WHO Prequalification of Vector Control Products

Preparing an application for electronic submission

PURPOSE

This document provides guidance on the format and folder name and structure for compilation of a dossier in preparation for submission to WHO's Prequalification of Vector Control Products team (PQT/VCP).

ADVICE

For all submissions to PQT/VCP, the manufacturer is responsible for preparing a complete dossier including the required data and information to support the specific application and compiling the dossier for submission. The following guidance has been developed to facilitate consistency in the preparation of applications to aid in the receipt, storage, and access to application information and increase efficiency in application screening and product assessment processes.

The supporting information for an application should be submitted as a single compressed file/directory. It should be compressed using standard file compression software. Example file formats include .zip, .7z, or .rar.

The file should be named with the company name, application code, and name of product(s). If it is a change application for multiple products, please indicate "multiple products." Examples include:

- ABC textile company_PQ300, ABC ITN
- ABC textile company_PQ500, multiple products

In the compressed directory, the first level should be the module folders, e.g. "Module 1." Do not include any additional text with the name of the folder as this can cause issues with the path length.

All files should be saved in the appropriate module folder. Refer to details on dossier preparation here: https://extranet.who.int/prequal/vector-control-products/dossier-preparation.

When submitting additional information for the application, or submitting a response to a Request for Information, the file name should include the date of submission, company name, and case ID. An updated table of contents should always be included to ensure that the complete list of files included in the dossier is available. An example includes:

- 20231218 ABC textile company_PQ-VCP-2023-9999.

SUBMITTING APPLICATIONS

In most cases, applications to PQT/VCP contain sensitive and confidential information. For electronic applications, applicants are encouraged to transmit their application in a secure manner that is compliant with their organizational policies for handling and transferring confidential information. Approaches may include:

- email a compressed password-protected directory and provide the password in a separate email;
- use an online file transfer service;
- provide a log-in to a secure file transfer space hosted by the applicant's company;
- mail a password-protected drive/CD.

> NOTE: Do not password-protect individual files within the application.

Notification of applications for prequalification should be sent to pqvectorcontrol@who.int.

Notification of applications related to specifications should be sent to pqvectorcontrol@who.int with copy to jmps@who.int.