[TEMPLATE]

[NAME OF NATIONAL REGULATORY AUTHORITY]

PROCEDURES FOR REVIEW/EVALUATION

OF

CLINICAL TRIAL APPLICATIONS

FOR VACCINES AND BIOLOGICALS

IN

[COUNTRY]
1. INTRODUCTION
The clinical trial application must undergo a review or evaluation before being granted authorisation to conduct the trial in [COUNTRY] by [NAME OF NATIONAL REGULATORY AUTHORITY]. The guideline is a detailed procedure for assuring the scientific review of studies and research involving human subjects in [COUNTRY]. Applicant should note that the review process takes approximately XXX weeks.

2. DEFINITION OF TERMS
• Clinical trial application
The clinical trial application (CTA) or submission is the dossier that includes all documentation pertaining to the conduct of clinical trial in [country] according to the regulation. The dossier will include a cover letter, a protocol, an investigator’s brochure or product information, CV’s of investigators according to Directive XXXXX…

• Administrative staff
A person appointed in the NRA as administrative personnel such as an administrative clerk. Such person should be aware of the regulation pertaining to the conduct of clinical trial in [COUNTRY] and have a basic knowledge of medicine. That person should be computer literate.

• Technical staff
A person appointed in the NRA as a regulatory officer. Such person should have a qualification in medicine or pharmacy. It is advisable that the person undergo a GCP and GMP training. That person will be the contact person at the NRA for applicants, evaluator (s) and the Ethics committee. The technical staff will attend all meetings with expert advisors to record all their recommendations. During the NRA internal meetings prior to issuing an approval/rejection or otherwise decision he/she will report on the expert advise to Head of the unit (NAME OF THE UNIT RESPONSIBLE FOR AUTHORIZATION OF CLINICAL TRIALS).

• Evaluator
The evaluator is a scientist or medical practitioner that may be appointed by the NRA to evaluate CTA according to their expertise. The evaluator should be aware of, and should comply with, GCP and the applicable regulatory requirements in [COUNTRY]. The evaluator may be commissioned to attend the meetings with expert advisors and report to the NRA.
The evaluator should have sufficient time to evaluate properly the trial within the agreed period of review.
The duration of the appointment of an evaluator to the expert committee should be specified to the evaluator.

- **Expert committee/ NRA advisory body**
The NRA will put in place a committee to review clinical trial applications in [country].
The expert committee shall at least include the following:

  - Medical practitioners: paediatrician, specialist in public health, a specialist in internal medicine...
  - An expert in clinical pharmacology
  - An expert in toxicology and drug safety
  - An expert in biotechnology
  - An expert in virology and microbiology
  - A statistician

This list is not exhaustive, other committee members can be appointed to give an opinion on specific trials, but do not attend all expert committee meetings.
A chairperson should be nominated by the NRA, the vice chairperson will be nominated by the expert committee. The chairperson of the expert committee should be a member of the NRA to be able to present the document prepare by his committee.
The NRA may use the support from an ad-hoc expert group either national or international in addition to or instead of the Evaluator. To this purpose, the NRA may seek support from international organizations (i.e. WHO).

### 3. PROCEDURES FOR REVIEW/ EVALUATION

#### 3.1 CTA number

The applicant will deliver the CTA at the NRA office on a specific date of submission set up by the NRA. Three (3) copies of the applications should be provided. The administrative staff of the NRA will receive the dossier for the conduct of clinical trial in [country] using a vaccine or biological product.

a. The investigational product will be allocated a number which will be used for all clinical trial using the same investigational drug.

b. A tracking number will be allocated to the clinical trial according to the following type of submission:
  - Type 1: first submission of clinical trial using the product in [country]
  - Type 2: for a resubmission of a clinical trial in [country]
  - Type 3: for subsequent submission following a first approval in [country]
  - Type 4: for clinical trial using an already registered and marketed product in [country]
c. The NRA will be encouraged to use a year cycle to register clinical trial submission. Therefore a CTA might receive a number such as: (file number). (type of study). (Year. ascending number): 089.2.2005.45

This number will also be used to file the application. All correspondences from or to the NRA should using it as a reference number for that application.

**3.2 Screening**

The screening of a CTA will be quantitative, done by the administrative staff and qualitative done by the technical staff.

