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| **<Country> FOOD AND DRUGS AUTHORITY** | **<Country> MINISTRY OF HEALTH** |



<Country> National Product Catalog – Data Governance Group

Terms of Reference

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Acronyms

FDA Food and Drugs Authority

GHSC Global Health Supply Chain Program

GTIN Global Trade Item Number

MOH Ministry of Health

PSF Private Sector Federation

PSM Procurement and Supply Management

QA quality assurance

GS1 Global Standards Organization

Background

<Country> has made many gains in ICT infrastructures over the past few years. These include achievements in the automation of systems that are operational at many levels of <Country>’s Public Health Supply Chain (WMS, HMIS, SISCom, RapidSMS, e-LMIS, etc.) and incorporated an innovative mix of paper-based and technological solutions. While these health information systems have provided improvements in operational efficiencies, they are not all integrated thus limiting the ability to operate the supply chain seamlessly and in a secure way. This also limits the ability to gain end-to-end visibility of the entire public health supply chain and address supply chain issues such as stock outs, overstocking, wastage etc on a timely fashion. These open issues provide opportunities to further streamline and automate processes from planning to dispensing that will ultimately enable true end-to-end supply chain visibility as well as commodity traceability.

One major foundational opportunity is to enable all public health as well as private health supply chain systems to interoperate. In order to interoperate, the various disparate systems involved such as WMS, e-LMIS, HMIS etc from the public sector as well as private sector systems, will need to understand each other’s transactional information. A key element of that information is to maintain product master data identified as a National Product Catalog (NPC).

A National Product Catalog (NPC) will be deployed to connect integral parts of the health supply chain and reduce the burden of keeping multiple stock keeping unit. The NPC would allow <Country>’s system to subscribe to a pre-generated global catalog such GDSN, it will also allow to add unique local codes for different <Country>’s systems to be interoperable and share data between them.

ObjectiveS

The following are the ey objectives of NPC.

1. NPC will become the <Country> Health Supply Chain System’s centralized product catalog, allowing different stakeholders to access the standardized product information and get data from it.
2. NPC will maintain mapping of standardized GS1 based brand item master data including GTINs and <Country> systems’ product IDs.
3. NPC will provide product registry services within the Interoperability Layer’s Shared Services, when an interoperability layer is implemented.
4. NPC’s standardized GS1 based item master data will be mapped to <Country>’s system product IDs such as those in WMS, eLMIS, DHIS2, Private sector systems etc.

Product Data Governance

**Product Data Governance Objectives**

Product master data includes data that impacts multiple supply chain levels and systems. Multiple stakeholders impacted by this data are diverse. For this reason it is important that any additions and modifications to this data be managed in collaboration with all the key stakeholders. Governance thus becomes a critical process in the overall management of product master data.

Product master data governance should ensure data is,

* Accurate
* Standardized (GS1 compliant, preferably)
* Non-duplicative
* Comprehensive
* Consistent
* Addressing the needs of all supply chain operations

## Product Data Governance Group Setup

The product data governance group consists of the following roles and respective high level responsibilities.



**Co-Chairs**

The Product Master Data Governance Group is convened jointly by <Country> Food and Drugs Auhority (FDA) and MOH, with support from the various relevant association bodies. These organizations commit to ensure the administrative and financial support required for the consistent and effective functioning of the group. The group will be co-chaired by <Country> FDA and MOH, with both agencies appointing a representative to serve in the co-Chair role.

The Co-Chairs may seek the support of the USAID GHSC-PSM project to support the group in coordination and management meetings, managing updates on membership, maintaining the document repository, and ensuring that updated information is available and document distribution. This role is referenced hereafter as the ‘Secretary'.



## Product Data Governance Group Membership

The Product Data Governance Working Group membership seeks to include broad representation of effected parties and experts in their field from both the public and private sectors.

Effected parties and experts include product data owner/s, data consumers and NPC system owner. The working group will be responsible for ensuring product data management activities such as addition, modification or deletion/deactivation of product information along with managing data quality & accuracy. This group will comprise of a representative from <Country> FDA, which will be the Data Owner. This representative will preferably be the Catalog Manager/s.

Representatives will be nominated from other effected organizations such as MOH, PSF etc.

The Co-Chairs will nominate members for the Product Data Governance Working Group to the Secretary. A single individual shall be nominated to represent each organization, along with an appointed alternate to ensure consistent representation. Member organizations must ensure that their representatives have expertise in area(s) that align with the mission of the group, specifically expertise related to product master data management, impact of master data on supply chain operations, information systems and technology, and service delivery as they relate to product master data management.

Each group member is expected to relay information and agendas from the product data governance working group to their organizations and provide feedback on deliberations on behalf of and in a manner determined by their individual organizations. Additional subject matter experts from member institutions or from their affiliates, may be invited to serve or advise on specific topics, as needed. If the organization’s representative or alternate is absent for more than two consecutive meetings, membership may be subject to review and possibly to discontinuation.

## Frequency & Format

The working group will hold monthly in-person meetings to advance product data management activities, discuss recommendations for product additions, modifications or deletions/deactivations, discuss product attributes and classifications if necessary, provide an advocacy forum with industry, and share relevant technical and programmatic information. Co-Chairs and Steering Committee members are encouraged to submit proposed agenda items to the Secretariart who circulates the agenda, along with minutes of the previous meeting, to members prior to each meeting.

APPENDIX A. Product Data Governance Working Group Membership

## Co-Chairs

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| <Country> Food and Drug Authority (FDA) | * Name, Title, Contact |
| Ministry of Health (MOH) | * Name, Title, Contact |

## Secretary

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| --- | --- |
| USAID Global Health Supply Chain - Procurement and Supply Management (GHSC-PSM) Project | * Name, Title, Contact * Name, Title, Contact |

## Data Governance Working Group

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| <Country> Food and Drug Authority (FDA) | * Name, Title, Contact * Name, Title, Contact |
| Ministry of Health (MOH) | * Name, Title, Contact * Name, Title, Contact |
| Association of Pharmaceutical Wholesalers | * Name, Title, Contact * Name, Title, Contact |
| Association of Retail Pharmacies | * Name, Title, Contact * Name, Title, Contact |
| Pharmacy Council of <Country> | * Name, Title, Contact * Name, Title, Contact |
| Private Sector Federation (PSF) | * Name, Title, Contact * Name, Title, Contact |
| Referral hospitals | * Name, Title, Contact * Name, Title, Contact |
| USAID GHSC-PSM | * Name, Title, Contact * Name, Title, Contact |