

**Includes:**

- Workshop: Development of a Transfer Plan
- Electronic copies of a Transfer SOP and a Transfer Master Plan on CD



# GMP-compliant Product Transfer

Regulatory Affairs, Project Management, Technology

7 - 9 October 2014, Prague, Czech Republic

**SPEAKERS:**

**Dr Reinhard Adam**

*Berlin-Chemie*

**Dr Afshin Hosseiny**

*ECA & Former Director QA at GSK*

**Dr Hiltrud Horn**

*Horn Pharmaceutical Consulting*

**Dr Jean-Denis Mallet**

*ECA & Former Head of the Pharmaceutical Inspection Dpt. AFSSAPS*

**Dr Andreas Tietze**

*Boehringer Ingelheim*

**LEARNING OBJECTIVES:**

- Authorities' expectations on product transfers
- Development of a regulatory transfer strategy
- Handling of process changes during the transfer
- Handling of GMP and Regulatory gaps at the donor site
- Critical Quality Attributes to consider in transfers of sterile and solid dosage forms
- Organisation of the Analytic Transfer
- Project Management
  - Timelines, key milestones and structure of different transfer projects
  - Monitoring of the transfer activities
- Case Study: Transfer of a drug product at Boehringer Ingelheim
- GMP-compliant documentation of the transfer
  - Transfer SOP, Transfer Master Plan, Proof of Equivalence
- Finalisation of the transfer



# GMP-compliant Product Transfer

7-9 October 2014, Prague, Czech Republic

## Learning Goals

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Learn how a successful and GMP-compliant process transfer should be conducted.

The key issues are the main topics of this course: development of a **regulatory strategy, project management and monitoring** as well as **documentation of the transfer activities**.

## Background

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The changing nature of the business strategies of pharmaceutical companies necessitates intra- and inter-company transfers of technology to create additional capacity for a new product, relocations of operations, site closures, and consolidations and mergers. Transfer of processes to an alternative site can occur at any stage in the product life-cycle, from development, scale-up, manufacturing, production and launch, to the post-approval phase.

Transfer of technology is a logical procedure that controls the transfer of any process together with its documentation and professional expertise between development and manufacture or between manufacturing sites.

At least the expertise from development, manufacturing, analytics, regulatory affairs, supply chain and engineering is necessary. This means that a transfer cannot be handled by a single-person. Therefore it is essential to build cross-functional transfer teams as a first steps in the transfer project. As interests and expertise are quite different within the team it is further essential to understand the project in its entirety and the tasks and deliveries of the single sub-teams. This is especially true for the transfer project leader.

The team is confronted with manifold issues. The process being transferred must be understood and sufficiently described – which can be a problem, especially for products from development or older products. But without this understanding the proof of equivalence after the transfer will never be successful.

In most of the cases the project is determined by the regulatory strategy. But Regulatory Affairs often finds that the filed process descriptions and the actual process in the donor site differ from each other. So transfer projects are very often also product maintenance projects. This costs time and money which both commonly were not budgeted.

The planned approach, the documentation of the transfer activities as well as written procedures are part of the EU GMP rules, as you can see, e.g., in chapter 7.4. Since 2010 Chapter 4 of the EU GMP guide has continuously been supplemented with new requirements on the documentation of a transfer and the requirements on written procedures for the execution of a transfer. But also without these demands from authorities: planning and documentation are the key factors for a successful transfer.

We want to give answers to questions like this:

- What do agencies expect?
- How is the regulatory strategy developed?
- What are the milestones? How can the project be structured?
- What are the critical quality attributes in transfers of sterile or oral solid dosage form?
- How are process changes handled that are occurring during the transfer?
- What can a gmp-compliant documentation look like?
- How can the transfer activities be monitored?
- How can psychological problems in the transfer team be handled?
- What can go wrong?

## Target Group

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This course addresses to staff from Development, Production, Engineering, Quality Assurance, Regulatory Affairs and Project Management in charge of Transfer Projects. This involves Project Leaders and project team members, from receiving site as well as from donor site.

