

Action ID	Actions	Date raised	Target Resolution Date	Owner	Status	Comments	Date Closed
1	To send additional comments on ToR within 2 weeks. It is planned to formally endorse the document at the next Task Force face to face meeting in June. Subsequently, the ToR will be submitted to the EUTMB for adoption.	31-Mar-15	15-Apr	All	Complete		12/06/2015
2	To provide EMA with suggestions on how to re-phrase Section 4 point 6 (Mandate) of ToR to highlight the importance of global harmonisation.	31-Mar-15	15-Apr	non EMA memebrs	Complete		12/06/2015
3	To revise the governance model image to reflect the dual nature of the Task Force operating in both strategic and operational capacities.	31-Mar-15		EMA	Complete		12/06/2015
4	To respond/investigate the rational and extent of compliance required by the EMA and NCAs regarding IDMP implementation by July 2016 and consequences should this not be achievable. To investigate internally with the EC the reason for setting up the July 2016 and provide feedback to the group.	31-Mar-15	12-Jun-15	Marta Terron Cuadrado	Complete	combined with action 13; phased approach accepted by EC, EU ISO IDMP wepage will be amended to reflect this agreement	
5	To collect additional information from industry and provide consolidated feedback on possible opportunities to reduce duplicated information which is currently provided within regulatory submission documents and may potentially also be within IDMP based data submissions. This should consider also the frequency of change reflecting the reduced benefit in removing relatively static content from document based submissions.	31-Mar-15		John Kiser	In Progress		
6	To consider the process to review regulatory document content to reduce the potential overlap with IDMP product data submissions (specifically Module 3 of the dossier).	31-Mar-15		Francisco Penaranda	Complete	To be addressed in sub-groups, new action for sub-groups.	12/06/2015
7	To analyse which IDMP data fields, in the course of the ISO IDMP implementation, will be used and prioritise their collection and maintenance to guide a phased implementation.	31-Mar-15		EMA	In Progress		
8	To coordinate the preparation and presentation of the IDMP implementation analysis and suggested alternatives (including timelines for implementation) as defined by this Task Force at the July HMA meeting. This presentation will also include proposals on scope and timing for a phased implementation.	31-Mar-15		Francisco Penaranda	Complete		12/06/2015
9	To share in sub-groups the outcome of the workshop and proposed options for operating models to confirm final "TO BE" solution.	31-Mar-15		EMA	Complete		12/06/2015
10	Nominations for eachTF sub-group to be coordinated by the EU ISO IDM TF co-chairs and finalised by 10 April.	31-Mar-15	10-Apr-15	Co-chairs	Complete		12/06/2015
11	TF sub-group leaders to be selected during first teleconference	31-Mar-15		All	Complete		12/06/2015
12	TF EMA topic leaders to agree on a detailed action plan with sub-groups during dedicated teleconference.	31-Mar-15		EMA	Complete		12/06/2015
13	To investigate internally with the EC the reason for setting up the July 2016 and provide feedback to the group.	31-Mar-15	12-Jun-15	Marta Terron Cuadrado	Complete	combined with action 4	12/06/2015
14	To circulate the S&P draft recommendation documents produced by the S&P sub-group to TF	12-Jun-15		Ilaria Del Seppia	Complete		25/09/2015
15	To investigate the possibility of using MMD (or other shared drive) to share working documents with entire TF	12-Jun-15		Ilaria Del Seppia	Complete	to look for another alternative	25/09/2015
16	Sub-groups to progress with their activities and outstanding actions	12-Jun-15		EMA sub-groups coordinators	Complete		25/09/2015
17	Sub-groups to revise the frequency of meetings and composition	12-Jun-15		EMA sub-groups coordinators	Complete		25/09/2015