) 4 weeks before the scheduled date of formal consultation, in principle. For the period including the year-end, the beginning of the year, etc., however, it will be received on Monday (by 3:00 p.m.) 5 weeks before the scheduled date of formal consultation.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

4. Contents to be included in materials to be submitted in advance for consultations on utilization of medical device registries

(1) Preliminary meeting
[1] Materials explaining that the requirements for consulters described in 1. are met
[2] List of written operating procedures
[3] Research protocol (if applicable)

(2) Consultations on utilization of medical device registries
[1] Materials on the content of registry
- Matters related to quality control and quality assurance of medical data collected from information sources
- Matters related to analyses using the medical data extracted from the registry
- Matters related to retention of records
- Other

[2] Written operating procedures related to the registry
[3] Other materials on the contents agreed upon in the preliminary meeting

Please prepare the materials also with reference to the following, according to the contents of the consultation.

- "Points to Consider for Ensuring the Reliability of Post-marketing Database Study for Medical Devices" (PSEHB/MDED Notification No. 1219-4 of the Medical Device Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated December 19, 2018)

5. Cancellation and schedule change of consultations on utilization of medical device registries

(1) When cancelling the consultation on utilization of medical device registries after its application before the implementation date at the convenience of the consulter, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the consulter, the consulter will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal

consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

6. Implementation of consultations on utilization of medical device registries

(1) Please notify the person in charge at PMDA of the number of attendees and whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the consultation on utilization of medical device registries.

(2) On the day of the consultation, please tell the receptionist at PMDA that you have an appointment for the consultation and the receptionist will show you the way.

7. Communication of record of consultations on utilization of medical device registries

After the completion of the consultation, PMDA will confirm with the consulter as necessary, prepare the record, and send it to the consulter.

8. Contact for applications for consultations and inquiries (if any)

Contact for application and inquiry (if any):

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency

Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013

Phone (direct) 03-3506-9556

E-mail address kikitaishin-uketsuke@pmda.go.jp

Subject if e-mail is used: Consultations on utilization of registries_name of test article_company name

(Example of description: Consultations on utilization of registries_new medical device_○○ Co., Ltd.)

Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays).

(Attachment 29-2)

Implementation guidelines for consultations on utilization of drug/regenerative medical product registries

1. Contents of consultations on utilization of drug/regenerative medical product registries

Regarding the registries that may be used for approval applications or re-examination applications for drugs or regenerative medical products, guidance and advice are provided to holders of these registries (limited to academia such as universities, research institutions, and academic societies) on the way of thinking of the plans assuming the utilization of these registries and the general way of thinking of quality improvement and reliability assurance of registries in this regard. For the time being, the consultations cover consulters meeting all of the following requirements.

- The registry has been established for the purpose of collecting medical information on matters such as specific diseases, disease groups, or treatments. However, both the registry that has already been established or the one that is under planning are acceptable.
- The management has been implemented according to the written procedures for registry management, or the written procedures have already been prepared.
- Regarding acquisition of medical practice information and provision of the information to third parties, data are collected appropriately by, for example, obtaining or planning to obtain written consent from patients.
- Able to give explanations about the feature of the registry that it is highly exhaustive(note) and suited for the purpose of utilization.

(Note) Population with a specific disease, population exposed to a specific drug, etc.

These consultations are not intended to comprehensively confirm the whole registries to point out problems. Therefore, please clarify specific concerns and list them as consultation items when applying for the consultation. PMDA will provide guidance and advice for the contents other than the consultation items as well, if there are any findings from a general viewpoint.

2. Pre-consultation meetings for consultations on utilization of drug/regenerative medical product registries

When requesting this consultation, please be sure to have a prior discussion with a person in charge at PMDA in the pre-consultation meeting (see Attachment 16 of this notification, free of charge) by about 2 months before the application for the consultation. Two parties will discuss the consultation items, the contents of the materials to be submitted, the desired timing of consultation, the scheduled date of submission of the application form, etc. Please use Attached Form 7 of this notification, “Application form for inquiries in pre-consultation meetings for drugs,” or Attached Form 8, “Application form for inquiries in pre-consultation meetings for regenerative medical products,” to apply for this meeting. In this regard, please enter “Pre-consultation meeting before consultation on utilization of drug/regenerative medical product registries” as the title in the [Inquiries] column and “Compliance” in the column for the review category . After the application for the pre-consultation meeting, please submit the materials in [1] to [5] below to the person in charge at the Office of Non-clinical and Clinical Compliance I by e-mail (registry-soudan@pmda.go.jp) (if the volume of the submission materials is large, electronic media [CD or DVD] [1 copy] or online submission using the electronic study data system [gateway system]).

[1] Materials explaining that the requirements for consulters described in 1. are met

[2] List of written operating procedures

[3] Research protocol (including written information for informed consent) (if applicable)
[4] Contents of consultation (materials including consultation items)
[5] Outline of the system and its operation (including the start time of data collection, matters related to protection of personal information, type of data to be collected, and identification method of the person entering audit trail, etc. in the case of EDC)
[6] Data flow diagram
[7] Explanatory materials on the purpose of use and status of scheduled use (status of consultation with users and the review office, etc.) for pharmaceutical application

(Points to consider)
The contents of consultations shall be 1 registry per consultation, in principle. The definition of 1 registry as the scope of each consultation will be individually adjusted at pre-consultation meetings.

3. Transfer of fees and application for consultations on utilization of drug/regenerative medical product registries

When proceeding with the consultation after the pre-consultation meeting, please schedule the date of consultation and the date of submission of application form with the Office of Non-clinical and Clinical Compliance I before filing the application. The scheduled month of the consultation may be adjusted if there are many applications for 4 types of consultations: consultations on utilization of drug/regenerative medical product registries, consultations on utilization of drug databases, consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries, and consultations on GLP/GCP/GPSP compliance assessment of drug databases.

When applying for the consultation, please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 49 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on utilization of drug/regenerative medical product registries," and submit it to the Review Management Division, Office of Review Management by either of the following methods, with attached materials in [1] to [3] below.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance. If sending them by postal mail, please write "Application form for consultations on utilization of drug/regenerative medical product registries enclosed" in red on the front of the envelope.

[1] Copy of the transfer receipt, etc.
[2] List of materials to be used for consultations on utilization of drug/regenerative medical product registries
[3] Materials related to 4.

In principle, the application form will be received from 10:00 a.m. to noon 10 weeks before the date of consultation. If the form receiving date is a national holiday or included in the year-end, the beginning of the year, etc., it will be changed depending on the situation. Please confirm it at the pre-consultation meeting.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November

21, 2014), respectively.

4. Contents to be included in materials to be submitted in advance for consultations on utilization of drug/regenerative medical product registries

At the time of application for the consultation, please submit the materials on the contents agreed upon in the pre-consultation meeting (materials to be submitted in advance). The contents that should be included in the materials to be submitted in advance are as follows.

[1] Contents of consultation (materials including consultation items)

[2] Materials on the content of registry[*1]

- Matters related to quality control and quality assurance of medical data collected from information sources
- Matters related to extraction and provision of medical data
- Matters related to retention of records related to preparation of materials
- Matters related to management of the registry
- Other

[3] Written operating procedures related to the contents of consultation

[4] Materials submitted after the application for the pre-consultation meeting (materials related to 2.)[*2]

[5] Other materials on the contents agreed upon in the pre-consultation meeting

*1: Please explain the outline of operation procedures and documents, etc. generated based on the procedures, using the DB assessment management tool specified in "Procedures for Document-based Compliance Assessment and GCP On-site Inspection Related to Approval Application Data for Drugs and Procedures for Document-based Compliance Assessment and GPSP On-site Inspection of Data for Re-examination, etc. for Drugs" (PMDA Notification No. 2771 of the Pharmaceuticals and Medical Devices Agency, dated July 3, 2023) or "Procedures for Document-based Compliance Assessment and GCP On-site Inspection Related to Approval Application Data for Regenerative Medical Products and Procedures for Document-based Compliance Assessment and GPSP On-site Inspection of Data for Re-examination, etc. for Regenerative Medical Products" (PMDA Notification No. 2772 of the Pharmaceuticals and Medical Devices Agency, dated July 3, 2023) (hereinafter referred to as the "Procedure Notification") or materials including similar information.

*2: Please submit them after making necessary corrections after the pre-consultation meeting.

Please prepare the materials also with reference to the following, according to the contents of the consultation.

- "Points to Consider for Ensuring the Reliability of Post-marketing Database Study for Drugs" (PSEHB/PED Notification No. 0221-1 of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated February 21, 2018)
- "Questions and Answers (Q&A) on Points to Consider for Ensuring the Reliability in Utilization of Data from Registry or Medical Information Database in Applications for Marketing Approval and Re-examination for Drugs" (Administrative Notice of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated September 14, 2022)
- "Points to Consider for Ensuring the Reliability of Post-marketing Database Study for Regenerative Medical Products" (PSEHB/MDED Notification No. 0323-4 of the Medical Device Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated March 23, 2020)
- "Questions and Answers (Q&A) on Points to Consider for Ensuring the Reliability in Utilization of Data from Registry or Medical Information Database in Applications for Marketing Approval and Re-examination for Regenerative Medical Products" (Administrative Notice of the Medical Device Evaluation Division, Pharmaceutical Safety

and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated March 31, 2023)

- "Points to Consider for Ensuring the Reliability in Utilization of Registry Data for Applications" (PSEHB/PED Notification No. 0323-2, PSEHB/MDED Notification No. 0323-2 issued jointly by the Director of Pharmaceutical Evaluation Division and the Director of Medical Device Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated March 23, 2021)

5. Cancellation and schedule change of consultations on utilization of drug/regenerative medical product registries

(1) When cancelling the consultation on utilization of drug/regenerative medical product registries after its application before the implementation date at the convenience of the consulter, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the consulter, the consulter will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

6. Implementation of consultations on utilization of drug/regenerative medical product registries

(1) Please submit the supporting materials agreed upon in the pre-consultation meeting.
In consultations on utilization of drug/regenerative medical product registries (including the implementation of pre-consultation meetings), the supporting materials are confirmed by PMDA, in principle. However, the supporting materials may be confirmed remotely using systems such as cloud, online meeting system, etc., specified in the Procedure Notification, as necessary.

(2) Please notify the person in charge at PMDA of the number of attendees and whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the consultation on utilization of drug/regenerative medical product registries.

(3) If the consultation is provided at PMDA, on the day of the consultation, please tell the receptionist at PMDA that you have an appointment for the consultation and the receptionist will show you the way.

7. Communication of record of consultations on utilization of drug/regenerative medical product registries

After the completion of the consultation, PMDA will confirm with the consulter as necessary, prepare the record, and send it to the consulter.

8. Contact for applications for consultations and inquiries (if any)

Contact for applications and inquiries (if any):

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp

Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the application form will be received from 10:00 a.m. to noon, if submitted in accordance with 3. above.

(Attachment 29-3)

Implementation guidelines for consultations on utilization of drug databases

1. Contents of consultations on utilization of drug databases

Regarding the databases that may be used for approval applications or re-examination applications for drugs, guidance and advice are provided to database business operators on the way of thinking of the plans assuming the utilization of these databases and the general way of thinking of quality improvement and reliability assurance of databases in this regard. For the time being, the consultations cover consulters meeting all of the following requirements.

- The database has been established for the purpose of collecting medical information. However, both the database that has already been established or the one that is under planning are acceptable.
- The management has been implemented according to the written procedures for database management, or the written procedures have already been prepared.
- Able to give explanations about the feature of the database that it is highly exhaustive and suited for the purpose of utilization.

These consultations are not intended to comprehensively confirm the whole databases to point out problems. Therefore, please clarify specific concerns and list them as consultation items when applying for the consultation. PMDA will provide guidance and advice for the contents other than the consultation items as well, if there are any findings from a general viewpoint.

2. Pre-consultation meetings for consultations on utilization of drug databases

When requesting this consultation, please be sure to have a prior discussion with a person in charge at PMDA in the pre-consultation meeting (see Attachment 16 of this notification, free of charge) by about 2 months before the application for the consultation. Two parties will discuss the consultation items, the contents of the materials to be submitted, the desired timing of consultation, the scheduled date of submission of the application form, etc. Please use Attached Form 7 of this notification, “Application form for inquiries in pre-consultation meetings for drugs” to apply for this meeting. In this regard, please enter “Pre-consultation meeting before consultation on utilization of drug databases” as the title in the [Inquiries] column and “Compliance” in the column for the review category. After the application for the pre-consultation meeting, please submit the materials in [1] to [7] below to the person in charge at the Office of Non-clinical and Clinical Compliance I by e-mail (database-soudan@pmda.go.jp) (if the volume of the submission data is large, electronic media [CD or DVD] [1 copy] or online submission using the electronic study data system [gateway system]).

[1] Materials explaining that the requirements for consulters described in 1. are met
[2] List of written operating procedures
[3] Research protocol (if applicable)
[4] Contents of consultation (materials including consultation items)
[5] Outline of the system and its operation (including the start time of data collection, matters related to protection of personal information, type of data to be collected, and identification method of the person entering audit trail, etc. in the case of EDC)
[6] Data flow diagram
[7] Explanatory materials on the purpose of use and status of scheduled use (status of consultation with users and the review office, etc.) for pharmaceutical application

(Points to consider)

The contents of consultations shall be 1 database per consultation, in principle. The definition of 1 database as the scope of each consultation will be individually adjusted at pre-consultation meetings.

3. Transfer of fees and application for consultations on utilization of drug databases

When proceeding with the consultation after the pre-consultation meeting, please schedule the date of consultation and the date of submission of application form with the Office of Non-clinical and Clinical Compliance I before filing the application. The scheduled month of the consultation may be adjusted if there are many applications for 4 types of consultations: consultations on utilization of drug/regenerative medical product registries, consultations on utilization of drug databases, consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries, and consultations on GLP/GCP/GPSP compliance assessment of drug databases.

When applying for the consultation, please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 51 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on utilization of drug databases," and submit it to the Review Management Division, Office of Review Management by either of the following methods, with materials in [1] to [3] below.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

If sending them by postal mail, please write "Application form for consultations on utilization of drug databases enclosed" in red on the front of the envelope.

[1] Copy of the transfer receipt, etc.
[2] List of materials to be used for consultations on utilization of drug databases
[3] Materials related to 4.

In principle, the application form will be received from 10:00 a.m. to noon 10 weeks before the date of consultation. If the form receiving date is a national holiday or included in the year-end, the beginning of the year, etc., it will be changed depending on the situation. Please confirm it at the pre-consultation meeting.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

4. Contents to be included in materials to be submitted in advance for consultations on utilization of drug databases

At the time of application for the consultation, please submit the materials on the contents agreed upon in the pre-consultation meeting (materials to be submitted in advance). The contents that should be included in the materials to be submitted in advance are as follows.

[1] Contents of consultation (materials including consultation items)
[2] Materials on the content of database[*1]
    - Matters related to quality control and quality assurance of medical data collected from information sources
    - Matters related to extraction and provision of medical data
    - Matters related to retention of records related to preparation of materials
    - Matters related to management of the database
    - Other
[3] Written operating procedures related to the contents of consultation
[4] Materials submitted after the application for the pre-consultation meeting (materials

related to 2.)[*2]

[5] Other materials on the contents agreed upon in the pre-consultation meeting

*1: Please explain the outline of operation procedures and the documents, etc. generated based on the procedures, using the DB assessment management tool specified in "Procedures for Document-based Compliance Assessment and GCP On-site Inspection Related to Approval Application Data for Drugs and Procedures for Document-based Compliance Assessment and GPSP On-site Inspection of Data for Re-examination, etc. for Drugs" (PMDA Notification No. 2771 of the Pharmaceuticals and Medical Devices Agency, dated July 3, 2023) or materials including similar information.

*2: Please submit them after making necessary corrections after the pre-consultation meeting.

Please prepare the materials also with reference to the following, according to the contents of the consultation.

- "Points to Consider for Ensuring the Reliability of Post-marketing Database Study for Drugs" (PSEHB/PED Notification No. 0221-1 of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated February 21, 2018)
- "Questions and Answers (Q&A) on Points to Consider for Ensuring the Reliability in Utilization of Data from Registry or Medical Information Database in Applications for Marketing Approval and Re-examination for Drugs" (Administrative Notice of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated September 14, 2022)

5. Cancellation and schedule change of consultations on utilization of drug databases

(1) When cancelling the consultation on utilization of drug databases after its application before the implementation date at the convenience of the consulter, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the consulter, the consulter will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

6. Implementation of consultations on utilization of drug databases

(1) Please submit the supporting materials agreed upon in the pre-consultation meeting.
In consultations on utilization of drug databases (including the implementation of pre-consultation meetings), the supporting materials are confirmed remotely using systems such as cloud, online meeting system, etc., specified in the Procedure Notification, in principle. However, the supporting materials may be confirmed at PMDA as necessary.

(2) Please notify the person in charge at PMDA of the number of attendees and whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the consultation on utilization of

drug databases.

(3) If the consultation is provided at PMDA, on the day of the consultation, please tell the receptionist at PMDA that you have an appointment for the consultation and the receptionist will show you the way.

7. Communication of record of consultations on utilization of drug databases

After the completion of the consultation, PMDA will confirm with the consulter as necessary, prepare the record, and send it to the consulter.

8. Contact for applications for consultations and inquiries (if any)

Contact for applications and inquiries (if any):

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp

Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the application form will be received from 10:00 a.m. to noon, if submitted in accordance with 3. above.

(Attachment 30)

Implementation guidelines for consultations on GLP/GCP/GPSP compliance assessment of medical device registries

1. Contents of consultations on GLP/GCP/GPSP compliance assessment of medical device registries

Categories and contents of formal consultation covered by these implementation guidelines are as follows.

(1) Consultations on GLP/GCP/GPSP compliance assessment of registries (approval application/use-results evaluation application)

For individual medical devices for which approval applications or use-results evaluation applications utilizing registries are planned, confirmation and advice are provided on the reliability of the registries before application or before the start of post-marketing surveillance, etc. However, if utilization for approval application is assumed, it is essential to reach an agreement with the review office in charge on the implementation plan (appropriateness of use of the registry, sufficiency of endpoints, etc.) in advance.

(2) Additional consultations on GLP/GCP/GPSP compliance assessment of registries (approval application/use-results evaluation application)

Confirmation and advice are provided by holding a consultation of this consultation category again in cases where any change has been made based on the results of a consultation on GLP/GCP/GPSP compliance assessment of registries, and further consultation is to be made on the appropriateness of the content of the change.

2. Preliminary meetings for consultations on GLP/GCP/GPSP compliance assessment of medical device registries

When requesting this consultation, please be sure to have a prior discussion with a person in charge at PMDA in the preliminary meeting held using the category of general consultations (see Attachment 17 of this notification, free of charge) before applying for the consultation. Two parties will discuss the consultation items, the contents of the materials to be submitted, the desired timing of consultation, the scheduled date of submission of the application form, etc. Please use the application form for inquiries in general consultations to apply for this meeting. In doing so, please enter "Preliminary meeting for consultation on GLP/GCP/GPSP compliance assessment of medical device registries" in the remarks column. In order to smoothly carry out the procedure in 3., please hold a preliminary meeting by about 1 month before the scheduled time of submission of materials.

3. Transfer of fees and application for consultations on GLP/GCP/GPSP compliance assessment of medical device registries

Please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 46 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on GLP/GCP/GPSP compliance assessment of medical device registries," and submit it to Review Management Division, Office of Review Management by postal mail, bringing it in person, or online submission using the electronic study data system (gateway system), with materials in (1) to (3) below. When submitting the consultation materials, check the points to consider posted on the PMDA website in advance. If sending them by postal mail, please write "Application form for consultations on GLP/GCP/GPSP compliance assessment of medical device registries enclosed" in red on the front of the envelope.

(1) Copy of the transfer receipt, etc.

(2) List of materials to be used in consultations on GLP/GCP/GPSP compliance assessment of medical device registries
(3) Materials related to 4. (1)

The date and time when the application form for consultations on GLP/GCP/GPSP compliance assessment of medical device registries is received will be posted on the PMDA website. In principle, the form will be received from 10:00 a.m. to 4:00 p.m. on the fourth Monday of the month 2 months before the month of the consultation. However, if the date is a national holiday, it will be changed depending on the situation. Please check the PMDA website.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

4. Materials for consultations on GLP/GCP/GPSP compliance assessment of medical device registries

(1) Please submit the materials to be submitted in advance, at the time of application for the consultation, in principle. The contents that should be included in the materials to be submitted in advance are as follows.
   [1] Overview of the registry and the products for which approval application or use-results evaluation is planned using the registry
   [2] Summary of the contents examined for utilization of the registry
      - Matters related to selection of the registry and the contract with the registry holder
      - Matters related to quality control of medical data collected from information sources
      - Matters related to analyses using the medical data extracted from the registry
      - Matters related to retention of records related to preparation of materials
      - Other
   [3] Outline of approval application or use-results evaluation, etc. using the registry
   [4] Written operating procedures related to the registry
   [5] Research protocol (if applicable)
   [6] Document showing that an agreement has been reached with the review office on the approval application plan using the registry (e.g., record of formal consultation, etc.)

(2) In the case of additional consultations, please submit the materials reflecting the changes from the time of the previous consultation (see 1. (2) above).

(3) Please deliver the supporting materials (agreed upon in the preliminary meeting) to the location of the consultation on the day of the consultation on GLP/GCP/GPSP compliance assessment of medical device registries (see 6.).

Please prepare the materials and the supporting materials also with reference to the following, according to the contents of the consultation.

- "Points to Consider for Ensuring the Reliability of Post-Marketing Database Study for Medical Devices" (PSEHB/MDED Notification No. 1219-4 of the Medical Device Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated December 19, 2018)

5. Cancellation and schedule change of consultations on GLP/GCP/GPSP compliance assessment of medical device registries

(1) When cancelling the consultation on GLP/GCP/GPSP compliance assessment of medical device registries after its application before the implementation date at the convenience of the consulter, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division,

Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, “Request form for reimbursement of fees for review, etc. for drugs, etc.,” and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the consulter, the consulter will be asked to submit the “Request for withdrawal of application for formal consultation” and apply again. Please submit the “Request for withdrawal of application for formal consultation” to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the “Request form for reimbursement of fees for review, etc. for drugs, etc.” and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the “Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

6. Implementation of consultations on GLP/GCP/GPSP compliance assessment of medical device registries

In principle, the person in charge at PMDA will implement the consultations on GLP/GCP/GPSP compliance assessment of medical device registries at PMDA. These consultations may be provided at the registry business operator, if necessary. Please deliver the supporting materials to the location of the consultation or confirmation, and submit the list of materials actually delivered. If there are electronic media in supporting materials, etc., please prepare them in a state where the contents can be confirmed at the time of the consultation or confirmation.

7. Communication of record of consultations on GLP/GCP/GPSP compliance assessment of medical device registries

After the completion of the consultation, PMDA will confirm with the consulter the contents including those related to the registry business operator as necessary, prepare the record, and send it to the consulter.

8. Other

(1) If using the materials at the time of the consultation on GLP/GCP/GPSP compliance assessment of medical device registries also at the time of approval application or use-results evaluation application, please submit the following materials at the time of the application.

[1] For the materials that have not been changed since the time of consultation among those submitted at the time of the consultation, a statement that the contents have not been changed. For the materials that have been changed since the time of consultation, materials showing the contents updated after the consultation

[2] The record of the consultation on GLP/GCP/GPSP compliance assessment of medical device registries

(2) After the consultation, if there is any question about opinions or interpretation, etc. regarding the contents of the consultation record, the consulter can apply for a follow-up meeting (Attachment 19 of this notification, free of charge).

9. Contact for applications for consultations and inquiries (if any)

Contact for applications and inquiries (if any): Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013

Phone (direct) 03-3506-9556
E-mail address: kikitaishin-uketsuke@pmda.go.jp
Subject if e-mail is used: Consultations on GLP/GCP/GPSP compliance assessment of registries_name of test article_company name
(Example of description: Consultations on GLP/GCP/GPSP compliance assessment of registries_new medical device_○○ Co., Ltd.)
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays).

(Attachment 30-2)

Implementation guidelines for consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries

1. Categories and contents of formal consultation

Categories and contents of formal consultation covered by these implementation guidelines are as follows.

(1) Consultations on GLP/GCP/GPSP compliance assessment of drug registries (approval application [orphan/non-orphan]/re-examination application)

For individual drugs for which approval applications or re-examination applications utilizing registries are planned, advice is provided on the way of thinking of assurance of reliability of registries before the start of the assessment, etc. or the reliability of the assessment concerned, etc. is confirmed before the application. The implementation plan (appropriateness of use of the registry, sufficiency of endpoints, etc.) should be under prior discussion with the review office in charge or should be planned to be included in the risk management plan.

If comprehensive confirmation of the implementation status of GPSP implementation system, etc. for a specific consultation period during re-examination period is desired for individual products for which re-examination is planned, apply for a consultation on compliance assessment for re-examination of drugs (Attachment 20-2).

(2) Additional consultations on GLP/GCP/GPSP compliance assessment of drug registries (approval application [orphan/non-orphan]/re-examination application)

Confirmation and advice are provided by holding a consultation of this consultation category again in cases where any change has been made based on the results of a consultation on GLP/GCP/GPSP compliance assessment of drug registries, and further consultation is to be made on the appropriateness of the content of the change.

(3) Consultations on GLP/GCP/GPSP compliance assessment of regenerative medical product registries (approval application/re-examination application)

For individual regenerative medical products for which approval applications or re-examination applications utilizing registries are planned, advice is provided on the way of thinking of assurance of reliability of registries before the start of the assessment, etc. or the reliability of the assessment concerned, etc. is confirmed before the application. The implementation plan (appropriateness of use of the registry, sufficiency of endpoints, etc.) should be under prior discussion with the review office in charge or should be planned to be included in the basic plans for post-marketing surveillance, etc.

(4) Additional consultations on GLP/GCP/GPSP compliance assessment of regenerative medical product registries (approval application/re-examination application)

Confirmation and advice are provided by holding a consultation of this consultation category again in cases where any change has been made based on the results of a consultation on GLP/GCP/GPSP compliance assessment of regenerative medical product registries, and further consultation is to be made on the appropriateness of the content of the change.

For individual drugs for which approval applications or re-examination applications utilizing registries are planned, consultations where advice is provided on the way of thinking of assurance of reliability of registries before the start of the assessment, etc. are not intended to comprehensively confirm the whole registries to point out problems. Therefore, please clarify specific concerns and list them as consultation items. PMDA will provide guidance and advice for the contents other than the consultation items as well, if there are any findings from a general viewpoint.

2. Pre-consultation meetings for consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries

When requesting this consultation, please be sure to have a prior discussion with a person in charge at PMDA in the pre-consultation meeting (see Attachment 16 of this notification, free of

charge) by about 2 months before the application for the consultation. Two parties will discuss the consultation items, the contents of the materials to be submitted, the desired timing of consultation, the scheduled date of submission of the application form, etc. Please use Attached Form 7 of this notification, "Application form for inquiries in pre-consultation meetings for drugs," or Attached Form 8, "Application form for inquiries in pre-consultation meetings for regenerative medical products," to apply for this meeting. In this regard, please enter "Pre-consultation meeting before consultation on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries" as the title in the [Inquiries] column and "Compliance" in the column for the review category .

After the application for the pre-consultation meeting, please submit the materials in [1] to [7] below to the person in charge at the Office of Non-clinical and Clinical Compliance I by e-mail (registry-soudan@pmda.go.jp) (if the volume of the submission data is large, electronic media [CD or DVD] [1 copy] or online submission using the electronic study data system [gateway system]).

[1] Overview of the registry and the products for which approval application or re-examination application using the registry is planned
[2] Contents of consultation (materials including consultation items)
[3] Overview of the registry (including information on data flow and data types used in assessment, etc.)
[4] Protocols (if not prepared, outline of assessment, etc.; including the purpose of implementation, target population, type of data to be used, data period, etc.)
[5] Outline of the system and its operation (including the start time of data collection, matters related to protection of personal information, type of data to be collected, and identification method of the person entering audit trail, etc. in the case of EDC)
[6] List of written operating procedures
[7] The purpose of use and the status of scheduled use (status of consultation with the registry holder and review office, etc.) for pharmaceutical application

(Points to consider)

The contents of consultations shall be 1 assessment per consultation, in principle. If a consultation applicable to 4. (1) 1) is intended to discuss the contents common to multiple assessments, it is acceptable to have 1 product/1 registry per consultation. The definition of 1 assessment as the scope of each consultation will be individually adjusted at pre-consultation meetings.

3. Transfer of fees and application for consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries

When proceeding with the consultation after the pre-consultation meeting, please schedule the date of consultation and the date of submission of application form with the Office of Non-clinical and Clinical Compliance I before filing the application. The scheduled month of the consultation may be adjusted if there are many applications for 4 types of consultations: consultations on utilization of drug/regenerative medical product registries, consultations on utilization of drug databases, consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries, and consultations on GLP/GCP/GPSP compliance assessment of drug databases.

When applying for the consultation, please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 50 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries," and submit it to the Review Management Division, Office of Review Management by either of the following methods, with attached materials in [1]

to [3] below.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

If sending them by postal mail, please write "Application form for consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries enclosed" in red on the front of the envelope.

[1] Copy of the transfer receipt, etc.
[2] List of materials to be used for consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries (including the list of supporting materials to be delivered on the day of consultation)
[3] Materials related to 4.

In principle, the application form will be received from 10:00 a.m. to noon 10 weeks before the date of consultation. If the form receiving date is a national holiday, included in the year-end or the beginning of the year, etc., it will be changed depending on the situation. Please confirm it at the pre-consultation meeting.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

4. Materials for consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries

(1) At the time of application for the consultation, please submit the materials on the contents agreed upon in the pre-consultation meeting (materials to be submitted in advance). The contents that should be included in the materials to be submitted in advance are as follows.

