



U.S. Pharmacopeia
The Standard of Quality™

October 22, 2009

Edward Malawer, Ph.D., CQA
President
Malawer & Associates Consulting, LLC
24 Terrace Road
Wayne, N.J. 07470

Dear Dr. Malawer:

To complement USP's standards-setting activities and robust information contained in our various compendia (e.g., the *USP-NF*, *Food Chemicals Codex*, *Dietary Supplements*), USP also provides education and training to pharmaceutical scientists and healthcare practitioners. These educational and training programs are coordinated and conducted through USP's Pharmacopeial Education (PE) Department. Standards can be difficult to understand and USP's PE mission is to provide an authoritative voice to help the health science community understand and comply with the standards through various types of educational offerings.

To assist USP in offering relevant and timely programs, we are forming a *PE Programming Committee*. The purpose of this Committee is two-fold:

- To identify appropriate topics for course development based on USP standards and the needs of our various customers.
- To help design and teach course content and/or identify appropriate faculty for both course development and teaching.

You have been identified as a respected expert with a robust understanding of both the audiences we serve and the purpose of continuing education. We believe you would be an excellent member of this Committee and are seeking your participation. The Committee will consist of 6-8 individuals who will meet face-to-face for the initial launch, and thereafter conduct its business via teleconferences. We are planning between 4-5 virtual meetings in a given year with each meeting lasting between 60-90 minutes.

Identifying and prioritizing course topics that are needed and valued by our various audiences is the first critical step in the PE process. Second, we would like to increase the number and quality of the courses in our current PE portfolio. The *PE Programming Committee* will work in concert with USP science experts and other Expert Committee members, and outside consultants to create, revise, and/or teach courses on behalf of USP. Although time spent as a member of the Committee would be voluntary, USP will provide honoraria for individual Committee members who separately agree to develop, revise, or teach a PE course.

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We hope that you will accept this opportunity and look forward to receiving your response by **November 6**. Please send responses and questions to John Santell, Director of the PE Department at jps@usp.org. Your participation will help improve the number, relevance, and timeliness of USP's PE courses that are offered both domestically and internationally and provide the pharmaceutical, dietary, food, and healthcare practitioner communities with valuable training. To review the PE program and current courses, go to www.usp.org/education.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Williams", with a long horizontal flourish extending to the right.

Roger L. Williams, M.D.
Chief Executive Officer

cc: John Santell, M.S.
Director, Pharmacopeial Education