

# 2010-03-22 TSC Call Minutes

From HL7 TSC

## TSC Agenda/Minutes

<b>HL7 TSC Meeting Minutes</b>  <b>Location: call 770-657-9270 using code 124466#</b> GoToMeeting ID: 165-215-206 ( <a href="https://www.gotomeeting.com/join/165215206">https://www.gotomeeting.com/join/165215206</a> )		<b>Date: 2010-03-22</b> <b>Time: (11:00 am - 12:00 pm U.S. Eastern Time)</b>	
<b>Facilitator</b>	Charlie McCay	<b>Note taker(s)</b>	Lynn Laakso
<b>Attendee</b>	<b>Name</b>	<b>Affiliation</b>	<b>Email Address</b>
x	Calvin Beebe	HL7 SSD SD	cbeebe@mayo.edu
x	Woody Beeler	HL7 FTSD	woody@beelers.com
x	Austin Kreisler	HL7 DESD	austin.j.kreisler@saic.com
x	Lynn Laakso (scribe, non-voting)	HL7 HQ	lynn@hl7.org
x	Joginder Madra	PHER WG	joginder.madra@gpinformatics.com
x	Ken McCaslin	HL7 TSS SD	Kenneth.H.McCaslin@QuestDiagnostics.com
x	Charlie McCay (chair)	HL7 TSC Chair	charlie@ramseysystems.co.uk
x, dropped off	Charlie Mead	HL7 ArB	Charlie.mead@booz.com
x	Ravi Natarajan	HL7 Affiliate	Ravi.Natarajan@nhs.net
	Ron Parker	HL7 ArB Alternate	rparker@infoway-inforoute.ca
x	John Quinn	HL7 CTO	jquinn@hl7.org
x	Gregg Seppala	HL7 SSD SD Alternate	gregg.seppala@va.gov
x	Helen Stevens	HL7 TSS SD Alternate	helen.stevens@shaw.ca

x	Ed Tripp	HL7 DESD Alternate	Edward.tripp@estripp.com
x	D. Mead Walker	HL7 FTSD Alternate	dmead@comcast.net
<b>Quorum Requirements (Co-chair +5 with 2 SD Reps) Met: yes</b>			

## Agenda Topics

1. Introduction of visitors (including declaration of interests)
2. Agenda review and approval:
3. Approve Minutes from 2010-03-15\_TSC\_Call\_Minutes
4. Review action items – none today
5. CEO Report –
6. CTO Report -
7. ArB Report – none
8. Affiliates Report
9. Domain Experts –
  - **Motion to approve:** DSTU Publication Request ([http://gforge.hl7.org/gf/download/trackeritem/1509/7051/DSTU\\_Publication\\_Request\\_Template\\_POIZ\\_R2.doc](http://gforge.hl7.org/gf/download/trackeritem/1509/7051/DSTU_Publication_Request_Template_POIZ_R2.doc)) for PHER - HL7 Version 3 Standard: Immunization, DSTU Release 2 at TSC Tracker # 1509 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1509](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1509))
10. Foundation & Technology –
11. Structure & Semantic Design –
12. Technical & Support Services -
  - Potential updates to T3SD Decision Making Practices giving International Mentoring, PIC, and PMO representatives a vote
  - **Motion to approve:** Project Scope Statement (<http://gforge.hl7.org/gf/download/trackeritem/1477/7000/HL7PSSProjectVisibility2010.doc>) for Project Services - Project Visibility project at TSC Tracker # 1477. ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1477](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1477))
  - **Motion to approve:** Project Scope Statement ([http://gforge.hl7.org/gf/download/trackeritem/1476/6999/2010TRI1FirstTimeAttendeePrjt\\_T3SD.doc](http://gforge.hl7.org/gf/download/trackeritem/1476/6999/2010TRI1FirstTimeAttendeePrjt_T3SD.doc)) for PIC - First Time Attendee Process Improvement Project at TSC Tracker # 1476. ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1476](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1476))
13. WGM Planning
14. Discussion Topics:
  - By what mechanism/how does HL7 produce white papers? (from 20090922 Tuesday lunch discussion) – several whitepapers projects are in the pipeline and perhaps now is a good time to address?
  - What categories or hierarchy does the TSC wish to see in the product list? Need guidance for updates to the Project Scope Statement and display on the website.
  - Open Issues List ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker\\_id=313](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=313))