1) When advice on the way of thinking of assurance of reliability of registries is desired before the start of the assessment, etc.

[1] Contents of consultation (materials including consultation items)
[2] List of materials
[3] Summary of the contents examined for assurance of reliability of the registry[*1]
- Matters related to selection of the registry
- Matters related to the contract with the registry holder (if already contracted)
- Matters related to quality control and quality assurance of medical data collected from information sources
- Matters related to extraction and provision of medical data
- Matters related to retention of records related to preparation of materials
- Other

[4] Summary of the main written operating procedures related to the registry[*1]
[5] Research protocols related to collection of registry data (including written information for informed consent)
[6] Materials showing that a plan for approval application or re-examination application using the registry is being discussed with the review office (e.g., record of formal consultation, risk management plan [draft], etc.) (if applicable)
[7] Materials submitted after the application for the pre-consultation meeting (materials related to 2.)[*2]
[8] Other materials on the contents agreed upon in the pre-consultation meeting

2) When confirmation of reliability of the assessment is desired before the application

[1] Overview of the registry and the products for which approval application or re-

examination application using the registry is planned, and outline of approval application or re-examination application, etc.

[2] List of materials

[3] Materials submitted at the time of application specified in "Procedures for Document-based Compliance Assessment and GCP On-site Inspection Related to Approval Application Data for Drugs and Procedures for Document-based Compliance Assessment and GPSP On-site Inspection of Data for Re-examination, etc. for Drugs" (PMDA Notification No. 2771 of the Pharmaceuticals and Medical Devices Agency, dated July 3, 2023) or "Procedures for Document-based Compliance Assessment and GCP On-site Inspection Related to Approval Application Data for Regenerative Medical Products and Procedures for Document-based Compliance Assessment and GPSP On-site Inspection of Data for Re-examination, etc. for Regenerative Medical Products" (PMDA Notification No. 2772 of the Pharmaceuticals and Medical Devices Agency, dated July 3, 2023) (hereinafter referred to as the "Procedure Notification") or materials separately specified in the PMDA website, etc.

[4] Materials showing that the approval application or re-examination application using the registry was discussed with the review office (e.g., record of formal consultation, risk management plan, etc.) (if applicable)

[5] Materials submitted after the application for the pre-consultation meeting (materials related to 2.)*2

[6] Other materials on the contents agreed upon in the pre-consultation meeting

*1: Please explain the outline of operation procedures and the documents, etc. generated based on the procedures, using the DB assessment management tool specified in the Procedure Notification or materials including similar information.

*2: Please submit them after making necessary corrections after the pre-consultation meeting.

(2) In the case of additional consultations, please submit the materials reflecting the changes from the time of the previous consultation (see 1. (2) above).

(3) Please prepare the supporting materials (agreed upon in the pre-consultation meeting) referring to the methods shown in 7. below. If there are electronic media in supporting materials, etc., please prepare them in a state where the contents can be confirmed at the time of the consultation or confirmation.

Please prepare the materials and the supporting materials also with reference to the following, according to the contents of the consultation.

- "Points to Consider for Ensuring the Reliability of Post-marketing Database Study for Drugs" (PSEHB/PED Notification No. 0221-1 of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated February 21, 2018)
- "Questions and Answers (Q&A) on Points to Consider for Ensuring the Reliability in Utilization of Data from Registry or Medical Information Database in Applications for Marketing Approval and Re-examination for Drugs" (Administrative Notice of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated September 14, 2022)
- "Points to Consider for Ensuring the Reliability of Post-marketing Database Study for Regenerative Medical Products" (PSEHB/MDED Notification No. 0323-4 of the Medical Device Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated March 23, 2020)
- "Questions and Answers (Q&A) on Points to Consider for Ensuring the Reliability in Utilization of Data from Registry or Medical Information Database in Applications for Marketing Approval and Re-examination for Regenerative Medical Products" (Administrative Notice of the Medical Device Evaluation Division, Pharmaceutical Safety

and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated March 31, 2023)

- "Points to Consider for Ensuring the Reliability in Utilization of Registry Data for Applications" (PSEHB/PED Notification No. 0323-2, PSEHB/MDED Notification No. 0323-2 issued jointly by the Director of Pharmaceutical Evaluation Division and the Director of Medical Device Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated March 23, 2021)

5. Notification of implementation, etc. of consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries

When the consultation related to 4. (1) 2) above is provided, after the application form for consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries and the materials in 4. (1) 2) above are submitted, the determined date and time, place, etc. of the consultation will be notified to the contact of the consulter or contractors applying the Procedure Notification with modifications.

6. Cancellation and schedule change of consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries

(1) When cancelling the consultation on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries after its application before the implementation date at the convenience of the consulter, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the consulter, the consulter will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Implementation of consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries

Please submit the supporting materials agreed upon in the pre-consultation meeting.

In consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries (including the implementation of pre-consultation meetings), the supporting materials are confirmed remotely using systems such as cloud, online meeting system, etc., specified in the Procedure Notification, in principle. However, the supporting materials may be confirmed at PMDA or at an office where the supporting materials are stored (including the office of the registry holder), as necessary.

8. Communication of record of consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries

After the completion of the consultation, PMDA will confirm with the consulter the contents including those related to the registry holder as necessary, prepare the record, and send it to the

consulter.

9. Other

(1) If using the materials at the time of the consultation on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries also at the time of approval application or re-examination application, please submit the following materials at the time of the application.

[1] For the materials that have not been changed since the time of consultation among those submitted at the time of the consultation, a statement that the contents have not been changed. For the materials that have been changed since the time of consultation, materials showing the contents updated after the consultation

[2] The record of the consultation on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries

(2) After the consultation, if there is any question about opinions or interpretation, etc. regarding the contents of the consultation record, the consulter can apply for a follow-up consultation of formal consultation (Attachment 10 of this notification).

10. Contact for applications for consultations and inquiries (if any)

Contact for applications and inquiries (if any):

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency

Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013

Phone (direct) 03-3506-9556

Fax 03-3506-9443

E-mail address: shinyaku-uketsuke@pmda.go.jp

Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the application form will be received from 10:00 a.m. to noon, if submitted in accordance with 3. above.

(Attachment 30-3)

Implementation guidelines for consultations on GLP/GCP/GPSP compliance assessment of drug databases

1. Categories and contents of formal consultation

Categories and contents of formal consultation covered by these implementation guidelines are as follows.

(1) Consultations on GLP/GCP/GPSP compliance assessment of drug databases (approval application [orphan/non-orphan]/re-examination application)

For individual drugs for which approval applications or re-examination applications utilizing medical information databases are planned, advice is provided on the way of thinking of assurance of reliability of databases before the start of the assessment, etc., or the reliability of the assessment concerned is confirmed before the application. The implementation plan (appropriateness of use of the database, sufficiency of endpoints, etc.) should be under prior discussion with the review office in charge or should be planned to be included in the risk management plan.

If comprehensive confirmation of the implementation status of GPSP implementation system, etc. for a specific consultation period during re-examination period is desired for individual products for which re-examination is planned, apply for a consultation on compliance assessment for re-examination of drugs (Attachment 20-2).

(2) Additional consultations on GLP/GCP/GPSP compliance assessment of drug databases (approval application [orphan/non-orphan]/re-examination application)

Advice or confirmation is provided by holding a consultation of this consultation category again in cases where any change has been made based on the results of a consultation on GLP/GCP/GPSP compliance assessment of drug databases, and further consultation is to be made on the appropriateness of the content of the change.

For individual drugs for which approval applications or re-examination applications utilizing databases are planned, consultations where advice is provided on the way of thinking of assurance of reliability of databases before the start of the assessment, etc. are not intended to comprehensively confirm the whole databases to point out problems. Therefore, please clarify specific concerns and list them as consultation items. PMDA will provide guidance and advice for the contents other than the consultation items as well, if there are any findings from a general viewpoint.

2. Pre-consultation meetings for consultations on GLP/GCP/GPSP compliance assessment of drug databases

When requesting the consultation, please be sure to have a prior discussion with a person in charge at PMDA in the pre-consultation meeting (see Attachment 16 of this notification, free of charge) by about 2 months before the application for the consultation. Two parties will discuss the consultation items, the contents of the materials to be submitted, the desired timing of consultation, the scheduled date of submission of the application form, etc.

Please use Attached Form 7 of this notification, "Application form for pre-consultation meetings for drugs" to apply for this meeting. In this regard, please enter “Pre-consultation meeting before consultation on GLP/GCP/GPSP compliance assessment of drug databases” as the title in the [Inquiries] column and “Compliance” in the column for the review category. After the application for the pre-consultation meeting, please submit the materials in [1] to [7] below to the person in charge at the Office of Non-clinical and Clinical Compliance I by e-mail (database-soudan@pmda.go.jp) (if the volume of the submission data is large, electronic media [CD or DVD] [1 copy] or online submission using the electronic study data system [gateway system]).

[1] Overview of the database and the products for which approval application or re-examination application using the database is planned
[2] Contents of consultation (materials including consultation items)
[3] Overview of the database (including information on data flow and data types used in assessment, etc.)
[4] Protocols (if not prepared, outline of assessment, etc.; including the purpose of implementation, target population, type of data to be used, data period, etc.)
[5] Outline of the system and its operation (including matters related to protection of personal information, type of data to be collected, and identification method of the person entering audit trail, etc. in the case of EDC)
[6] List of written operating procedures
[7] The purpose of use and the status of scheduled use (status of consultation with the database business operator and review office, etc.) for pharmaceutical application

(Points to consider)
The contents of consultations shall be 1 assessment per consultation, in principle. If a consultation applicable to 4. (1) 1) is intended to discuss the contents common to multiple assessments, it is acceptable to have 1 product/1 database per consultation. The definition of 1 assessment as the scope of each consultation will be individually adjusted at pre-consultation meetings.

3. Transfer of fees and application for consultations on GLP/GCP/GPSP compliance assessment of drug databases

When proceeding with the consultation after the pre-consultation meeting, please schedule the date of consultation and the date of submission of application form with the Office of Non-clinical and Clinical Compliance I before filing the application. The scheduled month of the consultation may be adjusted if there are many applications for 4 types of consultations: consultations on utilization of drug/regenerative medical product registries, consultations on utilization of drug databases, consultations on GLP/GCP/GPSP compliance assessment of drug/regenerative medical product registries, and consultations on GLP/GCP/GPSP compliance assessment of drug databases.

When applying for the consultation, please transfer the fee for the category of the consultation from a commercial bank, etc., enter necessary information in Form No. 54 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on GLP/GCP/GPSP compliance assessment of drug databases," and submit it to Review Management Division, Office of Review Management by either of the following methods, with materials in [1] to [3] below.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

If sending them by postal mail, please write "Application form for consultations on GLP/GCP/GPSP compliance assessment of databases enclosed" in red on the front of the envelope.

[1] Copy of the transfer receipt, etc.
[2] List of materials to be used for consultations on GLP/GCP/GPSP compliance assessment of drug databases
[3] Materials related to 4.

In principle, the application form will be received from 10:00 a.m. to noon 10 weeks before the date of consultation. If the form receiving date is a national holiday, included in the year-end or the beginning of the year, etc., it will be changed depending on the situation. Please confirm it at the pre-consultation meeting.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

4. Materials for consultations on GLP/GCP/GPSP compliance assessment of drug databases

(1) At the time of application for the consultation, please submit the materials on the contents agreed upon in the pre-consultation meeting (materials to be submitted in advance). The contents that should be included in the materials to be submitted in advance are as follows.

1) When advice on the way of thinking of assurance of reliability of databases is desired before the start of the assessment, etc.

[1] Contents of consultation (materials including consultation items)

[2] List of materials

[3] Summary of the contents examined for assurance of reliability of the database[*1]

- Matters related to selection of the database
- Matters related to the contract with the database business operator (if already contracted)
- Matters related to quality control and quality assurance of medical data collected from information sources
- Matters related to extraction and provision of medical data
- Matters related to retention of records related to preparation of materials
- Other

[4] Summary of the main written operating procedures related to the database[*1]

[5] Materials showing that a plan for approval application or re-examination application using the database is being discussed with the review office (e.g., record of formal consultation, risk management plan [draft], etc.) (if applicable)

[6] Materials submitted after the application for the pre-consultation meeting (materials related to 2.)[*2]

[7] Other materials on the contents agreed upon in the pre-consultation meeting

2) When confirmation of reliability of the assessment is desired before the application

[1] Overview of the database and the products for which approval application or re-examination application using the database is planned, and outline of approval or re-examination application, etc.

[2] List of materials

[3] Materials submitted at the time of application specified in "Procedures for Document-based Compliance Assessment and GCP On-site Inspection Related to Approval Application Data for Drugs and Procedures for Document-based Compliance Assessment and GPSP On-site Inspection of Data for Re-examination, etc. for Drugs" (PMDA Notification No. 2771 of the Pharmaceuticals and Medical Devices Agency, dated July 3, 2023, hereinafter referred to as the "Procedure Notification") or materials separately specified in the PMDA website, etc.

[4] Materials showing that a plan for approval application or re-examination application using the database was discussed with the review office (e.g., record of formal consultation, risk management plan, etc.) (if applicable)

[5] Materials submitted after the application for the pre-consultation meeting (materials related to 2.)[*2]

[6] Other materials on the contents agreed upon in the pre-consultation meeting

*1: Please explain the outline of operation procedures and the documents, etc. generated based on the procedures, using the DB assessment management tool specified in the Procedure Notification or materials including similar information.

*2: Please submit them after making necessary corrections after the pre-consultation meeting.

(2) In the case of additional consultations, please submit the materials reflecting the changes from the time of the previous consultation (see 1. (2) above).

(3) Please prepare the supporting materials (agreed upon in the pre-consultation meeting) referring to the methods shown in 7. below. If there are electronic media in supporting materials, etc., please prepare them in a state where the contents can be confirmed at the time of the consultation or confirmation.

Please prepare the materials and the supporting materials also with reference to the following, according to the contents of the consultation.

- "Points to Consider for Ensuring the Reliability of Post-marketing Database Study for Drugs" (PSEHB/PED Notification No. 0221-1 of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated February 21, 2018)
- "Questions and Answers (Q&A) on Points to Consider for Ensuring the Reliability in Utilization of Data from Registry or Medical Information Database in Applications for Marketing Approval and Re-examination for Drugs" (Administrative Notice of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated September 14, 2022)

5. Notification of implementation, etc. of consultations on GLP/GCP/GPSP compliance assessment of drug databases

When the consultation related to 4. (1) 2) above is provided, after the application form for consultations on GLP/GCP/GPSP compliance assessment of drug databases and the materials in 4. (1) 2) above are submitted, the determined date and time, place, etc. of the consultation will be notified to the contact of the consulter or contractors applying the Procedure Notification with modifications.

6. Cancellation and schedule change of consultations on GLP/GCP/GPSP compliance assessment of drug databases

(1) When cancelling the consultation on GLP/GCP/GPSP compliance assessment of drug databases after its application before the implementation date at the convenience of the consulter, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the consulter, the consulter will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA

considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in the case of cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Implementation of consultations on GLP/GCP/GPSP compliance assessment of drug databases

Please submit the supporting materials agreed upon in the pre-consultation meeting.

In consultations on GLP/GCP/GPSP compliance assessment of drug databases (including the implementation of pre-consultation meetings), the supporting materials are confirmed remotely using systems such as cloud, online meeting system, etc., specified in the Procedure Notification, in principle. However, the supporting materials may be confirmed at PMDA or at an office where the supporting materials are stored (including the office of the database business operator), as necessary.

8. Communication of record of consultations on GLP/GCP/GPSP compliance assessment of drug databases

After the completion of the consultation, PMDA will confirm with the consulter the contents including those related to the database business operator as necessary, prepare the record, and send it to the consulter.

9. Other

(1) If using the materials at the time of the consultation on GLP/GCP/GPSP compliance assessment of drug databases also at the time of approval application or re-examination application, please submit the following materials at the time of the application.

[1] For the materials that have not been changed since the time of the consultation among those submitted at the time of the consultation, a statement that the contents have not been changed. For the materials that have been changed since the time of consultation, materials showing the contents updated after the consultation

[2] The record of the consultation on GLP/GCP/GPSP compliance assessment of drug databases

(2) After the consultation, if there is any question about opinions or interpretation, etc. regarding the contents of the consultation record, the consulter can apply for a follow-up consultation of formal consultation (Attachment 10 of this notification).

10. Contact for applications for consultations and inquiries (if any)

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the application form will be received from 10:00 a.m. to noon, if submitted in accordance with 3. above.

(Attachment 31)

Implementation guidelines for formal consultation for consultations related to the Cartagena Act

1. Categories and contents of formal consultation

[1] Consultations before preliminary reviews related to approval applications of type 1 use regulations

Guidance and advice are provided on sufficiency of application data and appropriateness of their contents for each living modified organism for which application is planned and each type-1 use regulation to shorten the time to the application, before prior confirmation of the approval applications of type-1 use regulations related to the "Act on the Conservation and Sustainable Use of Biological Diversity through Regulations on the Use of Living Modified Organisms" (Act No. 97 of 2003, hereinafter referred to as the "Cartagena Act").

[2] Consultations before preliminary reviews related to applications for confirmation of containment measures for type-2 use

Guidance and advice are provided on sufficiency of application data and appropriateness of their contents for each living modified organism for which application is planned and each location of type-2 use to shorten the time to the application, before prior confirmation of the applications for confirmation of type-2 use related to the Cartagena Act.

[3] Consultations on matters related to the Cartagena Act

Guidance and advice are provided on the applicability to living modified organisms in the Cartagena Act or technical matters, etc. related to the Cartagena Act review from a scientific viewpoint. Advice, etc. regarding the interpretation of the Cartagena Act are not included in this consultation category.

* These consultations are limited to the products for which application, etc. are scheduled with the Minister of Health, Labour and Welfare as the competent minister (excluding type-1 use related to clinical research).

2. Scheduling of formal consultation

When requesting scheduling of formal consultation, please prepare the request form for scheduling of formal consultation according to the following procedure and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management. Please note that the forms that arrive outside the designated hours are not accepted.

(1) When requesting formal consultation of this consultation category (consultations before preliminary reviews related to approval applications of type-1 use regulations, consultations before preliminary reviews related to applications for confirmation of containment measures for type-2 use, and consultations on matters related to the Cartagena Act), please correct the title part of Form No. 47 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures") to "Request form for scheduling of consultations related to the Cartagena Act" and enter necessary information to schedule the formal consultation. For the products for which priority handling of formal consultation is desired among those designated for priority formal consultation (including products subject to the SAKIGAKE Designation System and those designated as pioneer drugs, etc. [hereinafter referred to as the "SAKIGAKE-designated products"], products designated as orphan drugs, etc. [for orphan drugs, limited to drugs that are considered eligible for priority reviews], and products designated as drugs, etc. for specified use, hereinafter referred to as "priority formal consultation products"), please follow the procedure in (2).

The date and time when the request form for scheduling of formal consultation is accepted will be posted on the PMDA website. In principle, the form will be accepted from 10:00 a.m.

to 4:00 p.m. on the first business day of the month 2 months before the month in which the consultation is conducted. However, the date will be changed depending on the situation. Please check the PMDA website.

(2) When requesting priority handling of formal consultation for priority formal consultation products, please correct the title part of Form No. 47 of the Administrative Instructions for the Statement of Operating Procedures to "Request form for scheduling of consultations related to the Cartagena Act" and enter necessary information to schedule the consultation. The request will be received from Monday to Friday, excluding nonbusiness days such as national holidays. The formal consultation will be scheduled at any time, separately from (1) above.

(3) Even if the above (1) is applicable, the formal consultation may be scheduled separately from (1) if PMDA judges it necessary to provide the formal consultation in a timely and appropriate manner when, for example, prompt response is considered to be required from the viewpoint of health and hygiene. Please check the necessity at the pre-consultation meeting, etc. where necessary.

3. Forms of consultation

Written advice will be provided when the prior consent of the consulter is obtained. When requesting written advice, please state that written advice is desired in the request form for scheduling of formal consultation and Form No. 47 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for consultations related to the Cartagena Act," which will be submitted upon receiving the result of scheduling. If there is any unclear point, please confirm it appropriately at the pre-consultation meeting, etc.

4. Notification of schedule, etc. of formal consultation

(1) The result of scheduling of formal consultation will be communicated by fax to the contact of the consulter as "Information on formal consultation" within 5 business days from the date of receipt, in principle.

(2) Even when the written advice is provided, the date of formal consultation will be the date of formal consultation determined by the scheduling in 2. above for administrative operation.

5. Payment of fee for formal consultation and application for formal consultation

(1) Please transfer the fee for the applicable consultation category from a commercial bank, etc. by the day of submission of the application form specified in the "Information on formal consultation," enter necessary information in Form No. 47 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for consultations related to the Cartagena Act," and submit it by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, please submit it to the Review Management Division, Office of Review Management in electronic files by the methods shown in 6., along with consultation materials. If sending it by postal mail, please write "Application form for formal consultation (Cartagena) enclosed" in red on the front of the envelope.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) The application will be accepted on the same day (by 3:00 p.m.) as the date of submission of consultation materials in 6. below.

(3) If the content of the column for "Outline of consultation" in the "Application form for consultations related to the Cartagena Act" does not fit in the column, please enter "See Appendix () for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc.,

only text, no tables or figures).

(4) Please enter the result of scheduling in the "Application form for consultations related to Cartagena Act." In this regard, even in the case of written advice, please enter the scheduled date of formal consultation in 4. (1) above.

(5) Before applying for these consultations, please apply for a pre-consultation meeting (refer to Attachment 16-2 of this notification) and discuss in advance with the person in charge at PMDA the living modified organism to be discussed in the consultation, etc., contents of consultation, the consultation category to be used for application, contents of materials to be submitted, submission date, etc. In order for PMDA to provide advice necessary for an efficient preliminary review based on the submitted materials, please specifically present issues at the time of the application, consulter's concerns, etc.

6. Materials for formal consultation

Please submit the materials for formal consultation to the Review Management Division, Office of Review Management by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

The date of submission of consultation materials will be notified in the information on formal consultation. It is around Monday 5 weeks before the scheduled date of formal consultation (by 3:00 p.m.), in principle.

For priority formal consultation for the SAKIGAKE-designated products, the materials can be submitted on the same day (by 3:00 p.m.) as the submission of the request form for scheduling in 2. (2) above.

If the person in charge of consultation at PMDA consults the consultation applicant in advance about moving up the date of submission of materials and the applicant agrees, the submission of consultation materials may be earlier than the above guide. In either case, however, the application will be on the same day as the submission of materials (by 3:00 p.m.).

If submission of materials on the same day as the submission of the request form for scheduling is desired for priority formal consultation for the SAKIGAKE-designated products, please consult appropriately in the pre-consultation meeting, etc.

7. Contents to be included in materials for formal consultation

(1) The contents to be included in the materials vary depending on the consultation items. If a consultation before preliminary reviews related to approval applications of type-1 use regulations or a consultation before preliminary reviews related to applications for confirmation of containment measures for type-2 use is desired, please attach the draft application data prepared at that time point.

(2) When submitting the consultation materials, please also submit references.

8. Cancellation and schedule change of formal consultation

(1) When cancelling the formal consultation after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. Please note that the fee will not be reimbursed in this case.

(2) When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. In this

case, the fee will not be reimbursed.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

9. Implementation of formal consultation

(1) Please notify the person in charge at PMDA of the number of attendees, whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend), and the equipment to be used for presentation, by the day before the formal consultation. The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.

(2) On the day of formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

(3) If a presentation on the outline of consultation items from the consulter side is planned on the day of the formal consultation, the presentation should be about 10 minutes. Please submit a copy of the presentation materials to the person in charge of the consultation by e-mail, etc. preferably one week in advance and no later than two days in advance.

10. Communication of record of formal consultation

After the completion of formal consultation, PMDA will have the consulter check the contents, prepare the record, and send it to the consulter.

11. Contact for applications for consultations and inquiries, if any

Contact for applications and inquiries (if any):

Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency

3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013

Phone (direct) 03-3506-9556

Fax 03-3506-9443

E-mail address: shinyaku-uketsuke@pmda.go.jp

Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the request form for scheduling of formal consultation will be received from 10:00 a.m. to 4:00 p.m., if submitted in accordance with 2. (1) above. Please be on time.

12. Other

The opinion of PMDA on the contents of the consultation will be presented in writing before the formal consultation.

(Attachment 32)

Implementation guidelines for formal consultation for consultations on innovative manufacturing technologies for drugs

Consultations on innovative manufacturing technologies for drugs are provided as follows when a new innovative manufacturing technology and manufacturing equipment, etc. are to be introduced for future commercial production of drugs, regarding development strategies in anticipation of future commercial production at the stage where introduction of the technology concerned is considered, formulation and verification methods of control strategies for product quality, etc.

1. Subject of these consultations

These consultations are intended for new innovative manufacturing technologies, etc. that are applied by marketing authorization holders or parties that have manufacturing license (including accredited foreign manufacturers) for drugs using manufacturing equipment for pilot or larger scales in GMP facilities or the same manufacturing equipment for pilot or larger scales in non-GMP facilities (excluding those that can be handled by consultations on quality of drugs). For the time being, these consultations are provided if on-site confirmation is desired.

2. Categories and contents of consultations

(1) Pre-consultation meetings (See Attachment 16 of this notification for procedures, etc.)

[1] Pre-consultation meetings for confirmation of eligibility for these consultations

When requesting these consultations, please be sure to confirm that the consultation contents are subject to these consultations at the pre-consultation meeting, before submitting the request form for implementation of these consultations. Requests for pre-consultation meetings are received from 9:30 a.m. to noon on the fourth Tuesday in April and October, in principle. No more than one request for the pre-consultation meeting shall be received per company for each consultation.

Please use Attached Form 7 of this notification, "Application form for inquiries in pre-consultation meetings for drugs" to apply for the pre-consultation meeting. In this regard, please enter "Consultations on innovative manufacturing technologies for drugs" in the column for consultation category and select "Office of Manufacturing Quality for Drugs" in the column for the category for review. If the GMP compliance assessment of a product for which application of the innovative manufacturing technology is expected is performed by a prefectural government, please confirm in advance with the prefectural government if personnel from the prefectural government can attend for the on-site confirmation. If no one from the prefectural government can attend at the on-site confirmation, the consulter cannot apply for the consultation. If PMDA performs GMP compliance assessment, confirmation with the prefectural government is not necessary. In addition, please attach the following materials when submitting the application form for inquiries in pre-consultation meetings.

- Materials on 8. (1).

[2] Pre-consultation meetings for smooth implementation of these consultations

When a decision is made to provide a consultation after the submission of the request form for implementation, please be sure to have a prior discussion with a person in charge at PMDA before applying for the consultation, in order to smoothly implement the consultation on innovative manufacturing technologies for drugs. The contents of the consultation will be confirmed in advance, and the desired date of on-site confirmation of the manufacturing facility and the number of persons in charge at PMDA who conduct the on-site confirmation (if applicable, the number of persons accompanying from prefectural governments) for the consultation will be determined. Two parties will also discuss the consultation items, the contents of the materials to be submitted, the planned timing of

formal consultation, etc. When applying for the consultation, it is necessary that the pre-consultation meeting has been completed. The duration of the meeting is up to 1 hour because there are many items to be confirmed. In addition, please attach the following materials when submitting the application form for inquiries in pre-consultation meetings.

- Materials on 8. (1).

(2) Consultations on innovative manufacturing technologies for drugs

Consultations on innovative manufacturing technologies for drugs will be provided according to one of the following categories depending on the necessity of on-site confirmation and the number of persons in charge at PMDA required for confirmation. The necessity of on-site confirmation and the number of persons in charge at PMDA required for confirmation will be examined by both parties at the pre-consultation meeting, but for the time being, only the consultations for which on-site confirmation is desired (on-site confirmation I or on-site confirmation II) will be provided.

If on-site confirmation of a foreign manufacturing facility is performed in the categories of on-site confirmation I or on-site confirmation II, an interpreter should be arranged by the consultation applicant.

[1] No on-site confirmation
Consultation without on-site confirmation by persons in charge at PMDA

[2] On-site confirmation I
Consultation with on-site confirmation by up to 2 persons in charge at PMDA

[3] On-site confirmation II
Consultation with on-site confirmation by 3 to 4 persons in charge at PMDA

3. Application for consultations

When requesting consultation on innovative manufacturing technologies for drugs, it is necessary that the pre-consultation meeting has been completed. Please apply for a pre-consultation meeting (2. (1) [1]) 3 weeks before the submission date of the request form for implementation in 4. and confirm the eligibility to this consultation. After a decision is made to provide the consultation, please be sure to have a pre-consultation meeting (2. (1) [2]) by about 2 months before the submission timing of consultation materials and discuss in advance with a person in charge at PMDA the contents of submission materials, planned timing of the consultation, etc. to smoothly implement the consultation.

4. Request for consultation

When requesting consultation, please enter necessary information in “Request form for consultations on innovative manufacturing technologies for drugs” (Attached Form 23 of this notification) and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

The date and time when the request form for implementation is received will be posted on the PMDA website. In principle, the form will be received from 10:00 a.m. to 4:00 p.m. on the third Tuesday in May and November. However, the date may be changed depending on the situation. Please check the PMDA website.

No more than one request form for implementation shall be received per company for each consultation.

(Points to consider)

The contents of consultations shall be 1 technology per consultation, in principle. However, if various conditions can be applied in the same manufacturing process, the consultation will be provided with the formulation manufactured most recently in mind. The definition of 1 technology as the scope of each consultation will be individually adjusted at pre-consultation

meetings.

Contact for applications and inquiries (if any): Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013 Phone (direct) 03-3506-9556 Fax 03-3506-9443 E-mail address shinyaku-uketsuke@pmda.go.jp Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the request form for implementation will be received from 10:00 a.m. to 4:00 p.m., if submitted in accordance with 4. above.

