2010-06-21 TSC Call Minutes

From HL7 TSC

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TSC Agenda/Minutes

Meeting Info/Attendees

HL7 TSC Meeting Minutes **Location: call 770-657-9270 using code 124466#** GoToMeeting ID: 165-215-206		**Date: 2010-06-21 Time: 11:00 AM U.S. Eastern**	
Facilitator	Charlie McCay	**Note taker(s)**	Lynn Laakso
Attendee	**Name**	**Affiliation**	
regrets	Calvin Beebe	HL7 SSD SD Co-Chair	
x	Woody Beeler	HL7 FTSD Co-Chair	
	Bob Dolin	HL7 Board Chair	
x	Austin Kreisler	HL7 DESD Co-Chair	
x	Lynn Laakso	HL7 staff support	
x	Ken McCaslin	HL7 TSS SD Co-Chair	
x	Charlie McCay (chair)	HL7 TSC Chair, Affiliate Representative	
	Charlie Mead	HL7 ArB Chair	
x	Ravi Natarajan	HL7 Affiliate Representative	
	Ron Parker	HL7 ArB Alternate	
x	John Quinn	HL7 CTO	
x	Gregg Seppala	HL7 SSD SD Co-Chair	
x	Helen Stevens	HL7 TSS SD Co-Chair	
x	Ed Tripp	HL7 DESD Co-Chair	
	D. Mead Walker	HL7 FTSD Co-Chair	
x	Dave Hamill	HL7 PMO	
Quorum Requirements (Chair +5 with 2 SD Reps) Met: yes			

Agenda

Agenda Topics

1. Introduction of visitors (including declaration of interests)
2. Agenda review and approval - Charlie McCay

3. Approve 2010-06-14 TSC Call Minutes
4. Review action items –
   - 1583 Create Project Scope Statement for TSC Communication Plan Project Ravi Natarajan
   - 1582 Create Project Scope Statement for TSC Innovations Project Edward Tripp
   - 1581 Create Project Scope Statement for TSC T3F Strategic Initiative Review Project Woody Beeler
   - 1580 Create Project Scope Statement for TSC U.S. Healthcare Readiness Plan John Quinn and Ken McCaslin
   - 1579 Create Project Scope Statement for TSC Product and Services Strategy Project Ken McCaslin
   - 1578 Create Project Scope Statement for TSC WGM Development Project Helen Stevens
   - 1577 provide the NCI governance to Austin Charlie Mead
   - 1576 Work with Project Services to draft a template for Project Communication plan Lynn Laakso
   - 1574 Develop Quality Plan project scope statement Austin Kreisler
   - 1573 Identify actions needed to be taken by the TSC based on Roadmap subcommittee recommendations. John Quinn
   - 1548 From 2010-05-03: John and Charlie Mead will work on a one sheet overview of SAIF vs NIEM, reviewed by ArB with the HL7 position. John Quinn
   - 1544 From 2010-02-22: Lynn will look into options for version control for a common approach, with John's and Austin's help John Quinn, Austin Kreisler, and Lynn Laakso
   - 1539 From 2010-03-29 - Action Item: Ron to pull the elevator pitch out for TSC review. Ron Parker
   - 1322 Review and re-confirm ArB membership biannually starting September 2010 Plenary John Quinn
5. HL7 Chair or CEO Report – if available
6. CTO Report - John Quinn
   - email report
     - XML Reports attachments to CTO Report
7. ArB Report – Charlie Mead/Ron Parker
8. Affiliates Report – Ravi Natarajan
   - I have create a doodle poll for the International Affiliate meeting dates.
   - Draft TSC Communications Plan Project Scope Statement
9. Domain Experts Report– Ed Tripp
   - DESD has 4 votes currently underway. 3 to approve project scope statements and 1 for a Mission and Charter. Votes to close between 6/24/10 and 7/6/10.
   - No other business.
10. Foundation & Technology Report– Woody Beeler/Mead Walker
11. Structure & Semantic Design Report– Calvin Beebe/Gregg Seppala
    - **MOTION:** Request to Publish DSTU for PA: HL7 Version 3 Standard: Patient Administration, DSTU Release 2; Person Registry Enhancement, Release 1, at TSC Tracker #1586
12. Technical & Support Services Report- Ken McCaslin/ Helen Stevens
    - T3SD did not meet this week.
    - From Project Services: Project Approval Process review for TSC approval.
13. Membership Comments on Steering Division Reports
14. WGM Planning -
    - Marketing and promotion - update from HQ -
    - TSC preparations - Lynn Laakso
    - Recommendations for cost savings, for discussion:
      - eliminate F&B for Saturday and Monday meetings
    - Working Group preparations - agendas
15. Organizational Relations Committee update (semiweekly) - Helen Stevens
16. Discussion Topics:
    - TSC Elections: Ken reports we have at least one nominee for each SD. The last candidate should have their name submitted before Monday because their organization has authorized them to continue to serve.
    - Open Issues List

