



**IMDRF** International Medical  
Device Regulators Forum

## FINAL DOCUMENT

**Title:** IMDRF Standard Operating Procedures  
**Authoring Group:** IMDRF Management Committee  
**Date:** 25 September 2020

A handwritten signature in blue ink, appearing to read 'M.L. I'.

Dr Choong May Ling, Mimi, IMDRF Chair

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## 1.0 Introduction

This document is intended to describe the basic procedures that the International Medical Device Regulators Forum (IMDRF) follows when revising the membership of the Management Committee, establishing Subcommittees or Working Groups, developing IMDRF Documents or managing documents developed under the Global Harmonization Task Force (GHTF).

The Operating Procedures outlined in this document, in conjunction with the *Terms of Reference*, are designed to be flexible so that should the need arise, the IMDRF can respond to challenges with respect to its objectives in a timely manner.

## 2.0 IMDRF Membership

IMDRF membership criteria, roles, and responsibilities are listed in each of the Sections below and are also outlined in [Annex D](#).

### 2.1 Management Committee

The Management Committee consists of regulatory authorities and is responsible for the oversight and decision making for all IMDRF activities. Management Committee members are voting members and are expected to attend all IMDRF Management Committee meetings which are held face to face or by teleconference as well as to ensure regular contribution to IMDRF activities and participate in at least 2/3 of the IMDRF Working Groups. Management Committee members have two (2) representatives per delegation and these representatives need to be knowledgeable on IMDRF matters. It is expected that these representatives would consistently attend subsequent IMDRF meetings and that any changes to representatives would require notification to the IMDRF Management Committee chair.

In reviewing application requests for membership, the Management Committee will consider whether the regulatory authority has met each of the following requirements, including having:

- been a regional influence,
- participated in all IMDRF MC meetings (including teleconferences) for the last two (2) consecutive years,
- participated in a majority of Working Groups as an Official Observer for the last two (2) consecutive years, providing active contribution, and
- been an Official Observer for at least the last two (2) consecutive years prior to the application for membership, and

- 
- sufficient capacity to chair the MC and provide the Secretariat for a year, including hosting two (2) face to face meetings and two (2) scheduled teleconferences.

Having been an Official Observer for the last two (2) consecutive years prior to the application for membership, while being an essential precondition for Management Committee membership, does not give the applicant any automatic presumption of conformity with the other criteria listed above.

Applications to become a Management Committee member are to be made in writing by completing the application form (located on the IMDRF website) and sending it to the IMDRF Chair. All applications must be submitted at least two (2) months before the next management committee meeting for consideration. The application(s) will then be reviewed by the Management Committee at the next Management Committee meeting. The Management Committee will ask the applicant to provide a presentation during that meeting. Any new Management Committee members will be approved with the unanimous agreement of existing Management Committee members.

The membership of the Management Committee will be published on the IMDRF website.

## **2.2 Official Observers**

Official Observers consist of Regulatory Authorities and the World Health Organization (WHO) and participate in the oversight of all IMDRF activities, but do not participate in the decision making process. Official Observers will be expected to attend all Management Committee meetings which are held face to face or by teleconference as well as to participate in IMDRF Working groups. Official Observers will be expected to maintain the confidentiality of the “closed” Management Committee meetings per the Terms of Reference document. When a discussion or portion of a Management Committee meeting is designated as “closed” Official Observers may attend. Official Observers do not participate in the decision making process. As with full members, Official Observers may have two (2) consistent representatives per delegation and these representatives need to be knowledgeable on IMDRF matters.

In reviewing application requests to become an Official Observer, the Management Committee will consider whether the applicant has met each of the following requirements:

- being a Regulatory Authority,
- operating a mature or maturing system for medical device regulation which should include:
  - established laws and regulations for medical devices building substantially on GHTF and IMDRF foundations and principles,
  - proper competencies for effective implementation and enforcement of the established laws and regulation,

- 
- a system for conformity assessment of devices building on GHTF and IMDRF guidance documents, and
  - sufficient resources and regulatory expertise to perform its duties.
  - contributing to scientific or regulatory innovation in the field of medical devices as demonstrated by development of guidance(s) in emerging technical and regulatory issues,
  - having a capacity to contribute resources and expertise to the objectives of IMDRF by participation in public IMDRF meetings for the last two (2) consecutive years, participation in at least two Working Groups the last two (2) consecutive years as observers, and providing input to document consultations, and
  - having a recognized commitment to the objectives of IMDRF demonstrated by implementation of IMDRF documents (work items).

Applications to become an Official Observer are to be made in writing by completing the application form (located on the IMDRF website) and sending it to the Management Committee Chair. Applications must be submitted at least two (2) months before the next management committee meeting for consideration. The application(s) will then be reviewed by the Management Committee at the next Management Committee meeting. The Management Committee will ask the applicant to provide a presentation during that meeting. Any new Official Observers must be approved by unanimous consent of the Management Committee.

The list of Official Observers will be published on the IMDRF website.

### **2.3 Invited Observers**

An Invited Observer(s) can be a regulatory authority, global industry association, or stakeholder association. All Invited Observers will be invited by the Management Committee on a meeting by meeting basis. Invited Observers may only attend the “open” portions of face to face Management Committee meetings. Invited Observers do not participate in the decision-making process. Invited Observers may nominate up to two (2) representatives to attend open Management Committee meetings.