5. Notification of implementation, etc. of formal consultation

After receiving the request form for implementation, the person in charge at PMDA, etc. will be arranged. The result of arrangement will be communicated by e-mail or fax to the contact of the consulter as "Information on formal consultation" within 5 business days from the date of receipt, in principle. The notification may be delayed depending on the scheduling status. If there is no contact within 1 to 2 days, please contact Review Management Division, Office of Review Management.

The person in charge at PMDA will schedule the date of on-site confirmation and the date and time of formal consultation after sending the information.

6. Payment of fee and application

(1) Please transfer the fee for the category of the consultation from a commercial bank, etc. by the day of submission of the application form specified in the "Information on formal consultation" in 5. above, enter necessary information in Form No. 52 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for consultations on innovative manufacturing technologies for drugs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc., on the day of submission of the application form specified in the "Information on formal consultation." If it is difficult to submit it by e-mail, please submit it in electronic files by the methods shown in 7., along with consultation materials. If sending them by postal mail, please write "Application form for consultations on innovative manufacturing technologies for drugs enclosed" in red on the front of the envelope. The date of submission of the application form shall be the second Tuesday of the month 2 months after the submission of the request form for implementation, in principle.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

(2) If the content of the column for "Outline of consultation" in the application form does not fit in the column, please enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

7. Consultation materials

The date of submission of consultation materials will be notified in "Information on formal consultation." The date of submission will be the same (by 3:00 p.m.) as the date of submission of the application form, in principle. Please submit the consultation materials to the Review

Management Division, Office of Review Management by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

8. Contents to be included in consultation materials

The contents to be included in the materials differ depending on consultation items. The materials including the following information would be considered useful.

(1) Pre-consultation meeting

[1] Pre-consultation meetings for confirmation of eligibility

- Outline of the innovative manufacturing technology (including development/implementation status of the technology in Japan and overseas, presence or absence of patent, etc.)
- Name of ingredients, route of administration, dosage form, etc. of drug products or intermediates that have been manufactured using the technology concerned or for which manufacturing using the technology is being considered

[2] Pre-consultation meetings for smooth implementation of these consultations

- Summary of materials to be submitted at the time of the consultation on innovative manufacturing technologies for drugs
- Draft schedule of the consultation (including information on the desired timing and place of on-site confirmation)
- Other materials related to matters pointed out in the pre-consultation meeting, etc.

(2) Consultation

- Detailed explanation of the innovative manufacturing technology
- Development strategies in anticipation of future commercial production
- Control strategy for product quality and its verification method
- Other materials related to matters pointed out in the pre-consultation meeting, etc.

9. Cancellation and schedule change of consultation

(1) When cancelling the consultation during the period from the submission of the application form to sending of inquiries by PMDA or the date of on-site inspection, whichever comes first, at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the date is to be changed at the convenience of PMDA or when PMDA considers that the change of the date is inevitable, submission of "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

10. Implementation of consultation

(1) Submission of materials

Please submit consultation materials on the same day as the day of submission of the application form.

(2) Flow after submission of materials

If on-site confirmation is performed, the person in charge at PMDA will visit the manufacturing facility after the submission of consultation materials, before the presentation of PMDA's opinion.

[1] Inquiries sent by PMDA

PMDA will send inquiries to the consulter roughly within 25 to 40 business days after the submission of consultation materials. Please note that the timing of sending inquiries may be changed depending on the schedule of on-site confirmation.

[2] Submission of responses

Please submit the responses to inquiries within about 15 business days after inquiries are sent. The written responses to inquiries for the consultation shall be handled in the same manner as those for usual consultations, and it is not necessary to sign or seal the cover of the written responses. Submission of electronic media is recommended.

[3] Implementation of formal consultation

Formal consultation will be provided roughly 45 to 75 business days after the submission of materials. The opinion of PMDA on the contents of consultation will be presented in writing before communication of the consultation record.

1) Please notify the person in charge of the consultation at PMDA of the number of attendees and whether or not any expert on the side of the consulter or non-Japanese attendee will be present (including whether or not any interpreter will attend) by the day before the formal consultation. The number of attendees should usually be up to 15 per consultation due to the size of the meeting room.
2) On the day of formal consultation, please tell the receptionist at PMDA that you have an appointment for formal consultation and the receptionist will show you the way.

[4] Communication of consultation records

PMDA will prepare the consultation record within about 30 business days after the formal consultation, and notify the consulter.

[5] Finalization of consultation records

The consultation record will be corrected as necessary and finalized within about 15 business days after communication of the consultation record.

(Attachment 33)

Implementation guidelines for meetings on development pipelines of drugs

If a marketing authorization holder of drugs wishes to share the characteristics, new diseases/treatments, evaluation methods, phases, timelines, etc., of the entire development project (or a specific part) with the person in charge at PMDA, PMDA will accept the request for a meeting as follows.

1. Contents of meetings on development pipelines of drugs (hereinafter referred to as "meetings on development pipelines")

Meetings on development pipelines provide an opportunity for the person in charge at PMDA and the meeting applicant to freely exchange opinions in a closed environment, and are intended to receive an explanation about the development pipeline from the meeting applicant and share the information. Therefore, advice on specific consultation items or data evaluation, etc. will not be conducted. The record of the meeting will be prepared after the completion of the meeting.

2. How to apply

(1) Please enter necessary information in the "Request form for scheduling of meetings on development pipelines of drugs" (Attached Form 24 of this notification), and submit it to the Review Management Division, Office of Review Management by e-mail on the third Wednesday of each month (by 4:00 p.m.). If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

(2) Please provide desired dates of the meeting between about 1 month and 2 months after the date of submission of the request form for scheduling.

(3) Please describe the major disease area of the development pipeline that will be discussed at the meeting. Please specify a proposed therapeutic category to the extent possible. If specific proposed indications, etc. are expected, please describe them.

(4) Please specify the officers and employees of PMDA whose attendance at the meeting is desired.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail address shinyaku-uketsuke@pmda.go.jp
Reception hours: From 10:00 a.m. to 4:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays).

3. Notification of implementation, etc.

(1) If there are many applications, the subjects of meetings will be selected by lottery. The specific method of the lottery is shown in the table.

Method of lottery:

1) Lottery is carried out based on the lottery numbers entered in advance in the request form for scheduling.

If the lottery number is not entered or unclear, it will be the date of receipt of the request form for scheduling ("0401" if April 1). If multiple lottery numbers are printed, the largest one will be adopted.

2) For the request forms for scheduling subject to the lottery, the "lottery order numbers" are assigned in the order of receipt by the Office of Review Management starting with "0."

3) The sum of the lottery numbers entered in the request forms for scheduling that are included in the lottery is divided by the number of the request forms for scheduling that are included in the lottery to obtain the remainder.

For the request form for scheduling with the lottery order number matching the remainder calculated as shown above, a meeting will be scheduled for the consultation.

4) If the result of selection does not reach the upper limit of the number of cases to be implemented, "lottery order numbers" will be newly assigned to the request forms for scheduling excluding those already selected, and the procedures from 1) to 3) will be repeated until the result of selection reaches the upper limit of the number of cases to be implemented.
5) If any request form for scheduling selected in 3) is withdrawn for some reasons, the lottery will be done again by the methods of 1) to 4) excluding the request form for scheduling concerned.

(Example)

	Lottery number	Order received	Lottery order number
Application form A	3506	2	1
Application form B	0401	1	0
Application form C	9473	3	2

(Calculation formula) (3506 + 0401 + 9473)/3 = 4460, remainder 0

↑ Sum of lottery numbers

↑ The number of request forms for scheduling included in the lottery

In this case, the remainder is 0; therefore, a meeting will be scheduled for Application form B which has the lottery order number of 0.

Table: Method of lottery

(2) The result of selection of cases to be implemented will be communicated by the Review Management Division, Office of Review Management by fax or e-mail to the contact of the meeting applicant within 5 business days from the date of receipt, in principle. For the meetings to be held, the person in charge at PMDA, schedule, conference room, etc., will be notified in "Information on meeting."
(3) It may take time to contact the consulter.
(4) Adjustments may be made for attendees on the side of PMDA.

4. Payment of fee and application

Please transfer the fee for the meeting on development pipelines from a commercial bank, etc. within 15 business days counting from the day after the receipt of the information on the date of meeting on development pipelines in 3. above or by the date of implementation, whichever comes first, enter necessary information in Form No. 53 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for meetings on development pipelines of drugs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

5. Implementation of meetings on development pipelines

(1) Each meeting should be within 60 minutes.

(2) In principle, the number of attendees should be no more than 10 per meeting.

6. Cancellation and schedule change of meeting

(1) When cancelling the meeting on development pipelines after its application before the implementation date at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the implementation date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the implementation date is to be changed at the convenience of PMDA or when PMDA considers that the change of implementation date is inevitable, submission of the "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

7. Preparation and communication of records of meetings on development pipelines

(1) After completion of the meeting on development pipelines, the meeting applicant shall prepare a draft record (roughly up to 3 sheets of the A4 size paper) and send it to the person in charge at PMDA by e-mail, etc.

(2) The record organized by PMDA will be sent to the consulter by e-mail, etc. (please let PMDA know the preferred method of receiving the record when sending the draft record).

(Attachment 34)

Implementation guidelines for formal consultation for consultations on BCS-based biowaivers for drugs

Consultations on BCS (Biopharmaceutics Classification System)-based biowaivers for drugs are provided as follows on whether or not human bioequivalence studies can be waived in consideration of the BCS classification based on the solubility and membrane permeability of the drug substance, differences in excipients of the drug products, and dissolution test results in accordance with the "Guidelines for Biopharmaceutics Classification System (BCS)-based Biowaivers" (PSEHB/PED Notification No. 1225-13 of the Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare, dated December 25, 2020, hereinafter referred to as "BCS Guideline Notification").

1. Subject of consultation

These consultations are provided for drugs corresponding to Attachment 1.2 of the BCS Guideline Notification.

2. Consultation category

- Consultations on BCS for drugs
- Consultations on BCS for generic drugs
- Additional consultations on BCS for drugs
- Additional consultations on BCS for generic drugs

Consultations on BCS for generic drugs are provided for generic drugs[1)] excluding biological products.[2)]

Additional consultations are provided for products for which consultations on BCS for drugs or consultations on BCS for generic drugs have already been provided when further discussions are held based on the data, etc. obtained after the consultations on BCS.

The consultations in this category will be provided in the form of advice in writing, in principle.

Note:

1) Prescription drugs corresponding to (8-2) Drugs in an additional dosage form (not during the re-examination period) or (10-3) Other drugs (not during the re-examination period) in Attached Table 2-(1) of "Approval Applications for Drugs" (PFSB Notification No. 1121-2 of the Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated November 21, 2014)
2) Biological products, drugs manufactured using the genetic recombination technology, and drugs that require special attention to manufacturing control or quality control designated by the Minister of Health, Labour and Welfare based on the provisions of Article 80, Paragraph 2, Item 7, E of the Order for Enforcement of the Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices (Cabinet Order No. 11 in 1961) (drugs manufactured by applying the technology of culturing human or animal cells, specified biological products)

3. Application for consultations

When requesting the consultation, prior to the application for the consultation, please be sure to discuss in advance with a person in charge at PMDA the consultation items, contents of the materials to be submitted, the package for membrane permeability evaluation (including presence or absence of evaluation study results using Caco-2 cells), possibility of implementation of an expert discussion, desired timing of submission of the request form for implementation, etc. at the pre-consultation meeting (see Attachment 16 of this notification, free of charge). The duration of the pre-consultation meeting is up to 1 hour. In order to smoothly carry out the procedure in 4., please hold a pre-consultation meeting by about 1 month before the timing of

submission of consultation materials.

4. Request for consultation

When requesting the consultation, please enter necessary information in "Request form for consultations on BCS for drugs" (Attached Form 25 of this notification) and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

The date and time when the request form for implementation is received will be posted on the PMDA website. In principle, the form will be received from 10:00 a.m. to 4:00 p.m. on the fourth Tuesday of each month. However, the date may be changed depending on the situation. Please check the PMDA website.

(Points to consider)

The number of the products to be discussed shall be 1 per consultation, in principle. However, products with the same active ingredient and dosage form, but with different strengths will be handled as one product.

Contact for application and inquiry (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays). However, the request form for implementation will be received from 10:00 a.m. to 4:00 p.m., if submitted in accordance with 4. above.

5. Notification of implementation, etc. of formal consultation

After receiving the submitted request form for implementation, the person in charge at PMDA will arrange the persons in charge, etc. The result of arrangement will be communicated by e-mail or fax to the contact of the consulter as "Information on formal consultation" within 5 business days from the date of receipt, in principle. The notification may be delayed depending on the scheduling status. If there is no contact within 1 to 2 days, please contact the Review Management Division, Office of Review Management.

6. Payment of fee and application

Please transfer the fee for the category of the consultation from a commercial bank, etc. by the day of submission of the application form specified in the "Information on formal consultation" in 5. above, enter necessary information in Form No. 55 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on BCS for drugs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc., on the day of submission of the application form specified in the "Information on formal consultation." If it is difficult to submit it by e-mail, please submit it in electronic files by the methods shown in 7., along with consultation materials. If sending them by postal mail, please write "Application form for consultations on BCS for drugs enclosed" in red on the front of the envelope.

The date of submission of the application form shall be the third Tuesday of the month after

the submission of the request form for implementation, in principle.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

7. Consultation materials

The date of submission of consultation materials will be notified in "Information on formal consultation." The date of submission will be the same (by 3:00 p.m.) as the date of submission of the application form, in principle. Please submit the consultation materials to Review Management Division, Office of Review Management by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

If an expert discussion is held, please submit the materials related to the conflict of interests of commissioned expert advisors involved in the holding of the expert discussion (a list of advisors involved in preparation of consultation materials, and a list of competing products and a list of involved advisors [as needed]) to the person in charge of consultation after receiving the "Information on formal consultation."

8. Contents to be included in consultation materials

The contents to be included in the materials differ depending on consultation items. The materials including the following information would be considered useful.

- Contents related to appropriateness of BCS classification (solubility, membrane permeability)
- Contents related to BCS-based biowaivers (formulation change, dissolution test results)
- Results of judgment on whether or not BCS classification and biowaivers are possible overseas (including submission of data supporting the judgment as much as possible)

9. Cancellation and schedule change of consultation

(1) When cancelling the consultation during the period between the submission of the application form and sending of inquiries by PMDA at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) When changing the date at the convenience of the applicant, the applicant will be asked to submit the "Request for withdrawal of application for formal consultation" and apply again. Please submit the "Request for withdrawal of application for formal consultation" to the Review Management Division, Office of Review Management. If the applicant enters necessary information in the "Request form for reimbursement of fees for review, etc. for drugs, etc." and submits it, half of the fee will be refunded.

(3) When the date is to be changed at the convenience of PMDA or when PMDA considers that the change of the date is inevitable, submission of "Request for withdrawal of application for formal consultation" is not necessary.

(4) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

10. Implementation of consultation

(1) Submission of materials

Please submit consultation materials on the same day as the day of submission of the application form.

(2) Flow after submission of materials

i. Inquiries sent by PMDA

PMDA will send inquiries to the consulter within about 25 business days after the submission of consultation materials. In this regard, if necessary, a meeting will be held for common understanding of issues, etc. regarding the relevant product item. After the initial inquiries are sent, inquiries will be sent whenever PMDA judges it necessary.

ii. Submission of responses

Please submit the responses to inquiries within about 5 business days after inquiries are sent. The written responses to inquiries for the consultation shall be handled in the same manner as those for usual consultations, and it is not necessary to sign or seal the cover of the written responses. When submitting the responses, a meeting can be held as needed.

iii. Communication of consultation records

PMDA will prepare the consultation record within about 35 business days after submission of responses, and notify the consulter. The opinion of PMDA on the contents of consultation will be presented in writing before communication of the consultation record.

iv. Finalization of consultation records

The consultation record will be corrected as necessary and finalized within about 15 business days after communication of the consultation record. In this regard, if necessary, a meeting will be held to confirm the common understanding of issues, etc. for the product concerned.

(Attachment 35)

Implementation guidelines for formal consultation for consultations on confirmation of pediatric drug development programs

1. Categories and contents of consultations

These consultations are established specifically for confirmation of development programs for drugs intended for children (hereinafter referred to as "pediatric drugs") based on 2. (1) of "Planning of the Pediatric Drug Development Program during Development of Drugs for Adults (PSB/PED Notification No. 0112-3 of the Pharmaceutical Evaluation Division, Pharmaceutical Safety Bureau, Ministry of Health, Labour and Welfare, dated January 12, 2024, partial revision on March 29, 2024, hereinafter referred to as "Notification on Planning of the Pediatric Drug Development Program"), and are provided in writing, in principle.

(1) Consultations on confirmation of pediatric drug development programs

The development programs for pediatric drugs related to indications subject to development for adults are confirmed in cases where drugs with new active ingredients or new indications, etc. are developed for adults (including the development related to addition of indications) based on 2. (1) of the Notification on Planning of Pediatric Drug Development Program.

However, these consultations are limited to the cases where clinical studies in children are planned, a clinical trial consultation with PMDA has been implemented regarding the design, etc. of clinical studies related to the development for adults, and the development is at stages before the approval application for drugs for adults.

The contents of consultations shown in the following examples are not subject to these consultations. Please use the corresponding consultation categories, not the categories of these consultations.

- Consultation on validity of clinical study design and sufficiency of application data package
- Consultation on pediatric development program for drugs with different indications between adults and children
- Consultation on development programs using real-world data, modeling and simulation, etc. for which clinical trials in children are not planned

2. Pre-consultation meetings for consultations on confirmation of pediatric drug development programs

When requesting a consultation on confirmation of pediatric drug development programs, prior to the application for the consultation, please apply for a pre-consultation meeting (see Attachment 16 of this notification, free of charge) and be sure to discuss in advance with a person in charge at PMDA the applicability to this consultation, outline of the development program the applicant wishes to confirm, contents of the materials to be submitted, scheduled timing of delivery of the application form and materials, timing of finalization of the consultation record, etc. When applying for a pre-consultation meeting, please enter "Pre-consultation meeting before consultations on confirmation of pediatric drug development programs" as the title in the [Inquiries] column and "Confirmation of pediatric drug development programs" in the column for consultation category in Attached Form 7 of this notification, "Application form for inquiries in pre-consultation meetings for drugs." In addition, please submit the materials compiling explanations that the requirements in 1. (1) above are met (including the proposed indications, receipt number, consultation category, and date of the clinical trial consultation conducted for the design, etc. of clinical studies for development in adults, and scheduled timing of approval application for drugs for adults), the outline of the development program including a development history diagram, the summary of consultation materials to be submitted, schedule of the desired consultation, etc.

3. Request for consultation

When requesting a consultation on confirmation of pediatric drug development programs after the pre-consultation meeting, please correct the title part of Form No. 58 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for consultations on confirmation of pediatric drug development programs," to "Request form for consultations on confirmation of pediatric drug development programs," enter necessary information, and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

Contact for applications and inquiries (if any): Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013 Phone (direct) 03-3506-9556 Fax 03-3506-9443 E-mail: shinyaku-uketsuke@pmda.go.jp Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays).

4. Notification of implementation, etc. of consultations

The implementation of consultations will be notified by e-mail or fax to the contact of the consulter as "Information on formal consultation" within 5 business days from the date of receipt of the request form, in principle. The notification may be delayed depending on the scheduling status. If there is no contact within 1 to 2 days, please contact the Review Management Division, Office of Review Management.

5. Transfer of fee and application

Please transfer the fee for the category of the consultation from a commercial bank, etc. within 15 business days counting from the day after the receipt of the "Information on formal consultation" in 4. above or on the date of delivery of materials predetermined at the pre-consultation meeting, whichever comes first, enter necessary information in Form No. 58 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for consultations on confirmation of pediatric drug development programs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc., on the date of submission of application form specified in the "Information on formal consultation." If it is difficult to submit it by e-mail, please submit it in electronic files by the methods shown in 6. (2), along with consultation materials. If sending them by postal mail, please write "Application form for consultations on confirmation of pediatric drug development programs enclosed" in red on the front of the envelope.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

6. Consultation materials

(1) Please include the following information in the consultation materials.

- Overall picture of the development program of the drug concerned (development history diagram, outline of the development program including background of the product,

development status in adults, etc., development status overseas, etc.)
- Significance of development as a pediatric drug
- Outline of the pediatric development program in Japan (outline of the program including clinical study design, number of subjects, timing of implementation, etc.)

For development programs requiring submission of clinical trial notification, please indicate the timing of submission of the clinical trial notification. For development programs with clinical trials not requiring submission of clinical trial notification, please indicate the start date of the implementation period that is to be entered in the protocols of the clinical trial concerned.

(2) Please submit the consultation materials to the Review Management Division, Office of Review Management after the submission of the application form, by the deadline predetermined at the pre-consultation meeting by either of the following methods.
- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

7. Cancellation and schedule change of consultation

(1) When cancelling the consultation after its application at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

8. Implementation of consultation

Regarding the submitted materials, the consulter may be interviewed and inquired as necessary.

PMDA will prepare the consultation record within about 40 business days after submission of materials, and notify the consulter.

(Attachment 36)

Implementation guidelines for formal consultation for consultations on eligibility for public knowledge-based applications for drugs

1. Categories and contents of consultations

(1) Consultations on eligibility for public knowledge-based applications for drugs

Consultation is provided for organizing of information related to the eligibility for public knowledge-based application, and guidance and advice are provided when a marketing authorization holder that has received the request for development of unapproved drugs/off-label drugs of high medical needs based on "Acceleration of Procedures Associated with Submission of Company's View on Request for Development of Unapproved Drugs/Off-label Drugs of High Medical Needs" (HPB/RDPD Notification No. 1108-1, PSB/PED Notification No. 1108-1 issued jointly by the Director of Research and Development Policy Division, Health Policy Bureau and the Director of Pharmaceutical Evaluation Division, Pharmaceutical Safety Bureau, Ministry of Health, Labour and Welfare, dated November 8, 2024, hereinafter referred to as "Notification on Acceleration of Procedures for Request for Development of Products") judges a public knowledge-based application to be appropriate in the company's view related to this request. The consultations will be provided in the form of advice in writing, in principle.

2. Pre-consultation meetings before consultations on eligibility for public knowledge-based applications for drugs

Based on the Notification on Acceleration of Procedures for Request for Development of Products, prior to the application for the consultation, please apply for a pre-consultation meeting (see Attachment 16 of this notification) which is provided free of charge and be sure to discuss in advance with a person in charge at PMDA the applicability to this consultation, contents of the materials to be submitted, scheduled timing of delivery of application form and materials, timing of finalization of the consultation record, etc.

When applying for a pre-consultation meeting, please enter "Pre-consultation meeting based on 'Acceleration of Procedures Associated with Submission of Company's View on Request for Development of Unapproved Drugs/Off-label Drugs of High Medical Needs': eligibility for public knowledge-based applications (Request number, ○○)" as the title in the column for inquiries and "Consultations on eligibility for public knowledge-based applications for drugs" in the column for consultation category in Attached Form 7 of this notification, "Application form for inquiries in pre-consultation meetings for drugs." Please also submit the materials indicated in the Notification on Acceleration of Procedures for Request for Development of Products. Please prepare the company's view referring to the "Guidance on preparation of 'company's view on eligibility for public knowledge-based applications.'"

3. Request for consultation

If a decision is made to provide a consultation on eligibility for public knowledge-based applications for drugs after the pre-consultation meeting, please correct the title part of Form No. 1 of the Administrative Instructions for the Statement of Operating Procedures on Reviews and Related Services, Pharmaceuticals and Medical Devices Agency (Administrative Rules No. 4 in 2004, hereinafter referred to as "Administrative Instructions for the Statement of Operating Procedures"), "Application form for formal consultation for drugs," to "Request form for formal consultation for drugs," enter necessary information (as the advice will be given in writing, in principle, it is not necessary to enter the desired consultation date/scheduled date of consultation and desired method), and submit it to the Review Management Division, Office of Review Management by e-mail. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

Contact for applications and inquiries (if any):
Review Management Division, Office of Review Management, Pharmaceuticals and Medical Devices Agency
Shin-Kasumigaseki Building, 3-3-2 Kasumigaseki, Chiyoda-ku, Tokyo 100-0013
Phone (direct) 03-3506-9556
Fax 03-3506-9443
E-mail: shinyaku-uketsuke@pmda.go.jp
Reception hours: From 9:30 a.m. to 5:00 p.m., from Monday to Friday (excluding nonbusiness days such as national holidays).

4. Notification of implementation, etc. of consultations

The implementation of consultations will be notified by e-mail or fax to the contact of the consulter as "Information on formal consultation" within 5 business days from the date of receipt of the request form, in principle. The notification may be delayed depending on the scheduling status. If there is no contact within 1 to 2 days, please contact the Review Management Division, Office of Review Management.

5. Payment of fee and application for formal consultation

Please transfer the fee for the category of the consultation from a commercial bank, etc. within 15 business days counting from the day after the receipt of the "Information on formal consultation" in 4. above or on the date of delivery of materials predetermined at the pre-consultation meeting, whichever comes first, enter necessary information in Form No. 1 of the Administrative Instructions for the Statement of Operating Procedures, "Application form for formal consultation for drugs," and submit it to the Review Management Division, Office of Review Management by e-mail, with a copy of the transfer receipt, etc. If it is difficult to submit it by e-mail, contact the Review Management Division, Office of Review Management.

For details of the amount of the fee and the method of transfer, please refer to the table attached to the Administrative Instructions for the Statement of Operating Procedures and "Fees for Review, etc. Conducted by the Pharmaceuticals and Medical Devices Agency" (PMDA Notification No. 1121002 of the Pharmaceuticals and Medical Devices Agency, dated November 21, 2014), respectively.

6. Consultation materials

(1) Please submit the materials on the contents discussed in the pre-consultation meeting.

(2) Timing and method of submission of consultation materials

Please submit the consultation materials to the Review Management Division, Office of Review Management by the deadline pre-determined at the pre-consultation meeting by either of the following methods.

- Submission of electronic media (CD or DVD) by postal mail or bringing them in person
- Online submission using the electronic study data system (gateway system)

When submitting the consultation materials, check the points to consider posted on the PMDA website in advance.

7. Cancellation, etc. of formal consultation

(1) When cancelling the formal consultation after its application at the convenience of the applicant, please enter necessary information in Form No. 33 of the Administrative Instructions for the Statement of Operating Procedures, "Request for withdrawal of application for formal consultation," and submit it to the Review Management Division, Office of Review Management. If the applicant enters necessary information in Form No. 34 of the Administrative Instructions for the Statement of Operating Procedures, "Request form for reimbursement of fees for review, etc. for drugs, etc.," and submits it, half of the fee will be refunded.

(2) Even in cancellation, if PMDA considers it inevitable, the fee will be fully refunded.

8. Implementation of consultation

Regarding the submitted materials, the consulter may be interviewed and inquired as necessary.

PMDA will prepare the consultation record within about 40 business days after submission of materials, and notify in writing.

Attached Form 1

Request form for scheduling of formal consultation

Desired date and time of formal consultation	
Desired implementation method	
Review category	
Investigational ingredient code	
Name of ingredient of investigational product	
Route of administration/dosage form	
Proposed therapeutic category	
Proposed indication	
Purpose of the proposed clinical trial	
Consultation category	In the case of additional consultations, receipt number and category of the original consultation:
Anticipated application category	
Outline of consultation	
Type of consultation	☐ With use of overseas data ☐ With consultation on bridging studies ☐ With consultation on global studies ☐ With consultation on pediatric studies ☐ With consultation on elderly studies ☐ With consultation on studies on subjects with impaired renal/hepatic functions ☐ With consultation on long-term studies ☐ With consultation on development strategies ☐ With consultation on use of real-world data
Names and affiliations of experts who gave advice at the time of preparation of protocol	
Previous formal	

consultation, etc. on the same investigational product	
Approval status in major developed countries	
Name, affiliation, and contact information of the person in charge of this request for scheduling (phone, fax, e-mail address)	
Remarks	

We request scheduling of formal consultation as described above.
Month DD, YYYY

Address (for a corporation, location of its main office)
Name (for a corporation, its name and the name of the representative)
(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered, for example, when the content to be entered does not fit in the column, enter "as per Appendix ( )" in the column and attach the appendix.

3 The following points should be noted when filling out the form.

(1) Column for desired date and time of formal consultation

Enter as many desired dates and times as possible in the month of consultation. Enter other requests regarding scheduling, if any.

(2) Column for desired implementation method

Enter a desired implementation method.

(3) Column for review category

Enter an applicable review category among those specified in Appendix 9 of this notification.

(4) Column for investigational ingredient code

Enter the investigational ingredient code presented or to be presented in the clinical trial protocol.

(5) Column for name of ingredient of investigational product

For the ingredient name, if there is a nonproprietary name (JAN or INN), enter it (English name and Japanese name), and if there is no nonproprietary name, enter the chemical name (English name).

(6) Column for route of administration/dosage form

Enter the route of administration (rectal administration, intravenous infusion, etc.) and dosage form (suppository, injection, etc.) of the investigational product concerned.

(7) Column for proposed therapeutic category

Enter the therapeutic category, and enter the therapeutic category code number (3 digits) in parentheses at the end.

(8) Column for proposed indication

Enter the indications expected from the pharmacology referring to similar drugs.

(9) Column for purpose of the proposed clinical trial

Enter the purpose and phase of development of the proposed clinical trial on which advice is provided.

(10) Column for consultation category

Enter the category of the consultation for which application is to be submitted (among the consultation categories specified in Appendix 1 of this notification, those other than consultations on procedures for drugs, consultations on plans for post-marketing clinical studies, etc. of drugs, and consultations after completion of post-marketing clinical studies, etc. of drugs).

(11) Column for anticipated application category

Enter the application category of the consultation product assumed by the applicant (whether the product corresponds to those with a new active ingredient, new combination drugs, those with a new route of administration, drugs with new indications, drugs with a new dosage, follow-on biologics, or other categories).

