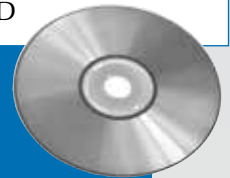


Includes:

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



# Product Transfer

## Organisation of GMP-compliant Site Changes

20-22 October 2015, Berlin, Germany

**SPEAKERS:**

**Dr Reinhard Adam**

*Berlin-Chemie*

**Dr Hiltrud Horn**

*Horn Pharmaceutical Consulting*

**Dr Afshin Hosseiny**

*ECA & Former Director QA at GSK*

**Dr Jean-Denis Mallet**

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

**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
- GMP-compliant documentation of the transfer
  - Transfer SOP, Transfer Master Plan, Proof of Equivalence
- Finalisation of the transfer



# Product Transfer

20-22 October 2015, Berlin, Germany

## 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 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 Mater 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

### 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 participant 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.

### Social Event

On 20 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.



## Speakers

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### **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 (Afsaps). 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.

## 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

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Tuesday, 20 October 2015, 10.00 to approx. 17.15 h  
(Registration and coffee 09.30 - 10.00 h)  
Wednesday, 21 October 2015, 09.00 to approx. 17.30 h  
Thursday, 22 October 2015, 08.30 to approx. 15.30 h

### Venue

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Steigenberger Kanzleramt Berlin  
Ella-Trebe-Str. 5  
10557 Berlin, Germany  
Phone +49 030 - 921 025 70  
Fax +49 030 - 921 025 799

### Fees (per delegate plus VAT)

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

### Accommodation

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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

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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

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The official conference language will be English.

### Organisation and Contact

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ECA has entrusted Concept Heidelberg with the organisation of this event.

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

### For questions regarding content:

Dr Robert Eicher (Operations Director) at  
+49-(0)62 21 / 84 44 12 or per e-mail at  
eicher@concept-heidelberg.de.

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

Ms Jessica Stürmer (Organisation Manager) at  
+49-(0)62 21/84 44 43, or per e-mail at  
stuermer@concept-heidelberg.de.

### GMP Certification Programme

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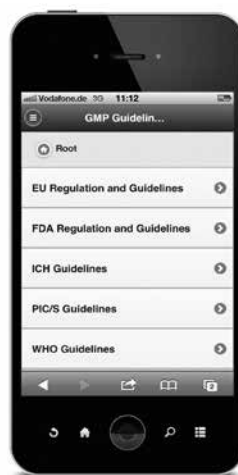
This seminar is recognised within the GMP Certification Programme. By attending selected seminars, the participant can acquire an additional certificate. We offer the following modules:

- 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
- ECA Certified GDP Compliance Manager
- ECA Certified GMP Auditor

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-(0)6221- 84 44 64 with the request for information about the GMP Certification Programme. We will then send you our brochure on the topic.

### Use the GMP App at no costs!

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The ECA Foundation has developed a GMP App which offers a comprehensive GMP Guideline database with more than 1,400 GMP Guidelines and ten thousands of pages. Check relevant Guidelines (full text versions) during internal audits, regulatory inspections or GMP compliance meetings – simply on your smartphone or tablet PC. In addition to this wealth of guideline information the GMP App also comprises features like GMP News, a comprehensive GMP Search Engine. To open the

app just enter [app.gmp-compliance.org](http://app.gmp-compliance.org) in your browser and the WebApp opens immediately.

If the bill-to-address deviates from the specifications on the right, please fill out here:

Reservation Form (Please complete in full)

**Product Transfer**

20-22 October 2015, Berlin, Germany

Mr  Ms

Workshop (please select ONE workshop)

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

 + 49 6221 84 44 34



Title, first name, surname

Company Department

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

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

Street/P.O. Box

City

Zip Code

Country

Phone/Fax

E-Mail (please fill in)

CONCEPT HEIDELBERG  
P.O. Box 101764  
Fax +49 (0) 62 21/84 44 34  
D-69007 Heidelberg  
GERMANY

**General terms and conditions**

1. 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 1 week prior to the conference 10 %
  - until 2 weeks prior to the conference 50 %
  - within 1 week prior to the conference 100 %CONCEPT HEIDELBERG reserves the right to change the materials, instructions, 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)

**Privacy Policy:** By registering for this event, I accept the processing of my Personal Data. Concept Heidelberg will use my data for the processing of this order, for which I hereby declare to agree that my personal data is stored and processed. Concept Heidelberg will only send me information in relation with this order or similar ones. My personal data will not be disclosed to third parties (see also the privacy policy at [http://www.gmp-compliance.org/eca\\_privacy.html](http://www.gmp-compliance.org/eca_privacy.html)). I note that I can ask for the modification, correction or deletion of my data at any time via the contact form on this website.