Medical device manufacturers are critical stakeholders to IMDRF. Therefore, the medical device industry will be represented as Invited Observers. The representatives from the medical device industry, by accepting the Invited Observer status on behalf of industry, agree to solicit input for the Management Committee upon request and to take IMDRF outputs back to industry organizations or companies for review and comment during consultation stages.

In reviewing requests to become an Invited Observer, the Management Committee Chair will consider whether the applicant has a perceived contribution or value to IMDRF. If the applicant

is a regulatory authority, they should have a mature or maturing system for medical device regulation or long-standing contribution to medical device regulation.

Requests to become an Invited Observer are to be made in writing to the Management Committee Chair. All requests must be submitted at least two (2) months before the next management committee meeting for consideration. The request will then be reviewed and approved/denied by the Management Committee Chair.

## **2.4 Regional Harmonization Initiatives**

Regional Harmonization Initiatives (RHIs) are comprised of legislative or administrative authorities of any jurisdiction with responsibility for the regulation of medical devices. RHIs participate in the “open” sessions of face to face Management Committee meetings or portions of the “closed” sessions of the Management Committee meetings by invitation of the Management Committee Chair. RHIs do not participate in the decision-making process. RHIs may nominate up to two (2) representatives to attend open Management Committee meetings.

In reviewing application requests to participate in IMDRF as an RHI, the Management Committee will consider whether the application has:

- a mandate of regional harmonization amongst its members,
- associations/initiatives comprising medical device regulatory authorities representing the majority of countries in a certain region/area of the world, and
- a demonstrated interest in medical device regulatory activities that are directly related to the common goals of fostering global regulatory convergence, leveraging resources and making available safe and effective medical devices globally.

Applications to participate in IMDRF as an RHI are to be made in writing by completing the application form (located on the IMDRF website) and sending it to the Management Committee Chair. Applications must be submitted at least two (2) months before the next management committee meeting for consideration and must be submitted by the Chair of the RHI. The application(s) will then be reviewed by the Management Committee at the next Management Committee meeting. Any new RHIs must be approved by unanimous consent of the Management Committee.

The list of RHIs will be published on the IMDRF website.

## **2.5 Subcommittee Membership**

IMDRF Subcommittees are groups established by the Management Committee to draft policy documents that are created to address governance, procedural and decision making matters of the IMDRF, or other matters that are not appropriate for a Working Group.

Subcommittee members should be from the Management Committee. In exceptional cases, the Management Committee may invite other participants to contribute to the work of the Subcommittee on a short or long-term basis.

The Chair of a Subcommittee must be a member of the Management Committee.

Calls for representatives to participate in a Subcommittee will be made by the IMDRF Chair. It is not a requirement that all Management Committee jurisdictions be represented on a Subcommittee.

## **2.6 Working Group Membership**

IMDRF Working Groups are groups that are established by the Management Committee to undertake defined work tasks as identified in the work plan. When the Management Committee decides to establish a Working Group, it will call for nominations for the role of Working Group Chair. They will also indicate whether the Working Group is to have closed or open membership. The timelines to determine the membership for the launch of new a Working Group are described in [Section 3.2.1](#).

The membership of Working Groups will be published on the IMDRF website.

### **2.6.1 Closed or open membership**

Closed Working Groups are responsible for developing technical documents or undertaking activities that involve the exchange of sensitive or confidential information or involve the specific practices or procedures of the regulatory authorities and will be composed exclusively of representatives from regulatory authority members of the Management Committee, Official Observers, RHIs or invited experts from other regulatory authorities.

Membership of open Working Groups include representatives from the regulatory authority members of the Management Committee, Official Observers, RHIs, stakeholders other than regulatory authority members or invited experts from other regulatory authorities. These stakeholders should be nominated/selected based on their technical capacity or expertise in the specific matter and their ability to actively contribute to the activities of the Working Group. Where appropriate for the nature of the issue, membership may be selected based on geographical or regional considerations.

### **2.6.2 Working Group Chair and Rapporteur**

The Chair of a Working Group should be a member of the Management Committee or a technical expert designated from a Management Committee member. If the Working Group is chaired by a designated technical expert, the Management Committee member from that jurisdiction will be a Rapporteur for the Working Group and will make the presentations to the Management Committee on behalf of the designated technical expert chair and the Working Group.

The Working Group Chair or the Rapporteur is responsible for identifying potential members, extending invitations, considering all nominations received, and proposing a membership list to the Management Committee.

In the event if a Working Group Chair is unable to continue in the role, he or she shall identify a volunteer among the Working Group Members to be appointed as the Interim Working Group Chair. If a volunteer could not be identified, the Rapporteur or a Management Committee member from the same jurisdiction will be appointed as the Interim Working Group Chair. The Interim Working Group Chair is responsible to call for nominations for the role of a new Chair and to coordinate any outstanding issues within the Working Group. The new candidate will be submitted for approval at the next Management Committee teleconference or face-to-face meeting.

### **2.6.3 Working Group Members**

An invitation for Management Committee members and Official Observers to nominate a representative to participate in the Working Group will be issued by the Working Group Chair or the Rapporteur. The proposed membership list will be provided to the Management Committee for consideration and approval.

For regulatory authorities or RHIs who are not a part of IMDRF, but are interested in participating in an open working group, they may submit a written request to the Management Committee Chair which includes a justification for their participation. This justification should include a description of the individual's technical capacity or expertise in the specific matter and their ability to actively contribute to the activities of the Working Group. The decision to participate in a Working Group will be made by the Management Committee Chair in consultation with the Working Group Chair and, where necessary, with the Management Committee members.