(12) Column for outline of consultation

Enter the specific details of consultation. If the content does not fit in the column, enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(13) Column for type of consultation

Please tick the applicable item if the contents of consultation correspond to the following. It is acceptable to enter the content of the relevant item (delete the item not applicable) instead of ticking the applicable item.

[1] Application using overseas data is being considered.
[2] Application by omitting the Japanese clinical study data using a bridging strategy is being considered and a consultation on its appropriateness, design of the bridging study, etc. is intended.
[3] A global study is planned, and a consultation on its study plan, etc. is intended.
[4] A consultation on studies in special patients such as those in children, the elderly, and subjects with renal or hepatic impairment is intended.
[5] A consultation on long-term studies is intended.
[6] A consultation on development strategies is intended.
[7] A consultation on use of real-world data such as registries or databases is intended.

(14) Column for names and affiliations of experts who gave advice at the time of preparation of protocol

If any external experts have provided guidance or advice for the preparation of the clinical trial protocol, enter their names and affiliations.

Place a circle before the names of external experts planning to participate in clinical trial consultation.

(15) Column for the previous formal consultation, etc. on the same investigational product

If any formal consultation has been provided in the past for the same investigational product, enter its receipt number, category of formal consultation, and date of consultation. If a consultation has been held on the same investigational ingredient with a different route of administration, indication, etc., or formulation from those of the present investigational product, enter the same information as above, and report to that effect in parenthesis after the date.

If a pre-consultation meeting has been provided or an application for a pre-consultation meeting has been filed as of the time of application for the consultation, enter the date of the pre-consultation meeting or the date of application.

(16) Column for approval status in major developed countries

If the indication of the investigational product subject to the consultation has been approved in the U.S., the U.K., Germany, France, or the EU, enter the name of each country, etc. where the approval was granted and the year of the approval in parentheses after the country, etc. as in, for example, “U.S. (approved in 1999).” If the indication has not been approved, but clinical trials are being conducted or the application is pending, enter the same information, followed by the start year of clinical trials or the year of application as in, for example, “U.K. (clinical trials started in 2000)” or “EU (application in 2001).”

If the investigational product has not been developed for the indication concerned in any of the U.S., the U.K., Germany, France, or the EU and it has been approved for another indication in these countries, etc., enter the information as in “Germany (approved for another indication in 2002).” If the investigational product has been approved for the same indication as that under consultation in countries other than the above, enter the main developed countries and the approval year as in “Canada (approved in 2003).”

(17) Column for name, affiliation, and contact information of the person in charge of this request for scheduling (phone, fax, e-mail address)

Enter the name, affiliation, and contact information (phone number, fax number, and e-mail address) for one person in charge as the contact person for this consultation (multiple persons are allowed in the case of joint development).

Inquiries, announcements, etc. from PMDA will be sent to the person in charge specified in this column. Make sure that there is no error in writing or omission in writing. If multiple persons are entered, place a circle before the name of the main person.

In the case of a physician initiating a clinical trial, enter the name of the medical institution and the department as affiliation.

(18) Remarks column

[1] If scheduling is not requested jointly in cases of joint development, enter the name of the

partner company, etc. of the joint development to clarify that it is a joint development.

[2] In cases of investigational products that fall in the category of, or are expected to fall in the category of biological products or specified biological products, enter "biological product" or "possible biological product," respectively.

[3] Enter "Application of genetic recombination technology" for investigational products manufactured using the genetic recombination technology.

[4] If an application for designation of an orphan drug is being considered for this indication, enter "Application for designation of an orphan drug being considered."

[5] If an application for designation of a drug for specified use is being considered for this use, enter "Application for designation of a drug for specified use being considered."

[6] In the case of investigator-initiated clinical trials, enter "Investigator-initiated clinical trial." If the investigational product provider has been designated, enter the name of the investigational product provider. When applying for a consultation on drug application data packages (for products developed by investigator-initiated clinical trials), and when a clinical trial notification has already been submitted, enter the receipt number of the clinical trial notification. If the person that has submitted or is to submit the clinical trial notification is different from the applicant of this consultation, enter the name of the medical institution to which the person that has submitted or is to submit the notification belongs and the name of the person concerned.

[7] If the product is designated as a priority formal consultation product, enter the fact that it is designated as a priority formal consultation product and the date of designation as a priority formal consultation product. For products subject to the SAKIGAKE Designation System, drugs designated as pioneer drugs, drugs designated as orphan drugs, or drugs designated as drugs for specified use, enter the designation number in addition to the date of designation.

If priority handling is desired, enter a request to that effect.

[8] For products developed under the Study Group on Unapproved and Off-label Drugs of High Medical Need, enter the request number.

(19) Other

Enter the address (for a corporation, location of the main office) and the name (for a corporation, its name and the title and name of the representative; for a researcher at a university or research institution, etc., the name of the university or research institution, etc., department, and title and name of the researcher). In the case of a marketing authorization holder, etc. of drugs, enter the vendor code (9 digits) in parentheses under the name. Please enter "999999999" if the applicant does not have any vendor code, and "999999888" for sponsor-investigators as the vendor code.

Attached Form 1-2

Request form for scheduling of formal consultation
(Safety consultations for drugs [consultations related to ICH S1B (R1) guidelines])

Desired date and time of formal consultation	
Desired implementation method	
Review category	
Investigational ingredient code	
Name of ingredient of investigational product	
Route of administration/dosage form	
Proposed therapeutic category	
Proposed indication	
Number of times consultation was not provided (points)	times (points:)
Lottery number (any 4-digit number)	
Outline of consultation	
Names and affiliations of experts who gave advice at the time of preparation of materials for formal consultation	
Previous formal consultation, etc. on the same investigational product	
Approval status in major developed countries	
Name, affiliation, and contact information of the person in charge of this request for scheduling (phone, fax, e-mail address)	
Remarks	

We request scheduling of formal consultation as described above.
Month DD, YYYY

Address (for a corporation, location of its main office)
Name (for a corporation, its name and the name of the representative)
(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered, for example, when the content to be entered does not fit in the column, enter "as per Appendix ( )" in the column and attach the appendix.

3 The following points should be noted when filling out the form.

(1) Column for desired date and time of formal consultation

Enter as many desired dates and times as possible in the month of consultation. Enter other requests regarding scheduling, if any.

(2) Column for desired implementation method

Enter a desired implementation method.

(3) Column for review category

Enter an applicable review category among those specified in Appendix 9 of this notification.

(4) Column for investigational ingredient code

Enter the investigational ingredient code presented or to be presented in the clinical trial protocol.

(5) Column for name of ingredient of investigational product

For the ingredient name, if there is a non-proprietary name (JAN or INN), enter it (English name and Japanese name), and if there is no non-proprietary name, enter the chemical name (English name).

(6) Column for route of administration/dosage form

Enter the route of administration (rectal administration, intravenous infusion, etc.) and dosage form (suppository, injection, etc.) of the investigational product concerned.

(7) Column for proposed therapeutic category

Enter the therapeutic category, and the therapeutic category code number (3 digits) in parentheses at the end.

(8) Column for proposed indication

Enter the indications expected from the pharmacology referring to similar drugs.

(9) Column for number of times consultation was not provided

Enter the number of times that a request form for scheduling of formal consultation (safety consultations for drugs [consultations related to ICH S1B (R1) guidelines]) was submitted for the same product, but PMDA could not provide the consultation because of PMDA's circumstances, before the time of submission of this request form for scheduling (limited to the case where the request form for scheduling is continuously submitted every month), and enter the score corresponding to the relevant number of times.

(10) Column for lottery number

As implementation of consultations may be decided by lottery, enter an arbitrary 4-digit number as the lottery number.

(11) Column for outline of consultation

Enter the specific details of consultation. If the content does not fit in the column, enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(12) Column for names and affiliations of experts who gave advice at the time of preparation of materials for formal consultation

If any external experts have provided guidance or advice for the preparation of the materials for formal consultation, enter their names and affiliations.

Place a circle before the names of external experts planning to participate in clinical trial consultation.

(13) Column for the previous formal consultation, etc. on the same investigational product

If any formal consultation has been provided in the past for the same investigational product,

enter its receipt number, category of formal consultation, and date of consultation. If a consultation has been held on the same investigational ingredient with a different route of administration, indication, etc., or formulation from those of the present investigational product, enter the same information as above, and report to that effect in parenthesis after the date.

If a pre-consultation meeting has been provided or an application for a pre-consultation meeting has been filed as of the time of application for the consultation, enter the date of the pre-consultation meeting or the date of application.

(14) Column for approval status in major developed countries

If the indication of the investigational product subject to the consultation has been approved in the U.S., the U.K., Germany, France, or the EU, enter the name of each country, etc. where the approval was granted and the year of the approval in parentheses after the country, etc. as in, for example, "U.S. (approved in 1999)." If the indication has not been approved, but clinical trials are being conducted or the application is pending, enter the same information, followed by the start year of clinical trials or the year of application as in, for example, "U.K. (clinical trials started in 2000)" or "EU (application in 2001)."

If the investigational product has not been developed for the indication concerned in any of the U.S., the U.K., Germany, France, or the EU and it has been approved for another indication in these countries, etc., enter the information as in "Germany (approved for another indication in 2002)." If the investigational product has been approved for the same indication as that under consultation in countries other than the above, enter the main developed countries and the approval year as in "Canada (approved in 2003)."

(15) Column for name, affiliation, and contact information of the person in charge of this request for scheduling (phone, fax, e-mail address)

Enter the name, affiliation, and contact information (phone number, fax number, and e-mail address) for one person in charge as the contact person for this consultation (multiple persons are allowed in the case of joint development).

Inquiries, announcements, etc. from PMDA will be sent to the person in charge specified in this column. Make sure that there is no error in writing or omission in writing. If multiple persons are entered, place a circle before the name of the main person.

(16) Remarks column

[1] If scheduling is not requested jointly in cases of joint development, enter the name of the partner company, etc. of the joint development to clarify that it is a joint development.

[2] In cases of investigational products that fall in the category of, or are expected to fall in the category of biological products or specified biological products, enter "biological product" or "possible biological product," respectively.

[3] Enter "Application of genetic recombination technology" for investigational products manufactured using the genetic recombination technology.

[4] If an application for designation of an orphan drug is being considered for this indication, enter "Application for designation of an orphan drug being considered."

[5] If an application for designation of a drug for specified use is being considered for this use, enter "Application for designation of a drug for specified use being considered."

[6] If the product is designated as a priority formal consultation product, enter the fact that it is designated as a priority formal consultation product and the date of designation as a priority formal consultation product. For products subject to the SAKIGAKE Designation System, drugs designated as pioneer drugs, drugs designated as orphan drugs, or drugs designated as drugs for specified use, enter the designation number in addition to the date of designation.

If priority handling is desired, enter a request to that effect.

(17) Other

Enter the address (for a corporation, location of the main office) and the name (for a corporation, its name and the name of the representative). In the case of a marketing authorization holder, etc. of drugs, enter the vendor code (9 digits) in parentheses under the name. Please enter

“999999999” if the applicant does not have any vendor code.

Attached Form 2

Request form for prior assessment consultations for drugs

Investigational ingredient code	
Name of ingredient	
Route of administration/dosage form	
Proposed therapeutic category	
Proposed indication	
Review category	
Scheduled timing of submission of consultation materials	
Development phase at the time of request for implementation	
Category of prior assessment consultation to be requested (Please tick the category to be requested.)	☐ 1 Prior assessment consultations (quality) ☐ 2 Prior assessment consultations (nonclinical: toxicity) ☐ 3 Prior assessment consultations (nonclinical: pharmacology) ☐ 4 Prior assessment consultations (nonclinical: pharmacokinetics) ☐ 5 Prior assessment consultations (Phase I studies) ☐ 6 Prior assessment consultations (Phase II studies) ☐ 7 Prior assessment consultations (Phase II/III studies)
Medical needs	As shown in the appendix
Anticipated application category	☐ Drugs with new active ingredients ☐ New combination drugs ☐ Drugs with new routes of administration ☐ Drugs with new indications ☐ Drugs in a new dosage forms ☐ Drugs with a new dosage ☐ Drugs in an additional dosage form (during the re-examination period) ☐ Combination prescription drugs with similar formulations (during the re-examination period)
Planned timing of application	
Approval status in major developed countries	
Name and affiliation of the person in charge of this request and address and contact information of the facility at which he/she works (phone, fax, e-mail address)	
Remarks	

We request a prior assessment consultation for drugs as described above.
Month DD, YYYY

Address (for a corporation, location of its main office)
Name (for a corporation, its name and the name of the representative)

(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter "as per Appendix ( )" in the column and attach the appendix.

3 The request form for prior assessment consultations for drugs shall be filled out as follows.

(1) Column for investigational ingredient code

Enter the investigational ingredient code presented or to be presented in the clinical trial protocol.

(2) Column for name of ingredient

For the ingredient name, if there is a non-proprietary name (JAN or INN), enter it (English name and Japanese name), and if there is no non-proprietary name, enter the chemical name (English name).

(3) Column for route of administration/dosage form

Please enter the route of administration (rectal administration, intravenous infusion, etc.) and dosage form (suppository, injection, etc.) of the investigational product concerned.

(4) Column for proposed therapeutic category

Please enter the therapeutic category and the therapeutic category code number (3 digits) in parentheses at the end.

(5) Column for proposed indication

Please enter the indications expected from the pharmacology referring to similar drugs.

(6) Column for review category

Please enter an applicable review category among those specified in Appendix 9 of this notification.

(7) Column for scheduled timing of submission of consultation materials

Please enter the timing when the consultation materials can be submitted (Month, YYYY).

(8) Column for development phase at the time of request for implementation

Please enter the development phase (Phase III, etc.) at the time of submission of the request form for prior assessment consultations.

(9) Column for category of prior assessment consultation to be requested

Please tick the category of consultation to be requested referring to Appendix 3 of this notification. Implementation of the categories, 6 and 7, cannot be requested in an overlapping manner. If only Phase II studies are to be evaluated, select 6. If Phase III studies are to be evaluated in addition to Phase II studies, select 7.

(10) Column for medical needs

With reference to the viewpoints of "seriousness of indicated diseases" and "medical usefulness" described in the Section 1, Matters related to priority reviews, in "Handling of Priority Reviews" (PSEHB/PED Notification No. 0831-1, PSEHB/MDED Notification No. 0831-1 dated August 31, 2020), please attach an appendix (place numbers on the appendix where necessary) summarizing the medical needs of the product concerned in about 2 to 3 sheets of Japan Industrial Standard A4 size paper. If the product is designated as an orphan drug, drug for specified use, or priority formal consultation product, the material/summary (about 2 to 3 sheets of Japan Industrial Standard A4 size paper) submitted at the time of application, etc. for the designation concerned can be attached instead. However, if any new finding is obtained or there is any change in the medical environment after the designation concerned, please prepare the attachment reflecting the situation at the time of submission of the request form for prior assessment consultation.

(11) Column for anticipated application category

Please tick the application category under which application is expected to be filed.

(12) Column for planned timing of application

Please enter the timing of application (Month, YYYY) planned at the time of submission of the request form for prior assessment consultations.

(13) Column for approval status in major developed countries

If the indication of the investigational product for the present consultation has been approved in the U.S., the U.K., Germany, France, or the EU, please enter the name of each country, etc. where the approval was granted and the year of approval in parentheses after the country, etc. as in, for example, "U.S. (approved in 1999)." If the indication has not been approved, but clinical trials are being conducted or the application is pending, please enter the same information, followed by the start year of clinical trials or the year of application as in, for example, "U.K. (clinical trials started in 2000)" or "EU (application in 2001)."

If the investigational product has not been developed for the indication concerned in any of the U.S., the U.K., Germany, France, or the EU and it has been approved for another indication in these countries, etc., please enter the information as in "Germany (approved for another indication in 2002)." If the investigational product has been approved for the same indication as that under consultation in countries other than the above, enter the main developed countries and the approval years as in "Canada (approved in 2003)."

(14) Column for name and affiliation of the person in charge of this request and address and contact information of the facility at which he/she works (phone, fax, e-mail address)

Please enter the necessary information for one person in charge as the contact person for this consultation (multiple persons are allowed in the case of joint development).

Inquiries, announcements, etc. from PMDA will be sent to the person in charge specified in this column. Please make sure that there is no error in writing or omission in writing. If multiple persons are entered, please place a circle before the name of the main person.

(15) Remarks column

[1] If the implementation request is not made jointly in cases of joint development, please enter the name of the partner company, etc. of the joint development to clarify that it is a joint development.

[2] In cases of investigational products that fall in the category of, or are expected to fall in the category of biological products (including specified biological products), please enter "biological product" or "possible biological product," respectively.

[3] Please enter "Application of genetic recombination technology" for investigational products manufactured using the genetic recombination technology.

[4] If an application for designation of an orphan drug is being considered for this indication, please enter "Application for designation of an orphan drug being considered." If the product has already been designated as an orphan drug, please enter the fact that it has been designated, the date of designation, and the designation number.

[5] If an application for designation of a drug for specified use is being considered for this indication, please enter "Application for designation of a drug for specified use being considered." If the product has already been designated as a drug for specified use, please enter the fact that it has been designated, the date of designation, and the designation number.

[6] If the product is designated as a priority formal consultation product, please enter the fact that it is designated and the date of designation as a priority formal consultation product.

[7] If MF is used or planned to be used, please enter the name and contact information of the MF registrant.

[8] If real-world data such as registries or databases are used or planned to be used, please enter "real-world data being used or planned to be used."

(16) Other

Please enter the address (for a corporation, location of the main office) and the name (for a corporation, its name and the name of the representative). In the case of a marketing authorization holder, etc. of drugs, enter the vendor code (9 digits) in parentheses under the name. Please enter "999999999" if the applicant does not have any vendor code.

Attached Form 3 (formal consultation on generic drugs)

Request form for scheduling of formal consultation (generic drugs)

Desired date and time of formal consultation	
Desired implementation method	
Name of active ingredient	
Content	
Proposed route of administration/dosage form	
Proposed therapeutic category	
Proposed dosage and administration	
Proposed indication	
Information on original drug	
Consultation category	☐ Consultations on bioequivalence of generic drugs ☐ Consultations on quality of generic drugs
Proposed application category	
Outline of consultation	
Previous formal consultation (including simple consultation)	
Approval status in major developed countries	
Name, affiliation, and contact information of the person in charge of this request for scheduling (phone, fax, e-mail address)	
Remarks	

We request scheduling of formal consultation as described above.

Month DD, YYYY

Address (for a corporation, location of its main office)

Name (for a corporation, its name and the name of the representative)

(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter "as per Appendix ( )" in the column and attach the appendix.

3 The following points should be noted when filling out the form.

(1) Column for desired date and time of formal consultation

Enter as many desired dates and times as possible in the month of consultation. Enter other requests regarding scheduling, if any.

(2) Column for desired implementation method

Enter a desired implementation method.

(3) Column for name of active ingredient

Enter generic names of the active ingredients.

(4) Column for content

Enter only the contents of the active ingredients. For combination drugs, enter all active ingredients and their contents.

(5) Column for proposed route of administration/dosage form

Enter the route of administration and dosage form of the generic drug to be developed in reference to the FD application code table.

(6) Column for proposed therapeutic category

Enter the therapeutic category, and enter the therapeutic category code number (3 digits) in parentheses at the end.

(7) Column for proposed dosage and administration

Enter the proposed dosage and administration.

(8) Column for proposed indication

Enter the proposed indication(s).

(9) Column for information on original drug

Enter the brand name, re-examination period, and patent information of the original drug (only if applicable).

(10) Column for consultation category

Tick the applicable consultation category (consultations on bioequivalence of generic drugs or consultations on quality of generic drugs).

(11) Column for proposed application category

Enter the proposed application category (8-2: Drugs in an additional dosage form [not during the re-examination period] or 10-3: Other drugs [not during the re-examination period]).

(12) Column for outline of consultation

Enter the specific details of consultation. If the content does not fit in the column, enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(13) Column for the previous formal consultation (including simple consultation)

If any formal consultation (including simple consultation) has been provided in the past for the same generic drug, enter its receipt number, classification of formal consultation, and date of consultation. If a consultation has been held on the same active ingredient with a different route of administration, indication, etc., or formulation from those of the product to be discussed in the present consultation, enter the same information as above, and report to that effect in parenthesis after the date.

If a pre-consultation meeting has been provided or an application for a pre-consultation meeting has been filed as of the time of application for the consultation, enter the date of the pre-consultation meeting or the date of application.

(14) Column for approval status in major developed countries

If any generic drug with the same active ingredient as that of the subject of the consultation

has been approved in the U.S. or Europe, enter the name of each country, etc. where the approval was granted and the year of the approval in parentheses after the country, etc. as in, for example, “U.S. (approved in 1999),” to the extent possible. If the approval status is unknown, enter “Unknown.”

(15) Column for name, affiliation, and contact information of the person in charge of this request for scheduling (phone, fax, e-mail address)

Enter the name, affiliation, and contact information (phone, fax, and e-mail address) for one person in charge as the contact person for this request for scheduling (multiple persons are allowed in the case of joint development).

Inquiries, announcements, etc. from PMDA will be sent to the person in charge specified in this column. Make sure that there is no error in writing or omission in writing.

(16) Remarks column

In the case of joint development, enter the partner, etc. in the remarks column.

(17) Other

Enter the address (for a corporation, location of the main office) and the name (for a corporation, its name and the name of the representative). In the case of a marketing authorization holder, etc. of drugs, enter the vendor code (9 digits) in parentheses under the name. Please enter “999999999“ if the applicant does not have any vendor code.

Attached Form 4

Request form for prior assessment consultations for regenerative medical products

Name and identification code of test product	
Proposed category	
Name of component cells and transgene	
Summary of administration or directions for use	
Proposed indication or performance	
Scheduled timing of submission of consultation materials	
Development phase at the time of request for implementation	452
Category of prior assessment consultation to be requested (Please tick the category to be requested.)	☐ 1 Prior assessment consultations (safety/quality/efficacy) ☐ 2 Prior assessment consultations (exploratory studies) ☐ 3 Prior assessment consultations (confirmatory clinical trials)
Medical needs	As shown in the appendix
Anticipated application category	☐ New regenerative medical products ☐ Regenerative medical products with new administration/directions for use ☐ Regenerative medical products with new indications ☐ Regenerative medical products with new structures ☐ Regenerative medical products with new dosage ☐ Regenerative medical products related to addition of specifications
Planned timing of application	
Overseas approval status	
Name and affiliation of the person in charge of this request and address and contact information of the facility at which he/she works (phone, fax, e-mail address)	
Remarks	

We request a prior assessment consultation for regenerative medical products as described above.
Month DD, YYYY

Address (for a corporation, location of its main office)
Name (for a corporation, its name and the name of the representative)

(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4.

2 When all of the required information cannot be entered in the specified column, enter " as per Appendix ( )" in the column and attach the appendix.

3 The request form for prior assessment consultations for regenerative medical products shall be filled out as follows.

(1) Column for name and identification code of test product

Enter the clinical trial identification code presented or to be presented in the clinical trial protocol.

(2) Column for proposed category

Please enter the category referring to Attached Table 2 of Article 1-2 of the Order for Enforcement of Pharmaceuticals and Medical Devices Act.

(3) Column for name of component cells and transgene

Please enter the name that shows the overview of component cells and transgene contained in the product (for example, human [autologous] ○○-derived cell sheet, human ○○ gene ○○ viral vector, etc.).

(4) Column for summary of administration or directions for use

Enter the summary of the method of administration (route of administration, etc. such as subcutaneous injection and intravenous administration) or directions for use (transplantation site, transplantation method, etc.).

(5) Column for proposed indication or performance

Please enter the indications or performance expected from the pharmacology, etc. referring to similar products.

(6) Column for scheduled timing of submission of consultation materials

Please enter the timing when the consultation materials can be submitted (Month, YYYY).

(7) Column for development phase at the time of submission of request form for prior assessment consultations

Please enter the development phase (Phase III, etc.) at the time of submission of the request form for prior assessment consultations.

(8) Column for category of prior assessment consultation to be requested

Please tick the category of consultation to be requested referring to Appendix 7 of this notification.

(9) Column for medical needs

With reference to the viewpoints of "seriousness of indicated diseases" and "medical usefulness" described in the Section 1, Matters related to priority reviews, in "Handling of priority reviews" (PSEHB/PED Notification No. 0831-1, PSEHB/MDED Notification No. 0831-1 dated August 31, 2020), please attach an appendix (place numbers on the appendix where necessary) summarizing the medical needs of the product concerned in about 2 to 3 sheets of Japan Industrial Standard A4 size paper. If the product is designated as an orphan regenerative medical product, regenerative medical product for specified use, or priority formal consultation product, the material/summary (about 2 to 3 sheets of Japan Industrial Standard A4 size paper) submitted at the time of application, etc. for the designation concerned can be attached instead. However, if any new finding is obtained or there is any change in the medical environment after the designation concerned, please prepare the attachment reflecting the situation at the time of submission of the request form for prior assessment consultation.

(10) Column for anticipated application category

Please tick the application category under which application is expected to be filed.

(11) Column for planned timing of application

Please enter the timing of application (Month, YYYY) planned at the time of submission of the request form for prior assessment consultations.

(12) Column for overseas approval status

If the test product for this consultation has been approved, please enter the country name,

year of the approval, and approved indication as in "○○ (country name) (approved in 2003, severe burn)."

(13) Column for name and affiliation of the person in charge of this request and address and contact information of the facility at which he/she works (phone, fax, e-mail address)

Please enter the necessary information for one person in charge as the contact person for this consultation (multiple persons are allowed in the case of joint development).

Inquiries, announcements, etc. from PMDA will be sent to the person in charge specified in this column. Please make sure that there is no error in writing or omission in writing. If multiple persons are entered, please place a circle before the name of the main person.

(14) Remarks column

[1] If the implementation request is not made jointly in the case of joint development, please enter the name of the partner company, etc. of the joint development to clarify that it is a joint development.

[2] If an application for designation of an orphan regenerative medical product is being considered for this indication, please enter "Application for designation of an orphan regenerative medical product being considered."

[3] If an application for designation of a regenerative medical product for specified use is being considered for this use, please enter "Application for designation of a regenerative medical product for specified use being considered."

[4] If the product is designated as a priority formal consultation product, please enter the fact that it is designated and the date of designation as a priority formal consultation product.

[5] If MF is used or planned to be used, please enter the name and contact information of the MF registrant.

[6] If real-world data such as registries or databases are used or planned to be used, please enter "real-world data being used or planned to be used."

(15) Other

Please enter the address (for a corporation, location of the main office) and the name (for a corporation, its name and the name of the representative). In the case of a marketing authorization holder, etc. of regenerative medical products, enter the vendor code (9 digits) in parentheses under the name. Please enter "999999999" if the applicant does not have any vendor code.

Attached Form 5

E-mail: iyaku-kanisoudan@pmda.go.jp (Administration Division I)
kiki-kanisoudan@pmda.go.jp (Administration Division II)
Fax number: 03-3506-9442

Request form for confirmation of summary of results of simple consultations

Sent on: Month DD, YYYY

[Recipient]

Person in charge of appointments for simple consultations, Office of Review Administration, Pharmaceuticals and Medical Devices Agency

Simple consultation categories: Generic drugs, OTC drugs, quasi-drugs, products for prevention or extermination, medical devices, applicability to certification standards for medical devices, in vitro diagnostics, applicability to certification standards for in vitro diagnostics, new drugs, regenerative medical products, drug GCP/GLP/GPSP compliance assessment, medical device GCP/GLP/GPSP compliance assessment, regenerative medical product GCP/GLP/GPSP compliance assessment, GMP/QMS compliance assessment, GCTP compliance assessment
Date and time of simple consultation: (Month DD, YYYY) ([Day of the week]) : to : (time) Receipt number: Person in charge at PMDA:
Company name: Names and affiliations of attendees of consultation: Name, affiliation, and contact information of the person in charge of this request for confirmation (phone, e-mail, or fax):
Summary of consultation results

(Note)

1 Please circle the applicable category in the column for “Simple consultation categories.”

2 The receipt number is shown in “Date and time of simple consultation.”

3 In the “Summary of consultation results” column, please enter the summary of the consultation contents and the responses from the Pharmaceuticals and Medical Devices Agency. If it is attached as an appendix, please briefly summarize it in one sheet. Instead, the responses from PMDA in simple consultations can be entered in the “Outline of consultation” column of the “Application form for formal consultation (simple consultations)” and submitted.

Attached Form 6

Month DD, YYYY

To:

Confirmation of summary of results of simple consultations

I hereby inform you that there was no particular problem with the content confirmation document your company prepared on the simple consultation (receipt number: ○○○○) for (generic drugs, OTC drugs, quasi-drugs, products for prevention or extermination, medical devices, applicability to certification standards for medical devices, in vitro diagnostics, applicability to certification standards for in vitro diagnostics, new drugs, regenerative medical products, drug GCP/GLP/GPSP compliance assessment, medical device GCP/GLP/GPSP compliance assessment, regenerative medical product GCP/GLP/GPSP compliance assessment, GMP/QMS compliance assessment, GCTP compliance assessment) provided on Month DD, YYYY.

Please note that the interpretation may change because of new findings obtained in the future or issuance of notifications, etc.

End of Document

Number of sheets to be sent: _ sheets

Sender: Pharmaceuticals and Medical Devices Agency
(Enter the name of the director of the department in charge of consultation)
Person in charge: (Enter the name of the person in charge of consultation)

Attached Form 6-2
(Simple consultations on prior confirmation of change notification for drugs, simple consultations on prior confirmation of change notification for generic drugs, or simple consultations on prior confirmation of change notification for OTC drugs)

Month DD, YYYY

To:

Results of simple consultation

Receipt number	
Date of receipt	
Simple consultation category	☐ Simple consultations on prior confirmation of change notification for drugs ☐ Simple consultations on prior confirmation of change notification for generic drugs ☐ Simple consultations on prior confirmation of change notification for OTC drugs
Name of main ingredient, etc.	
Brand name, etc.	
Consultation results	☐ Take procedures for changing approved product information promptly. ☐ Consult Pharmaceutical Evaluation Division, Pharmaceutical Safety Bureau, Ministry of Health, Labour and Welfare.

