Pharmacometrics Cluster – Terms of Reference

11 November 2025

The European Medicines Agency (EMA), the US Food and Drug Administration (FDA), Health Canada (HC), the Pharmaceuticals and Medical Devices Agency (PMDA) and the Therapeutic Goods Administration (TGA) agree on the following:

1. Goal and Objectives

The mission of the Pharmacometrics cluster is to foster collaboration and scientific exchange among the European Medicines Agency (EMA), Food and Drug Administration (FDA), Health Canada (HC), Therapeutics Goods Administration (TGA) and Pharmaceuticals and Medical Devices Agency (PMDA) regulatory agencies to discuss best practices and product development matters.

The objective of the cluster is to exchange information and perspectives on pharmacometrics, including guidelines, workshops, publications and products under parallel assessment. The Agencies will also work towards the harmonisation of their practices and activities in this area.

2. Participants

Members should be identified by each regulatory agency. Each cluster should have a subject matter lead and project manager (if applicable) to serve as points of contact.

- From the EMA side, participants will include EMA staff, members of the EMA Modelling and Simulation operational expert group (MSOEG) and members of other EMA working parties or committees as appropriate.
- The FDA will involve colleagues from the Office of Clinical Pharmacology, Office of Generic Drugs from the Center for Drug Evaluation and Research, the Center for Biologics and Evaluation and Research, the Center for Veterinary Medicine and the Office of Global Policy and Strategy.
- Health Canada participants will include experts from the Biologics and Genetic Therapies Radiopharmaceutical Drugs Directorate (BRDD), Pharmaceutical Drugs Directorate (PDD), and include other Pharmacometrics subject matter experts as appropriate
- The PMDA will involve colleagues from Office of Regulatory Science Coordination, the Center for Regulatory Science, Clinical Pharmacology/Pharmacokinetics reviewers from the Center for Product Evaluation and Other relevant PMDA staff.
- The TGA participants will include staff from the Medicines Regulation Division.

3. Timing

The cluster will meet quarterly via teleconference at 8am EST unless requested otherwise.

It is anticipated that teleconferences will occur four times per year, subject to need and predefined in advance, and each meeting to be conducted for up to 2 hours.

Ad-hoc teleconferences, on product-related assessments or any other emerging concerns, of a more pressing nature can be held at any mutually agreeable time. As appropriate, some discussions will be moved to other clusters to expedite review.

4. Working arrangements

The teleconferences will be chaired by the four Agencies in a rota system with acting chair responsibilities alternating at sequential meetings. Minutes and action lists will be drafted by the Agency chairing the meeting and will be circulated to other Agencies for comments within three weeks from the day of the meeting. The EMA, FDA, HC, and PMDA will alternate the responsibility to prepare teleconference agendas, including mutually agreed topics for discussion in alignment with the objectives described under section 1. The topics should be selected on the grounds that they are of shared interest and are anticipated to be beneficial for all agencies. Liaisons will play an administrative role in assigning topics to avoid duplication of efforts.

The meetings will be run on rotation by a different cluster. Each cluster is responsible for sending the call for agenda items, distributing the slides and pertinent information, e.g. call in number, for their assigned meeting, organizing the call-in number, running their assigned meeting and projecting the slides and activating the conference call for their meeting.

- Each meeting should begin a reminder statement of confidentiality.
- Call for agenda items occur 3 weeks prior to the meeting
- Topics are due 2 Fridays prior to the meeting.
- A short paragraph describing the proposed agenda topic should be provided for inclusion in the agenda
- Agenda and documents will be sent the Friday prior to the meeting

A proposed draft agenda conforming to the template will be sent by the organising Agency about one week in advance of a teleconference. Proposals should be circulated via email at least 3 weeks in advance to verify topic for mutual agreement. Urgent topics may be added shortly before the teleconference by mutual agreement.

Once the agenda has been agreed upon, the need for additional ad hoc teleconferences may be identified for in-depth discussion of specific issues, and a specific agenda for such ad hoc teleconferences will be set. Attendees for these ad hoc meetings will be limited to those actively working on the topic, subject matter experts and core Cluster members as needed.

The EMA, FDA, HC, PMDA and TGA agree that observers from regulatory authorities of other regions may participate in cluster activities subject to agreement of the EMA, FDA, HC, PMDA, and TGA appropriate confidentiality arrangements being in place.

5. Confidentiality

- Confidentiality of the information shared within the cluster is covered under the bilateral information sharing Confidentiality Arrangements (CA) that exist between members and observers. Cluster members and observers are responsible for the implementation and maintenance of these arrangements.
- Cluster members, as well as observers and guests, shall not disclose publicly or do anything that would lead to the disclosure of information shared or discussed during meetings without prior authorization of the members that provide such information.
- The chair will inform meeting attendees if there are participants from outside of member or permanent observer organizations.

6. Reaching Agreement

The cluster will come to final decisions using the process of consensus, defined as general verbal agreement, to the greatest extent possible.

7. Workplan and Reporting

Minutes will be a Record of discussion and not a verbatim documentation.

- Minutes will be distributed no later than 3 weeks following the meeting.
- The cluster has 1 week to agree with the minutes.
- Final minutes will be distributed 5 weeks after the meeting
- The record of discussion document will be distributed via Eudralink. All members should have accounts.

A joint annual/bi-annual workplan outlining the cluster's priorities is generated and routinely supported by meeting minutes, and actions. A report highlighting the activities of the cluster will be prepared with a specified frequency.