## **3.0 Development of Technical Documents**

The rotating IMDRF Secretariat is the contact point during the holding of the rotating Chair. The IMDRF secretariat ensures that the IMDRF Website master maintains the integrity of the information displayed.



The procedures set forth in this section apply to all IMDRF technical documents that are intended to be published on the website as Final Documents.

To assist in effective processing a Document Transmittal Record ([Annex A](#)) is to accompany IMDRF documents whenever submitted to the Management Committee for consideration.

### **3.1 General Principles**

A new work item proposal can be submitted by a Management Committee member or any stakeholder. Any new work item must have a clearly articulated scope and a timeline for key milestones and delivery.

Working Groups should liaise by e-mail or teleconference as often as required to meet the agreed timelines. Where necessary they may meet in person. It is the responsibility of each Working Group Chair to ensure that work is allocated equitably among group members.

Working Group Chairs must provide a presentation to each face-to-face Management Committee meeting on progress against milestones. Written or verbal updates shall be provided for Management Committee teleconferences at the request of the IMDRF Chair or Secretariat.

Where a Working Group is unable to meet the milestones and final delivery timeline, the Management Committee may consider alternatives to completing the work.

### **3.2 Stage 1 – Assignment of Work Items**

#### **3.2.1 New Work Item Proposals (NWIP) and New Work Item Extensions (NWIE)**

The Management Committee will consider at each meeting the need for new work items to be undertaken. The IMDRF Management Committee may establish a Working Group to undertake the new work item. The IMDRF Management Committee may also direct an existing Working Group to undertake the analysis of a new or related issue through a New Work Item Extension. In each of these cases, the IMDRF Management Committee will be responsible for proposing the rationale for the work assignment.

All New Work Item referrals should be drawn up following the format attached in [Annex B](#).

The IMDRF Management Committee should, in particular, consider the following issues:

- scope, purpose and rationale including an outline of issues to be addressed and opportunities for regulatory convergence,
- the IMDRF objectives as set out in the *Terms of Reference* document,

- proposed sources of necessary expertise,
- whether an open or closed membership is preferable,
- relevant existing documents at the IMDRF, GHTF and national level, and
- proposed timeframes and milestones.

A NWIP should be submitted in two (2) different timeframes depending on the topics.

(1) NWIP for new topics

- The NWIP should be submitted ten (10) weeks prior to the next Management Committee teleconference or face-to-face meeting, where a decision is to be made on the NWIP.
- The IMDRF Management Committee will have four (4) weeks to review the NWIP and then hold a teleconference to
  - make suggestions to the proposal based on the *Terms of Reference* document and Strategic Plan. If the NWIP is from non-Management Committee stakeholders, the Management Committee will communicate via email after the teleconference.
  - decide whether to ask for advice from outside experts or stakeholders.
  - turn down the NWIP if it's obviously out of the scope of IMDRF.
  - establish a small editors group of interested Management Committee members, if necessary.
- If the NWIP is modified after its first submission, the revised NWIP should be resubmitted four (4) weeks prior to the next Management Committee face-to-face meeting.
- If necessary, the IMDRF Management Committee will hold a teleconference to share any remaining concerns on the NWIP one (1) week prior to the following Management Committee face-to-face meeting.

(2) NWIE for topics relating to existing Working Groups

- The NWIE should be submitted four (4) weeks prior to the next Management Committee meeting, which is either teleconference or face-to-face meeting.
- If necessary, the IMDRF Management Committee will hold a teleconference to share concerns on the NWIE one (1) week prior to next Management Committee meeting.

Upon approval of new work item, a finalized New Work Item Proposal will be circulated to Management Committee member if they are revised during the meeting. It is expected that the assigned new work item will be completed by the Working Group within 18 – 24 months of referral. Any changes to the agreed Work Item will require endorsement of the Management Committee.

After the IMDRF Management Committee approves the NWIP, the launch of new Working Groups should meet the following timelines:

- The call for nominations for the Working Group Chair and members should be done within

- one (1) week after the Management Committee face-to-face meeting.
- The Working Group Chair should be designated within two (2) weeks after the Management Committee face-to-face meeting.
- The Working Group Members should be determined within four (4) weeks after the Management Committee face-to-face meeting.
- Work should commence within six (6) weeks of the approval of the NWIP.

### **3.2.2 New Document Request**

When a Working Group discovers that it cannot accomplish the tasks within a given NWIP or NWIE as defined by its scope within a single document, the Working Group Chair can request if the Management Committee would approve splitting the New Work Item into more than documents. The Working Group Chair will need to provide that justification and rationale as to why the work cannot be completed in one (1) document and must propose a revised timeline for the original document and the additional document(s). This justification and revised timeline should be submitted to the Management Committee for endorsement following the format attached in [Annex B](#).

### **3.3 Stage 2 – Document Development**

Where the Management Committee has asked a Working Group to develop a technical document, the Working Group will undertake the development of a Working Draft consistent with the scope, purpose and rationale of the approved new work.

The Working Group Chair is responsible for ensuring that terms and definitions used in their documents are consistent with previously established IMDRF and GHTF definitions. These definitions should be referenced using the original source IMDRF or GHTF document.

Once a Working Group has decided that a Working Draft is suitable for circulation, the Working Group Chair should invite members to disseminate the Working Draft to relevant experts amongst their country's regulatory authority, RHI, and the stakeholders as appropriate. In the case of Working Groups with closed membership, drafts will only be circulated to regulatory authority members. Any comments at this stage will be coordinated by the country's, RHI or stakeholder representative to the Work Group, as appropriate.