## Programme

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### Fundamentals of Technology Transfer

- Pharmaceutical product life cycle and Technology Transfer
- Various types of transfer
- Regulation and GMP challenges for Technology Transfer
- Setting up the transfer team
- Identifying key elements of Technology Transfer
- What to consider when planning Technology Transfer

### Technological Aspects: Oral Dosage Form Transfers

- Defining the transfer scope
- Identifying materials involved
- Defining the process, equipment and facility requirements
- Defining validation requirements
- Product hand over and completion of oral dose transfer

### Transfer of sterile processes: technological aspects

- Comparison of equipment and clean rooms / barrier systems of sending and receiving unit
- Critical quality parameters of product and process
- How to establish comparability criteria
- What is fixed and what can be changed: packaging material, process parameters, equipment, ... (?)
- Frequent failures & trouble shooting

### Analytic Transfer

- Pre-requisites when considering an analytical method transfer
- Dealing with non-validated methods
- Why analytical methods should be transferred first?
- Is training of “receiving” analysts to be performed at “sending” site ?

- Is the “5M” approach relevant for the transfer of analytical methods ?
- How to fix the transfer strategy and establish a protocol (samples, materials, standards)
- Using ICH Q2 as a support for the transfer of an analytical method
- Comparison of results : what are acceptable criteria ?

### Developing a regulatory strategy for a site change

- Regulatory Guidance documents
- Differences EU, US, RoW
- Classification of transfers from a regulatory point of view
- Data & documents needed
- Timelines
- Costs

### Handling changes during a process transfer

After having set up a regulatory strategy for a site change, most often further process and technology changes occur and become necessary for continuing with the transfer project.

- How to deal with this unplanned changes?
- Classification of changes
- How do these changes alter the overall strategy?
- Examples

### Project Management

- Setting up the project and the Transfer team
- Project Plan and Transfer Master Plan: how to document the transfer activities
- Monitoring of the transfer activities
- Definition of milestones and time management
- Pre-evaluation and feasibility phase, preparatory phase, project completion phase
- Project Examples

### Practical example of a drug product transfer at Boehringer Ingelheim

- Identification and prioritization of the transfer project
- Pre-transfer: what was considered before the tech transfer
- Milestones & efficient execution of the transfer steps
- Handling a complex multi-product multi-site project
- Driving and measuring of the project progress
- Success factors and tools that can help you to excel in transfers

### GMP Compliant Documentation

- Defining documentation required pre transfer
- Defining documentation required during the transfer
- Documentation required post transfer
- Roles and responsibilities of parties in preparation, review and approval of documentation
- Sign off and completion of transfer

### Finalisation of transfer

- Reporting of transfer findings and change control
- How to manage the transition period (e.g. first few batches!)
- Roles and responsibilities of both parties
- Key challenges during the transfer (people and cultural aspects)
- What can go wrong?

### Workshop: Development of a Transfer Plan

Develop a Transfer plan – the objective of the workshop is to allow participants to practice developing a formal plan for a product transfer between two sites. Workshop participants will be provided with information about the product and its history, they will be asked to develop an appropriate transfer plan which includes sourcing of the materials, the validation plan, training at the new site, risk assessment and action planning. Additional information will be available if delegates request it to help them to develop the plan.

### Speakers



#### Dr Reinhard Adam

*Berlin-Chemie AG, Germany*

Dr Adam is a pharmacist and has been working for almost 20 years for sanofi-aventis and predecessor companies such as Hoechst and Aventis before he joined Berlin Chemie in 2010. At Aventis he used to work as Head of Lead Technology & Engineering Centre Sterile Products and has held various positions in Italy, France, UK and Germany where he has been responsible for the transfers of development products to routine production and for site changes of marketed products. Since 2010 he is Head of Production at Berlin-Chemie where he is responsible for manufacturing of oral solid and liquid forms, sterile products and for managing toll manufacturing.



#### Dr Hiltrud Horn

*Horn Pharmaceutical Consulting, Germany*

Dr Hiltrud Horn is managing director of HHorn Pharmaceutical Consulting. From 1990 to 1997, she was employed by Hoffmann-La Roche in Quality Control/Quality Assurance. From 1997 to 1999, she dealt with medical writing in the ‘International Drug Regulatory Affairs and Project Management’ department of the same company. In 1999, she joined Knoll AG as head of the departments ‘Regulatory Compliance and CMC Documentation’ and ‘Dossier Production and Compliance’ for international drug registration. In 2002, she started at Cap Gemini Ernst & Young, where she was the responsible consultant for questions concerning biotechnology and life sciences.



