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INDIAN PHARMACOPOLIA COMMISSION

National Coordination Centre-Pharmacovigilance Programme of India



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		SOP No.	IPC/PvPI/IC/001
Division	International Cooperation	Revision No.	00
Effective Date	16/01/2017	Review Date	15/01/2020

Title: SOP for functioning of International Cooperation

1.0 OBJECTIVE

To lay down the procedure for operational functioning of International Cooperation Division.

2.0 SCOPE

This SOP shall be applicable to International Cooperation Division of NCC-PvPI.

3.0 RESPONSIBILITIES

- 3.1 The personnel engaged in the PvPI activity shall be responsible for adhering to this SOP.
- 3.2 International Cooperation Division shall be responsible for the coordination of international activities.
- 3.3 Quality-Manager/Technical-Manager shall ensure overall implementation of this SOP.

4.0 ACCOUNTABILITY

Officer- in-charge - Pharmacovigilance Programme of India.

5.0 PROCEDURE

- 5.1 To coordinate all the activities with WHO Head Quarter & Country Office (India),UMC and other international organizations/universities.
- 5.2 To disseminate PvPI information internationally/globally via newsletter, Vigimed etc.
- 5.3 To arrange teleconference/meetings with international stakeholders.
- 5.4 Coordinating with nodal ministry/other ministries for pharmacovigilance related International affairs.

	Name	Designation	Signature	Date
Prepared by	Jasmeet Kaur	Senior Pharmacovigilance Associate	Jasmeet	09/01/2017
Reviewed by	Dr Pawan K. Saini	Scientific officer	[Signature]	09/01/2017
Approved by	V. Kalaiselvan	PSO	[Signature]	12/01/17

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5.5 To disseminate the regulatory pharmacovigilance developments in India to the global community and communicating signals from other countries to Indian HCPs and to exchange of other informations.

5.6 Updating information and contact details of National Pv centres of WHO participating countries.

6.0 SAFETY AND PRECAUTIONS

6.1 Do not use the SOP if it is not signed and issued by QA Personnel or the authorized signatories.

6.2 Do not use adhesive tape or whitener on the SOP.

6.3 Do not share the SOP information outside the organization.

7.0 REFERENCES : In-house

8.0 ABBREVIATIONS

- SOP : Standard Operating Procedure
- NCC : National Coordination Centre
- PvPI : Pharmacovigilance Programme of India
- WHO : World Health Organisation
- UMC : Uppsala Monitoring Centre
- QA : Quality Assurance
- HCPs : Health Care Professionals

9.0 ANNEXURE: Not Applicable.

	Name	Designation	Signature	Date
Prepared by	Ismeet Kaur	Senior Pharmacovigilance Associate	<i>Ismeet</i>	09/01/2017
Reviewed by	Dr. Pawan K. Saini	S.O.	<i>PWS</i>	09/01/2017
Approved by	Dr. Kalu'shan	P.S.O	<i>KS</i>	12/01/17