Working Drafts will not be posted on the IMDRF Website and not be publicly available, as they are subject to considerable changes.

Comments should be submitted to the Chair of the Working Group, either directly, or via the country's or stakeholders' representatives to the group.

### **3.4 Stage 3 – Advancement from Working Draft to Proposed Document**

Final Working Drafts should be forwarded, in the prescribed IMDRF format, using the Document Transmittal Record (see [Annex A](#)) in electronic format to the IMDRF Chair. The IMDRF Chair will forward a copy of the document, with the Document Transmittal Record upon receipt to the IMDRF Management Committee, which will review the document against the following criteria, before proceeding with the advancement process:

- consistency with the project scope, purpose and rationale as originally approved by the Management Committee in the NWIP or NWIE, and
- conformity to IMDRF procedures.

Working draft should be submitted five (5) weeks prior to the next Management Committee face-to-face meeting or MC teleconference. The Management Committee will have four (4) weeks to review the document. Any comments from the Management Committee members on a proposed document should be sent to the Working Group as well as the other Management Committee members for proposed resolution at a minimum of one (1) week prior to the Management Committee meeting.

Decisions regarding Working Group requests for advancement of a document to Proposed Document stage shall be authorized by the Management Committee. A document may be referred back to a Working Group where the Management Committee requests further work. Typically the Management Committee would provide direction and not re-draft the document.

The Management Committee may also determine that the document should not be advanced further.

The decision of the Management Committee, including document change requests should be documented in the record of discussion of the Management Committee meeting or teleconference.

### **3.5 Stage 4 – Consultation on Proposed Documents**

Unless the Management Committee determines otherwise, all Proposed Documents will be posted on the IMDRF website by the IMDRF Webmaster through the Secretariat immediately following approval by the IMDRF Chair as a Proposed Document. Generally, the comment period for Proposed Documents will be no longer than three (3) months, starting from the date the document was posted on the IMDRF website. Working Group Chairs are to nominate the consultation period for approval by the Management Committee. Working Group Chairs should also indicate an appropriate contact person to contact, for when persons accessing the document via the website can address their comments, using the appropriate format. Documents, which remain on the

website, will be marked with a disclaimer once the comment period has closed. It should state that the document is under revision.

It is also recommended that each Management Committee jurisdiction establishes a process for soliciting comments from interested persons and organizations within their area and that Working Group members then use this process to merge/facilitate responses/comments within their jurisdictions.

All documents should be available in electronic format.

The Working Group will evaluate the comments submitted and issue a revised document expeditiously, generally within three (3) months from closing the consultation period. The Working Group Chair or the Rapporteur will inform the IMDRF Chair if more time is needed.

### **3.6 Stage 5 – Advancement from Proposed Document to Final Document**

Once consensus is reached within a Working Group that its work on a document is complete, and that all comments have been appropriately resolved, the Working Group Chair or the Rapporteur will present the document proposed as final to the IMDRF Secretariat using the Document Transmittal Record ([Annex A](#)). The following mechanism will then be used to obtain IMDRF endorsement as a Final Document:

- Proposed Document should be submitted seven (7) weeks prior to the next Management Committee face-to-face meeting. The Management Committee will have five (5) weeks to review the document. Any comments from the Management Committee members on a proposed final document should be sent to the Working Group Chair as well as the other Management Committee members for proposed resolution at a minimum of two (2) weeks prior to the Management Committee meeting.
- Decisions regarding Working Group requests for endorsement of a Final Document should occur by authorization of the Management Committee. A document may be referred back to a Working Group where the Management Committee requests further work.

Note: The Management Committee may also determine that the document should not be advanced further.

Generally, to be undertaken at a face-to-face meeting, the decision of the Management Committee shall be documented in the record of discussion of the Management Committee meeting. Updated or revised documents may be approved at a teleconference.

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Endorsement of the document will be formalized with the signature of the current IMDRF Chair on a standardized cover page (see [Annex C](#)), authorizing publication as an IMDRF document. The signature may be given in electronic format.

Signature by the IMDRF Chair signifies acceptance of the Final Document.

### **3.7 Stage 6 – Publication**

Once endorsement of a Final Document is obtained from the Management Committee, the Working Group Chair provides the IMDRF Secretariat with the clean, final version of the document within one (1) week, with the appropriate designation codes provided by the IMDRF Secretariat ([Section 5.0](#)). The Working Group Chair must provide the Secretariat with clarification on where to upload the document on the IMDRF website, and must confirm in the notification what document (both GHTF and/or previous versions of the IMDRF document) are outdated and can be archived.

Once the final document has been received by the Secretariat, the Secretariat must check that the document contains the appropriate document designation before forwarding to the IMDRF Chair for signature. The signed scanned copy (PDF) and its corresponding Word version, or other related documents, must be then sent within two (2) weeks, with notification of where the document is to be located, to the IMDRF Webmaster for publication (see [Section 6.2](#)).

The IMDRF Webmaster is responsible for publication of the correct information within two (2) weeks after receiving it from the IMDRF Secretariat. The IMDRF Webmaster will not place the document/s on the IMDRF Website if there are any discrepancies between the word and PDF version provided, and an email will be sent to the IMDRF Secretariat to provide the correct documents.

Once publication has occurred, the IMDRF Webmaster will notify the IMDRF Secretariat, who will then notify the relevant working group/s that the information has been published. The IMDRF Chair may also notify the Management Committee members, if they believe the document should be disseminated further.

### **3.8 Stage 7 – Implementation**

Once endorsement takes place in Stage 6, the Final Document is available for implementation in the respective jurisdictions.

