
PROGRAM DESCRIPTION

PHARMACOLOGY AND TOXICOLOGY

**Management of CDER Carcinogenicity Assessment Committee and
Communication of Committee Proceedings**

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PURPOSE

This MAPP describes:

- The role, responsibilities, structure, and function of the Center for Drug Evaluation and Research (CDER) Carcinogenicity Assessment Committee (CAC)
- The procedures for committee meetings, including the preparation, review, archiving, and distribution of meeting minutes and communication of committee proceedings to the sponsor or applicant

BACKGROUND

- The CAC was established to discuss findings and relevance of carcinogenicity studies across review divisions. The CAC is a large group that includes the pharmacology/toxicology supervisors and team leaders (or highly qualified designees) from each review division. It meets as needed to give feedback on carcinogenicity issues related to a particular drug when broader review is requested by a review division or a sponsor (generally through the review division). The written comments on study design, conduct, and outcomes assist the review divisions and office directors in study interpretation when making risk-benefit decisions about drugs. The CAC and Executive CAC (Exec CAC) are separate committees with different memberships, responsibilities, roles, and

procedures. Management of the Exec CAC is described in MAPP 7412.1 Rev. 2 *Management of CDER Executive Carcinogenicity Assessment Committee and Communication of Committee Proceedings.*

RESPONSIBILITIES

- **The CAC will:**
 1. Provide broad input on scientific issues or policy issues related to carcinogenicity
- **The Chair of the CAC will:**
 1. Lead the meeting
 2. Sign the minutes
- **The Executive Secretary will:**
 1. Schedule meetings.
 2. Distribute documents.
 3. Maintain files to facilitate continuing assessment of carcinogenicity design and analysis issues. Make files available to reviewers on request.
 4. Prepare minutes for CAC meetings, track comments, enter final minutes for electronic signature, and send minutes, or the content therein, to any sponsor or applicant representative attendees after ensuring the removal of any confidential information discussed during the final deliberations (e.g., proprietary data on relevant drugs).
- **The Review Division Pharmacologist/Toxicologist Responsible for the Drug Under Consideration in Consultation With His or Her Supervisor or Team Leader will:**

Prior to the Meeting

 1. Email the Executive Secretary the information needed to schedule a CAC meeting (see Procedures).
 2. Prepare a list of the questions to be addressed at the meeting. This list will be shared with the sponsor and the CAC.

3. Review the appropriate studies and submissions.
4. Prepare and circulate background information, including a cover sheet, and the questions to be addressed at the meeting and review(s) at least 1 week before the CAC meeting to the members listed on the meeting calendar.

At the Meeting

1. Present a concise summary of relevant points and address questions from the CAC and the sponsor

Following the Meeting

1. Be available (or arrange for the supervisor to be available) to promptly address any questions or queries from the CAC during preparation and review of the minutes.
2. Respond to any follow-up queries from the sponsor. The review division pharmacology/toxicology reviewer may contact the permanent Exec CAC members for advice. The review division project manager will convey the response to the sponsor and will enter either the written response or a memo of the conversation into the electronic file system (with a link to the appropriate sponsor submission(s) (e.g., special protocol assessment)) so that the response will become a part of the permanent record.

PROCEDURES

Meetings

- CAC meetings should be held at the request of a review division (usually originating from the sponsor or applicant)
- The review division should inform the sponsor or applicant:
 - That its drug is the subject of a scheduled CAC meeting, in most cases 1 to 2 months before the meeting.
 - To submit a background package to the division 2 weeks before the meeting that reflects its perspective on the issues for consideration by CAC members as indicated in the list of meeting questions.
 - To limit attendance to two to three experts in the areas of concern who can best discuss the data and answer questions.

- That it will be invited to briefly present the relevant data and interpretation, limiting the discussion to data previously submitted to the review division and to the specific issues under discussion.
- That the CAC will conduct deliberations and vote at the end of the meeting in the absence of the sponsor or applicant. Proprietary data on related drugs may be discussed at this time (e.g., data on other members of a drug class).

Voting

- At least 75 percent of the voting members of the CAC should be present to constitute a quorum. Consensus need not be reached on a particular issue, and areas of differing viewpoints should be documented in the CAC minutes. Votes are advisory only, and are sent to the review division for further consideration.

Briefing Package

- For CAC meetings, the review division pharmacologist/toxicologist should prepare a briefing package containing:
 - Questions for the focus of the meeting, which should have already been reviewed by the pharmacology/toxicology supervisor or team leader and then by the permanent Exec CAC members. The questions to be addressed should then be sent as early as possible to the sponsor or applicant.
 - An overview of the relevant data for evaluation by the CAC.
 - The review division's preliminary pharmacology/toxicology reviewer and pharmacology/toxicology supervisor or team leader viewpoint.
- The briefing package for CAC meetings should be reviewed by the pharmacology/toxicology supervisor or team leader and then distributed to committee members at least 1 week before the meeting.