- **Quantitative**

Using a checklist, the administrative staff will verify that all requested documents in the application form are in the dossier (annex 1). The dossier will be referred to a technical staff member of the NRA for a qualitative screening.

- **Qualitative**

The qualitative screening will be to ensure that all documentations submitted are of good quality and in accordance with the regulation of [country]. This screening will particularly focus in the examination of the validity of such document as:

  - GMP certificate
  - Authorisation of the CT in the country of origin
  - Batch release certificate from manufacturer
  - Ethics committee approval letter
  - Investigator’s CV
  - Financial declaration
  - Insurance certificate

The result of the screening will be communicated to the applicant within (N) working days after the reception of the application. The screening form will be forwarded by fax to the applicant.

The applicant will have (N) working days to forward any outstanding documents in triplicate.

**3.3 Dispatching**

Following the receipt of the response from the applicant, the technical staff may allocate the applicant to an evaluator for scientific review or may use the support of an ad-hoc expert or expert group. The determination of the evaluator will be based on the field of the study and the available expertise in the committee.

**3.4 Evaluation by expert**
Scientific aspects of study will be examined by the evaluator. The evaluator will inform the NRA technical staff of the receipt of the CTA. The time frame allocated for the review will be XXX weeks. The report from the evaluator will be a format agreed upon by the NRA advisory body. A final report will forwarded to the technical staff.

If the technical staff performs a scientific evaluation and uses the support from an ad-hoc expert or expert group, the time frame allocated for the review will depend on the time required to convene a consultation meeting with the expert (group), but all effort shall be made to minimize the time elapsed.

3.5 Preparation of document

The technical staff will collate a document to be evaluated by the NRA. That document will consist of the reports from the evaluators or by the technical staff after consultation with the ad-hoc expert group and a copy of the application form submitted by the applicant. Enough copies will be made to be distributed to all expert committee members 1 week before the meeting.

3.6 Peer review

The expert committee of the NRA should meet to discuss the report of the clinical trial. During the meeting the technical staff or evaluator will present the report to colleagues and will answer to all questions. The result of this collaborative session will be collated into recommendations to the applicant. The expert committee meeting should be schedule at 2 weeks before the NRA meeting.

3.7 Report to NRA

Following the expert meeting, a recommendation will be forwarded to the NRA regarding the approval of the study. The NRA will make the final decision regarding this trial after a discussion. If there is any concern in that study regarding the ethics, the NRA will communicate with the Ethics committee who reviewed that trial.

3.8 Recommendation to applicant

Following the NRA meeting the recommendation should be communicated to the applicant. The NRA will determine the category to give to the CTA:
- 1: Study is approved and the authorisation is issued.
- 2. Study is not approved because: (issues to be communicated to the applicants)
- 3. Study is not considered for approval and therefore the application is rejected.
For category 2, the NRA technical staff will communicate the recommendation to the applicant within 5 days, the response from the applicant will be considered at the subsequent NRA scheduled meeting. The subsequent decision will be communicated to the applicant.
If changes have to be made to the protocol, investigator’s brochure or any other document, the amended document should be submitted with the response.

For category 3, the applicant is not expected to answer to the NRA concerns, but can resubmit another application and make an appeal to the NRA decision in writing.
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<thead>
<tr>
<th>Date of submission</th>
<th>Screening Response from applicant</th>
<th>Evaluation period</th>
<th>Distribution of committee document</th>
<th>Date of expert committee meeting</th>
<th>Date of NRA meeting</th>
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<tr>
<td>A</td>
<td>B=A+2W</td>
<td>C=B+1W</td>
<td>D=C+4 W</td>
<td>E=D+1W</td>
<td>F=E+1W</td>
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### SCREENING FORM

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<thead>
<tr>
<th>DOCUMENT</th>
<th>SUBMITTED</th>
<th>OUTSTANDING ITEMS</th>
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<tbody>
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<td>Cover letter</td>
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<td>Protocol (Date)</td>
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<td>Investigator’s brochure (Date)</td>
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<td>Patient informed consent</td>
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<td>Ethics approval letter</td>
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<td>Batch release certificate</td>
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<td>GMP certificate</td>
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<td>Authorisation of the CT from the country of origin</td>
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<td>Financial declaration</td>
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