There are 4 (four) criteria for implementation to follow by each jurisdiction:

**Fully implemented:** All relevant elements, concepts and principles of the IMDRF document are followed.

**Partly implemented:** The IMDRF document has been implemented in a modified way that a) incorporates additional requirements beyond those defined in the IMDRF document, or b) does not include all relevant elements, concepts and principles of the IMDRF document, or c) requires application of the document for a smaller range of products than outlined in the IMDRF document.

**Not applicable:** The implementation of a specific IMDRF document is not applicable in a country/region.

**Not implemented:** The process for the implementation of the IMDRF document has not yet started or is not completed.

The form of Implementation table is presented in [Annex F](#).

## 4.0 Development of Information Documents

Information documents can be created to provide clarification, status, and/or needed information about a particular work item or issue where public consultation is not needed. All information documents will be assigned an appropriate identification code, as described below. All information documents must be circulated to the Management Committee for approval prior to any posting on the IMDRF website.

The Management Committee will have six (6) weeks from receipt of the document to review and clear the document. Any comments or negative opinions should be sent to the Working Group Chair with a copy to the Secretariat within that timeframe for further resolution. If a member does not provide a response in that timeframe, the IMDRF Secretariat will assume it is cleared for posting.

## 5.0 Document Status Designation

Documents will bear appropriate identification codes.

The document identification practices described below are intended to apply to all IMDRF outputs created by any person or group involved in IMDRF activities.

## **5.1 Location of Designation Code**

All IMDRF documents are to have their official designation code noted in the upper right hand corner of the cover sheet.

Each document is designated a document number, which remains the same throughout the development of the document. The Secretariat will distribute the document number and maintains a central register of document numbers and titles.

## **5.2 Working Drafts (WD)**

All document identification codes are to include identification of the authoring group, i.e. “MC” for the Management Committee, “SC” for a Subcommittee, or “WG” for a Working Group plus the Working Group identifier, followed by an indication of WD for the document status, followed by an oblique and then the document number (N) and revision number (R). Document numbers will be given according to the following system:

Examples:     RPS WG (WD)/N21R5  
                  UDI WG (WD)/N7R3  
                  MC (WD)/N1R2  
                  MDSAP WG (WD)/N2R5

## **5.3 Proposed Documents (PD)**

Documents at the Proposed Document Stage are being disseminated for comment. The document code described above ([Section 5.2](#)) is to be modified with the addition of the letters ‘PD’ and version of the document posted - in parentheses (i.e., PD1, PD2), after the authoring group identifier.

Example:       MC(PD1)/N1R3  
                  SMDS WG(PD1)/N3R2

## **5.4 Final Document**

Once endorsed by the Management Committee and signed off by the IMDRF Chair, all IMDRF documents are to be designated using the letters “IMDRF”, followed by an oblique and the authoring group identifier. This will then be followed by an oblique, the document number (N), the word ‘FINAL’, a colon and the current calendar year.

Examples:     IMDRF/MDSAP WG/N21FINAL:2010 (Edition 1)  
                  IMDRF/RPS WG/N7FINAL:2011 (Edition 1)



For security and to prevent unauthorized alteration, final documents should normally be published in PDF format, unless PDF is not appropriate. Any forms and related documents intended for downloading and use of the public may be posted in another format.

## **6.0 Review and Revision of IMDRF Documents**

All IMDRF documents are to be considered for review on a periodic basis, typically three (3) years after publication. The revision procedure is to be used when the content of an IMDRF document needs to be revised or modified.

In addition, the revision procedure can be used in cases when there is new information that needs to be incorporated into an existing IMDRF guidance document in order to enhance the document. The IMDRF Secretariat is responsible for maintaining a table with information that includes all current IMDRF documents and their publication date. On an annual basis, during the January Management Committee teleconference, the IMDRF Secretariat will identify the documents requiring review and include this on the meeting Agenda for discussion with the IMDRF Management Committee.

The formal IMDRF process for the development of Technical Documents ([Section 3.0](#)) should be followed for all revision activities in conjunction with the process outlined below.

Where revision is agreed to be undertaken, the IMDRF Management Committee may refer the revision to either a Subcommittee or a Working Group that is covering a related topic, if possible.

If the endorsed revision is not related to any active working group, the IMDRF Management Committee may consider either assigning a Subcommittee, resuming a related Working Group, or establishing a New Work Item following the process outlined in [Section 3.0](#).

The contact person for the document indicated on the website should also be re-designated if needed.

Where IMDRF Management Committee members or stakeholders become aware that an IMDRF document requires updating, they should advise the IMDRF Secretariat.

Documents undergoing revision must receive Management Committee endorsement and therefore, proposed changes should be indicated, by highlighting additions and deletions, when they submit a document for re-endorsement using the Document Transmittal Record ([Annex A](#)).

When re-published (and therefore re-posted on the IMDRF website), amended documents must be designated as described above but with the inclusion of the text “(Edition X)” (where “X” represents the number of the current revision).

Example: IMDRF/UDI WG/N10FINAL:2000 (Edition 2)  
IMDRF/MC/N3FINAL:2000 (Edition 3)

It should be noted that the original year in which the document was originally endorsed will change in the document identification code.

Example: IMDRF/MC/N3FINAL:2000 (Edition 3)  
IMDRF/MC/N3FINAL:2001 (Edition 4)

## **6.1 Maintenance of IMDRF Documents**

This procedure applies to IMDRF documents that establish specific terminology and codes unique to IMDRF. These types of documents require periodic review and maintenance of the terminology and codes. Separate procedures may be established by a Working Group to address the review, maintenance, and any changes that might be required for these types of documents.