Supporting Documents

1. Project Approval Process at
   http://gforge.hl7.org/gf/download/trackeritem/1590/7349/ProjectApprovalProcess_v2010_20100610.doc
2. CTO Report at
   http://gforge.hl7.org/gf/download/docmanfileversion/5744/7353/CTO_report_20100621.pdf
3. CTO Report attachments at
   http://gforge.hl7.org/gf/download/docmanfileversion/5745/7354/EML_Wrightson.zip
4. Draft TSC Communications Plan Project Scope Statement at
   http://gforge.hl7.org/gf/download/trackeritem/1583/7355/HL7PSS-TSCCommunicationPlan.doc
5. Request to Publish DSTU] for PA at http://gforge.hl7.org/gf/download/trackeritem/1586/7346/2010-06-
   09PADSTU_Publication_Request.doc

Minutes

Minutes/Conclusions Reached:

1. Introduction of visitors (including declaration of interests) –Dave Hamill for the Project Approval Process
2. Agenda review and approval - Charlie McCay
   - Move Project Approval first
   - Agenda accepted.
3. From Project Services: Project Approval Process review for TSC approval.
   - Ed had sent feedback which Dave acknowledged. Ed's comments mostly process change but not substantive. T3SD feedback already incorporated.
   - Austin asks whether the TSC is appropriate to 'approve' the document which dictates how the Board approves projects. More appropriate to 'endorse'.
   - Charlie notes that some of Ed's comments are not entirely editorial. Ed found them to be more clarification of the process.
   - Charlie notes the TSC projects might be approved by the TSC without a higher body for approval (EC approval needed). Concern was that EC meetings are once a month. TSC oversight of the Working Group is autonomous. Woody agrees.
   - Dave notes that given Austin's comment on EC as reviewer/approver, should he address with EC? John asks if the document will change the GOM, in which case the EC will definitely have to review. John doesn't think the EC is interested in taking on reviews of TSC decisions. Extent of description of Board, Roadmap Committee, etc projects in document shows there are projects out there that don't come through the TSC.
   - Charlie notes the process for projects sponsored by the Board or Executive Committees is not owned by the TSC.
   - Helen asks about PIC which has both Board appointed and also elected chairs, and under the TSC. The Board has the opportunity to direct PIC to take on work that is not TSC related. That type of project does not come under TSC review, though there are no such projects active at this time. Project approval should be determined by project content.
   - Charlie adds that Board of Directors projects should not require EC approval, as the members of the EC sit on the Board.
   - EC role in the process may bog down due to their monthly schedule.
   - Woody notes that this is not documentation of what is currently happening but represents new policy. Dave notes that it was intended to be both clarification of what has been happening and what should happen. Woody notes the 'shall' language makes it policy rather than recommendation.
   - Dave will take the document back and revise it. John notes if it does indeed state policy it will affect GOM and need Board Approval.
   - TSC can review and endorse green and yellow sections under our governance; the others have different endorsement/approval.
   - Ed asks if we can split it into different documents, especially to manage revisions.
4. Approve 2010-06-14 TSC Call Minutes; unanimously approved.
5. Review action items –
   - Helen asks on 1578, WGM Development Project, Helen thought she was to liaise with the WGM

Development and Planning committee with Mark McDougall, not to create a separate project. Can close the issue.
- Austin received the NCI governance from Charlie at the May WGM, and that issue can be closed.
- 1579 Ken notes he was out sick and has not gotten off the ground.
- Folks with tasks assigned can offer dates when they'll get to it.
- 1583 Ravi has submitted and is added to the tracker.

