

No.1010.4/9487



Food and Drug Administration  
Ministry of Public Health  
Tiwanon Rd., Nondhaburi 11000

23 JUL 2014

To: ATSC Chair and co-Chair, GMP Chair and co-Chair, Members, ASEAN Secretariat

Dear Sir / Madam

RE: INVITATION TO THE INTER-SESSIONAL MEETING OF THE ASEAN CONSULTATIVE COMMITTEE FOR STANDARDS AND QUALITY (ACCSQ) TRADITIONAL MEDICINES AND HEALTH SUPPLEMENTS PRODUCT WORKING GROUP (TMHSPWG) AND ITS RELATED MEETINGS, 25-29 AUGUST 2014, BANGKOK THAILAND

It is our great honour to inform you that Thailand is pleased to be hosting the inter-sessional Meetings of the ASEAN Consultative Committee for Standards and Quality (ACCSQ) Traditional Medicines and Health Supplements Product Working Group (TMHSPWG) and its related meetings. The meetings will be held at Four Seasons Hotel – Bangkok, Thailand, from August 25-29, 2014.

In this regard, we cordially invite you and your delegation to the following meetings:

- i) The joint meeting between the ASEAN TMHS GMP Task Force and the ASEAN Regulatory Framework Task Force on August 25, 2014;
- ii) 24<sup>th</sup> ASEAN TMHS Scientific Committee on August 26-27, 2014;
- iii) 17<sup>th</sup> ASEAN TMHS GMP Task Force Meeting on August 26-27, 2014;
- iv) 17<sup>th</sup> Task Force on ASEAN Regulatory Framework for TMHS on August 28-29, 2014

Please find attached the meeting registration form, hotel reservation form and tentative meeting program. The meeting registration fee will be waived for Chair and co-Chair of the ATSC Meeting, TFRF meeting and ASEAN TMHS GMP TF meeting, Head of Delegation and one government delegate, and two representatives from the ASEAN Secretariat.

We look forward to welcoming and meeting all of you in Thailand.

Yours sincerely,

*Bronchai*

(Mr. Bronchai Sornboonsock)

Secretary-General

Food and Drug Administration

Bureau of Food

Tel: 662-590-7185, 662-590-7163

Fax: 662-591-8476, 662-5907164

**The Tentative Programme of the 24<sup>th</sup> Meeting of ATSC and its related meetings of the ACCSQ TMHS PWG**

25-29 August 2014, Bangkok, Thailand

Session	Day 1, Monday 25 August 07:30-08:30	Day 2, Tuesday 26 August 07:30-08:30	Day 3, Wednesday 27 August 07:30-08:30	Day 4, Thursday 28 August 07:30-08:30	Day 5, Friday 29 August 07:30-08:30
<b>Morning</b>	Registration for the joint meeting between the GMP Task Force and the Regulatory Framework Task Force (members and endorsed observers)	Registration for 24 <sup>th</sup> ATSC Meeting (members and endorsed observers)	Registration for 24 <sup>th</sup> ATSC Meeting (members and endorsed observers)	Registration for 17 <sup>th</sup> Task Force on ASEAN Regulatory Framework for TMHS (regulators and endorsed observers)	Registration for 17 <sup>th</sup> Task Force on ASEAN Regulatory Framework for TMHS (regulators and endorsed observers)
		Registration for 17 <sup>th</sup> GMP Task Force Meeting (regulators and endorsed observers)	Registration for 17 <sup>th</sup> GMP Task Force Meeting (regulators and endorsed observers)		
	08:30-10:00	08:30-10:00	08:30-10:00	08:30-10:00	08:30-10:00
	the joint meeting between the GMP Task Force and the Regulatory Framework Task Force	24 <sup>th</sup> ATSC meeting	24 <sup>th</sup> ATSC meeting (continue)	17 <sup>th</sup> ASEAN Regulatory Framework for TMHS Task Force Meeting	17 <sup>th</sup> ASEAN Regulatory Framework for TMHS Task Force Meeting (continue)
		17 <sup>th</sup> GMP Task Force Meeting	17 <sup>th</sup> GMP Task Force Meeting (continue)		
	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15	10:00-10:15
	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break
	10:15-12:00	10:15-12:00	10:15-12:00	10:15-12:00	10:15-12:00
	the joint meeting between the GMP Task Force and the Regulatory Framework Task Force (continue)	24 <sup>th</sup> ATSC meeting (continue)	24 <sup>th</sup> ATSC meeting (continue)	17 <sup>th</sup> ASEAN Regulatory Framework for TMHS Task Force Meeting (continue)	17 <sup>th</sup> ASEAN Regulatory Framework for TMHS Task Force Meeting (continue)
		17 <sup>th</sup> GMP Task Force Meeting (continue)	17 <sup>th</sup> GMP Task Force Meeting (continue)		
<b>Lunch Break</b>	12:00-13:00	12:00-13:00	12:00-13:00	12:00-13:00	12:00-13:00