The maintenance procedure also applies to any IMDRF document that contains out-of-date information. In cases where minor updates are necessary (e.g., out-of-date references, links, etc), the documents may be updated by the IMDRF Secretariat without the establishment of a Working Group. In cases where an entire document is out of date, the IMDRF Management Committee will review and determine if the document is obsolete. The documents that are being updated or determined to be obsolete must receive Management Committee endorsement prior to publication or removal.

For those minor editorial changes, not involving substantive changes, the updated version will be numbered to indicate the revision, such as “Edition X.X”.

Example: IMDRF/MC N3FINAL:2000 (Edition 3) with a minor editorial would become, IMDRF/MC N3FINAL:2000 (Edition 3.1).

## **6.2 IMDRF Secretariat and IMDRF Webmaster responsibilities**

The IMDRF Secretariat will provide the information the IMDRF Webmaster is required to post on the IMDRF website.

1.) For this information to be placed onto the website in the agreed timeframes the IMDRF Secretariat will provide the IMDRF Webmaster with:

- a final clean signed PDF copy that contains the correct document designation identifier as outlined in [Section 5.0](#)
- a final clean word version
- if part of a document, the final excel spreadsheet, or any other corresponding documents
- the web brief for the webpage provided from the IMDRF Working Group chair or IMDRF Management Committee on:
  - where the information is to be placed on the website
  - what information it supersedes, or if it is a new document
  - if information is to be replaced, do any previous documents need archiving, if yes, which archive i.e. GHTF or IMDRF archive.
  - any other information the IMDRF Secretariat believes will assist with publication.

2.) For a consultation to be placed on the IMDRF website the IMDRF Secretariat will provide the IMDRF Webmaster with a consultation brief for the webpage:

- the date consultation is due
- an email contact for the consultation
- final versions of the consultation documents
- comments template

**NOTE:** IMDRF Working groups should not send the IMDRF Secretariat an updated version of the consultation documents while the consultation period is open.

All information to be posted onto the IMDRF Website should be placed into the Microsoft Office 360 site so that the documents are received by the IMDRF Webmaster (to be given access; contact the IMDRF Webmaster). Once the documents are posted in Microsoft 360, the IMDRF Secretariat will send notification to the IMDRF Webmaster advising that the documents are in Microsoft 360, along with the information stated in point 1 of [Section 6.2](#). The documents should not be sent via email to the IMDRF Webmaster, as Office 360 is where the documents will be retrieved from.

The IMDRF Webmaster will do a quality assurance check on the documents to ensure all information is complete / correct. Further information will be sought from the IMDRF Secretariat if clarification is required or information appears to be missing. Once all the documents are complete/correct the IMDRF Webmaster will publish the documents within agreed timeframes of two (2) weeks.

Once the information has been placed onto the website, the IMDRF Webmaster will notify the IMDRF Secretariat. The IMDRF Secretariat will provide the publishing information through the appropriate channels of communication (see [Section 3.7](#)).

## **7.0 Management and Maintenance of GHTF Documents**

Documents created under GHTF will be maintained via a repository on the IMDRF website. GHTF documents will be periodically reviewed to ensure the content remains current. Should IMDRF Management Committee members, Official Observers, or stakeholders become aware that a GHTF document is out of date they are asked to notify the IMDRF Secretariat. The Secretariat will bring this notification to the attention of Management Committee members for their consideration.

During each Management Committee meeting, a standing item will be placed on the agenda for consideration of GHTF documents that may need updating. Each year, it is the responsibility of the Chair of the IMDRF Management Committee to provide a list of GHTF documents that may need to be reviewed/updated based on current work items or feedback received from IMDRF Management Committee members, Official Observers, or stakeholders.

If a working group is tasked with a project that relates to a previously published GHTF guidance document(s), it is the responsibility of the Working Group to review and provide recommendations to the IMDRF Management Committee regarding the potential need for revision of GHTF documents.

The IMDRF website has a facility that allows stakeholders to notify the Management Committee of the need to update GHTF documents. GHTF documents that undergo revision will be converted to IMDRF documents and will follow the Revision procedure ([Section 6.0](#)).

The IMDRF document will clearly show what GHTF document it has been derived from.

Example: IMDRF/NCAR WG/N20/R2:2012 (formerly GHTF/SG1/N15/R4:2009).

After new IMDRF documents are endorsed by the Management Committee, any GHTF or IMDRF documents which are superseded by these new IMDRF documents are to be moved to the GHTF or IMDRF archive on the IMDRF website. The IMDRF Secretariat is responsible for notifying the IMDRF Webmaster which documents are to be archived.

## **8.0 Record-Keeping/ Information Archives**

The Secretariat will maintain a listed inventory and actual texts of documents and Document Transmittal Records. The inventory will show the stage of development of each document, e.g., WD or PD, along with any relevant notes, e.g., the deadline for comment, etc. The Secretariat will maintain a master list of all IMDRF documents.

The IMDRF Secretariat has custodial responsibility for all hard-copy records passed on from previous and current Chair.

The IMDRF Secretariat is responsible for keeping the Records of Discussion of MC face-to-face and TC meetings. IMDRF Secretariat shares the documents by e-mail with all the jurisdictions, assembles all comments, considers remarks and compiles the final version.

