



**Three Members of the Advisory Board on
the Registration of Homeopathic Products
(ABRHP)**

Information pack for applicants

Closing date: 19 February 2013 at 12 noon

Reference no: EC12-07

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Members of the Advisory Board on the Registration of Homeopathic Products

Overview

The role

Members of ABRHP will possess a working knowledge of the UK/European medicines regulatory procedures in relation to homeopathic medicines and will contribute by drawing on their individual expertise and judgement, as appropriate, on ABRHP business. Members will be required to speak on a range of relevant issues and provide advice to the Medicines and Healthcare products Regulatory Agency (MHRA) when required. Members should also be prepared to relinquish all personal interests of a financial nature in the pharmaceutical industry.

For further information on the role of the Members see **Annex A**.

The ABRHP

The Advisory Board on the Registration of Homeopathic Products (ABRHP) was established in 1994 under section 4 of the Medicines Act 1968 to give advice with respect to the safety and quality of any homeopathic medicinal product in the UK, now enshrined in the Human Medicines Regulations 2012/1916.

The Board changed from being an Advisory Non-Departmental Public Body (ANDPB) to an MHRA Expert Committee on the 1st November 2012 following the 2010 Cabinet Office Public Bodies review.

For further information on the role of the ABRHP see **Annex B**.

Indicative timetable

| | |
|-------------------------|-----------------------------|
| Advert: | w/c 17 December 2012 |
| Closing date: | 19 February 2013 at 12 noon |
| Shortlisting complete: | end February 2013 |
| Interviews held: | early March 2013 |
| Appointment start date: | To be confirmed |

Remuneration

Members will receive £325 per meeting.

Time commitment

Approximately 1 day per month.

Tenure of office

Up to a maximum of three years.

Accountability

Members are appointed by the MHRA's Senior Responsible Officer (the Chair of the MHRA) and will be accountable to him for carrying out their duties and for their performance.

Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.

Key contacts:

For information regarding the selection process, please contact:

Holly Wainwright
Appointments Team
Department of Health
Quarry House
Quarry Hill
Leeds
LS2 7UE
Tel: 0113 254 6135
Email: holly.wainwright@dh.gsi.gov.uk

For information regarding the role of ABRHP and its Members please contact:

Ms Ekash Paik
Tel: 020 3080 6060
Email: ecs.appointments@mhra.gsi.gov.uk

Please quote reference EC12-07 on all correspondence.

For further details on how to make an application, please see **Annex C**.

Appointment of the Members

Role and responsibilities of the Member

Members of ABRHP are required to:

- possess or develop a working knowledge and understanding of the UK/European medicines regulatory procedures in relation to homeopathic medicines;
- attend all scheduled and unscheduled meetings of ABRHP (and to be present for the whole meeting);
- consider, comment and contribute by drawing on their individual expertise and judgement, as appropriate, on all agenda items and to assist the ABRHP to frame clear and unequivocal advice to the MHRA in accordance with the ABRHP's terms of reference;
- be able and prepared to speak on a range of relevant issues and not just on their own areas of specialism;
- provide formal and informal advice to the MHRA between meetings when required;
- contribute to and ensure that the ABRHP's advice takes account of a wider view of risk - benefit, particularly as it is perceived by patients, carers and other members of the public; and
- be prepared to relinquish all personal interests of a financial nature in the pharmaceutical industry.

Qualities required for the role of Member

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment

Essential criteria

- Previous or current experience of committee membership.
- Be a skilled communicator.
- Be able to assimilate complex scientific information at short notice.
- Be able and prepared to contribute actively to the work of the ABRHP.
- In addition candidates should be recognised by their peers as eminent members of their profession. They should have extensive and recent experience in one of the following professions:

- Pharmacist with special expertise in pharmacognosy.
- Community pharmacist and homeopath.
- A consultant paediatrician (medically qualified).

Desirable criteria

- Knowledge of homeopathy would be an advantage.

Remuneration

- £325 per meeting.
- Remuneration is taxable, and subject to National Insurance contributions.
- Those appointed will also be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on ABRHP business.
- Note: Impact of appointment on people in receipt of benefits. Your appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Department for Work and Pensions.

Time commitment

Approximately one day per month.

Tenure of office

Up to a maximum of three years.

Accountability

Members are appointed by the MHRA's Senior Responsible Officer and will be accountable to him for carrying out their duties and for their performance.

Eligibility criteria

There are circumstances in which an individual may not be considered for appointment. They include:

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- anyone who has been dismissed by a public body within the past five years, other than by reason of redundancy;
- in certain circumstances, those who have had an earlier term of appointment terminated;

- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be provided by contacting Holly Wainwright on 0113 254 6135.

Conflict of Interests

You should particularly note the requirement for you to declare any actual or potential conflict of interest you may have in carrying out the role of Member. Conflicts may relate to any relevant business interests, positions of authority or other connections with organisations relevant to the business of the ABRHP.

If you are aware of any potential conflicts prior to your appointment you should raise these during the process of your application. If an issue arises following your appointment you should ensure that you alert the MHRA's Senior Responsible Officer, to whom you will be accountable for your performance.

Standards in public life

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the seven principals of public life. All successful candidates will be asked to subscribe to *the code of practice for scientific advisory committees (CoPSAC)*; you can access this document at:

<http://www.bis.gov.uk/assets/BISPartners/GoScience/Docs/C/11-1382-code-of-practice-scientific-advisory-committees.pdf>.

Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.

ABRHP role and responsibilities

The Advisory Board on the Registration of Homeopathic Products (ABRHP) was established in 1994 under section 4 of the Medicines Act 1968 now enshrined in the Human Medicines Regulations 2012/1916. Its terms of reference are;

To give advice on safety and quality in relation to any homeopathic medicinal product for human use in respect of which a certificate of registration has been granted, or which is the subject of an application for such a certificate; and the safety, quality and efficacy of any homeopathic medicinal product in respect of which a marketing authorisation has been granted, which is the subject of an application for such an authorisation, or in respect of which a licence of right has been granted.

Brief description of work undertaken

The supply of medicinal products in the UK is regulated by the Medicines Act 1968 and associated EC directives. It is unlawful for any medicinal product to be placed on the market in the UK except in accordance with a marketing authorisation or, in the case of an eligible homeopathic product, a certificate issued under the homeopathic registration scheme. The homeopathic registration scheme is a simplified regulatory procedure which enables companies to market certain homeopathic products in the UK.

The MHRA is required by regulations to consult the ABRHP before rejecting any application on the grounds that the product is insufficiently diluted to guarantee safety, or that it is harmful in conditions of normal use, or that its composition is not as declared. If, therefore, during the assessment of an application by the professional staff of the MHRA (responsible for running the day to day affairs of the Licensing Authority, the UK Health Ministers), advice is needed on any issue relating to safety or quality, the application will be referred to the ABRHP.

The ABRHP may advise the MHRA that a certificate should be granted. If, however, the ABRHP advises against the granting of a certificate, the findings of the ABRHP will be communicated to the company, together with the assessment report prepared by the MHRA. The company will then have the right to make further representations either in writing or at an oral hearing before the ABRHP. If this fails, the company will have a further right of appeal to an independent Review Panel.

Making an application

Overview

Appointment of Members to ABRHP are MHRA appointments. The Department of Health will manage the recruitment process in a way that is open and fair to all applicants and the appointment will be made on merit.

The interview panel will make recommendations to the MHRA on candidates they believe are 'appointable'. Taking into account feedback from the panel, the MHRA's Senior Responsible Officer will make the final decision on who he believes best meets the criteria for the role and will make the appointment.

How to apply

All applicants are required to complete an application form. This is available online by visiting the DH website: www.dh.gov.uk/appointments and searching for the vacancy EC12-07.

Alternative formats such as braille, large print and tape versions of this information pack and the application forms are available from:

Holly Wainwright
Tel: 0113 254 6135
Email: holly.wainwright@dh.gsi.gov.uk

If you wish to submit a paper copy of your application, or one in an alternative format, please send to:

Holly Wainwright
Appointments Team (Room 2E29)
Department of Health
Quarry House
Quarry Hill
LEEDS
LS2 7UE

All applications will be acknowledged by email and you will be contacted again after the closing date.

The Appointments Team must receive your completed application form **before 12 noon on 19 February 2013**.

Your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending DH any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information;
- ensure you know why we need it;
- protect it and insofar as is possible, make sure nobody has access to it who should not;
- ensure you know what choice you have about giving us information;
- make sure we don't keep it longer than necessary; and
- only use your information for the purposes you have authorised.

We ask that you:

- provide us with accurate information; and
- inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you.

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you applying, so that your application form and CV can be assessed.

Panel members are identified in the section below on “How we will handle your application”. The ‘monitoring information’ you provide will not be used in the selection process and will therefore not be shared with the selection panel assessing your application at this stage.

How we will handle your Application

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- your application and CV will be assessed to see whether you have the expertise required at the appropriate level for the post for which you have applied. We will rely on only the information you provide on your application form and CV to assess whether you have the experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria;
- the selection panel will be chaired by Ms Sue Harris, MHRA and will also comprise Dr Timothy Chambers, Chair, ABRHP and Ms Hilary Randall as an External Panel Member;

- if you are invited to interview but are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel;
- your application may be “long-listed”, subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel;
- we anticipate that by late February 2013 the panel will have decided who will be invited for interview;
- the panel will select the people who have demonstrated that they best meet the essential criteria. If there is a strong field of candidates the panel may then look at who in addition meets any desirable criteria for the role in order to differentiate between those who would otherwise be of similar merit;
- we will write to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location;
- please note that due to the volume of applications we receive we are unable to provide feedback to those not shortlisted for interview;
- if invited to interview, the panel will question you about your experience and expertise and ask specific questions to assess whether you meet the criteria set out for the post;
- candidates who the panel believe are ‘appointable’, will be recommended to the MHRA’s Senior Responsible Officer who will make the final decision. The Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If he does, he will meet all candidates and in the presence of the panel chair or their nominated representative;
- if you are successful, you will receive a letter from the MHRA appointing you as a Member of ABRHP; and
- if you are unsuccessful, you will be notified by the Appointments Team. The letter will provide the details of who you may approach for feedback on your application.

Queries

For queries about your application, please contact Holly Wainwright on 0113 254 6135.

If you are not completely satisfied

DH will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Jacky Cooper in the Department of Health by emailing Jacky.Cooper@dh.gsi.gov.uk.