<b>Afternoon</b>	13:00-14:45	the joint meeting between the GMP Task Force and the Regulatory Framework Task Force (Adoption of Meeting Report)	13:00-14:45	24 <sup>th</sup> ATSC meeting (continue)	13:00-14:45	17 <sup>th</sup> ASEAN Regulatory Framework for TMHS Task Force Meeting (Adoption of Meeting Report)
	14:45-15:00	Coffee Break	14:45-15:00	17 <sup>th</sup> GMP Task Force Meeting (continue)	14:45-15:00	Coffee Break
	15:00-17:00	the joint meeting between the GMP Task Force and the Regulatory Framework Task Force (Adoption of Meeting Report) (continue)	15:00-17:00	24 <sup>th</sup> ATSC meeting (continue)	15:00-17:00	17 <sup>th</sup> ASEAN Regulatory Framework for TMHS Task Force Meeting (Adoption of Meeting Report) (continue)
	13:00-14:45	24 <sup>th</sup> ATSC meeting (continue)	13:00-14:45	24 <sup>th</sup> ATSC meeting (Adoption of Meeting Report)	13:00-14:45	17 <sup>th</sup> ASEAN Regulatory Framework for TMHS Task Force Meeting (continue)
	14:45-15:00	Coffee Break	14:45-15:00	17 <sup>th</sup> GMP Task Force Meeting (continue)	14:45-15:00	Coffee Break
	15:00-17:00	24 <sup>th</sup> ATSC meeting (continue)	15:00-17:00	24 <sup>th</sup> ATSC meeting (Adoption of Meeting Report) (continue)	15:00-17:00	17 <sup>th</sup> ASEAN Regulatory Framework for TMHS Task Force Meeting (continue)
	14:45-15:00	Coffee Break	14:45-15:00	17 <sup>th</sup> GMP Task Force Meeting (continue)	14:45-15:00	Coffee Break
	15:00-17:00	24 <sup>th</sup> ATSC meeting (continue)	15:00-17:00	24 <sup>th</sup> ATSC meeting (Adoption of Meeting Report) (continue)	15:00-17:00	17 <sup>th</sup> ASEAN Regulatory Framework for TMHS Task Force Meeting (continue)
	14:45-15:00	Coffee Break	14:45-15:00	17 <sup>th</sup> GMP Task Force Meeting (continue)	14:45-15:00	Coffee Break
	15:00-17:00	24 <sup>th</sup> ATSC meeting (continue)	15:00-17:00	24 <sup>th</sup> ATSC meeting (Adoption of Meeting Report) (continue)	15:00-17:00	17 <sup>th</sup> ASEAN Regulatory Framework for TMHS Task Force Meeting (continue)

The 24<sup>th</sup> Meeting of ASEAN TMHS Scientific Committee (ATSC)

## And Its related meetings of the ACCSQ TMHSPWG

25 – 29 August 2014

Four Seasons Hotel, Bangkok, Thailand

**PARTICIPANT DETAILS**

**Name (Mr./Mrs./Ms.)** .....

**Job Title** .....

**Organization** .....

**Address** .....

**Contact numbers** .....

**Email address** .....

**Name to appear on the Name Tag** .....

**MEETING REGISTRATION FEE & EVENT PARTICIPATION**

<input type="checkbox"/> Chair/Co- Chair of ATSC	- Fee exemption	<input type="checkbox"/> Government Delegate	- USD 520
<input type="checkbox"/> Chair/Co- Chair of GMP Task Force	- Fee exemption	<input type="checkbox"/> Government Observer	- USD 520
<input type="checkbox"/> Chair/Co- Chair of Framework	- Fee exemption	<input type="checkbox"/> AAHSA Delegate	- USD 650
<input type="checkbox"/> ASEAN Secretariat	- Fee exemption	<input type="checkbox"/> AAHSA Observer	- USD 650
<input type="checkbox"/> Head of Delegate	- Fee exemption	<input type="checkbox"/> AATMI Delegate	- USD 650
<input type="checkbox"/> Government Delegate ( 1 per country)	- Fee exemption	<input type="checkbox"/> AATMI Observer	- USD 650

Event Participation	Date	Please tick
Joint meeting between GMP task force & Regulatory Framework Taskforce	25 August 2014	
24 <sup>th</sup> ATSC meeting	26-27 August 2014	
17 <sup>th</sup> GMP task force meeting	26-27 August 2014	
17 <sup>th</sup> ASEAN Regulatory Framework	28-29 August 2014	