I hereby communicate the results of the simple consultation as above.
Please note that the interpretation may change because of new findings obtained in the future or issuance of notifications, etc.

End of Document

Number of sheets to be sent _ sheets

Sender: Pharmaceuticals and Medical Devices Agency
(Enter the name of the director of the department in charge of consultation)
Person in charge: (Enter the name of the person in charge of consultation)

Attached Form 6-3
(Simple consultations after simultaneous inspection of generic drugs)

Month DD, YYYY

To:

Results of simple consultation

Receipt number	
Date of receipt	
Name of main ingredient, etc.	
Brand name, etc.	
Consultation results	☐ Corresponding to minor change notification items ☐ Cannot be judged as corresponding to minor change notification items

I hereby communicate the results of the simple consultation as above.

Please note that the interpretation may change because of new findings obtained in the future or issuance of notifications, etc.

End of Document

Number of sheets to be sent: _ sheets

Sender: Pharmaceuticals and Medical Devices Agency
(Enter the name of the director of the department in charge of consultation)
Person in charge: (Enter the name of the person in charge of consultation)

Attached Form 6-4
(Simple consultations after simultaneous inspection of generic drugs)

Declaration

I hereby declare that it has been confirmed that the defect described in the application form for the simple consultation after simultaneous inspection of generic drugs as being the subject of the consultation concerned, which has recently been submitted, corresponds to the description in 1. of the implementation guidelines of the consultation concerned, that the defect has no effects on quality, efficacy, and safety, and that actual manufacturing process and study methods have not been changed before and after the time when the defect occurred.

Month DD, YYYY

Address (for a corporation, location of its main office)
Name (for a corporation, its name and the title and name of the representative)

To Director of the Office of Generic Drugs,
Pharmaceuticals and Medical Devices Agency

Attached Form 7

Application form for inquiries in pre-consultation meetings for drugs

Month DD, YYYY

<table>
<tr><td colspan="2">Name of applicant</td><td></td><td rowspan="6">Other attendees of the meeting and departments</td><td rowspan="6"></td></tr>
<tr><td rowspan="5">Contact information</td><td>Name of the person in charge of application</td><td></td></tr>
<tr><td>Department</td><td></td></tr>
<tr><td>Phone number</td><td>( ) -</td></tr>
<tr><td>Fax number</td><td>( ) -</td></tr>
<tr><td>E-mail address</td><td></td></tr>
<tr><td colspan="3">Consultation category</td><td>Scheduled date of formal consultation</td><td>Review category</td></tr>
<tr><td colspan="3"></td><td></td><td></td></tr>
<tr><td colspan="3">Investigational ingredient code</td><td>Non-proprietary name of investigational product (brand name)</td><td>Therapeutic category number</td></tr>
<tr><td colspan="3"></td><td></td><td></td></tr>
<tr><td colspan="5">[Inquiries]

1.

2.

<table><tr><td>Title</td><td></td></tr></table></td></tr>
<tr><td colspan="2">Desired dates for pre-consultation meeting</td><td colspan="3"></td></tr>
<tr><td colspan="2">Desired implementation method</td><td colspan="3"></td></tr>
</table>

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter " as per Appendix ( )" in the column and attach the appendix.

3 The application form for inquiries in pre-consultation meetings for drugs shall be filled out as follows.

(1) Column for name of applicant

For a corporation, please enter the name of the corporation.

(2) Column for consultation category

Please enter the consultation category under which application is to be filed (or was filed).

(3) Column for scheduled date of formal consultation

Please enter the scheduled date of formal consultation related to the inquiries. Please enter the receipt number or the date of request for scheduling, if the application for the formal consultation has been completed.

(4) Column for review category

Please enter an applicable review category among those specified in Appendix 9 of this notification. Please enter "Compliance" or "Quality control" if Office of Non-clinical and Clinical Compliance I, Office of Non-clinical and Clinical Compliance II, or Office of Manufacturing Quality for Drugs is applicable. For generic drugs or OTC drugs, please enter "generic drugs" or "OTC drugs."

(5) Column for inquiries

Please add the title of inquiries and describe the contents of inquiries briefly (with bullet points).

Please note that inquiries other than those described in this column cannot be answered. Please organize the inquiries in advance.

(6) Column for desired dates for pre-consultation meeting

Please enter multiple desired dates for the meeting.

(7) Desired implementation method

Please enter the desired implementation method.

4 The application form for inquiries in re-evaluation and re-examination for drugs shall be filled out as follows.

(1) Form title

Please correct to "Application form for inquiries in re-evaluation and re-examination for drugs."

(2) Column for name of applicant

For a corporation, please enter the name of the corporation.

(3) The column for consultation category and the column for scheduled date of formal consultation do not have to be filled out.

(4) Column for non-proprietary name of investigational product (brand name)

Please enter the name of the ingredient (brand name) of the product subject to the consultation.

(5) Column for review category

Please enter an applicable review category selected from those in Appendix 9 of this notification.

(6) Column for inquiries

Please add the title of inquiries and enter the inquiries, etc. Please describe the contents of inquiries briefly (with bullet points).

Please note that inquiries other than those described in this column cannot be answered. Please organize the inquiries in advance.

(7) Column for desired dates for pre-consultation meeting

Please enter multiple desired dates for the meeting.

(8) Desired implementation method

Please enter the desired implementation method.

Attached Form 8

Application form for inquiries in pre-consultation meetings for regenerative medical products

<table>
<tr><td colspan="2">Name of applicant</td><td></td><td rowspan="6">Other attendees of the meeting and departments</td><td rowspan="6"></td></tr>
<tr><td rowspan="6">Contact information</td><td>Name of the person in charge of application</td><td rowspan="2"></td></tr>
<tr><td>Department</td></tr>
<tr><td>Phone number</td><td>( ) -</td></tr>
<tr><td>Fax number</td><td>( ) -</td></tr>
<tr><td>E-mail address</td><td></td></tr>
<tr><td colspan="3">Consultation category</td><td>Scheduled date of formal consultation</td><td>Category</td></tr>
<tr><td colspan="3"></td><td></td><td></td></tr>
<tr><td colspan="3">Name and identification code of test product</td><td>Name of component cells and transgene</td><td></td></tr>
<tr><td colspan="3"></td><td></td><td></td></tr>
<tr><td colspan="5">[Inquiries]
<table><tr><td>Title</td><td></td></tr></table>
1.

2.</td></tr>
<tr><td colspan="2">Desired dates for pre-consultation meeting</td><td colspan="3"></td></tr>
<tr><td colspan="2">Desired implementation method</td><td colspan="3"></td></tr>
<tr><td colspan="2">Whether or not the record is desired</td><td colspan="3">Yes (fee-based) ・ No (free)</td></tr>
</table>

We apply for a pre-consultation meeting for regenerative medical products as described above.
Month DD, YYYY

Address (for a corporation, location of its main office)
Name (for a corporation, its name and the name of the representative)
(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter " as per Appendix ( )" in the column and attach the appendix.

3 The application form for inquiries in pre-consultation meetings for regenerative medical products shall be filled out as follows.

(1) Column for name of applicant

For a corporation, please enter the name of the corporation.

(2) Column for consultation category

Please enter the consultation category under which application is to be filed (or was filed). In the case of inquiries related to the schedule of application review, please leave it blank.

(3) Column for scheduled date of formal consultation

Please enter the scheduled date of formal consultation related to the inquiries. Please enter the receipt number or the date of request for scheduling, if the application for the formal consultation has been completed. In the case of inquiries related to the schedule of application review, please leave it blank.

(4) Column for category

Please enter the category referring to Attached Table 2 of Article 1-2 of the Order for Enforcement of Pharmaceuticals and Medical Devices Act.

(5) Column for name and identification code of test product

Enter the clinical trial identification code presented or to be presented in the clinical trial protocol.

(6) Column for name of component cells and transgene

Please enter the name that shows the overview of component cells and transgene contained in the product (for example, human [autologous] ○○-derived cell sheet, human ○○ gene ○○ viral vector, etc.). In the case of inquiries related to the schedule of application review, please enter the proposed generic name (if not yet determined, state to that effect).

(7) Column for inquiries

Please add the title and describe the inquiries briefly (with bullet points).

Please note that inquiries other than those described in this column cannot be answered. Please organize the inquiries in advance.

(8) Column for desired dates for pre-consultation meeting

Please enter multiple desired dates for the meeting.

(9) Desired implementation method

Please enter the desired implementation method.

(10) Column for whether or not the record is desired

Please circle either Yes (fee-based) or No (free).

Attached Form 9

Application form for inquiries in general consultations for medical devices and in vitro diagnostics

Subject of consultation		☐ Medical devices ☐ In vitro diagnostics
Consultation applicant (For a corporation, its name)		
Person in charge of application	Name	
	Affiliation	
	Phone number	
	Fax number	
	E-mail address	
Other attendees of the meeting (names, affiliations)		
Review category		
Identification code		
Name of test article		
Proposed generic name		
Proposed classification		
Details of consultation (title)		
Details of consultation		
Desired dates for meeting		
Desired method of meeting		
Remarks		

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter "as per Appendix ( )" in the column and attach the appendix.

3 The application form for inquiries in general consultations for medical devices and in vitro diagnostics shall be filled out as follows.

(1) Column for consultation applicant

For a corporation, please enter the name of the corporation.

(2) Column for person in charge of application for consultation

The department in charge of consultation will contact the person in charge. Please enter the phone number, fax number, and e-mail address.

(3) Column for subject of consultation

Please tick either medical devices or in vitro diagnostics.

(4) Column for review category

Please enter an applicable review category among those specified in Appendix 9 of this notification. For consultations on GLP/GCP/GPSP compliance assessment, please enter "GLP/GCP/GPSP compliance assessment of medical devices."

(5) Column for identification code and column for name of test article

Please enter the chemical name or identification code of the test article (code to identify the machine/equipment, etc., name, etc.). If the device/equipment, etc. has already been marketed overseas, please enter its brand name as well.

(6) Column for proposed generic name and column for classification

Please fill out these columns in accordance with the attachment of "Enforcement of Specially Controlled Medical Devices, Controlled Medical Devices, and General Medical Devices Designated by the Minister of Health, Labour and Welfare Pursuant to the Provisions of Article 2, Paragraphs 5 to 7 of the Pharmaceutical Affairs Act (Ministerial Announcement) and Specially Designated Maintenance-and-management-required Medical Devices Designated by the Minister of Health, Labour and Welfare Pursuant to the Provisions of Article 2, Paragraph 8 of the Pharmaceutical Affairs Act (Ministerial Announcement)" (PFSB Notification No. 0311005 of the Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated March 11, 2005). No entry is necessary for in vitro diagnostics.

(7) Columns for details of consultation (title) and details of consultation

Please enter the title and details of consultation briefly (with bullet points).

Please note that consultation on contents other than those described in this column cannot be provided. Please organize the contents of consultation in advance.

(8) Column for desired dates for meeting

Please enter multiple desired dates for the meeting.

(9) Column for desired implementation method of meeting

Please enter the desired implementation method of meeting. If consultation over the phone is desired instead of a meeting, please enter "Phone."

(10) Remarks column

Enter any other supplementary information.

Attached Form 10

Application form for inquiries in simultaneous application consultations for medical devices

Subject of consultation		Medical devices
Consultation applicant (For a corporation, its name)		
Person in charge of application for consultation	Name	
	Affiliation	
	Phone number	
	Fax number	
	E-mail address	
Other attendees of the meeting (names, affiliations)		
Review category		
Identification code		
Name of test article		
Proposed generic name		
Proposed classification		
Presence or absence of biological contents		
Proposed product name and number of products		
Planned timing of application		
Details of consultation (title)		
Details of consultation		
Desired dates for meeting		
Desired implementation method of meeting		
Remarks		

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter "as per appendix ( )" in the column and attach the appendix.

3 Application form for simultaneous application consultations for medical devices shall be filled out as follows.

(1) Subject of consultation

When preparing an application form, etc. for in vitro diagnostics, please delete "medical devices" and enter "in vitro diagnostics."

(2) Column for consultation applicant

For a corporation, please enter the name of the corporation.

(3) Column for person in charge of application for consultation

The department in charge of consultation will contact the person in charge. Please enter the phone number, fax number, and e-mail address.

(4) Column for review category

Please enter an applicable review category among those specified in Appendix 9 of this notification.

(5) Column for identification code and column for name of test article

Please enter the chemical name or identification code of the test article (code to identify the medical device, etc., name, etc.). If the medical device, etc. has already been marketed overseas, please enter its brand name as well.

(6) Column for proposed generic name and column for classification

Please fill out these columns in accordance with the attachment of "Enforcement of Specially Controlled Medical Devices, Controlled Medical Devices, and General Medical Devices Designated by the Minister of Health, Labour and Welfare Pursuant to the Provisions of Article 2, Paragraphs 5 to 7 of the Pharmaceutical Affairs Act (Ministerial Announcement) and Specially Designated Maintenance-and-management-required Medical Devices Designated by the Minister of Health, Labour and Welfare Pursuant to the Provisions of Article 2, Paragraph 8 of the Pharmaceutical Affairs Act (Ministerial Announcement)" (PFSB Notification No. 0311005 of the Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated March 11, 2005). No entry is necessary for in vitro diagnostics.

(7) Presence or absence of biological contents

Please describe whether or not biological products are included in the contents of simultaneous application.

(8) Column for proposed product name and number of products and column for planned timing of application

Please enter the product names and the number of products for which simultaneous application is planned. Please enter the planned timing of application as well.

(9) Column for details of consultation (title) and column for details of consultation

Please enter the title and details of consultation briefly (with bullet points).

Please note that consultation on contents other than those described in this column cannot be provided. Please organize the contents of consultation in advance.

(10) Column for desired dates for meeting

Please enter multiple desired dates for the meeting.

(11) Column for desired implementation method of meeting

Please enter the desired implementation method of meeting.

(12) Remarks column

Enter any other supplementary information.

Attached Form 11

Application form for inquiries in follow-up meetings for medical devices

Subject of consultation		Medical devices
Consultation applicant (For a corporation, its name)		
Person in charge of application for consultation	Name	
	Affiliation	
	Phone number	
	Fax number	
	E-mail address	
Other attendees of the meeting (names, affiliations)		
Original consultation category and receipt number		
Review category		
Identification code		
Name of test article		
Proposed generic name		
Proposed classification		
Details of consultation (title)		
Details of consultation		
Desired dates for meeting		
Desired implementation method of meeting		
Remarks		

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter "as per appendix ( )" in the column and attach the appendix.

3 The application form for inquiries in follow-up meetings for medical devices shall be filled out as follows.

(1) Column for consultation applicant

For a corporation, please enter the name of the corporation.

(2) Column for original consultation category and receipt number

Please enter the original consultation category and the receipt number.

(3) Column for review category

Please enter an applicable review category among those specified in Appendix 9 of this notification. For consultations on GLP/GCP/GPSP compliance assessment, please enter "GLP/GCP/GPSP compliance assessment of medical devices."

(4) Column for name of test article and column for identification code

Please enter the chemical name or identification code of the test article (code to identify the machine/equipment, etc., name, etc.). If the device/equipment, etc. has already been marketed overseas, please enter its brand name as well.

(5) Column for proposed generic name and column for classification

Please fill out these columns in accordance with the attachment of "Enforcement of Specially Controlled Medical Devices, Controlled Medical Devices, and General Medical Devices Designated by the Minister of Health, Labour and Welfare Pursuant to the Provisions of Article 2, Paragraphs 5 to 7 of the Pharmaceutical Affairs Act (Ministerial Announcement) and Specially Designated Maintenance-and-management-required Medical Devices Designated by the Minister of Health, Labour and Welfare Pursuant to the Provisions of Article 2, Paragraph 8 of the Pharmaceutical Affairs Act (Ministerial Announcement)" (PFSB Notification No. 0311005 of the Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated March 11, 2005). No entry is necessary for in vitro diagnostics.

(6) Columns for details of consultation (title) and details of consultation

Please enter the title and details of consultation briefly (with bullet points).

Please note that consultation on contents other than those described in this column cannot be provided. Please organize the contents of consultation in advance.

(7) Column for desired dates for meeting

Please enter multiple desired dates for the meeting.

(8) Column for desired implementation method of meeting

Please enter the desired implementation method of meeting. If consultation over the phone is desired instead of a meeting, please enter "Phone."

(9) Remarks column

Enter any other supplementary information.

Attached Form 12

Application form for inquiries in follow-up consultations of formal consultation for drugs

<table>
<tr><td colspan="2">Name of applicant</td><td></td><td rowspan="6">Other attendees of the meeting and departments</td><td rowspan="6"></td></tr>
<tr><td rowspan="6">Contact information</td><td>Name of the person in charge of application</td><td></td></tr>
<tr><td>Department</td><td></td></tr>
<tr><td>Phone number</td><td>( ) -</td></tr>
<tr><td>Fax number</td><td>( ) -</td></tr>
<tr><td>E-mail address</td><td></td></tr>
<tr><td colspan="3">Consultation number/consultation category</td><td>Date of formal consultation</td><td>Review category</td></tr>
<tr><td colspan="3"></td><td></td><td></td></tr>
<tr><td colspan="3">Investigational ingredient code</td><td>Non-proprietary name of investigational product (brand name)</td><td>Therapeutic category number</td></tr>
<tr><td colspan="3"></td><td></td><td></td></tr>
<tr><td colspan="5">[Inquiries]
1.

2.

Title</td></tr>
<tr><td colspan="2">Desired dates for follow-up consultation</td><td colspan="3"></td></tr>
<tr><td colspan="2">Desired implementation method</td><td colspan="3"></td></tr>
<tr><td colspan="2">Whether or not the record is desired</td><td colspan="3">Yes (fee-based) ・ No (free)</td></tr>
</table>

We apply for a follow-up consultation of formal consultation for drugs as described above.
Month DD, YYYY

Address (for a corporation, location of its main office)
Name (for a corporation, its name and the name of the representative)
(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter "as per Appendix ( )" in the column and attach the appendix.

3 The application form for inquiries in follow-up consultations of formal consultation for drugs shall be filled out as follows.

(1) Column for name of applicant

For a corporation, please enter the name of the corporation.

(2) Column for consultation number/consultation category

Please enter the consultation number/consultation category of formal consultation provided in relation to the inquiries.

(3) Column for date of formal consultation

Please enter the date of formal consultation related to the inquiries.

(4) Column for review category

Please enter an applicable review category among those specified in Appendix 9 of this notification.

(5) Column for inquiries

Please add the title and describe the contents of inquiries briefly (with bullet points).

Please note that inquiries other than those described in this column cannot be answered. Please organize the inquiries in advance.

(6) Column for desired dates for follow-up consultation

Please enter multiple desired dates for the meeting.

(7) Desired implementation method

Please enter the desired implementation method.

(8) Column for whether or not the record is desired

Please circle either Yes (fee-based) or No (free).

Attached Form 13

Application form for inquiries in follow-up consultations of formal consultation for regenerative medical products

<table>
<tr><td colspan="2">Name of applicant</td><td colspan="2"></td><td>Other attendees of the meeting and departments</td><td></td></tr>
<tr><td rowspan="5">Contact information</td><td>Name of the person in charge of application</td><td colspan="3"></td><td rowspan="5"></td></tr>
<tr><td>Department</td><td colspan="3"></td></tr>
<tr><td>Phone number</td><td colspan="3">( ) -</td></tr>
<tr><td>Fax number</td><td colspan="3">( ) -</td></tr>
<tr><td>E-mail address</td><td colspan="3"></td></tr>
<tr><td colspan="3">Consultation number/consultation category</td><td colspan="2">Date of formal consultation</td><td>Category</td></tr>
<tr><td colspan="3"></td><td colspan="2"></td><td></td></tr>
<tr><td colspan="3">Name and identification code of test product</td><td colspan="2">Name of component cells and transgene</td><td></td></tr>
<tr><td colspan="3"></td><td colspan="2"></td><td></td></tr>
<tr><td colspan="6">[Inquiries]
Title
1.
2.</td></tr>
<tr><td colspan="2">Desired dates for follow-up consultation</td><td colspan="4"></td></tr>
<tr><td colspan="2">Desired implementation method</td><td colspan="4"></td></tr>
<tr><td colspan="2">Whether or not the record is desired</td><td colspan="4">Yes (fee-based) ・ No (free)</td></tr>
</table>

We apply for a follow-up consultation of formal consultation for regenerative medical products as described above.

Month DD, YYYY

Address (for a corporation, location of its main office)

Name (for a corporation, its name and the name of the representative)

(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter "as per Appendix ( )" in the column and attach the appendix.

3 The application form for inquiries in follow-up consultations of formal consultation for regenerative medical products shall be filled out as follows.

(1) Column for name of applicant

For a corporation, please enter the name of the corporation.

(2) Column for consultation number/consultation category

Please enter the consultation number/consultation category of formal consultation provided in relation to the inquiries.

(3) Column for date of formal consultation

Please enter the date of formal consultation related to the inquiries.

(4) Column for category

Please enter the category referring to Attached Table 2 of Article 1-2 of the Order for Enforcement of Pharmaceuticals and Medical Devices Act.

(5) Column for inquiries

Please add the title and describe the contents of inquiries briefly (with bullet points).

Please note that inquiries other than those described in this column cannot be answered. Please organize the inquiries in advance.

(6) Column for desired dates for follow-up consultation

Please enter multiple desired dates for the meeting.

(7) Column for desired implementation method

Please enter the desired implementation method.

(8) Column for whether or not the record is desired

Please circle either Yes (fee-based) or No (free).

Attached Form 14 <missing number>

Attached Form 15

Application form for inquiries in pre-consultation meetings for quasi-drugs

Month DD, YYYY

<table>
<tr><td colspan="2">Name of applicant</td><td></td><td rowspan="6">Other attendees of the meeting and departments</td><td rowspan="6"></td></tr>
<tr><td rowspan="6">Contact information</td><td>Name of the person in charge of application</td><td rowspan="2"></td></tr>
<tr><td>Department</td></tr>
<tr><td>Phone number</td><td>( ) -</td></tr>
<tr><td>Fax number</td><td>( ) -</td></tr>
<tr><td>E-mail address</td><td></td></tr>
<tr><td colspan="3">Consultation category</td><td>Scheduled date of formal consultation</td><td>Review category</td></tr>
<tr><td colspan="3"></td><td></td><td>Quasi-drugs</td></tr>
<tr><td colspan="3">Name</td><td>Active ingredient/content/(purpose of combination)</td><td>Type</td></tr>
<tr><td colspan="3"></td><td></td><td></td></tr>
<tr><td colspan="5">[Inquiries]
<table><tr><td>Title</td><td></td></tr></table>
1.

2.</td></tr>
<tr><td colspan="2">Desired dates for pre-consultation meeting</td><td colspan="3"></td></tr>
<tr><td colspan="2">Desired method</td><td colspan="3"></td></tr>
</table>

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter "as per Appendix ( )" in the column and attach the appendix.

3 The application form for inquiries in pre-consultation meetings for quasi-drugs shall be filled out as follows.

(1) Column for name of applicant
For a corporation, please enter the name of the corporation.

(2) Column for consultation category
Please enter the consultation category under which application is to be filed (or was filed).

(3) Column for scheduled date of formal consultation
Please enter the scheduled date of formal consultation related to the inquiries.

(4) Column for review category
Please enter "Quasi-drugs."

(5) Name column
Please enter the proposed product name (brand name or "cream containing (name)," etc.) of the product subject to the consultation. In the case of a new excipient, enter the name of the new excipient as "New excipient (name)."

(6) Column for active ingredient/content/(purpose of combination)
Please enter all active ingredients and their content. In the case of a new excipient, enter the name, content, and the purpose of combination of the new excipient.

(7) Type column
Please enter the type of the quasi-drug (lotion, cream, medicated tooth paste, etc.) of the quasi-drug planned to be developed.

(8) Column for inquiries
Please add the title and describe the contents of inquiries briefly (with bullet points).
Please note that inquiries other than those described in this column cannot be answered.

(9) Column for desired dates for pre-consultation meeting
Please enter multiple desired dates for the meeting.

(10) Desired implementation method
Please enter the desired implementation method.

Attached Form 16 to 18 <missing numbers>

Attached Form 19

Application form for inquiries in pre-consultation meetings for consultations related to the Cartagena Act

<table>
<tr><td colspan="2">Name of applicant</td><td></td><td rowspan="6">Other attendees of the meeting and departments</td><td rowspan="6"></td></tr>
<tr><td rowspan="5">Contact information</td><td>Name of the person in charge of application</td><td></td></tr>
<tr><td>Department</td><td></td></tr>
<tr><td>Phone number</td><td>( ) -</td></tr>
<tr><td>Fax number</td><td>( ) -</td></tr>
<tr><td>E-mail address</td><td></td></tr>
<tr><td colspan="3">Consultation category</td><td>Scheduled date of consultation</td><td>Type of product</td></tr>
<tr><td colspan="3"></td><td></td><td rowspan="3">☐ Drugs (excluding in vitro diagnostics)
☐ In vitro diagnostics (including OTC test agents)
☐ Regenerative medical products
☐ Medical devices
☐ Quasi-drugs
☐ Cosmetics
☐ Other ( )</td></tr>
<tr><td colspan="3">Name of type of living modified organism (strain name, etc.)</td><td></td></tr>
<tr><td colspan="3"></td><td></td></tr>
<tr><td colspan="5">[Inquiries]

1.

2.</td></tr>
<tr><td colspan="2">Desired dates for pre-consultation meeting</td><td colspan="3"></td></tr>
<tr><td colspan="2">Desired method</td><td colspan="3"></td></tr>
<tr><td colspan="2">Whether or not the record is desired</td><td colspan="3">Yes (fee-based)　・　No (free)</td></tr>
</table>

We apply for a pre-consultation meeting for consultations related to the Cartagena Act as described above.

Month DD, YYYY

Address (for a corporation, location of its main office)
Name (for a corporation, its name and the title and name of the representative)
(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter “as per Appendix ( )” in the column and attach the appendix.

3 The application form for inquiries in pre-consultation meetings for consultations related to Cartagena Act shall be filled out as follows.

(1) Column for name of applicant

For a corporation, please enter the name of the corporation.

(2) Column for consultation category

Please enter the consultation category under which application is to be filed (or was filed).

(3) Column for scheduled date of consultation

Please enter the scheduled date of formal consultation related to the inquiries. Please enter the receipt number or the date of request for scheduling, if the application for the formal consultation has been completed.

(4) Column for type of product

Please select the type of the product containing or comprising the living modified organism on which consultation is requested, or the product manufactured using the living modified organism on which consultation is requested.

(5) Column for name of type of living modified organism (strain name, etc.)

Please enter the name that can be clearly distinguished from other living modified organisms by including the name of the taxonomic species to which the host or parent organism of the living modified organism concerned belongs and the information such as the characteristics of the living modified organism concerned. If the living modified organism concerned has a strain name, an identification code given by the developer, or a uniform identification code given by an international organization, please enter the identification code. It is acceptable to use the term, “this recombinant microorganism,” etc. in the subsequent descriptions.

(6) Column for inquiries

Please add the title and describe the contents of inquiries briefly (with bullet points).

Please note that inquiries other than those described in this column cannot be answered. Please organize the inquiries in advance.

(7) Column for desired dates for pre-consultation meeting

Please enter multiple desired dates for the meeting.

(8) Desired implementation method

Please enter the desired implementation method.

(9) Column for whether or not the record is desired

Please circle either Yes (fee-based) or No (free).

Attached Form 20 to 22 <missing numbers>

Attached Form 23

Request form for consultations on innovative manufacturing technologies for drugs

Consultation category		☐ Consultations on innovative manufacturing technologies for drugs (no on-site confirmation) ☐ Consultations on innovative manufacturing technologies for drugs (on-site confirmation I) ☐ Consultations on innovative manufacturing technologies for drugs (on-site confirmation II)
Desired date and time of formal consultation		
For on-site confirmation I/II	Desired date and time of on-site confirmation	
	Name and address of manufacturing facility for which on-site confirmation is requested	Name Address
Review category		
Name of innovative manufacturing technology		
Outline of consultation		
Non-proprietary name of drug, etc. manufactured recently (or planned to be manufactured)		
Route of administration and dosage form of the above drug, etc.		
Proposed therapeutic category of the above drug, etc.		
Number of times consultation was not provided (points)		times (points:)
Lottery number (any 4-digit number)		
Names and affiliations of experts who gave advice regarding the technology		
Previous formal consultation (including clinical trial consultations) and pre-consultation meetings on the same technology		
Development status in major developed countries		
Name, affiliation, and contact information of the person in charge of this request (phone, fax, e-mail address)		
Remarks		

We request a consultation as described above.

Month DD, YYYY

Address (for a corporation, location of its main office)
Name (for a corporation, its name and the title and name of the representative)

(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered, for example, when the content to be entered does not fit in the column, enter "as per Appendix ( )" in the column and attach the appendix.

3 The following points should be noted when filling out the form.

(1) Column for consultation category

Tick "no on-site confirmation," "on-site confirmation I," or "on-site confirmation II."

(2) Column for desired date and time of formal consultation

Enter desired dates and times of formal consultation. If there are any dates and times that are not desired, enter them.

(3) Column for desired date and time of on-site confirmation

If the consultation category of on-site confirmation I or on-site confirmation II is desired, enter desired dates and times of the on-site confirmation.

(4) Column for name and address of manufacturing facility for which on-site confirmation is requested

If there are multiple manufacturing facilities, enter their names. For an overseas facility, enter the address including the country name.