### **Dr Afshin Hosseiny**

*Tabriz Consulting Limited, GB*

Dr Afshin Hosseiny is Managing Director of Tabriz Consulting Ltd. Before working as a consultant, he was Director of Quality Assurance for the Global Supply Network of GlaxoSmithKline. He was involved with transfer of 23000 products after the GSK merger, and wrote the GSK guidance document on technology transfer.



### **Dr Jean-Denis Mallet**

*ECA; former head of the French Inspection Department AFSSAPS; NNE Pharmaplan, France*

Jean-Denis Mallet is a pharmacist. He was previously the Head of the Pharmaceutical and Cosmetics Inspection Department at the French Health Products Regulatory Agency (Afssaps). He also used to work in or with the pharmaceutical industry during many years at various positions including Quality Assurance, Production Management, Engineering and GMP Consulting. He has also been auditor of the International Red Cross. Now he is member of the ECA advisory board and works for NNE Pharmaplan.



### **Dr Andreas Tietze**

*Boehringer Ingelheim GmbH*

Dr. Andreas Tietze is a Chemical Engineer and is working for Boehringer Ingelheim since 18 years in different positions. Today he is Senior Manager in Corporate Operations, where one of his tasks is coordinating and leading multi-product multi-site drug product transfers. He authored BI's operations corporate procedure for drug product transfers between manufacturing sites and he has set-up a global monitoring system for the company's transfer projects.

## **Social Event**

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On 7 October you are cordially invited to a social event. This is an excellent opportunity to share your experiences with colleagues from other companies in a relaxed atmosphere.



## Easy Registration

 **Reservation Form:**  
**CONCEPT HEIDELBERG**  
P.O. Box 10 17 64  
69007 Heidelberg  
Germany

 **Reservation Form:**  
+ 49 6221 84 44 34

 **e-mail:**  
info@gmp-compliance.org

 **Internet:**  
www.gmp-compliance.org

### Date

Tuesday, 7 October 2014, 11.00 to approx. 17.30 h  
(Registration and coffee 10.30 – 11.00 h)  
Wednesday, 8 October 2013, 09.00 to approx. 18.15 h  
Thursday, 9 October 2014, 08.30 to approx. 15.30

### Venue

Corinthia Hotel Prague  
Kongresova 1  
14069 Praha 4  
Czech Republic  
Phone +420 (261) 191 111  
Fax +420 (261) 225 011

### Fees

ECA Members EUR 1,790.- per delegate plus VAT  
APIC Members EUR 1,890.- per delegate plus VAT  
Non-ECA Members EUR 1,990.- per delegate plus VAT  
EU GMP Inspectorates EUR 995,- per delegate plus VAT  
The conference fee is payable in advance after receipt of invoice and includes conference documentation, lunch and dinner on the first day, lunch on the second & third day and all refreshments. VAT is reclaimable.

### Accommodation

CONCEPT has reserved a limited number of rooms in the conference hotel. You will receive a room reservation form when you have registered for the course.  
Reservation should be made directly with the hotel.  
Early reservation is recommended.

### Registration

Via the attached reservation form, by e-mail or by fax message.  
Or you register online at [www.gmp-compliance.org](http://www.gmp-compliance.org).

### Conference Language

The official conference language will be English.

### Organisation and Contact

CONCEPT HEIDELBERG  
P.O. Box 10 17 64  
69007 Heidelberg  
Germany  
Phone ++49-62 21/84 44-0  
Fax ++49-62 21/84 44 34  
info@concept-heidelberg.de  
www.concept-heidelberg.de

#### For questions regarding content:

Dr Robert Eicher (Operations Director) at  
+49-62 21 / 84 44 12 or per e-mail at  
eicher@concept-heidelberg.de.

#### For questions regarding reservation, hotel, organisation etc.:

Ms Nicole Bach (organisation manager) at  
+49-62 21/84 44 22, or per e-mail at  
bach@concept-heidelberg.de.