**Meal Request:** Please tick  Vegetarian  Pork free  Beef free  None

**Remarks :**

- Observers from the industry need endorsement from their government.
- Please send the scanned copy of the deposit slip (with your name & organization) and the completed registration form through email address: [atsc24th.bangkok@gmail.com](mailto:atsc24th.bangkok@gmail.com)
- Registration deadline : 18 August 2014

**PAYMENT DETAILS**

**Bank Name:** K-Bank

**Branch:** Phaholyothin

**Account Name:** Health Food and Supplements Association

**Account Number:** 099-1-32272-8 (Current A/C)

**Swift Code:** KASITHBK

**Telex Transfer:** KASIKORNBANK PCL.,BANGKOK, THAILAND  
1 Soi Kasikornthai, Ratburana Road, Bangkok, Thailand

\*\* Please transfer net amount as all bank charges will be responsible by the participant\*\*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Enquiries**

- Please contact Supattra email address: [supattra.chiraru@gmail.com](mailto:supattra.chiraru@gmail.com) Tel: (66)814438358
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**Terms and Conditions**

- Registration fee includes materials, refreshments and lunches (not include hotel accommodation and transportation)
- Upon receipt of payment, you will receive a confirmation letter within 5 days via email.
- Please present your confirmation letter and deposit slip at the registration desk when you sign-in.
- Any cancellation of registration cannot be refunded

**Accommodation**

- To ensure a hotel special rate as this event's participant, use hotel reservation enclosed.
- Please contact the hotel directly regarding the accommodation and transportation.

OFFICAL USE ONLY	Code No:	Confirmed by:	Date:	Amount:
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FOUR SEASONS HOTEL  
Bangkok

RESERVATION FORM

The 24th Meeting of ASEAN TMHS Scientific Committee (ATSC) and Its related meetings of the  
ACCSQ TMHSPWG (Food and Drug Administration, Ministry of Public Health)"  
on 24-29 August 2014

Attention: Groupcoordinator  
Tel: (66 2) 126-8866 ext. 1032 Fax: (66 2) 254-5391  
E-mail: groupcoordinator.bangkok@fourseasons.com

**Hotel Reservation Form:** Please type and return this form to the hotel

Number of guests: \_\_\_\_\_ person (s)

1. Mr. / Ms. / Mrs. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

2. Mr. / Ms. / Mrs. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Country: \_\_\_\_\_ Fax.: \_\_\_\_\_

Country: \_\_\_\_\_

**ACCOMMODATION RATES:**

Deluxe Guest Room  THB 5,200.-net per room per night with Breakfast and Standard Internet Access for Single Occupancy  
Deluxe Guest Room  THB 5,700.-net per room per night with Breakfast and Standard Internet Access for Double Occupancy

\* Room rate is inclusive of 10% service charge and current applicable tax of 7%

\*\*Remark : Please send the reservation form to the hotel before 15 August 2014 in order to secure the space

CHECK-IN DATE: \_\_\_\_\_ FLIGHT: \_\_\_\_\_ TIME: \_\_\_\_\_

\* Normal check-in is 15:00 hrs.

CHECK-OUT DATE: \_\_\_\_\_ FLIGHT: \_\_\_\_\_ TIME: \_\_\_\_\_

\* Normal check-out is 12:00 hrs. (noon)

**SPECIAL REQUEST (SUBJECT TO AVAILABILITY)**

King Bed  Twin Bed  Smoking  Non-smoking  Vegetarian

Limousine Transfer:  From Airport  To Airport  Roundtrip

Mercedes Benz S-class at THB 2,900.-net per car per trip for a maximum of three (3) persons

\* Limousine prices are inclusive of 10% Service Charge

**CREDIT CARD GUARANTEE:**

I hereby authorize you to debit my credit card account for the whole stay of room charge in case of NO SHOW or CANCELLATION

Credit Card:  AMEX  VISA  MASTER  JCB

Name of cardholder: \_\_\_\_\_ Credit card no.: \_\_\_\_\_

Expired date: \_\_\_\_\_ Authorize Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note 1. A Charge for the whole period inclusive of tax and service charge will be levied in the event of cancellation of your reservation

2. The above special rates are valid for Ministry of Public Health/Health Food and Supplement Association (Food and Drug Administration) participants only

3. The above rates are valid 3 days pre and post of this event

**FOUR SEASONS HOTEL BANGKOK USES ONLY:**

Reservation Confirmed By: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation Number: \_\_\_\_\_

Special note: \_\_\_\_\_

\* This reservation is not valid until confirmed & returned by the Reservation Department