## Supporting Documents

### Minutes/Conclusions Reached:

1. Introduction of visitors (including declaration of interests) Joginder on the line to be available for the POIZ DSTU request to publish.
2. Agenda: move PHER request to top of agenda. Agenda approved by general consent.
3. **Motion to approve:** DSTU Publication Request ([http://gforge.hl7.org/gf/download/trackeritem/1509/7051/DSTU\\_Publication\\_Request\\_Template\\_POIZ\\_R2.doc](http://gforge.hl7.org/gf/download/trackeritem/1509/7051/DSTU_Publication_Request_Template_POIZ_R2.doc)) for PHER - HL7 Version 3 Standard: Immunization, DSTU Release 2 at TSC Tracker # 1509 ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1509](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1509)) ; noted that the 6 month publication time seemed very short. Joginder notes that they want to start the normative process this fall. Negative votes were resolved during reconciliation, he filled out the form incorrectly. All negatives have been resolved and withdrawn. Helen offered a friendly amendment to go 12 months. Joginder thought that would be fine; they want to get all the comments in before the next phase. Helen notes that a DSTU is usually still in effect during a normative development. Material is already being used in Canada so there are already implementations in place. Charlie McCay thinks we should clarify the guidance on that - if DSTU should complete before normative track. Woody also clarifies that negatives do not have to be withdrawn for DSTU; they do not have to be a barrier to approval. Austin clarifies that there are indeed two outstanding negatives. Amendments withdrawn.
  - **Vote** Motion passes unanimously. Joginder leaves the call.
  - Further discussion on what clarification is asked. Ravi suggests that the negatives retained after reconciliation be attached to the publication requests. Gregg notes that the GOM says the negatives must be addressed, but not necessarily resolved. Perhaps we add language to the form? The form already has "has the work group posted its consideration of all comments received?". Questions on the negative votes should be referred to the reconciliation package. Will the TSC be looking at the reconciliation package with these requests? Helen wants to know if there are contentious issues outstanding. How far does the TSC need to investigate, Woody asks? Helen says if there are correct answers to each item on the form, why do we bother to vote? Charlie McCay suggests we put it on the agenda for the May WGM, DSTU approval process, and move on.
4. Minutes: 2010-03-15\_TSC\_Call\_Minutes - **Approved with vote of 4/0/2** (Ravi, Ken/Helen abstain)
5. Review action items – none today
6. CEO Report – none
7. CTO - Last week John was in Barcelona, World Health IT and EHealth conferences going on. F2F with JIC meeting and Affiliate's Council meeting attended by EU plus the Argentine representative. Discussions centered around how to meet EU initiatives and requirements. Bob Dolin also there, as was Chuck Jaffe. JIC meeting prepared for ISO TC215 meeting in Rio. Melvin/CEN has found a way to document projects in WG6 as a way to map from our HL7 project log to keep track of what's going on. Opening coming up for chair of WG1. Charlie McCay asks if JIC has a website being maintained; John will look it up or send an email to Audrey. Previous one monitored

by Australia and without Elizabeth's participation its updates have stagnated.