Record of discussion of MC face-to-face meeting should reflect all the topics discussed during open and closed sessions day-by-day, mentioning the list of speakers in each session, questions and answers, discussions and conclusions. Records of discussion of MC TC must contain all the discussed aspects, proposals, agreements, questions and answers (see [Annex E](#)).

Records of discussion must be submitted in four (4) weeks after face-to-face meeting or teleconference.

A searchable repository of all IMDRF Final Documents and in-process Proposed Documents will also be maintained on the IMDRF website.

## **9.0 Translation of IMDRF guidance documents**

In general, IMDRF will:

- (1) Make available on its website links to external sources of any translated versions of IMDRF documents. Such links will be accompanied by a disclaimer stating that visitors are leaving the IMDRF website and that IMDRF is not responsible for other websites where translated documents may be available or for the quality of those documents.
- (2) Where the IMDRF Management Committee is aware of such translated documents, it will encourage the producing party to include a statement, both on the website and in the document itself, to the effect that “This document has been translated from the original IMDRF English version <IMDRF document and revision numbers>, by <Institution or name of translator> on

<date>. Where discrepancies exist between this document and the original English IMDRF document they should be resolved in favor of the current original English IMDRF document.”

- (3) As and when the Management Committee becomes aware of documents translated by other parties, it may invite a Management Committee member, if fluent in the translated document language(s), to review them for accuracy. Significant discrepancies should be brought to the attention of the translating party.

## **10.0 IMDRF-Related Presentations and Training**

It is recognized that persons involved in IMDRF Management Committee, Subcommittee or Working Group work may be called upon to do presentations or provide information on a part or parts of the IMDRF’s activities to their peers, trade association groups or regulatory authorities.

In all cases, the member being asked to do the presentation is asked to inform the IMDRF Chair and/or IMDRF Secretariat of the request. In the future, copies of slides used in these presentations may be made available to interested parties via the IMDRF website.

When persons or groups organize a training event and claim to represent IMDRF they shall seek prior consent from the IMDRF Chair.

## **11.0 IMDRF Logo**

The IMDRF has adopted the logo depicted on the front cover of this document. This logo should appear on all formal IMDRF correspondence, reports, and the front cover of all IMDRF documents, and should be displayed within the IMDRF website.

The IMDRF logo is not registered or trademarked in any way so its use by persons outside the IMDRF is not impossible. Knowledge of such activity however, should therefore be reported to the IMDRF Chair.

## **ANNEXES**

**ANNEX A**

<b>IMDRF Management Committee Document Transmittal Record</b>	
Date:	
From Subcommittee or WG:	To: IMDRF Management Committee
For consideration at Management Committee meeting on (date):	
Document title:	
Document number and revision:	Date:
Reason: <input type="checkbox"/> Proposed for approval for posting as Proposed Document for public comment (Proposed duration of comment period: _____ ) <input type="checkbox"/> Proposed for approval for posting as Final Document <input type="checkbox"/> Recommendations proposed for Management Committee consideration <input type="checkbox"/> Other (explain):	
Approved New Work Item Proposal, New Work Item Extension, or mandate for this document (attach ):	
Purpose: <input type="checkbox"/> New document <input type="checkbox"/> Periodic routine revision or update of previously released IMDRF Final Document <input type="checkbox"/> Revision of a GHTF Final Document <input type="checkbox"/> Other (explain):	
Highlight any major revisions (if any) since previous review by Management Committee and generally explain the reason(s):	
Highlight any major points for specific consideration by Management Committee (if any):	
Note any changes required in other IMDRF documents if this document is endorsed (if any):	



Remarks:
Management Committee outcome:



**IMDRF** International Medical  
Device Regulators Forum

*(Please choose one of the following)*

New Work Item Proposal

New Work Item Extension Proposal

New Document Request

For Management Committee consideration

*(Please submit to IMDRF secretariat -email address changes with Chairmanship)*

<b>Proposed title of the project</b>	
<b>Initiator</b>	
<b>Purpose and Rationale (including a reference to one or more of the goals or objectives of the IMDRF)</b>	<p><u>Purpose</u></p>    <p><u>Rationale</u></p>    <p><u>Alignment with goals/objectives</u></p>
<b>Scope (including outline of issues to be addressed and opportunities for regulatory convergence)</b>	<p><u>Issues to be addressed</u></p>    <p><u>Opportunities for regulatory convergence</u></p>
<b>General Work Plan and Timelines</b>	

<b>Proposed Working Group Chair</b>	
<b>Proposed sources of necessary expertise</b>	
<b>Relevant existing documents at IMDRF or GHTF and national level, as well as in international bodies.</b>	

*IMDRF Template: September 2014*

**Cover Page for Final IMDRF Documents**



Final Document

**Title:**

**Authoring Group:**

**Date:**

[Signature], IMDRF Chair

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### IMDRF Membership Criteria and Roles