Meeting Minutes

- The Executive Secretary should prepare minutes of the committee's deliberations.
- The minutes should contain a summary of the material reviewed by the committee, a statement of the issues addressed, a list of attendees with affiliations, results of any votes, and recommendations to the division. The

minutes should also provide a summary of alternative views expressed during committee deliberations and any issues not fully resolved.

- Draft minutes should be circulated to all members and the presenting reviewer for comment and concurrence before approval of the final report and sign off by the CAC Chair. All written comments should be included in the CAC file for the application.
- The minutes of the meeting at which the study results for a specific drug were evaluated should be signed by the CAC Chair (or designee), with copies sent to the pharmacology/toxicology reviewer, pharmacology/toxicology supervisor or team leader, and project manager. This generally should occur within 30 days of the meeting.

Communication of Committee Proceedings to Sponsor or Applicant

- The Executive Secretary should send the final minutes of a CAC meeting to the sponsor or applicant after ensuring the removal of any confidential information discussed during the final deliberations (e.g., proprietary data on related drugs)

REFERENCES

1. MAPP 6010.9 *Procedures and Responsibilities for Developing Postmarketing Requirements and Commitments*
(<https://www.fda.gov/AboutFDA/CentersOffices/OfficeofMedicalProductsandTobacco/CDER/ManualofPoliciesProcedures/default.htm>)
2. MAPP 7400.1 Rev. 2 *Management of the CDER Pharmacology/Toxicology Coordinating Committee and Its Associated Subcommittees and Working Groups*
(<https://www.fda.gov/AboutFDA/CentersOffices/OfficeofMedicalProductsandTobacco/CDER/ManualofPoliciesProcedures/default.htm>)
3. MAPP 7412.1 Rev. 2 *Management of CDER Executive Carcinogenicity Assessment Committee and Communication of Committee Proceedings*
(<https://www.fda.gov/AboutFDA/CentersOffices/OfficeofMedicalProductsandTobacco/CDER/ManualofPoliciesProcedures/default.htm>)
4. Guidance for industry *Special Protocol Assessment*
(<https://www.fda.gov/RegulatoryInformation/Guidances/default.htm>)
5. International Conference on Harmonisation guidances
(<https://www.fda.gov/Drugs/GuidanceComplianceRegulatoryInformation/Guidances/default.htm>)

ORGANIZATION

The CAC meets only as needed to provide broader input on scientific issues or policy issues, generally after the Exec CAC has considered the issue and the review division or sponsor requests a broader discussion as outlined in the Procedures section.

- **Chair** — The Associate Director for Pharmacology and Toxicology in the Office of New Drugs (OND) or designated representative.
- **Executive Secretary** — The Chair may act as Executive Secretary, or appoint either a full-time or part-time Executive Secretary to the CAC.
- **Members** — Voting members of the CAC include the Chair, the office of drug evaluation associate directors for pharmacology/toxicology, and representatives from each OND review division, usually the pharmacology/toxicology supervisors, team leaders, or designees who are knowledgeable in carcinogenicity study evaluation.
- **Other Federal government participants** — Nonvoting observers and consultants from other FDA divisions or centers or Federal government organizations may be included in the deliberations at the request of the review division, or at the discretion of the Chair. However, confidential commercial information, trade secret, or other confidential information will not be shared with representatives from non-Health and Human Services government organizations unless they are authorized to receive such information.
- **Sponsor or applicant representatives** — Depending on the topic of the meeting, the sponsor or applicant may be given the opportunity to participate in the meeting, but not in the final CAC deliberations and voting.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

CHANGE CONTROL TABLE

Effective Date	Revision Number	Revisions
12/4/13	Rev. 1	MAPP 7412.1 <i>Management of CDER Carcinogenicity Assessment Committee (CAC) and Executive CAC</i> and MAPP 7412.2 <i>Distribution of Final Reports From the Carcinogenicity Assessment Committee (CAC) and Executive CAC</i> have been reorganized and renamed. MAPP 7412.1 Rev. 2 covers the Exec CAC and MAPP 7412.2 Rev. 1 covers the CAC. The MAPPs have also been updated to reflect 45-day special protocols and current terms (e.g., OND instead of ORM). Wording was modified to clarify procedures and to address biological products. The templates for cover sheets and minutes have been detached and are posted on an internal website.
6/07/18	Rev. 1	Recertification; MAPP still reflects current program