### GMP Certification Programme

This seminar is recognised within the GMP Certification Programme. By attending selected seminars, the participant can acquire an additional certificate. We offer the following modules:

ECA Certified Validation Manager  
ECA Certified QA Manager  
ECA Certified API Production Manager  
ECA Certified Quality Control Manager  
ECA Certified Technical Operations Manager  
ECA Certified Computer Validation Manager  
ECA Certified Regulatory Affairs Manager  
ECA Certified Microbiological Laboratory Manager  
ECA Certified Sterile Production Manager  
ECA Certified Biotech Manager  
ECA Certified Pharmaceutical Development Manager

On the internet at [www.gmp-compliance.org](http://www.gmp-compliance.org) you will find a text explaining which seminars are recognised for which certificates. Or you send an e-mail to [info@gmp-compliance.org](mailto:info@gmp-compliance.org) or a fax to +49-6221- 84 44 64 with the request for information about the GMP Certification Programme. We will then send you our brochure on the topic.

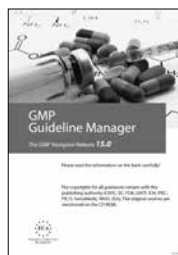
### What are The ECA Foundation and the ECA Academy?

The European Compliance Academy Foundation (ECA Foundation) is an independent professional organisation chaired by a Scientific Advisory Board with members from the pharmaceutical industry and regulatory authorities. The ECA Foundation's goal is to support to the Pharmaceutical Industry and Regulators to promote the move towards a harmonised set of GMP and regulatory guidelines by providing information and interpretation of new or updated guidances. The ECA Academy offers professional basic and advanced education (training) programmes. All services offered by the ECA Academy and with regard to ECA Academy Memberships are solely managed by Concept Heidelberg (a leading European training and information services provider). The ECA Foundation is conceptual sponsor of the ECA Academy.

### How Do You Become a Member of ECA?

By participating in one of the ECA Academy Conferences or Courses you will automatically become a ECA Academy Individual Member for two years - free of charge. More information about ECA Academy can be obtained on the Website <http://www.gmp-compliance.org>

### What Are the Benefits of ECA?



During the membership, you enjoy a EUR 200,- discount on the regular participation fee of any European Conference or Course presented by the ECA Academy. In addition you will receive the GMP Guideline Manager Software with a large number of guidelines, e.g. EC Directives, FDA Guidelines, ICH Guidelines.



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Reservation Form (Please complete in full)

**GMP-compliant Product Transfer**

7-9 October 2014, Prague, Czech Republic

Mr  Ms

Workshop (please select ONE workshop)

- Transfer of a sterile process
- Transfer of an oral solid dosage form

 + 49 6221 84 44 34



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Title, first name, surname

\_\_\_\_\_  
Company Department

\_\_\_\_\_  
**Important: Please indicate your company's VAT ID Number**

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**P.O. Number (if applicable)**

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Street/P.O. Box

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Fax +49 (0) 62 21/84 44 34

\_\_\_\_\_  
City Zip Code Country

\_\_\_\_\_  
Phone/Fax

D-69007 Heidelberg  
GERMANY

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**General terms and conditions**

If you cannot attend the conference you have two options:

1. We are happy to welcome a substitute colleague at any time.
2. If you have to cancel entirely we must charge the following processing fees: Cancellation
  - until 2 weeks prior to the conference 10 %
  - until 1 weeks prior to the conference 50 %
  - within 1 week prior to the conference 100 %.

CONCEPT HEIDELBERG reserves the right to change the materials, instructors, or speakers without notice or to cancel an event. If the event must be cancelled, registrants will be notified as soon as possible and will receive a full refund of fees paid. CONCEPT HEIDELBERG will not be responsible for discount airfare penalties or other costs incurred due to a cancellation.

**Terms of payment:** Payable without deductions within 10 days after receipt of invoice.

**Important:** This is a binding registration and above fees are due in case of cancellation or non-appearance. If you cannot take part, you have to inform us in writing. The cancellation

fee will then be calculated according to the point of time at which we receive your message.

In case you do not appear at the event without having informed us, you will have to pay the full registration fee, even if you have not made the payment yet. Only after we have received your payment, you are entitled to participate in the conference (receipt of payment will not be confirmed). (As of January 2012)