	MC Member	Official Observer	Invited Observer	Regional Harmonization Initiatives (RHIs)
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Must be a Regulatory Authority</li> <li>• A regional influence</li> <li>• Must have been an Official Observer for at least the last two (2) consecutive years prior to the application for membership</li> <li>• Must have participated in all IMDRF MC meetings (including teleconferences) for the last two (2) consecutive years</li> <li>• Must have participated in a majority of WGs as an Official Observer, providing active contribution for the last two (2) consecutive years.</li> <li>• Must have sufficient capacity to Chair the MC and provide the</li> </ul>	<ul style="list-style-type: none"> <li>• Must be a Regulatory Authority</li> <li>• Regulatory Authority should operate a mature or maturing system for medical device regulation which should include:               <ul style="list-style-type: none"> <li>○ Established laws and regulations for medical devices building substantially on GHTF and IMDRF foundations and principles</li> <li>○ Proper competencies for effective implementation and enforcement of the established laws and regulation</li> <li>○ A system for conformity assessment of devices building on</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Must be a regulatory authority or global industry or stakeholder association</li> <li>• Perceived contribution or value to IMDRF meetings</li> <li>• A regulatory authority should have a mature or maturing system for medical device regulation or long-standing contribution to medical device regulation</li> </ul>	<ul style="list-style-type: none"> <li>• Must be associations/initiatives comprising medical device regulatory authorities representing the majority of countries in a certain region/area of the world</li> <li>• Must have mandate of regional harmonization amongst its members</li> <li>• Must have a demonstrated interest in medical device regulatory activities that are directly related to the common goals of fostering global regulatory convergence, leveraging resources and making available safe and effective</li> </ul>

	<p>Secretariat for a year, including hosting two (2) face to face meetings and two (2) scheduled teleconferences.</p>	<p>GHTF and IMDRF guidance documents</p> <ul style="list-style-type: none"> <li>○ Sufficient resources and regulatory expertise to perform its duties</li> <li>● A demonstrated contribution to scientific or regulatory innovation in the field of medical devices as demonstrated by development of guidance(s) in emerging technical and regulatory issues</li> <li>● A demonstrated capacity to contribute resources and expertise to the objectives of IMDRF by participation in public IMDRF meetings for the last two (2) consecutive years, participation in at least two Working Groups the last two (2) consecutive years as observers, and providing input to document consultations. Note: Participation of a regulatory authority as an RHI does not count towards the two (2) consecutive year requirement</li> </ul>		<p>medical devices globally</p>
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		<ul style="list-style-type: none"> <li>• A recognized commitment to the objectives of IMDRF demonstrated by implementation of IMDRF documents (work items)</li> </ul>		
<b>Roles</b>	<ul style="list-style-type: none"> <li>• Participates and provides oversight in the decision making process and strategic direction of IMDRF activities</li> <li>• Attends all “open” and “closed” sessions of the MC meetings including MC teleconferences</li> <li>• Ensures regular contribution to IMDRF activities</li> <li>• Participates in 2/3 of IMDRF Working groups</li> <li>• Assumes the chair of the IMDRF Management Committee on a rotating basis</li> </ul>	<ul style="list-style-type: none"> <li>• Does not participate in the decision making process of IMDRF</li> <li>• Attends all “open” and “closed” sessions of the MC meetings</li> <li>• Participates in IMDRF Working Groups</li> </ul>	<ul style="list-style-type: none"> <li>• Does not participate in the decision making process of IMDRF</li> <li>• Only attends “open” MC meetings</li> <li>• Invited on a meeting by meeting basis</li> </ul>	<ul style="list-style-type: none"> <li>• Does not participate in the decision making process of IMDRF</li> <li>• Only attends “open” MC meetings</li> <li>• May attend certain portions of the “closed” sessions of the MC meetings by invitation of the MC chair</li> </ul>
<b>Procedure</b>	<ul style="list-style-type: none"> <li>• Application file (including form) to be submitted to MC</li> <li>• Application will be reviewed at the</li> </ul>	<ul style="list-style-type: none"> <li>• Application file (including form) for official observership to be submitted to MC</li> </ul>	<ul style="list-style-type: none"> <li>• Request to IMDRF chair three months before MC meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Application file (including form) to be submitted to MC</li> <li>• RHI will be accepted with unanimous</li> </ul>

	<p>following face to face MC meeting</p> <ul style="list-style-type: none"> <li>• New MC members will be accepted with the unanimous agreement of existing MC members</li> </ul>	<ul style="list-style-type: none"> <li>• Application will be reviewed at the following face to face MC meeting</li> <li>• Official observers will be accepted with unanimous agreement of existing MC members</li> </ul>	<ul style="list-style-type: none"> <li>• Decision of chair on the participation in the “open” MC meeting</li> </ul>	<p>agreement of existing MC members</p>
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**IMDRF** International Medical  
Device Regulators Forum

**City, Country**

**March/September XX-XX, 20XX**

**Record of Discussions (Draft)**

**Day X: IMDRF Management Committee Meeting**  
**Tuesday XX March/September 20XX – 9:00am to XX:XXpm Venue: XXXX**  
**Address**  
**Place**

*AM Session/or PM Session*

<b>Session</b>	<b>Lead</b>	<b>Summary of Discussions and Outcomes</b>
<b>1. Welcome</b>		

## IMDRF Implementation table

Instructions for Completing the Implementation Table:

Please choose 'FI' or 'PI' or 'NA' or 'NI' from the drop-down menu, taking into account following criteria:

**FI** (fully implemented): All relevant elements, concepts and principles of the IMDRF document are followed.

**PI** (partly implemented): The IMDRF document has been implemented in a modified way, that a) incorporates additional requirements beyond those defined in the IMDRF document, or b) does not include all relevant elements, concepts and principles of the IMDRF document, or c) requires application of the document for a smaller range of products than outlined in the IMDRF document.

**NA** (not applicable): The implementation of a specific IMDRF document is not applicable in a country/region.

**NI** (not implemented): The process for the implementation of an IMDRF document has not yet started or is not completed.

IMDRF Working Group	No.	Document name	IMDRF member jurisdiction/Country 1	IMDRF member jurisdiction/Country 2	IMDRF member jurisdiction/Country 3	IMDRF member jurisdiction/Country N