6. HL7 Chair or CEO Report – if available
7. CTO Report - John Quinn
   - email report
     - XML Reports attachments to CTO Report
     - No comments on his report
8. ArB Report – not available
9. Affiliates Report – Ravi Natarajan
   - I have create a doodle poll for the International Affiliate meeting dates.
     - Only three affiliates have responded, would like first meeting the first week of July. Italy, Australia and UK (himself, not the official UK chair).
   - Draft TSC Communications Plan Project Scope Statement; Ravi expects to have it completed for next week's call.
10. Domain Experts Report– Ed Tripp
    - DESD has 4 votes currently underway. 3 to approve project scope statements and 1 for a Mission and Charter. Votes to close between 6/24/10 and 7/6/10.
    - No other business.
11. Foundation & Technology Report– Woody Beeler had nothing to report.
12. Structure & Semantic Design Report–Gregg Seppala
    - **MOTION:** Request to Publish DSTU for PA: HL7 Version 3 Standard: Patient Administration, DSTU Release 2; Person Registry Enhancement, Release 1, at TSC Tracker #1586
      - **VOTE:**Unanimously approved.
13. Technical & Support Services Report- Ken McCaslin
    - T3SD did not meet last week. They meet this afternoon.
    - From Project Services: Project Approval Process review for TSC approval.
14. Membership Comments on Steering Division Reports
15. WGM Planning -
    - Marketing and promotion - update from HQ - none
    - TSC preparations - Lynn Laakso; for Friday prep call, get a draft ready.
    - Recommendations for cost savings, for discussion:
      - eliminate F&B for Saturday and Monday meetings
        Contribution by members to come a day early and pay their hotel bill, etc too much to ask.
        Going out and find your own lunch makes it hard to get back to business again afterwards.
        If the Board gives up their dinner we will give up ours.
        Need to keep the cochairs dinner as a thank you to the co-chairs
        John notes that these were just suggestions, wished to inform the committee that these inquiries were occurring. John's and Charlie's response has already been that these were inappropriate.
        Ravi notes we can save by having less elaborate meals with reducing the variety of choices.
        Helen suggests we defer the discussion to the WGM Development and Planning committee.
        Woody and Ken thought that it would devalue the recognition of the volunteers and their contributions.
        Charlie summarizes that changes to the Saturday or Monday night meetings like those being suggested would result in dissatisfaction.
      - Moving the Saturday meeting to Thursday is met with strenuous resistance.
    - Working Group preparations - agendas
16. Organizational Relations Committee update (semiweekly) - Helen Stevens

- They have met, and now have a wiki off the HL7 wiki main page. Still thin but will update list of existing agreements with links to the agreements. They will encourage committees to look at the agreements where they exist. They will be scanning M&C for organizations the WG 'think' they're working with. External groups who need formal agreements those will be investigated. Planning a presentation on the Monday night in Cambridge.

17. Discussion Topics:
    - TSC Elections: Ken reports we have at least one nominee for each SD. The last candidate should have their name submitted before Monday because their organization has authorized them to continue to serve.

        One SD still waiting to confirm they have a nominee. Confident there will be at least one nominee for each SD by week's end. He will be looking into affiliate nominees as well. Nominees' identities are not divulged until the ballot opens. If you're not sure if someone's been nominated just nominate them; duplicate nominations are ok.
    - Open Issues List
18. Adjourned 11:54 AM EDT.

Next Steps

Actions (Include Owner, Action Item, and due date)
- All: Folks with tasks assigned please offer dates when it's expected to be addressed. - TSC preparations – Lynn; for Friday prep call, get a 2010Oct agenda draft ready.
Next Meeting/Preliminary Agenda Items
- TSC Communications Plan Project Scope Statement updates from Ravi

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