(5) Column for review category

Enter an applicable review category among those specified in Appendix 9 of this notification. Leave the column blank if the manufacturing technology subject to the consultation does not link to any specific review category.

(6) Column for name of innovative manufacturing technology

Enter the name of the innovative manufacturing technology subject to the consultation (a tentative name that characterizes the technology if there is no name).

(7) Column for outline of consultation

Enter the specific details of consultation. If the content does not fit in the column, enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(8) Column for non-proprietary name of drug, etc. manufactured recently (or planned to be manufactured)

Drugs, etc. include drug substances and intermediates. If there are multiple drugs, etc., enter each of them.

(9) Route of administration and dosage form of the drug, etc. in (8)

Enter the route of administration (rectal administration, intravenous infusion, etc.) and dosage form (suppository, injection, etc.).

(10) Proposed therapeutic category of the drug, etc. in (8)

Enter the therapeutic category, and enter the therapeutic category code number (3 digits) in parentheses at the end.

(11) Column for number of times consultation was not provided

Enter the number of times that a request form for consultations on innovative manufacturing technologies for drugs was submitted for the same technology, but PMDA could not provide the consultation because of PMDA's circumstances, before the time of submission of this request form for implementation (limited to the case where a request form for implementation is continuously submitted every time), enter the score corresponding to the relevant number of times, and enter the score corresponding to the applicable category based on the "Scores for technologies in implementation request" in the "Method, etc. of Receiving Request Form Related to Trial Consultations on Innovative Manufacturing Technologies for Drugs" (PMDA/CPE Notification No. 0401008 of the Center for Product Evaluation, Pharmaceuticals and Medical Devices Agency, dated April 1, 2020).

(12) Column for lottery number

As implementation of consultations may be decided by lottery, enter an arbitrary 4-digit number as the lottery number.

(13) Column for names and affiliations of experts who gave advice regarding the technology

If any external experts have provided guidance or advice for the development of the technology, enter their names and affiliations.

(14) Column for previous formal consultation (including clinical trial consultations) and pre-consultation meetings on the same technology

If any formal consultation or clinical trial consultation has been provided in the past for the same technology, enter its consultation receipt number. Enter also the date of past pre-consultation meetings (or application for pre-consultation meetings) on the same technology.

(15) Column for development status in major developed countries

If any drugs manufactured using the manufacturing technology subject to the consultation have been approved in the U.S., the U.K., Germany, France, or the EU, enter the name of each drug, country, etc. where the approval was granted, and the year of the approval in parentheses after the country, etc. as in, for example, "name of the drug: U.S. (approved in 1999)." If clinical trials are being conducted or the application is pending, and the approval has not been granted, enter the same information, followed by the start year of clinical trials or the year of application as in, for example, "name of the drug: U.K. (clinical trials started in 2000)" or "name of the drug: EU (application in 2001)."

(16) Column for name, affiliation, and contact information of the person in charge of this request (phone, fax)

Enter the name, affiliation, and contact information (phone number, fax number, and e-mail address) for one person in charge as the contact person for this consultation (multiple persons are allowed in the case of joint development).

Inquiries, announcements, etc. from PMDA will be sent to the person in charge specified in this column. Make sure that there is no error in writing or omission in writing. If multiple persons are entered, place a circle before the name of the main person.

(17) Remarks column

[1] If the request is not made jointly in cases of joint development, enter the name of the partner company, etc. of the joint development to clarify that it is a joint development.

[2] In cases of consultations on the manufacturing technologies of the investigational products that fall in the category of, or are expected to fall in the category of biological products or specified biological products, enter "biological product" or "possible biological product," respectively.

[3] Enter "Application of genetic recombination technology" for the consultations on the manufacturing technologies of the investigational products manufactured using the genetic recombination technology.

[4] When requesting written advice, enter "Written advice is desired."

(18) Other

Enter the address (for a corporation, location of the main office) and the name (for a corporation, its name and the name of the representative). In the case of a marketing authorization holder, etc. of drugs, enter the vendor code (9 digits) in parentheses under the name. Please enter "999999999" if the applicant does not have any vendor code.

Attached Form 24

Request form for scheduling of meetings on development pipelines of drugs

Name of applicant			Other attendees of the meeting and departments	
Contact information of the person in charge	Name of the person in charge			
	Department			
	Phone number	( ) -		
	Fax number	( ) -		
	E-mail address			

Name of development pipeline	
Major disease areas to be developed/proposed indications	
Review category	
Lottery number (any 4-digit number)	
Officers and employees of PMDA whose attendance at the meeting is desired (title or review category in charge)	Example)・Associate Executive Director (in charge of new drug review) ・Director of the Office of ○○
Meeting overview	
☐ Shared matters related to use of real-world data (tick if applicable)	
Desired dates for meeting	
Desired implementation method	

We request scheduling of a meeting on development pipelines of drugs as described above.
Month DD, YYYY

Address (for a corporation, location of its main office)
Name (for a corporation, its name and the title and name of the representative)

(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter "as per Appendix ( )" in the column and attach the appendix.

3 The request form for scheduling of meetings on development pipelines of drugs shall be filled out as follows.

(1) Column for name of applicant

For a corporation, please enter the name of the corporation.

(2) Column for major disease areas to be developed/proposed indications

Please describe the major disease area of the development pipeline that will be discussed at the meeting. Please specify the proposed therapeutic category to the extent possible.

If specific proposed indications, etc. are expected, please describe them.

(3) Name of development pipeline

Please enter the name of the development pipeline to be discussed in the meeting. If development is being considered for any seed-stage resource, please include its name.

(4) Column for review category

Please enter the review category that is considered to be closest among those specified in Appendix 9 of this notification, taking into account the main areas, etc. of the development pipeline to be discussed in the meeting. Please note that the entered review category might not be in charge.

(5) Column for lottery number

As implementation of consultations may be decided by lottery, please enter an arbitrary 4-digit number as the lottery number.

(6) Officers and employees of PMDA whose attendance at the meeting is desired (title or review category)

Please enter the officers and employees of PMDA whose attendance at the meeting is desired (titles or review categories).

(7) Column for meeting overview

Please enter the "summary of matters to be explained at the meeting" briefly (with bullet points).

In addition, please tick "Shared matters related to use of real-world data" if there are shared matters related to the use of real-world data such as registries or databases.

(8) Column for desired dates for meeting

Please enter multiple desired dates for the meeting within the next 1 to 2 months.

(9) Column for desired implementation method

Please enter the desired implementation method.

(10) Other

Enter the address (for a corporation, location of the main office) and the name (for a corporation, its name and the title and name of the representative). Enter "999999999" if the applicant does not have any vendor code.

Attached Form 25

Request form for consultations on BCS for drugs

Consultation category	☐ Consultations on BCS for drugs ☐ Consultations on BCS for generic drugs ☐ Additional consultations on BCS for drugs ☐ Additional consultations on BCS for generic drugs
Review category	
Identification code	
Non-proprietary name of the drug	
Route of administration/dosage form	
Proposed therapeutic category	
Proposed indication	
Number of times consultation was not provided (points)	times (points:)
Lottery number (any 4-digit number)	
Outline of consultation	
Names and affiliations of experts who gave advice at the time of preparation of consultation materials	
Previous formal consultation, etc. on the same product	
Approval status in major developed countries	
Name, affiliation, and contact information of the person in charge of this request (phone number, fax number, e-mail address)	
Remarks	

We request a consultation as described above.

Month DD, YYYY

Address (for a corporation, location of its main office)

Name (for a corporation, its name and the title and name of the representative)

(vendor code)

To Director of Center for Product Evaluation,
Pharmaceuticals and Medical Devices Agency

(Note)

1 The paper size should be Japan Industrial Standard A4, and the form should be submitted in a text-recognizable electronic file.

2 When all of the required information cannot be entered in the specified column, enter "as per appendix ( )" in the column and attach the appendix.

3 The request form for consultations on BCS for drugs shall be filled out as follows.

(1) Column for consultation category

Please select the appropriate one among consultations on BCS for drugs, consultations on BCS for generic drugs, additional consultations on BCS for drugs, and additional consultations for BCS for generic drugs.

(2) Column for review category

When applying for a consultation on BCS for drugs or an additional consultation on BCS for drugs, please enter an applicable review category among those specified in Appendix 9 of this notification. When applying for a consultation on BCS for generic drugs or an additional consultation on BCS for generic drugs, please enter "Category of generic drugs."

(3) Column for identification code

Please enter the identification code of the product subject to the consultation.

(4) Column for non-proprietary name of the product subject to the consultation

Please enter the non-proprietary name (JAN or INN) of the product subject to the consultation.

(5) Column for route of administration/dosage form

Please enter the route of administration (oral administration) and dosage form (tablet, etc.) of the product subject to the consultation.

(6) Column for proposed therapeutic category

Please enter the therapeutic category and the therapeutic category code number (3 digits) in parentheses at the end.

(7) Column for proposed indication

Please enter the indication of the product subject to the consultation.

(8) Column for number of times consultation was not provided

Enter the number of times that a request form related to consultations on BCS for drugs, consultations on BCS for generic drugs, additional consultations on BCS for drugs, or additional consultations for BCS for generic drugs was submitted for the same product, but PMDA could not provide the consultation because of PMDA's circumstances, before the time of submission of this request form (limited to the case where a request form is continuously submitted every month), and enter the score corresponding to the relevant number of times.

(9) Column for lottery number

As implementation of consultations may be decided by lottery, enter an arbitrary 4-digit number as the lottery number.

(10) Column for outline of consultation

Enter the specific details of consultation. If the content does not fit in the column, enter "See Appendix ( ) for details" and attach the appendix. In the column, enter a brief outline that summarizes key points in approximately 1 to 5 lines (bullet points for consultation items, etc., only text, no tables or figures).

(11) Column for names and affiliations of experts who gave advice at the time of preparation of consultation materials

If any external experts have provided guidance or advice for the preparation of consultation materials, enter their names and affiliations.

(12) Column for previous formal consultation, etc. on the same product

If any formal consultation has been provided in the past for the product subject to the consultation, enter its receipt number, category of formal consultation, and date of consultation. If a consultation has been provided on the same active ingredient with a different route of administration, indication, etc. from those of the product for which a consultation is requested, enter the same information as above, and report to that effect in parenthesis after the date.

If a pre-consultation meeting has been provided or an application for a pre-consultation meeting has been filed as of the time of application for the consultation, enter the date of the pre-consultation meeting or the date of application.

(13) Column for approval status in major developed countries

If the indication or dosage form of the product for which a consultation is requested has been approved in the U.S., the U.K., Germany, France, or the EU, enter the name of each country, etc., where the approval was granted and the year of approval in parentheses after the country, etc. as in, for example, “U.S. (approved in 1999).” If clinical trials are being conducted or the application is pending, and the indication has not been approved, enter the same information, followed by the start year of clinical trials or the year of application as in, for example, “U.K. (clinical trials started in 2000)” or “EU (application in 2001).”

If the indication or dosage form subject to the consultation has not been developed in any of the U.S., the U.K., Germany, France, or the EU and another indication or dosage form has been approved in these countries, etc., enter the information as in “Germany (approved for another indication [another dosage form] in 2002).” If the same indication and dosage form as those under consultation have been approved in countries other than the above, enter the main developed countries and the approval year as in “Canada (approved in 2003).”

(14) Column for name, affiliation, and contact information of the person in charge of this request (phone number, fax number, e-mail address)

Enter the name, affiliation, and contact information (phone number, fax number, and e-mail address) for one person in charge as the contact person for this consultation (multiple persons are allowed in the case of joint development).

Inquiries, announcements, etc. from PMDA will be sent to the person in charge specified in this column. Make sure that there is no error in writing or omission in writing. If multiple persons are entered, place a circle before the name of the main person.

(15) Remarks column

If scheduling is not requested jointly in cases of joint development, enter the name of the partner company, etc. of the joint development to clarify that it is a joint development.

(16) Other

Enter the address (for a corporation, location of the main office) and the name (for a corporation, its name and the name of the representative). In the case of a marketing authorization holder, etc. of drugs, enter the vendor code (9 digits) in parentheses under the name. Please enter "999999999" if the applicant does not have any vendor code.

4 For the structure, etc. of consultation materials, use the pre-consultation meeting before applying for the consultation to prepare necessary and sufficient materials.

(Appendix 1)

Categories and contents of clinical trial consultations for new drugs and biological products, etc.[1)]

1. Consultations on procedures for drugs

Guidance and advice are provided based on related laws and regulations, notifications, etc. in consultations on procedures, etc. for clinical studies for approval application of drugs. Data evaluation is not applicable.

Example) ・Procedures necessary to start clinical trials
・Types of materials required to be attached to the clinical trial notification
・Appropriateness of the brand name (including consultations on generic drugs)

2. Consultations before the start of the expanded access program for drugs

Guidance and advice are provided regarding the following changes to be made in the pivotal clinical trials[2)] for the expanded access program in which safety of subjects is judged by the consulter to be ensured without any problem based on safety information, etc., obtained up to the time of the consultation.

1) Inclusion/exclusion criteria to be changed from those in the pivotal clinical trials[2)] for the expanded access program
2) Test items, test frequency, test period, etc. to be omitted/reduced within the range that does not interfere with safety assurance

The confirmation of the fact that the inclusion/exclusion criteria and test items to be set for the purpose of efficacy evaluation in Phase III studies will not be set at the time of the conduct of the expanded access program can be discussed in the consultation after completion of Phase II studies for drugs.

3. Consultations on bioequivalence studies, etc. for drugs

Guidance and advice are provided on issues that are not classified into Phase I to III clinical studies or quality consultations/safety consultations, but require data evaluation, such as determination of application categories or evaluation of bioequivalence studies.

Example) ・Points to consider for the use of overseas data when the formulation is different between the domestic drug product and the overseas drug product
・Judgement as to whether the product corresponds to drugs in an additional dosage form or to generic drugs
・Appropriateness of endpoints of bioequivalence studies
・Appropriateness of judging bioequivalence based on the results of bioequivalence studies
・Discussion of only the appropriateness of the submission scope of electronic study data, separate from the discussion of the clinical data package

4. Safety consultations for drugs

Guidance and advice are provided as consultations focused on matters related to nonclinical studies on pharmacokinetics, pharmacology, toxicity, etc. Consultations focusing on quality and safety are included. However, those corresponding to the safety consultations for drugs (consultations related to ICH S1B (R1) guidelines) specified in Attachment 1-2 are excluded, in principle.

Example) ・Evaluation of animal experiments indicating possible carcinogenicity

・Safety evaluation of new excipients

5. Consultations on quality of drugs

Guidance and advice are provided as consultations focused on matters related to specification/study methods, stability, manufacturing process, etc.

Example) ・Specifications/study methods for special drug products such as sustained-release preparations and kit preparations
・Comparability of quality associated with changes in the manufacturing process of biotechnology-derived pharmaceuticals
・Comparability of quality between original bio-pharmaceutical and follow-on biologic

6. Consultations before the start of Phase I studies for drugs (non-orphan)

Guidance and advice are provided in the first consultation on appropriateness of the first use of the drug in humans, designs of Phase I studies, etc. for drugs other than orphan drugs,[3)] based on the information on quality, safety studies, pharmacology studies, pharmacokinetic studies, clinical use experience in foreign countries, overseas approval status, similar drugs, etc. obtained as of the time of consultation.

Example) ・Types and contents of nonclinical studies that should be conducted before the use of the investigational product in humans
・Starting dose and method for dose increase in Phase I studies (including antineoplastic drugs)
・Availability of overseas Phase I study data
・Appropriateness of written information for informed consent

7. Consultations before the start of Phase I studies for drugs (orphan)

Guidance and advice are provided in the first consultation on appropriateness of the first use of the drug in humans, designs of Phase I studies, etc. for orphan drugs,[3)] based on the information on quality, safety studies, pharmacology studies, pharmacokinetic studies, clinical use experience in foreign countries, overseas approval status, similar drugs, etc. obtained as of the time of consultation.

Example) ・Types and contents of nonclinical studies that should be conducted before the use of the investigational product in humans
・Starting dose and method for dose increase in Phase I studies (including antineoplastic drugs)
・Availability of overseas Phase I study data
・Appropriateness of written information for informed consent

8. Consultations before the start of early Phase II studies for drugs (non-orphan)

Guidance and advice are provided in consultations focused on the plans for early Phase II studies (studies in a small number of patients to search for doses) for drugs other than orphan drugs,[3)] based on the information on Phase I study results, etc. obtained as of the time of consultation.

Example) ・Appropriateness of the set parameters to be used in pharmacokinetic studies in patients

9. Consultations before the start of early Phase II studies for drugs (orphan)

Guidance and advice are provided in consultations focused on the plans for early Phase II studies (studies in a small number of patients to search for doses) for orphan drugs,[3] based on the information on Phase I study results, etc. obtained as of the time of consultation.

Example) ・Appropriateness of the set parameters to be used in pharmacokinetic studies in patients

10. Consultations before the start of late Phase II studies for drugs (non-orphan)

In the first consultation on the design of Phase II studies, etc. for drugs other than orphan drugs[3] after the completion of Phase I studies and before the determination of recommended clinical doses, guidance and advice are provided based on the information on results of Phase I studies, etc., clinical use experience in foreign countries, overseas approval status, similar drugs, etc. obtained as of the time of consultation. Even if the consultation is provided before the start of the early Phase II studies, it falls under this category if the study design, etc. of late Phase II studies is to be discussed as well.

Example) ・Doses of the investigational product in Phase II studies
・Appropriateness of written information for patients for informed consent

11. Consultations before the start of late Phase II studies for drugs (orphan)

In the first consultation on the design of Phase II studies, etc. for orphan drugs[3] after the completion of Phase I studies and before the determination of recommended clinical doses, guidance and advice are provided based on the information on results of Phase I studies, etc., clinical use experience in foreign countries, overseas approval status, similar drugs, etc. obtained as of the time of consultation. Even if the consultation is provided before the start of the early Phase II studies, it falls under this category if the study design, etc. of late Phase II studies is to be discussed as well.

Example) ・Doses of the investigational product in Phase II studies
・Appropriateness of written information for patients for informed consent

12. Consultations after completion of Phase II studies for drugs (non-orphan)

In the first consultation on the investigational product concerned that is not an orphan drug,[3] a product developed under the Study Group on Unapproved and Off-label Drugs of High Medical Need, or a product developed by investigator-initiated clinical trials at the stage after the determination of recommended clinical doses, guidance and advice are provided on the designs of the Phase III studies of the investigational product, etc. based on the information on the results of clinical studies conducted by then and similar drugs.

It can also be confirmed that inclusion/exclusion criteria and test items to be set for the purpose of efficacy evaluation in Phase III studies will not be set at the time of the conduct of the expanded access program.

Example) ・Evaluation of dose-response data and appropriateness of the recommended clinical doses
・Selection of comparator/endpoints in Phase III studies and statistical processing method of results
・Studies that need to be conducted other than comparative studies
・Appropriateness of written information for informed consent

13. Consultations after completion of Phase II studies for drugs (orphan)

In the first consultation on the investigational product concerned that is an orphan drug[3] at the stage after the determination of recommended clinical doses, guidance and advice are

provided on the designs of the Phase III studies of the investigational product, etc. based on the information on the results of clinical studies conducted by then and similar drugs.

It can also be confirmed that inclusion/exclusion criteria and test items to be set for the purpose of efficacy evaluation in Phase III studies will not be set at the time of the conduct of the expanded use program.

Example) ・Evaluation of dose-response data and appropriateness of the recommended clinical doses
・Selection of comparator/endpoints in Phase III studies and statistical processing method of results
・Studies that need to be conducted other than comparative studies
・Appropriateness of written information for informed consent

14. Pre-application consultations for drugs (non-orphan)

Guidance and advice are provided in the first consultation on the way to compile application data, sufficiency of data, etc. for drugs other than orphan drugs,[3)] products developed under the Study Group on Unapproved and Off-label Drugs of High Medical Need, and products developed by investigator-initiated clinical trials at the stage in which clinical development has completed or is close to completion and approval application data are being prepared, based on the results of the clinical studies conducted by then.

Example) ・How to prepare clinical study reports and data summaries
・Whether or not clinical study data that can support the approval application have been obtained

15. Pre-application consultations for drugs (orphan)

Guidance and advice are provided in the first consultation on the way to compile application data, sufficiency of data, etc. for orphan drugs[3)] at the stage in which clinical development has completed or is close to completion and approval application data are being prepared, based on the results of the clinical studies conducted by then.

Example) ・How to prepare clinical study reports and data summaries
・Whether or not clinical study data that can support the approval application have been obtained

16. Consultations on drug application data packages (products developed under the Study Group on Unapproved and Off-label Drugs of High Medical Need)

(1) For the developers of the products selected through public invitation for development or products for which development was requested under the "Study Group on Unapproved and Off-label Drugs of High Medical Need," guidance and advice are provided in the first consultation on the designs, etc. of the pivotal clinical trials[2)] of those selected through public invitation or those for which development was requested, based on the information on the results of clinical studies conducted by then and similar drugs.

Example) ・Selection of comparator/endpoints in the pivotal clinical trials[2)] and statistical processing method of results
・Appropriateness of written information for informed consent

(2) For the developers of the products selected through public invitation for development or products for which development was requested under the "Study Group on Unapproved and Off-label Drugs of High Medical Need," guidance and advice are provided in the first consultation or the consultation after the consultation in (1) that is provided at the time of preparation of data for approval application of those selected

through public invitation or those for which development was requested, on the way to compile application data, sufficiency of data, etc., based on the results of the pivotal clinical trials,[2] etc.

Example) ・How to prepare clinical study reports and data summaries
・Whether or not clinical study data that can support the approval application have been obtained

17. Consultations on drug application data packages (products developed by investigator-initiated clinical trials)

(1) For products developed by investigator-initiated clinical trials, in the first consultation on the investigational product concerned at the stage after the determination of recommended clinical doses, guidance and advice are provided on the designs, etc. of the pivotal clinical trials[2] for the investigational product planned to be conducted as investigator-initiated clinical trials, based on the information on the results of clinical studies conducted by then and similar drugs.

Example) ・Evaluation of dose-response data and appropriateness of the recommended clinical doses
・Selection of comparator/endpoints in the pivotal clinical trials[2] and statistical processing method of results
・Studies that need to be conducted other than comparative studies
・Appropriateness of written information for informed consent

(2) For products developed by investigator-initiated clinical trials for which the pivotal clinical trials[2] have been conducted as investigator-initiated clinical trials, guidance and advice are provided in the first consultation or the consultation after the consultation in (1) that is provided at the time of preparation of data for approval application, on the way to compile application data, sufficiency of data, etc., based on the results of the clinical studies conducted by then.

Example) ・How to prepare clinical study reports and data summaries
・Whether or not clinical study data that can support the approval application have been obtained

18. Consultations on plans for post-marketing clinical studies, etc. of drugs

Guidance and advice are provided in consultations on plans for clinical studies, use-results surveys, etc. that are newly required in addition to the clinical studies and use-results surveys, etc. conducted from the time of approval for re-evaluation/re-examination.

19. Consultations at the end of post-marketing clinical studies, etc. of drugs

The following guidance and advice are provided.

(1) Guidance and advice on the way to compile application data and sufficiency of the data given at the time of preparation of application data at the stage of completion or close to completion of the clinical studies and use-results surveys, etc. newly conducted in addition to the clinical studies and use-results surveys that have been conducted since the time of approval for re-evaluation/re-examination

(2) Guidance and advice in the cases where possibility of the review, etc. of approval conditions is promptly evaluated and a report of the evaluation is prepared

20. Additional consultations for drugs (non-orphan)

Consultations corresponding to the following excluding additional consultations for drugs

(orphan), additional consultations for drugs (products developed under the Study Group on Unapproved and Off-label Drugs of High Medical Need), and additional consultations for drugs (products developed by investigator-initiated clinical trials):

(1) Second and subsequent consultations provided after the consultation before the start of Phase I studies, and before the consultation before the start of Phase II studies
(2) Second and subsequent consultations provided after the consultation before the start of late Phase II studies, and before the consultation after completion of Phase II studies
(3) Second and subsequent consultations provided after the consultation after completion of Phase II studies, and before the pre-application consultation
(4) Second and subsequent consultations provided after the pre-application consultation, and before the application

21. Additional consultations for drugs (orphan)

Consultations on orphan drugs[3)] corresponding to the following:

(1) Second and subsequent consultations provided after the consultation before the start of Phase I studies, and before the consultation before the start of Phase II studies
(2) Second and subsequent consultations provided after the consultation before the start of late Phase II studies, and before the consultation after completion of Phase II studies
(3) Second and subsequent consultations provided after the consultation after completion of Phase II studies, and before the pre-application consultation
(4) Second and subsequent consultations provided after the pre-application consultation, and before the application

22. Additional consultations for drugs (products developed under the Study Group on Unapproved and Off-label Drugs of High Medical Need)

Consultations on products selected through public invitation for development or products for which development was requested under the "Study Group on Unapproved and Off-label Drugs of High Medical Need" corresponding to the following:

(1) Second and subsequent consultations provided after the consultation on application data packages (1), and before the consultation on application data packages (2)
(2) Second and subsequent consultations provided after the consultation on application data packages (2), and before the application

23. Additional consultations for drugs (products developed by investigator-initiated clinical trials)

Consultations on products developed by investigator-initiated clinical trials corresponding to the following:

(1) Second and subsequent consultations provided after the consultation on application data packages (1), and before the consultation on application data packages (2)
(2) Second and subsequent consultations provided after the consultation on application data packages (2), and before the application

24. Consultations on plans for utilization of drug registries

In cases where use of a registry is desired for evaluation of efficacy and safety of the particular product in approval application or re-examination application, consultations are provided on appropriateness of the use according to the purpose of utilization, and sufficiency, etc. of endpoints in the plans for use of the registries concerned. Both the registry that has already been established and the one that is under planning are acceptable. However, consultations

corresponding to those on epidemiological surveys specified in Appendix 10 are excluded.

The consultations in this category are provided before consultations on GLP/GCP/GPSP compliance assessment of registries specified in Attachment 30-2.

Example)

- For a rare disease for which a randomized controlled study with a control group is difficult, appropriateness of using the registry as an external control and sufficiency of endpoints in efficacy evaluation for the disease
- In a special patient population for which the number of examined cases was small at the time of approval, appropriateness of the use of the registry and sufficiency of endpoints in evaluation of efficacy and safety for re-examination application

The appropriateness of the entire final development plan using the registry concerned and the validity of the detailed study design will be discussed in the relevant consultation category to be implemented after the compliance results are obtained in the consultation on GLP/GCP/GPSP compliance assessment of registries. If a consultation on use of a registry is also desired in the consultation category according to the phase of clinical studies of drugs, the plan of use of the registry can be discussed not in this category, but in the applicable consultation category.

Note:

1) Biological products, drugs manufactured using the genetic recombination technology, and drugs that require special attention to manufacturing control or quality control designated by the Minister of Health, Labour and Welfare based on the provisions of Article 80, Paragraph 2, Item 7, E of the Order for Enforcement of the Act on Securing Quality, Efficacy and Safety of Products Including Pharmaceuticals and Medical Devices (Cabinet Order No. 11 in 1961) (drugs manufactured by applying the technology of culturing human or animal cells, specified biological products).
2) Clinical trials at the final stage of the development in Japan conducted for the purpose of verification of efficacy and safety usually after the indications and dosage and administration are established through a series of development.
3) Drugs designated as orphan drugs regardless of the eligibility for priority review and priority consultations

(Appendix 1-2)

Point calculation method for products for which scheduling of formal consultation is requested

1. Point calculation method
   For the products for which scheduling was requested, the sum of the scores in the following 2., 3., and 4 shall be their points.

2. Scores for individual consultation categories
   The scores for individual consultation categories are shown in the table below. The contents of the entire development plan and the structure, etc. of the application data package are discussed in the consultation category according to the actual progress status of development of the product subject to consultations.

Consultation category	Score
Consultations before the start of Phase I studies for drugs	10 points
Consultations before the start of early Phase II studies for drugs	3 points
Consultations before the start of late Phase II studies for drugs	8 points
Consultations after completion of Phase II studies for drugs, consultations on drug application data packages (1)	8 points
Pre-application consultations, consultations on drug application data packages (2)	10 points
Additional consultations for drugs	Points for the original consultation category - 1 point
Consultation categories other than the above (Note)	3 points

(Note) "Consultation categories other than the above" refers to consultations on bioequivalence studies, etc. for drugs, safety consultations for drugs, consultation on quality of drugs, and consultations on plans for utilization of drug registries. Since consultations on procedures for drugs, consultations before the start of the expanded access program for drugs, consultations on plans for post-marketing clinical studies, etc. of drugs, and consultations at the end of post-marketing clinical studies, etc. of drugs are scheduled at any time, they are not included in this table.

3. Scores for individual anticipated application categories
   The scores for individual anticipated application categories are shown in the table below.

Anticipated application category	Score
Products with new active ingredients	10 points
Products corresponding to new combination drugs	7 points

Products with new routes of administration	7 points
Products corresponding to drugs with new indications	4 points
Products corresponding to drugs with a new dosage	4 points
Categories other than the above	1 points

4. Other scores added depending on the type of consultations
The scores to be added depending on the type of consultations are shown in the table below.

Type of consultations	Additional points
Consultations on global studies on new active ingredients (Note)	5 points

(Note) Consultations that meet both of the following (1) and (2) are applicable. Please note that this addition will not be made solely because global studies are included in the development plan.

(1) Consultations in which contents related to Phase II studies or Phase III studies, in principle, that are conducted in Japan and other countries around the same time based on the same protocol are mainly examined

(2) Consultations at the stage in which, based on the draft protocol presented by the consulter in advance, its specific contents can be examined

(Appendix 2)

Category SAKIGAKE Comprehensive Assessment Consultation

<Drugs>

1. SAKIGAKE comprehensive assessment consultation (quality)
   To preliminarily assess the proposed application data (study results) on the quality of drugs subject to SAKIGAKE designation system and products designated as innovative medicinal drugs (hereinafter referred to as "SAKIGAKE Designation Drugs"), identify problems and reorganize issues.

