

**Good Clinical Practice
Records Managers Association**

Meeting at

Solvay Pharmaceuticals B.V.,
Weesp, Netherlands

WEDNESDAY 26TH SEPTEMBER 2007

Time	Topic
9.00 – 9.30	Arrival, refreshments, introductions
9.30 – 12.00	Fileplan development, including refreshment break
12.00 – 13.00	Lunch break, including time for email, phone calls etc
13.00 – 13.30	Review proposed communication to European Commission re: conference [SV]
13.30 – 13.50	Review healthcare records retention requirements project [AD]
13.50 – 17.00	Fileplan development continued, including refreshment break
Evening:	Social event in Amsterdam

THURSDAY 27th SEPTEMBER 2007

Time	Topic
9.00 – 9.15	Re-cap Day 1 and re-define objectives for Day
9.15 – 10.00	Review Solvay Clinical Records Management [BvdB]
10.00 – 12.00	Fileplan development, including refreshment break

Meeting close & lunch

GCP - Records Managers Association
GCP-RMA

ATTENDEE LIST

NAME	COMPANY
Alan Dench	Clinical Compliance Services, UK
Anita Paul	Roche, Switzerland
Bram van den Brink	Solvay, Netherlands
Caroline Fitzpatrick	Allergan, UK
Sarah Hitching	Chiltern, UK
Louise Magnussen	Ark Therapeutics, UK
Martin Lillis	Quintiles, UK
Niels Marker	Lundbeck, Denmark
Eldin Rammell	Rammell Consulting, UK
Susan Vaillant	Quintiles, France
Thomas Altenwerth	Bayer, Germany
Liz Hooper	Phlexglobal, UK
Russell Joyce	Takeda, UK
Manuel Minder	Actelion, Switzerland