8. ArB - none
9. Affiliates – wiki pages for upcoming WGM agendas link is live. Ravi will send to the affiliates for preview.
10. DESD no further business
11. FTSD - Woody notes Harmonization was successful last week; will report on later.
12. SSD SD - nothing this week; holding a call this week.
13. T3SD
  - **Motion to approve:** Project Scope Statement (<http://gforge.hl7.org/gf/download/trackeritem/1477/7000/HL7PSSProjectVisibility2010.doc>) for Project Services - Project Visibility project at TSC Tracker # 1477. ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1477](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1477))
    - Project Visibility project scope statement to establish a consistent pattern across our resources so people can find what is going on.
    - **Vote:** unanimously approved.
  - **Motion to approve:** Project Scope Statement ([http://gforge.hl7.org/gf/download/trackeritem/1476/6999/2010TRI1FirstTimeAttendeePrjt\\_T3SD.doc](http://gforge.hl7.org/gf/download/trackeritem/1476/6999/2010TRI1FirstTimeAttendeePrjt_T3SD.doc)) for PIC - First Time Attendee Process Improvement Project at TSC Tracker # 1476. ([http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker\\_item\\_id=1476](http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1476))
    - Trying to additionally gather feedback from first time attendees (FTA) that do not attend FTA orientation program. Tying process to mentoring.
    - **Vote:** unanimously approved.
  - Potential updates to T3SD Decision Making Practices giving International Mentoring, PIC, and PMO representatives a vote
    - 90% of the votes in the SD fall into categories of elections of cochairs and new projects. PIC leadership has one elected and one appointed co-chair; PMO is a staff leader, and International Mentoring is appointed. It is felt these should have a vote in the steering division. Helen notes she must divulge a conflict as she is an appointed PIC co-chair. Woody notes that HQ has, in the past, noted that Don Lloyd should not act as an officer in Publishing. We should make sure AMG is comfortable with that. Helen asks if PMO needs a volunteer co-chair. Project Services closely aligned, perhaps PMO is regarded staff support to Project Services. While those committees are historically board-appointed, PIC has one elected co-chair. General feeling this recognizes a further step that these are active work groups and belong in the Steering Division as well.
    - **Motion:** Helen moves, Woody seconds that the TSC support this change to DMP for T3SD to allow a vote for PIC and International Mentoring.
    - **Vote:** unanimously approved.
14. WGM:
  - Ravi agenda query - forwarded link to agenda wiki page to International Affiliate.
  - Remainder of TSC agendas for WGM ready to go to co-chairs. Should send request to cochairs for any announcements they want to make on the Monday night agenda. Need to change Saturday agenda to include item to set Monday night agenda. But presentations people want to make should be vetted by TSC in advance.

- Lynn will send out TSC agendas to all the cochairs and request presentation topics and slides in advance.
- Ravi asks about the Quality plan - it's set for Monday Q4, still need more input.
- Sat Q2 - scalability and impact of U.S. ONC work. What's that about? HL7 in negotiation with ONC for funding to facilitate the development of the standards needed for the ONC work. Need to be aware of the repercussions of that award and discuss what may happen with the ONC between now and then. ONC embarking on RFPs to replace HITSP seeking input directly from SDOs. Helen thinks we need more time on the agenda time for it. It's a heads-up right now on a budgetary expectation and possibility of an order of magnitude of significant work activity required.

#### 15. Discussion

- By what mechanism/how does HL7 produce white papers? (from 20090922 Tuesday lunch discussion) – several whitepapers projects are in the pipeline and perhaps now is a good time to address?
  - Woody notes that they are informative documents. This has been in place 15 years. Policy Committee has been established and needed a more rapid response than ballot cycle allowed. Noted that they are taking positions that have not been voted by the membership. It does have to be a 30 day ballot - 30 days to notify, 30 days to conduct. This is to be feedback to the Board. As an aside, rhetorical question: Should HL7 International be issuing policy statements for U.S. realm?
  - Calvin asks are all outward facing products of HL7 supposed to be consensus based? Products in terms of standards, certainly. Agreements with other organizations are not, educational materials. We should look at everything we do that goes out, and place them. MOUs get board approval. Some definition of Product Management has been on Charlie's agenda. News items? HL7 UK votes on news releases. Charlie notes if what we mainly sell is membership, how do we document the value received for that product, how do we capture that value? Part of Product Visibility, product approval and categorize products by approval process.
- Innovations Workshop activity - incubator projects; what is the TSC role? Related theme - do we want to establish incubator projects, light-weight technical work? Initial, one-off workshop at the request of board members Lunn, Fischetti, and Kaufman; now what will the formality of the activity be going forward. Austin notes that one project proposed there, has moved forward with Project Scope Statement so they're following the normal process.

#### 16. Adjourned 12:02 PM EDT

#### **Actions** *(Include Owner, Action Item, and due date)*

- Lynn will add discussion to MayWGM agenda on DSTU approval process and what the TSC wants to see if negatives are outstanding.
- Lynn will send out TSC agendas to all the cochairs and request presentation topics and slides in advance.
- Feedback to the Board: Policy Committee taking positions that have not been voted by the membership. White Papers should be balloted informative with 30 day cycle. This is to be feedback to the Board.

**Next Meeting/Preliminary Agenda Items**

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## **Future Agenda item list**

## **Click for TSC Action Item List**

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