2. SAKIGAKE comprehensive assessment consultation (non-clinical)
   To preliminarily assess the proposed application non-clinical data (study results) of SAKIGAKE Designation Drugs, identify problems and reorganize issues.

3. SAKIGAKE comprehensive assessment consultation (clinical)
   To preliminarily assess the proposed application data on clinical studies (study results) of SAKIGAKE Designation Drugs, identify problems and reorganize issues.

4. SAKIGAKE comprehensive assessment consultation (reliability)
   Consultation on GLP/GCP compliance of data to be attached to the application form of SAKIGAKE Designation Drugs for approval.

5. SAKIGAKE comprehensive assessment consultation (GMP)
   Consultation on manufacturing control and quality control (GMP) of manufacturing sites concerning products for which SAKIGAKE comprehensive assessment (quality) has been conducted and which have received guidance and advice on the quality such as specification/test method, stability, manufacturing process etc.

<Regenerative medical products>

1. SAKIGAKE comprehensive assessment consultation (quality)
   To preliminarily assess the proposed application data (study results) on the quality of regenerative medical products subject to SAKIGAKE designation system and products designated as innovative regenerative medical products (hereinafter referred to as "SAKIGAKE Designation Regenerative Medical Products), identify problems and reorganize issues.

2. SAKIGAKE comprehensive assessment consultation (non-clinical)
   To preliminarily assess the proposed application non-clinical data (study results) of SAKIGAKE Designation Regenerative Medical Products, identify problems and reorganize issues.

3. SAKIGAKE comprehensive assessment consultation (clinical)
   To preliminarily assess the proposed application clinical data (study results) of SAKIGAKE Designation Regenerative Medical Products, identify problems and reorganize issues.

4. SAKIGAKE comprehensive assessment consultation (reliability)
   Consultation on GLP/GCP compliance of data to be attached to the application form of SAKIGAKE Designation Regenerative Medical Products for approval.

5. SAKIGAKE comprehensive assessment consultation (GCTP)

Consultation on manufacturing control and quality control (GCTP) of manufacturing sites concerning products for which SAKIGAKE comprehensive assessment (quality) has been conducted and which have received guidance and advice on the quality such as specification/test method, stability, manufacturing process etc.

<Medical Devices>

1. SAKIGAKE comprehensive assessment consultation (quality)
   To preliminarily assess the proposed application data (study results) on the quality of medical devices subject to SAKIGAKE designation system, products designated as innovative medical devices (hereinafter referred to as "SAKIGAKE Designation Medical Devices"), and software as a medical device subject to priority review (hereinafter referred to as "Priority Review Software as Medical Device"), identify problems and reorganize issues.

2. SAKIGAKE comprehensive assessment consultation (non-clinical)
   To preliminarily assess the proposed application non-clinical data (study results) of SAKIGAKE Designation Medical Devices and Priority Review Software as Medical Device, identify problems and reorganize issues.

3. SAKIGAKE comprehensive assessment consultation (clinical)
   To preliminarily assess the proposed application clinical data (study results) of SAKIGAKE Designation Medical Devices and Priority Review Software as Medical Device, identify problems and reorganize issues.

4. SAKIGAKE comprehensive assessment consultation (reliability)
   Consultation on GLP/GCP compliance of data to be attached to the application form of SAKIGAKE Designation Medical Devices and Priority Review Software as Medical Device for approval.

5. SAKIGAKE comprehensive assessment consultation (QMS)
   Consultation on manufacturing control and quality control (QMS) of manufacturing sites concerning products for which SAKIGAKE comprehensive assessment (quality) has been conducted and which have received guidance and advice on the quality such as specification/test method, stability, manufacturing process etc.

<In Vitro Diagnostics>

1. SAKIGAKE comprehensive assessment consultation (quality)
   To preliminarily assess the proposed application data (study results) on the specification and stability out of items related to the performance except clinical performance studies and correlation studies concerning in vitro diagnostics subject to SAKIGAKE designation system and products designated as innovative in vitro diagnostics (hereinafter referred to as "SAKIGAKE Designation In Vitro Diagnostics), identify problems and reorganize issues.

2. SAKIGAKE comprehensive assessment consultation (performance)
   To preliminarily assess the proposed application data on clinical performance studies, correlation studies, studies on performance except specification and stability (study results) of SAKIGAKE Designation In Vitro Diagnostics, identify problems and reorganize issues.

3. SAKIGAKE comprehensive assessment consultation (clinical performance)
   To preliminarily assess the proposed application data on clinical performance studies or correlation studies (study results) of SAKIGAKE Designation In Vitro Diagnostics, identify problems and reorganize issues. Also to advise on preparation for checking raw data on clinical performance studies.

4. SAKIGAKE comprehensive assessment consultation (QMS)

Consultation on manufacturing control and quality control (QMS) of manufacturing sites concerning products for which SAKIGAKE comprehensive assessment consultation (quality) has been conducted and which have received guidance and advice on the quality such as specification/test method, stability, manufacturing process etc.

(Appendix 2-2)

Contents of SAKIGAKE Comprehensive Assessment Consultation

<Drugs>

(1) Common document

[1] List of submission data

Prepare and attach a list of submission data. Also confirm beforehand whether the submission data are sufficient/insufficient based on the list of submission data at a pre-meeting discussion with the review partner etc.

[2] CTD 1.5. "Origin or history of discovery and history of development"

Describe as specifically as possible as of the time of SAKIKAGE comprehensive assessment consultation based on the CTD submitted with the application. In addition, include the history of previous consultations with PMDA, if any, and attach the consultation record, as necessary.

[3] Future development plan and issues before the application

Describe simply the future plan concerning the quality, non-clinical and clinical development (ongoing or planned studies) as of the time of SAKIGAKE comprehensive assessment consultation and indicate the issues, in the opinion of the applicant, before the application (issues to be solved before the application).

[4] Draft package insert

Prepare and submit a draft package insert that explains the draft dosage and administration and draft indication proposed by the applicant as specifically as possible as of the time of SAKIKAGE comprehensive assessment consultation. These documents will be handled as reference data.

(2) SAKIGAKE comprehensive assessment consultation (quality)

[1] CTD 2.3 Quality Overall Summary (draft)

(Points to consider)

- A draft version is acceptable.
- Other data to explain and discuss the manufacturing process, in-process control studies, and specification studies etc. based on the results of Module 3 are also acceptable.

[2] CTD Module 3 Quality (draft)

(Points to consider)

- Explain that the manufacturing site for commercial production is a planned site.
- It is not essential to include measured data and data on batches reflecting pilot or greater scale commercial production necessary for formal stability studies (long-term testing and accelerated testing). Submit data on batches not reflecting pilot or greater scale commercial production as reference data.
- Describe that the container closure system is a planned system.

[3] Drug marketing application form (draft)

Prepare and submit a draft marketing application for a drug proposed by the applicant as specifically as possible, in the applicant's opinion, as of the time of SAKIKAGE comprehensive assessment consultation. These documents will be handled as reference data.

[4] Drug master file registration application form (draft)

If the applicant uses (or intends to use; the same applies hereinafter) a master file (hereinafter referred to as "MF"), the MF registrant (including expected MF registrant; the same applies hereinafter) should submit the drug master file registration application form (or its draft). These documents will be handled as reference data.

(Points to consider)

- The MF registrant should be informed of it and understand it in advance. If the MF registrant does not cooperate, the case may not be fully assessed. Make sure to thoroughly discuss and agree with the MF registrant in advance that certain information should be

obtained from the MF registrant.

- Describe the person in charge of the MF registrant and the contact information in the remark's column in the application form of the SAKIGAKE comprehensive assessment consultation.
- Data related to MF should be provided by the MF registrant; however, the applicant should coordinate beforehand with the MR registrant so that the timing of data submission will not be different between the applicant and the MF registrant.
- As for the parts that should be prepared by the MR registrant out of the drug master file registration application form (or its draft) and 2.3.S (a draft version or other data to explain and discuss the manufacturing process, in-process control studies, and specification studies etc. based on the results of Module 3 are acceptable), the MF registrant should separately submit them.
- A preliminary meeting may be held with the MF registrant to confirm the timing of document submission.
- If there is any inquiry on the MF registered items, PMDA will directly contact the MF registrant for inquiry.

(3) SAKIGAKE comprehensive assessment consultation (non-clinical)

[1] CTD Module 2.4 Non-clinical Overview (draft) and 2.6 Non-clinical Summary (draft)

(Points to consider)

- A draft version is acceptable.
- Other data that explain and discuss the pharmacological actions, pharmacokinetics, toxicology findings etc. based on the results of Module 4 are also acceptable.

[2] CTD Module 4 Nonclinical Study Reports

(Points to consider)

- Reports on the toxicity, pharmacology, and pharmacokinetics (non-clinical) should be submitted together in principle. If each of the reports is separately submitted, submit data on the respective reports.

(4) SAKIGAKE comprehensive assessment consultation (clinical)

[1] CTD Module 2.5 Clinical Overview (draft) and 2.7 Clinical Summary (draft)

(Points to consider)

- A draft version is acceptable.
- Other data that explain and discuss the efficacy and safety etc. based on the results of Module 5 are also acceptable.

[2] CTD Module 5 Clinical Study Reports (applicable parts only)

(5) SAKIGAKE comprehensive assessment consultation (reliability)

Consult with Office of Non-clinical and Clinical Compliance I or Office of Non-clinical and Clinical Compliance II individually on data required to confirm the clinical compliance status of the product subject to consultation.

(6) SAKIGAKE comprehensive assessment consultation (GMP)

Consult with Office of Manufacturing Quality for Drugs individually on data required to confirm the status of manufacturing control and quality control at the manufacturing site subject to consultation.

<Regenerative medical products>

(1) Common document

[1] List of submission data

Prepare and attach a list of submission data in accordance with "Points to Consider in Preparing Application Forms for Marketing Certification of Regenerative Medical Products" (PFSB/ELD/OMDE Notification No.0812-5, issued by the Counsellor of Minister's Secretariat [for Medical Device and Regenerative Medicine Product Evaluation], MHLW, dated August 12, 2014) (hereinafter referred to as the "Counsellor's Basic Notification"). Also confirm beforehand whether the submission data are

sufficient/insufficient based on the list of submission data at a pre-meeting discussion with the review partner etc.

[2]"Origin or history of discovery and usage conditions in foreign countries etc."

Describe it as specifically as possible as of the time of SAKIKAGE comprehensive assessment consultation based on the data submitted with the application. In addition, include the history of previous consultations with PMDA, if any, and attach the consultation record, as necessary.

[3] Future development plan and issues before the application

Describe simply the future plan concerning the quality, non-clinical and clinical development (ongoing or planned studies) of the time of SAKIGAKE comprehensive assessment consultation and indicate the issues, in the opinion of the applicant, before the application (issues to be solved before the application).

[4] Draft package insert

Prepare and submit a draft package insert that explains the draft administration or usage method and draft indication or draft performance proposed by the applicant as specifically as possible as of the time of SAKIKAGE comprehensive assessment. These documents will be handled as reference data.

(2) SAKIGAKE comprehensive assessment consultation (quality, non-clinical)

[1] Attachments concerning the quality and non-clinical data and their summary

(Points to consider: Quality)

- Explain that the manufacturing site for commercial production is a planned site.
- As for draft "data concerning the manufacturing methods, specification and test methods" in the Counsellor's Basic Notification, prepare them based on the data as of time of consultation.
- Describe that the container closure system is a planned system.
- It is not essential to include the measured data and data on batches reflecting pilot or greater scale commercial production necessary for formal stability studies (long-term testing etc.). Submit data on batches not reflecting pilot or greater scale commercial production as reference data.

(Points to consider: Non-clinical)

- Concerning study results supporting toxicity, primary pharmacodynamic studies, and disposition (non-clinical), submit draft "data on studies to support the efficacy or performance," draft "data on disposition" and draft "data on non-clinical safety" in the "Counsellor's Basic Notification" and their summary all together in principle.
- For ongoing or planned studies, explain so in the respective summary of draft "data on studies to support the efficacy or performance," draft "data on disposition" and draft "data on non-clinical safety"

[2] Marketing application form for a regenerative medical product (draft)

Prepare and submit a draft marketing application form for a regenerative medical product proposed by the applicant as specifically as possible, in the applicant's opinion, as of the time of SAKIKAGE comprehensive assessment consultation. These documents will be handled as reference data.

[3] Drug master file registration application form (draft)

If the applicant uses (or intends to use; the same applies hereinafter) a master file (hereinafter referred to as "MF"), the MF registrant (including expected MF registrant; the same applies hereinafter) should submit the drug master file registration application form (or its draft). These documents will be handled as reference data.

(Points to consider)

- The MF registrant should be informed of it and understand it in advance. If the MF registrant does not cooperate, the case may not be fully assessed. Make sure to thoroughly discuss and agree with the MF registrant in advance that certain information should be obtained from the MF registrant.

- Describe the person in charge of MF registrant and the contact information in the remarks column in the application form of the SAKIGAKE comprehensive assessment consultation.
- Data related to MF should be provided by the MF registrant; however, the applicant should coordinate beforehand with the MR registrant so that the timing of data submission will not be different between the applicant and the MF registrant.
- As for the parts that should be prepared by the MR registrant out of the drug master file registration application form (or its draft) and draft “data concerning the manufacturing methods, specification and test methods” in the Counsellor’s Basic Notification, the MF registrant should separately submit them.
- A preliminary meeting may be held with the MF registrant to confirm the timing of document submission.
- If there is any inquiry on the MF registered items, PMDA will directly contact the MF registrant for inquiry.

(3) SAKIGAKE comprehensive assessment consultation (clinical)

Submit draft "data on results of clinical trials etc." and their summary in the Counsellor’s Basic Notification based on the results of conducted exploratory studies and confirmatory studies.

(Points to consider)

- For ongoing or planned studies, explain so in the summary of draft "data on results of clinical trials etc."

(4) SAKIGAKE comprehensive assessment consultation (reliability)

Consult with Office of Non-clinical and Clinical Compliance I or Office of Non-clinical and Clinical Compliance II individually on data required to confirm the clinical compliance status of the product subject to consultation.

(5) SAKIGAKE comprehensive assessment consultation (GCTP)

Consult with Office of Manufacturing Quality for Drugs individually on data required to confirm the status of manufacturing control and quality control at the manufacturing site subject to consultation.

<Medical Devices>

(1) SAKIGAKE comprehensive assessment consultation (quality, non-clinical, clinical)

[1] Marketing application form for a medical device (draft)

- Prepare the form in accordance with "Points to Consider for Preparation of Marketing Application Forms for Medical Devices" (PFSB/ELD/OMDE Notification No.1120-1 issued by the Counsellor of Minister's Secretariat, Ministry of Health, Labour and Welfare [for medical device and regenerative medicine product evaluation], dated November 20, 2014) to the extent that is possible as of the time of SAKIGAKE comprehensive assessment.

[2] Attachment (draft)

- Prepare in accordance with "Points to Consider for Preparation of Data Attached to Marketing Application Forms for Medical Devices" (PFSB/ELD/OMDE Notification No.0120-9 issued by the Counsellor of Minister's Secretariat, Ministry of Health, Labour and Welfare [for medical device and regenerative medicine product evaluation], dated January 20, 2015) to the extent that is possible as of the time of SAKIGAKE comprehensive assessment consultation.
- In addition, explain the history of previous consultations with PMDA in “STED 1.2 Development History,” and attach the consultation record, as necessary. Describe simply the future plan concerning the quality, safety, and clinical studies and indicate issues, if the applicant thinks there is any issue to be addressed, before the application.
- In “STED 4 Summary of Documents on Design Verification and Validation,” describe the outline of study plans of ongoing and planned studies, and do not include expected results

or description based on discussion and inference.

- List of Attachments
  Explain it if there is any data that are not available for submission as of the time of SAKIKAGE comprehensive assessment consultation.
- Submit a copy (QC/CA completed) of study report except those of ongoing studies. If a copy of the original is not available, attach a document that explains the reason.

(2) SAKIGAKE comprehensive assessment consultation (reliability)
Consult with Office of Medical Device Investigation individually on data required to confirm the clinical compliance status of the product subject to consultation.

(3) SAKIGAKE comprehensive assessment consultation (QMS)
Consult with Office of Medical Device Investigation individually on data required to confirm the status of manufacturing control and quality control at the manufacturing site subject to consultation.

<In Vitro Diagnostics>

(1) SAKIGAKE comprehensive assessment consultation (quality, performance, clinical performance)

[1] Marketing application for in vitro diagnostics (draft)

- Prepare the form in accordance with "Points to Consider When Applying for Marketing Approval of In Vitro Diagnostics" (PFSB/ELD/OMDE Notification No.1121-16 issued by the Counsellor of Minister's Secretariat, Ministry of Health, Labour and Welfare [for medical device and regenerative medicine product evaluation], dated November 21, 2014) to the extent that is possible as of the time of SAKIGAKE comprehensive assessment consultation.

[2] Draft package insert

- Prepare it in accordance with “Instructions for Package Inserts of In Vitro Diagnostics” (PFSB Notification No. 0310006 by the Secretary-General of Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated March 10, 2005) and “Instructions for Package Inserts of In Vitro Diagnostics (PFSB/SD Notification No.0331014 by the Safety Division, Pharmaceutical and Food Safety Bureau, Ministry of Health, Labour and Welfare, dated March 31, 2005) to the extent that is possible as of the time of SAKIGAKE comprehensive assessment consultation.

[3] Data Summary (draft)

- Prepare it based on the attachments.

[4] Attachment (draft)

- Prepare the form in accordance with "Points to Consider When Applying for Marketing Approval of In Vitro Diagnostics" (PFSB/ELD/OMDE Notification No.1121-16 issued by the Counsellor, Minister's Secretariat, Ministry of Health, Labour and Welfare [in charge of review control of medical devices and regenerative medical products], dated November 21, 2014) to the extent that is possible as of the time of SAKIGAKE comprehensive assessment consultation.
- In addition, explain the history of previous consultations with PMDA in “A. History of Development and Usage Conditions in Foreign Countries etc.,” and attach the consultation record, as necessary. Describe simply the future plan concerning the quality control studies and clinical performance studies and indicate issues, if the applicant thinks there is any issue to be addressed, before the application.
- As for "C. Data on Stability,” if a stability study is ongoing, explain so.
- The necessity of attachments of “E. Data on Performance” E-1, E-4 and E-5 shall be individually determined.
- List of Attachments
  Explain it if there is any data that are not available for submission as of the time of SAKIKAGE comprehensive assessment consultation.

- Submit a copy (QC/CA completed) of study report except those of ongoing studies. If a copy of the original is not available, attach a document that explains the reason.

(2) SAKIGAKE comprehensive assessment consultation (QMS)

Consult with Office of Manufacturing Quality and Vigilance for Medical Devices individually on documents required to confirm the status of manufacturing control and quality control at the manufacturing site subject to consultation.

(Appendix 3)

Category and Contents of Prior Assessment Consultation for New Drugs

1. Prior assessment consultation for drugs (quality)
To preliminarily assess the proposed application quality data (study results) of products under development, identify problems, reorganize issues, and then prepare an assessment report.

2. Prior assessment consultation for drugs (non-clinical: Toxicity)
To preliminarily assess the proposed application toxicity data (study results) of products under development, identify problems, reorganize issues, and then prepare an assessment report.

3. Prior assessment consultation for drugs (non-clinical: Pharmacology)
To preliminarily assess the proposed application pharmacological data (study results) of products under development, identify problems, reorganize issues, and then prepare an assessment report.

4. Prior assessment consultation for drugs (non-clinical: Pharmacokinetics)
To preliminarily assess the proposed application pharmacokinetic data (study results) of products under development, identify problems, reorganize issues, and then prepare an assessment report.

5. Prior assessment consultation for drugs (phase I study)
To preliminarily assess the proposed application data on phase I studies (study results) of products under development, identify problems, reorganize issues, and then prepare an assessment report.

6. Prior assessment consultation for drugs (phase II study)
To preliminarily assess the proposed application data on phase II studies (study results) of products under development, identify problems, reorganize issues, and then prepare an assessment report.

7. Prior assessment consultation for drugs (phase II/phase III studies)
To preliminarily assess the proposed application data on some of phase II studies and phase III studies (study results) of products under development, identify problems, reorganize issues, and then prepare an assessment report.

(Appendix 4)

Categories and contents of consultations for guidance/OTC drugs

1. Consultations on development strategies for switch OTC drugs, etc.

   For switch OTC drugs and other OTC drugs (including new excipients), guidance and advice are provided on new development strategies of OTC drugs, including (1) appropriateness of development as OTC drugs (including the significance, necessity, indications, dosage and administration, efficacy in the target population, safety, etc.), (2) appropriateness of the study plans, etc. related to bioequivalence, (3) appropriateness as new excipients, and (4) materials on proper use and post-marketing surveillance plans, based on the opinions of expert advisors.

   As a part of formal consultation records, etc., PMDA will prepare materials intended for submission by the consulter to the "Evaluation and Review Meeting on Switching from Prescription Drugs to Guidance/OTC Drugs" (hereinafter referred to as "Evaluation and Review Meeting") held by the Ministry of Health, Labour and Welfare, and communicate them to the consulter.

   After the completion of the consultation, if the consulter desires, the PMDA will provide explanations and a question and answer session based on the result of the consultation in the Evaluation and Review Meeting.

2. Additional consultations on development strategies for switch OTC drugs

   Second and subsequent consultations provided after the consultation in 1. above, before the application

3. Pre-development consultations for switch OTC drugs, etc.

   For switch OTC drugs and other OTC drugs (including new excipients), guidance and advice are provided on studies, development plan formulation, etc. necessary before filing the application, based on the safety information, efficacy information, overseas approval status, information on similar drugs, etc., (including data [summary] to be attached to application), etc., that are obtained to date.

4. OTC bioequivalence consultations

   Guidance and advice are provided on the sufficiency of materials, etc., regarding the appropriateness, etc., of study plans or evaluation policies of study results, for OTC drugs for which the existing guidelines for bioequivalence are applicable.

5. Post-marketing safety management consultations for switch OTC drugs, etc.

   Guidance and advice are provided on the appropriateness of package inserts, information provision materials, and post-marketing surveillance plan, etc. of switch OTC drugs and other OTC drugs from the viewpoint of proper use.

6. Consultations on key points of OTC clinical trial protocols

   Only the key points of the protocols related to OTC drugs are confirmed and guidance and advice are provided. Data evaluation is not applicable.

7. Consultations on appropriateness of development of switch OTC drugs, etc.

   For switch OTC drugs and other OTC drugs (including new excipients), guidance and advice are provided on the appropriateness of development at the early stage of development of new OTC drugs, including (1) appropriateness of development as OTC drugs (including the significance, necessity, indications, dosage and administration, efficacy in the target population,

safety, etc.), (2) appropriateness of the concept of significance of combination in new combination drugs, and (3) appropriateness as new excipients. Data evaluation is not applicable.

8. Consultations on appropriateness of development of new OTC drugs

Guidance and advice are provided on the appropriateness of development at the early stage of development of new OTC drugs, including [1] appropriateness of development on the conceptual stage such as indications of the products as OTC drugs, [2] appropriateness of the concept of significance of combination in new combination drugs, and [3] appropriateness as new excipients. Data evaluation is not applicable.

9. OTC quality consultations

Guidance and advice are provided on the necessity of adding specifications and the validity of the specification values by the methods including comparison of the proposed specifications in the appendix, specifications, and study methods with those of previously approved products with the same ingredient. New active ingredients or new excipients are not applicable.

(Appendix 5)

Category and Contents of Clinical Trial Consultation for Regenerative Medical Products

1. Procedural consultation for regenerative medical products

This is a consultation to give guidance and advice on the procedures concerning clinical trials for application of regenerative medical products based on related laws and regulations as well as notification. This is not applicable for those involving data assessment.

Example:
- Necessary procedures to start clinical trials
- Type of data to be attached to clinical trial notifications
- Preparation of application data

2. Consultation before the start of expanded clinical trials for regenerative medical products

This is a consultation to provide guidance and advice on the following changes from a main study to an expanded clinical trial that the applicant considers does not interfere with safety assurance for subjects based on the safety information obtained before the consultation.

1) Inclusion/exclusion criteria to be changed for the expanded clinical trial from the main study
2) Test items, test frequency, test duration etc. to be omitted to the extent that does not interfere with safety assurance

Concerning the confirmation that the inclusion/exclusion criteria and test items defined to evaluate the efficacy in the main study are not defined in the expanded clinical trial, the applicant may consult at the Consultation after therapeutic exploratory study for regenerative medical products.

3. Pre-development consultation for regenerative medical products

This is a consultation on what is conceptually required for approval (what clinical trials are required, or conceptual necessity of primary pharmacodynamic studies, etc.) before the start or at an early stage of development based on market research and literature search of precedent approved products of the products to be developed and the related products. The applicant may consult on the product, although scientific assessment is not completed. Submitted data will not be analyzed/assessed but conceptual requirements will be presented.

4. Non-clinical consultation for regenerative medical products

This is a consultation specialized for items related to non-clinical trials such as effectiveness or performance, disposition, and safety and intended to provide guidance and advice (which refers to consultation after the start of clinical trial and excludes the case where the applicant has consultation on the quality and safety in RS Strategy Consultation). This includes consultations specialized in the quality and non-clinical safety.

Example:
- Planning of animal experiments related to tumorgenicity/carcinogenicity and its assessment
- Planning of primary pharmacodynamic study or non-clinical trial and its assessment
- Safety assessment for accessory components (equivalent to new additives)

* For accessory components of a combination product, the applicant may have to apply for another consultation in the category of drugs or medical devices.

5. Quality consultation for regenerative medical products

This is a consultation specialized for and to provide guidance and advice on the specification/test methods, stability, manufacturing process of processed cells and regenerative medical products (this includes consultations after the start of clinical trials but excludes the case where the applicant has consultations on the quality and safety in RS Strategy Consultation).

Example:
- Specifications/test method of regenerative medical products
- Specification/test method, compliance of ingredients, materials or raw materials (including MF)
- Validity of residue assessment on recombinant virus of ex vivo transfected cells
- Assessment on the consistency of clinical trial processed cells in association with changes in the manufacturing process or manufacturing site after the start of clinical trial
- Assessment on the comparability of regenerative medical products before/after changes in the manufacturing process or manufacturing site after approval (including conditional and time-limited approval)

* For accessory components of a combination product, the applicant may have to apply for another consultation in the category of drugs or medical devices.

6. Consultation on qualification of materials for regenerative medical products

This is a consultation to give guidance and advice on the qualification of materials for regenerative medical products including human/animal-derived ingredients that are used for manufacturing regenerative medical products (e.g. culture media, etc. that are not components of final products) from the viewpoint of safety such as viruses and prion, on a basis of one material per consultation. If the eligibility is confirmed, the provider of the material will be issued a confirmation letter. In principle, the timing of consultation is expected to be at an early stage of development before the processed cells etc. made of the material are administered to humans for the first time.

* The definition of one material subject to one consultation should be individually coordinated at the pre-consultation meeting.

7. Consultation before therapeutic exploratory study for regenerative medical products

This is the first consultation to provide guidance and advice on the conduct of exploratory studies based on the results of non-clinical studies and clinical studies that have been already conducted and clinical trials and clinical research of similar regenerative medical products. (Note: The sufficiency of review on the quality/non-clinical safety when processed cells etc. expected to be made into regenerative medical products are administered to humans for the first time will be addressed at RS Strategy Consultation [related to quality and safety]. This consultation category is mainly intended for clinical trial plans.)

8. Consultation after therapeutic exploratory study for regenerative medical products

This is the first consultation after exploratory studies on the processed cell to provide guidance and advice on the degree of Proof of Concept (POC) establishment and the design of subsequent phase studies based on the results of clinical studies that have been already conducted and information of similar regenerative medical products.

9. Pre-application consultation for regenerative medical products

This is the first consultation, when application data are prepared, to provide guidance and advice

on how to summarize application data and the sufficiency of data based on clinical study results available then. (Note: This is intended for application without conditional and time-limited approval)

* For accessory components of a combination product, the applicant may have to apply for another consultation in the category of drugs or medical devices.

10. Consultation on protocols of clinical trials for regenerative medical products after the conditional and time-limited approval

This is the first consultation on the plan of post-approval investigation and post-marketing clinical studies after conditional and time-limited approval or before application in expectation of such approval based on the results of clinical studies that have been already conducted or information of similar products. This is also the first consultation on changes in the investigation and study plan during the period of conditional and time-limited approval.

11. Consultation at completion of clinical trials for regenerative medical products after the conditional time-limited approval

This is the first consultation, when data for subsequent application is prepared for approval after conditional and time-limited approval, to provide guidance and advice on how to summarize application data and the sufficiency of data based on the results of investigations and clinical studies that have been obtained so far.

12. Consultation on protocols of post-marketing clinical trials for regenerative medical products

This is the first consultation to provide guidance and advice on the plan of clinical studies to be conducted for reevaluation/reexamination.

13. Consultation at completion of post-marketing clinical trials for regenerative medical products

This is the first consultation, when application data are prepared at the time when a clinical study conducted for reevaluation/reexamination is completed or nearly completed, to provide guidance and advice on how to summarize application data and the sufficiency of such data.

14. Additional clinical trial consultation for regenerative medical products

(1) Second and subsequent consultations after pre-development consultation for regenerative medical products and before RS Strategy Consultation or any of the following consultations
(2) Second and subsequent consultations after non-clinical consultation for regenerative medical products and before pre-application consultation
(3) Second and subsequent consultations after quality consultation for regenerative medical products and before pre-application consultation
(4) Second and subsequent consultations after consultation before therapeutic exploratory study and before consultation after therapeutic exploratory study
(5) Second and subsequent consultations after consultation after therapeutic exploratory study and before pre-application consultation
(6) Second and subsequent consultations after pre-application consultation and before application
(7) Second and subsequent consultations after consultation on protocols of clinical trials after the conditional and time-limited approval and before consultation at completion of clinical trials after the conditional and time-limited approval
(8) Second and subsequent consultations after consultation at completion of clinical trials

after the conditional and time-limited approval and before the next application

(9) Second and subsequent consultations after consultation on protocols of post-marketing clinical trials and before consultation at completion of post-marketing clinical trials

(10) Second and subsequent consultations after consultation at completion of post-marketing clinical trials and before the completion of reevaluation/reexamination

15. Consultation on utilization plan of regenerative medical product registry

In the case where the applicant would like to use a registry to evaluate the efficacy and safety of a certain product in application for approval or application for reexamination, this is a consultation on the appropriateness of the use of the registry according to the purpose of usage and the sufficiency of the endpoints regarding the registry utilization plan. This applies to both cases where the registry has been established and where the establishment of registry is being planned.

In addition, this category is intended for before consultation on registry compliance investigation specified in the Attachment 30-2.

Example:

- Appropriateness of the usage of registry as an external control and the sufficiency of endpoints concerning the efficacy evaluation for a rare disease for which a controlled, randomized comparative study is difficult
- Appropriateness of the usage of registry and the sufficiency of endpoints for application for reexamination concerning the efficacy and safety evaluation in a special patient population with a small number of evaluable patients at the time of approval

The appropriateness of the finalized overall development plan or detailed study plan with the use of the registry will be addressed in the relevant category of consultation to be conducted after the result of reliability is obtained at the consultation on registry reliability investigation. If the applicant would like to consult on the utilization of registry in the consultation category according to the phase of clinical trials of regenerative medical products, the applicant may have a consultation on the registry usage plan not in this category but in the relevant consultation category.

(Appendix 6)

Category and Contents of Clinical Trial Consultation for Medical Devices and In Vitro Diagnostics

1. Consultation before the start of expanded clinical trials for medical devices

This is intended to provide guidance and advice on the following changes from a main study to an expanded clinical trial that should not interfere with safety assurance for subjects in the applicant's opinion based on the safety information obtained before the consultation.

1) Inclusion/exclusion criteria to be changed for the expanded clinical trial from the main study
2) Test items, test frequency, test duration etc. to be omitted to the extent that does not interfere with safety assurance

Concerning the confirmation that the inclusion/exclusion criteria and test items defined to evaluate the efficacy in the main study are not defined in the expanded clinical trial, the applicant may consult at the consultation on protocol for medical devices (clinical trial).

2. Pre-development consultation for medical devices

This is a consultation before the start of development or at an early stage of development to seek the PMDA's opinion in the case where there is a question concerning products to be developed or products being developed. This includes consultation on the eligibility to innovative medical devices, medical devices for special purposes, conditional approval system, and change plan confirmation procedure system for medical devices and consultation on the points to consider in re-manufacturing single-use medical devices.

PMDA will give advice on the outline of the data package that PMDA considers is required for approval such as what studies are required for development of the product and whether clinical trials are required. However, the applicant should note that no specific test methods etc. in the requirements will be presented and the appropriateness of protocol or the sufficiency of data will not be individually assessed (the applicant should make a decision based on the provided advice).

PMDA should be able to provide consultation on the sufficiency/appropriateness of the expected data package, but the applicant should understand that the PMDA's opinion may drastically change thereafter depending on later data (clinical/non-clinical) or the prepared draft protocol.

Example: When a new product is developed, conceptual contents of data required for the application for the approval based on market research and literature search of precedent approved products and the related products.

3. Consultation on necessity of clinical trials for medical devices

This is a consultation to give guidance and advice on the necessity of a new clinical trial concerning the application of medical devices based on non-clinical results, results of clinical studies already conducted, and usage status according to clinical literature assessment. As for products subject to the conditional approval system, PMDA will advise on the contents of (draft) post-marketing risk management plan for medical devices. If the applicant would like to use a registry when applying for approval, PMDA will also advise on the appropriateness of the use of registry according to the utilization purpose and the sufficiency of endpoints in the registry usage plan. If the applicant would like to consult on the registry utilization, this category should be conducted before consultation on medical device registry reliability investigation.

Consultation on the necessity of clinical trials includes [1] cases where it is considered possible to evaluate the efficacy/safety of the device based only on non-clinical data, [2] cases where it is considered appropriate to assess based on non-clinical data as well as clinical data (including clinical literature assessment). If clinical data are included, the applicant is recommended to prepare data referring to "Guidance on Preparation of Clinical Assessment Consultation Data"

(except products subject to the conditional approval system and consultation on registry utilization)

Example:
- Appropriateness of inferring clinical results based on non-clinical data
- Appropriateness of overseas clinical trials as application data
- Necessity of additional clinical studies
- Appropriateness of the usage of registry as an external control and the sufficiency of endpoints concerning the efficacy evaluation for a rare disease for which a controlled, randomized comparative study is difficult

4. Consultation on protocol for medical devices

This is a consultation to give guidance and advice on study methods for medical devices or the appropriateness of study protocol. It is classified into 5 categories: Safety, quality, performance, exploratory clinical trial, and clinical trial.

[1] Safety

This is a consultation to give guidance and advice on the biological safety of materials used for medical devices, electrical safety of medical devices and concomitant medical devices, safety related to re-manufacturing sterilization/cleaning, and safety in non-clinical studies. PMDA will also advise on medical devices not compliant with the certification standards as a result of simple consultation on certification standards compliance. There are categories of user fees from 1 study to 4 or more studies depending on the number of studies. Please confirm the appropriate category with the PMDA officer in charge.

Example:
- Appropriateness of biological safety studies
- Assessment on animal experiments for raw materials
- Appropriateness of studies for electrical safety not specified in the standards
- Appropriateness of studies for sterilization/cleaning of reused parts in re-manufacturing

[2] Quality

This is intended to give guidance and advice on the specification and stability of medical devices. This consultation covers the protocol for safety and performance etc. as a medical device such as biological valves. PMDA will also advise on medical devices not compliant with the certification standards as a result of simple consultation on certification standards compliance.

Example:
- Appropriateness of estimating the stability of final product based on the stability of raw materials
- Appropriateness of shelf-life setting defined based on the study results of similar products
- Appropriateness of shelf-life setting related to n-th re-manufacturing

[3] Performance

This is intended to give guidance and advice on performance studies in non-clinical studies. PMDA will also advise on medical devices not compliant with the certification standards as a result of simple consultation on certification standards compliance. At the consultation on protocol for medical devices (performance), PMDA will advise on studies that use existing medical records. There are user fee categories of 1 study to 4 or more studies depending on the number of studies as well as studies using existing medical records. Please confirm the appropriate category with the PMDA officer in charge.

Example:
- Appropriateness of animal experiments conducted (or planned) to demonstrate the performance
- Appropriateness of bench testing to explain the performance of additional functions
- Appropriateness of performance assessment of remanufactured single use medical

devices and reused parts based on the reverse engineering in re-manufacturing

[4] Exploratory clinical trial

This is intended to provide guidance and advice on the conduct of exploratory studies to be conducted prior to the pivotal study based on the results of non-clinical studies that have been already conducted and clinical trials of similar medical products.

Example:
- Appropriateness of starting exploratory studies
- Appropriateness of protocol
- Appropriateness of endpoints in anticipation of pivotal studies and what studies are required.

[5] Clinical trial

This is intended to provide guidance and advice on the appropriateness of the design, sample size etc. of pivotal study based on quality, safety, and exploratory studies that have already conducted and usage conditions/clinical studies in foreign countries as well as information of similar medical devices.

Example:
- Appropriateness of indication and target disease selected
- Appropriateness of sample size
- Necessity of comparative studies and appropriateness of the control
- Appropriateness of endpoint setting
- Appropriateness of statistical processing of results

5. Evaluation consultation for medical devices

This is intended to give guidance and advice on the results of studies conducted to develop medical devices. It is classified into 6 categories: Safety, quality, performance, exploratory clinical trial, clinical trial, and use-results evaluation. The maximum number of studies to be addressed per consultation is 20 except studies that use methods for which evaluation methods or acceptance criteria are specified by public specifications etc.

[1] Safety

This is a consultation to give guidance and advice on the results of studies such as biological safety of materials used for medical devices, electrical safety of medical devices and concomitant medical devices, safety related to re-manufacturing sterilization/cleaning, and safety in non-clinical studies. PMDA will also advise on medical devices not compliant with the certification standards as a result of simple consultation on certification standards compliance. There are categories of user fees from 1 study to 4 or more studies depending on the number of studies. Please confirm the appropriate category with the PMDA officer in charge.

Example:
- Appropriateness of the results of biological safety studies
- Assessment on the results of animal experiments for raw materials
- Results of studies for electrical safety not specified in the standards
- Results of studies for sterilization/cleaning of reused parts in re-manufacturing

[2] Quality

This is intended to give guidance and advice on the assessment of study results concerning the specification and stability of medical devices. This consultation covers the assessment of safety and performance etc. as a medical device such as biological valves. PMDA will also advise on medical devices not compliant with the certification standards as a result of simple consultation on certification standards compliance.

Example:
- Appropriateness of the results of stability studies
- Appropriateness of shelf-life setting defined based on the study results of similar products
- Appropriateness of shelf-life setting related to n-th re-manufacturing

[3] Performance

This is intended to give guidance and advice on the results of performance studies in non-clinical studies. PMDA will also advise on medical devices not compliant with the certification standards as a result of simple consultation on certification standards compliance. At the evaluation consultation for medical devices (performance), PMDA will advise on studies that use existing medical records. There are user fee categories of 1 study to 4 or more studies depending on the number of studies as well as studies using existing medical records. Please confirm the appropriate category with the PMDA officer in charge.

Example:
- Appropriateness of the results of animal experiments conducted (or planned) to demonstrate the performance
- Appropriateness of the results of bench testing to explain the performance of additional functions
- Appropriateness of remanufactured single use medical devices and reused parts based on the reverse engineering in re-manufacturing

[4] Exploratory clinical trial

This is intended to give guidance and advice on the results of exploratory studies.

Example:
- Appropriateness of the results of exploratory studies
- Appropriateness of endpoints in anticipation of pivotal studies and what studies are required.

[5] Clinical trial

This is intended to give guidance and advice on the results of clinical trials.

Example:
- Validity of the results of clinical trials
- Efficacy and safety in clinical trial results
- Efficacy and safety in the results of comparative studies

[6] Use-results evaluation

This is intended for data for which use-results evaluation has been conducted and to give guidance and advice on the ongoing use-results evaluation of the product designated as the subject of use-results evaluation. PMDA will advise on the results of use-results evaluation of Type 2 products in “Conditional Approval of Medical Devices and In Vitro Diagnostics” (PSEHB/MDED Notification No. 0831-2 dated August 31, 2020)

Example:
- Appropriateness of shortening the period of use-results evaluation

6. Consultation for finalization of medical device application data

This is intended for data for which evaluation consultation for medical devices (except exploratory studies and clinical trials) has been conducted and to give guidance and advice on its sufficiency as application data. PMDA will assess the description in the application data and inform the applicant of the scope of data which has been confirmed to be appropriate as application data.

Example: Sufficiency of application data and appropriateness of the description

7. Consultation for sufficiency of data on medical devices/application category

This is intended to provide guidance and advice on the formal sufficiency of data to be attached and the appropriateness of the application category (applicability to generic medical devices, applicability to the procedure for specific changes [a.k.a. specific change]) when an application of a medical device for approval is filed. This is not applicable for those involving data assessment.

Example: Formal checking of sufficiency of application data

8. Additional consultation for medical devices

This is intended to give guidance and advice, if any change is made based on the results of a consultation and if the applicant would like to have further consultation on the appropriateness of the change in the same consultation category. At the consultation for the sufficiency of data on medical devices/application category (additional consultation), PMDA will advise on the selection of the subject of compliance review concerning non-clinical studies before the application.

9. Consultation prior to application for medical device IDATEN (Improvement Design within Approval for Timely Evaluation and Notice)

This is intended to provide guidance and advice whether or not an application for a change can be accepted prior to the implementation of a change plan based on the change plan confirmation procedure system (IDATEN) for medical devices.

10. Pre-development consultation for in vitro diagnostics

This is a consultation that takes place before the development or at an early stage of development. This is intended to provide guidance and advice on what is conceptually required for approval (what studies are required, or the necessity of clinical performance studies, etc.) based on market research, literature search, and basic research of precedent approved products or related products. This includes consultation on the applicability to innovative in vitro diagnostics, in vitro diagnostics for special purposes, conditional approval system, and change plan confirmation procedure system (IDATEN) for in vitro diagnostics.

The consultation is intended for such products, although scientific assessment is not completed. However, no specific test methods etc. in the requirements will be presented and the appropriateness of protocol or the sufficiency of data will not be individually assessed (the applicant should make a decision based on the provided advice). PMDA should be able to provide advice on the sufficiency/appropriateness of the expected data package at this consultation but the applicant should understand that the PMDA's opinion may drastically change thereafter depending on later data or the prepared draft protocol.

Example:
- When a new product is developed, conceptual contents of documents required for the application for the approval based on market research and literature search of precedent approved products .
- Conceptual contents of data required for application for approval of products with a new item or a novel measurement method

11. Pre-development consultation for companion diagnostics

This is a consultation before or at an early stage of development of companion diagnostics. This is intended to provide guidance and advice on what is conceptually required for approval (what studies are considered necessary, or the necessity of clinical performance studies, etc.) based on the development plan of related drugs, information of precedent approved products, and basic research of products to be developed. The applicability to companion diagnostics will be addressed at this consultation.

Specific test methods etc. in the requirements will not be presented and the appropriateness of protocol or the sufficiency of data will not be individually assessed (the applicant should make a decision based on the provided advice). PMDA should be able to provide advice on the sufficiency/appropriateness of the expected data package at this consultation but the applicant should understand that it will be within a scope of conceptual requirements based on the information established at the time of consultation.

Example: Conceptual contents of data required for application for approval of companion diagnostics

12. Companion diagnostics development package consultation

This is a consultation before the start or at an early stage of development of companion diagnostics. The consultation is intended to give guidance and advice on specific data to obtain in

clinical studies of related drugs, specific data to obtain during the development process of diagnostics, as well as data to be shared by the developers of both the drug and the companion diagnostics from the viewpoint of the sufficiency/appropriateness of the data package required for application for approval of companion diagnostics. The consultation will also cover the sufficiency/appropriateness of the data package that incorporates a possibility where the development strategy of drugs and the necessity of companion diagnostics may change in future. The consultation is also intended for the outline of expected clinical performance study from a viewpoint of sufficiency of the data package; however, if the applicant would like to consult on specific standards of achievement of the study or the appropriateness of sample size, use the consultation category "consultation on protocol for in vitro diagnostics, companion diagnostics clinical performance study."

Example:
- Specific contents of clinical study results to be attached to the application of companion diagnostics
- Data/information to be shared with the developer of the drug by the time of application of companion diagnostics
- Organization of data such as the results of clinical studies, clinical performance studies, equivalence studies of drugs expected for application filing

13. Consultation on protocol for in vitro diagnostics

Consultation to give guidance and advice on study methods for in vitro diagnostics or the appropriateness of study protocol. It is classified into 5 categories: Quality, performance (except quality), correlation, clinical performance study, and companion diagnostics clinical performance study.

[1] Quality

This is a consultation to provide guidance and advice on protocols related to specifications/stability out of the matters related to performance except clinical performance studies and correlation studies. PMDA will also provide advice on in vitro diagnostics not compliant with the certification standards as a result of simple consultation on certification standards compliance.

[2] Performance (except quality)

This is a consultation to provide guidance and advice on protocols of clinical performance studies, correlation studies, studies on performance except the specification and stability. PMDA will also provide advice on in vitro diagnostics not compliant with the certification standards as a result of simple consultation on certification standards compliance. There are categories of user fees from 1 study to 3 or more studies depending on the number of studies. Please confirm the appropriate category with the PMDA officer in charge.

[3] Correlation

This is intended to give guidance and advice on the protocol of correlation studies. PMDA will also provide advice on in vitro diagnostics not compliant with the certification standards as a result of simple consultation on certification standards compliance.

[4] Clinical performance study

This is intended to provide guidance and advice on the design of clinical performance studies (appropriateness of sample size and study method) based on the quality of individual products, results of performance studies, usage status in foreign countries, and information of similar in vitro diagnostics. PMDA will advise on the contents of (draft) post-marketing risk management plan for in vitro diagnostics for Type 2 products in "Conditional Approval of Medical Devices and In Vitro Diagnostics" (PSEHB/MDED Notification No. 0831-2 dated August 31, 2020).

[5] Companion diagnostics clinical performance study

This is intended to give guidance and advice on the design of equivalence studies etc. of companion diagnostics.

14. Consultation on evaluation for in vitro diagnostics

This is a consultation to give guidance and advice on the results of studies for in vitro diagnostics. It is classified into 5 categories: Quality, performance (except quality), correlation, clinical performance study, and companion diagnostics clinical performance study.

[1] Quality

This is a consultation to provide guidance and advice on the results of studies related to specifications/stability out of the matters related to performance except clinical performance studies and correlation studies. PMDA will also provide advice on in vitro diagnostics not compliant with the certification standards as a result of simple consultation on certification standards compliance.

[2] Performance (except quality)

This is a consultation to provide guidance and advice on the results of clinical performance studies, correlation studies, studies on performance except the specification and stability. PMDA will also provide advice on in vitro diagnostics not compliant with the certification standards as a result of simple consultation on certification standards compliance. There are categories of user fees from 1 study to 3 or more studies depending on the number of studies. Please confirm the appropriate category with the PMDA officer in charge.

[3] Correlation

This is intended to give guidance and advice on the results of correlation studies. PMDA will also provide advice on in vitro diagnostics not compliant with the certification standards as a result of simple consultation on certification standards compliance.

[4] Clinical performance study

This is intended to give guidance and advice on the results of clinical performance studies that have been already conducted. PMDA will advise on the contents of (draft) post-marketing risk management plan for in vitro diagnostics for Type 1 products in “Conditional Approval of Medical Devices and In Vitro Diagnostics” (PSEHB/MDED Notification No. 0831-2 dated August 31, 2020) and the results of use-results evaluation for Type 2 products in “Conditional Approval of Medical Devices and In Vitro Diagnostics” (PSEHB/MDED Notification No. 0831-2 dated August 31, 2020).

[5] Companion diagnostics clinical performance study

This is intended to give guidance and advice on the results of equivalence studies etc. of companion diagnostics.

15. Application procedure consultation for in vitro diagnostics

This is a consultation to provide guidance and advice on the formal sufficiency of data to be attached to the application form of in vitro diagnostics. This is not applicable for those involving data assessment. The consultation also covers the applicability of the application category.

16. Additional consultation for in vitro diagnostics

When the applicant had consultation in a certain consultation category, based on review of the advice established at the consultation, this is an additional consultation as a re-consultation in the same category to give guidance and advice on the appropriateness etc. of part of the change.

17. Consultation prior to in vitro diagnostics IDATEN (Improvement Design within Approval for Timely Evaluation and Notice)

This is intended to provide guidance and advice whether or not an application for a change can be accepted prior to the implementation of a change plan based on the change plan confirmation procedure system (IDATEN) for medical devices.

(Appendix 7)

Category and Contents of Prior Assessment Consultation for Regenerative Medical Products

1. Prior assessment consultation for regenerative medical products (safety, quality, effectiveness)

To preliminarily assess the proposed application safety/quality/effectiveness data (study results) of products under development, identify problems, reorganize issues, and then prepare an assessment report.

2. Prior assessment consultation for regenerative medical products (therapeutic exploratory study)

To preliminarily assess the proposed application data (study results) on therapeutic exploratory studies of products under development, identify problems, reorganize issues, and then prepare an assessment report.

3. Prior assessment consultation for regenerative medical products (confirmatory clinical study)

To preliminarily assess the proposed application data (study results) on confirmatory clinical studies of products under development, identify problems, reorganize issues, and then prepare an assessment report.

(Appendix 8 to 8-2) <missing numbers>

(Appendix 8-3)

Category and Contents of Consultation on Electronic Study Data Submission of New Drugs

1. Consultation for electronic study data submission

Concerning the validation of conformity to CDISC standards of data conforming to CDISC standards, if electronic data on pre-marketing and post-marketing clinical studies violates the rules but cannot be corrected in light of the significance of the rules in "Technical Conformance Guide on Electronic Study Data Submissions" (PMDA/CPE Notification No. 0401003 and PMDA/CRS Notification No. 0401001 dated April 1, 2022 jointly by Director of Center for Product Evaluation and Director of Center for Regulatory Science, Pharmaceuticals and Medical Devices Agency; hereinafter referred to as "Technical Guide"), this consultation is intended to explain the contents of the violation and the reason that it cannot be corrected, not to analyze or evaluate data. Advice on the storage or submission method of electronic data (including the process or specification of data generation, data set, definition file etc.) shall be provided at the consultation for electronic application data submission method. This consultation does not cover the identification of studies or analysis and analysis data set subject to electronic data submission involving scientific assessment.

2. Consultation for electronic study data submission method

This is a consultation to advise on the method of storage and submission of electronic data related to pre-marketing or post-marketing clinical studies (including the process or specification of data generation, data set, and definition file etc.).

Example:
- Appropriateness of the submission method in the case where multiple methods are expected in light of the study plan or the characteristics of collected data
- Appropriateness of explanation on the traceability in legacy conversion
- Appropriateness of submission methods including the folder structure of electronic data
- Appropriateness of submission method of analysis data set related to standard pharmacokinetic analysis

This consultation is not intended for data analysis or assessment. Concerning the validation of conformity to CDISC standards of data conforming to CDISC standards, if electronic data on studies violate the rules but cannot be corrected in light of the significance of the rules in "Technical Guide," the applicant shall be explained in the contents of the violation and the reason that it cannot be corrected at the consultation for electronic study data submission. This consultation does not cover the identification of studies or analysis and analysis data set subject to electronic data submission involving scientific assessment.

3. Consultation on exemption of electronic study data submission (non-orphan drugs)

This is intended to consult on whether or not the submission of all or some of electronic data is exempted or the submission is necessary as well as specific contents to be submitted based on "Notification on Handling of Submission of Electronic Study Data for New Drug Applications" (PSEHB/PED Notification No. 0401-10 dated April 1, 2022, by Director, Pharmaceutical Evaluation Division, Pharmaceutical Safety and Environmental Health Bureau, Ministry of Health, Labour and Welfare; hereinafter referred to as "Electronic Study Data Notification") and the latest version of "Question and Answer (Q&A) Guide Regarding "Notification on Handling of Submission of Electronic Study Data for New Drug Applications" (Administrative Notice from Pharmaceutical Evaluation Division, Pharmaceutical Safety Bureau, Ministry of Health, Labour and Welfare; hereinafter referred

to as “Electronic Study Data Notification Q&A”) and in light of the storage status of electronic data of individual studies subject to electronic data submission.

Example:
- Appropriateness of a case where all or some of data are not submitted when it is difficult to prepare electronic data because the study was conducted long time ago and all or some of study data were not electronically saved, as well as the contents of submission
- Appropriateness of a case where some of data are not submitted when it is difficult to prepare some of electronic data because detailed information required to prepare CDISC conformant data has not been obtained, as well as the contents of submission
- Concerning a product to be filed for approval before the designation of orphan drugs, the appropriateness of a case where electronic data of studies of which the start date is before the date shown in the Electronic Study Data Notification are submitted in other format than CDISC standards as well as the contents of submission

4. Consultation on exemption of electronic application data submission (orphan drugs)

This is intended to consult on whether or not the submission of all or some of electronic data on orphan drugs is exempted or the submission is necessary as well as specific contents to be submitted based on Electronic Study Data Notification and Electronic Study Data Notification Q&A and in light of the storage status of electronic data of individual studies subject to electronic data submission.

Example:
- Appropriateness of a case where all or some of data are not submitted when it is difficult to prepare electronic data because the study was conducted long time ago and all or some of study data were not electronically saved, as well as the contents of submission
- Appropriateness of a case where all or some of data are not submitted when it is difficult to prepare some of electronic data because detailed information required to prepare CDISC conformant data has not been obtained, as well as the contents of submission
- Concerning an orphan drug, the appropriateness of a case where electronic data of studies of which the start date is before the date shown in the Electronic Study Data Notification are submitted in other format than CDISC standards as well as the contents of submission

(Appendix 9)

Review categories of new drugs, medical devices, and regenerative medical products

1. Review categories of new drugs or regenerative medical products are established as follows.

Review category	Target
Review category 1	Gastrointestinal drugs, dermatologic drugs, immunosuppressants, other (not classified into other categories)
Review category 2	Cardiovascular drugs, antiparkinsonian drugs, drugs for Alzheimer's disease
Review category 3-1	Central nervous system drugs, peripheral nervous system drugs. Anesthetic drugs are excluded.
Review category 3-2	Anesthetic drugs, sensory organ drugs (excluding drugs for inflammatory diseases), narcotics
Review category 4	Antibacterial drugs, antiviral drugs (excluding AIDS drugs), antifungal drugs, antiprotozoal drugs, anthelmintic drugs
Review category 5	Urogenital/anal drugs, combination drugs
Review category 6-1	Respiratory tract drugs, anti-allergy drugs (excluding dermatologic drugs), sensory organ drugs (drugs for inflammatory diseases)
Review category 6-2	Hormone drugs, drugs for metabolic disorders (diabetes, osteoporosis, gout, inborn errors of metabolism, etc.)
Oncology drugs	Antineoplastic drugs
AIDS drugs	Anti-HIV drugs
Radiopharmaceuticals	Radiopharmaceuticals
In vivo diagnostics	Contrast media, reagents for function tests (excluding in vitro diagnostics)
Bio-CMC	Bio-CMC, follow-on biologics
Vaccines	Vaccines (limited to those related to prevention of infection), antitoxins
Blood products	Blood products
Regenerative medical products	Regenerative medical products manufactured by processing cell tissues
Gene therapy products	Regenerative medical products for gene therapy, Cartagena

(Note)

[1]Immunosuppressants for transplantation, antidotes, drugs for renal diseases, etc. fall into Review category 1.

[2]"Gastrointestinal drugs" in Review category 1 include drugs for liver diseases and drugs for pancreatic diseases. "Dermatologic drugs" do not include dermatological drugs other than those for external use and external drugs generally intended for absorption into the body.

[3]Ophthalmic drugs, etc. containing antibiotics as active ingredients fall into Review category 4, not Review category 3-1, Review category 3-2, and Review category 6-1.

[4]"Combination drugs" in Review category 5 mainly refer to combination prescription drugs with similar formulations. Other combination drugs fall into the categories applicable to proposed indications.
[5]"Anti-allergic drugs" in Review category 6-1 are oral drugs. Among "anti-allergic drugs," drugs for external use fall into Review category 1.
[6]"Hormone drugs, drugs for metabolic disorders" in Review category 6-2 include anti-diabetic drugs, osteoporosis drugs, hormone drugs other than digestive hormones, antipodagric agents, and drugs for inborn errors of metabolism. However, among hormone drugs, urogenital drugs fall into Review category 5, not Review category 6-2.

2. Review categories of medical devices (including the categories that include in vitro diagnostics) are established as follows.

Review category	Target
Robotics, IoT, other fields	Innovative medical devices mainly utilizing robot technology, advanced IoT technology, etc., medical devices related to multiple departments, and medical devices not belonging to other categories
Orthopedic/plastic fields	・ Medical devices mainly related to knee/upper limb joints, hip/finger joints, etc. in the orthopedic category ・ Among medical devices in orthopedic category, mainly plates/screws and intramedullary nails/fixation materials for spine, etc. and related instruments/machines; medical devices in plastic surgery and dermatology fields
Psychiatric, neurological, respiratory, cerebral/vascular fields	・ Materials used in cerebral/cardiovascular (excluding cardiac), respiratory, psychiatric/neurological fields ・ Machines used in cerebral/cardiovascular (excluding cardiac), respiratory, psychiatric/neurological fields
Digestive organ/reproductive fields	Mainly digestive system, urinary system, and obstetrics and gynecology fields
Dental and oral fields	Mainly dental field
Ophthalmologic/otolaryngologic fields	Mainly ophthalmologic and otolaryngologic fields
Cardiopulmonary and cardiovascular fields	・ Materials mainly related to the heart among cardiovascular medical devices ・ Machines mainly related to the heart among cardiovascular medical devices
Program field	Medical devices mainly consisting of single program
In vitro diagnostic field	Mainly laboratory test field (related to in vitro diagnostics)

(Appendix 10)

Categories and contents of consultations on epidemiological surveys for drugs

1. Consultations on procedures for epidemiological surveys for drugs

In consultations on procedures, etc. for use-results comparison surveys or post-marketing database surveys, etc. for application for re-examination or re-evaluation of drugs approved for marketing or post-marketing surveillance related to follow-on biologics approved for marketing, guidance and advice are provided based on related laws and regulations, and notifications, etc. Data evaluation is not applicable.

Example) ・Procedures to note at the start of post-marketing database surveys
・Items to be described in the epidemiological survey plans

2. Consultations on plans for epidemiological surveys for drugs

Consultation is provided for the first time and guidance and advice are given on the survey plans such as survey designs, endpoints, epidemiological analysis methods, etc. regarding the use-results comparative surveys or post-marketing database surveys, etc. for comparison that are conducted from the time of approval or newly required to be conducted for the purpose of application for re-examination or re-evaluation of drugs approved for marketing or post-marketing surveillance of follow-on biologics approved for marketing.

3. Additional consultations on epidemiological surveys for drugs

After the consultation on plans for epidemiological surveys for drugs, the second and subsequent consultations are provided and guidance and advice are given on the survey plans of use-results comparative surveys or post-marketing database surveys, etc. for the same purposes as those of the surveys discussed in the consultation on plans for epidemiological surveys for drugs.