

2010-07-26 TSC Call Agenda

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 (https://www.gotomeeting.com/join/165215206)		Date: 2010-07-26 Time: 11:00 AM U.S. Eastern	
Facilitator John Quinn		Note taker(s) Lynn Laakso	
Attendee	Name	Affiliation	
x	Calvin Beebe	HL7 SSD SD Co-Chair	
regrets	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	
regrets	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	

regrets	Ed Tripp	HL7 DESD Co-Chair
x	D. Mead Walker	HL7 FTSD Co-Chair
x	John Rhoads	Health Care Devices co-chair
x	William Goossen	Patient Care co-chair
x	Robert Worden	Neutral Mapping Notation project facilitator

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 - John Quinn
3. Approve Minutes of 2010-07-12_TSC_Call_Agenda, 2010-07-19_TSC_Call_Agenda
4. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494) –
 - #1602 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1602&start=0) - Ken: Review draft description of TSC nomination committee composition
 - 1583 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1583&start=0) Create Project Scope Statement for TSC Communication Plan Project - scope statement (<http://gforge.hl7.org/gf/download/trackeritem/1603/7390/HL7PSS-TSCCommunicationPlan20100712.doc>) - Ravi Natarajan
 - Circulated the project scope and back to the TSC again for final approval
 - Ravi will approach the Marketing Council to participate.
 - 1574 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1574) Develop Quality Plan project scope statement, see also TSC 3-yr plan project at Project Insight #647 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=647>) , TSC Tracker # 1364 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1364) - Draft Product Quality Scope Statement (<http://gforge.hl7.org/gf/download/trackeritem/1574/7385/HL7PSS-ProductQualityPlan-20100707.doc>) - Austin Kreisler
 - #1582 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1582) - Ed: Draft Project Scope Statement for TSC Innovations Project
 - #1581 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1581) - Woody: Draft Project Scope Statement for TSC T3F Strategic Initiative Review project

- #1580 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1580) - Ken and John: Draft Project Scope Statement for U.S. Healthcare Readiness Plan
 - #1579 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1579) - Ken: Draft Project Scope Statement
 - #1576 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1581) - Lynn: Work with Project Services to draft Project Communications Plan
 - #1573 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1573) - John Quinn: Identify actions needed to be taken by the TSC based on Roadmap subcommittee recommendations.
 - #1573 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1573) - 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.
 - #1539 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1539) - Ron to pull the elevator pitch out for TSC review.
5. HL7 Chair or CEO Report – if available
 6. CTO Report - John Quinn
 7. ArB Report – Charlie Mead/Ron Parker
 8. Affiliates Report – Ravi Natarajan/ Charlie McCay
 9. Domain Experts Report– Austin Kreisler/Ed Tripp
 - **Motion:** Approve Project Scope Statement for Emergency Medical Services DAM, V2
(http://gforge.hl7.org/gf/download/trackeritem/1596/7378/HL7_Project_Scope_Stat at TSC Tracker # 1596 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1596&start=0))
 - ~~withdrawn Project Scope Statement for Emergency Medical Services Constrained Information Model & Interoperability Specifications~~
(http://gforge.hl7.org/gf/download/trackeritem/1597/7379/HL7_Project_Scope_Stat at TSC Tracker # 1597 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1597&start=0))
 - **Motion:** Approve Request to publish
(<http://gforge.hl7.org/gf/download/trackeritem/1598/7380/AllergiesIntoleranceTopic> extension of DSTU for Version 3 Standard: Care Provision Domain, Allergy & Intolerances Topic, see TSC Tracker # 1598
(http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1598&start=0))
 - **Motion:** Approve Project Scope Statement for DCM for Devices
(http://gforge.hl7.org/gf/download/trackeritem/1604/7392/HL7PSS_DetailedClinical see TSC Tracker # 1604 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1604))
 10. Foundation & Technology Report– Woody Beeler/Mead Walker
 - **Motion:** Approve Neutral Mapping Notation
(<http://gforge.hl7.org/gf/download/trackeritem/1600/7382/HL7ProjectScopeStatement>)

by ITS WG, see TSC Tracker # 1600 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1600&start=0) , Project Insight # 680 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=680>) .

- **Motion:** Approve Project Scope Statement for Vocabulary Syntax Binding (<http://gforge.hl7.org/gf/download/trackeritem/1447/7383/HL7ProjectScopeStatementforVocabularyWGatTSCTracker#1447> for Vocabulary WG at TSC Tracker # 1447 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1447&start=0)

11. Structure & Semantic Design Report– Calvin Beebe/Gregg Seppala

- **Motion:** Approve Request to publish (http://gforge.hl7.org/gf/download/trackeritem/1599/7381/DSTU_Publication_RequirementsforV3ImplementationGuideforHealthcareAssociatedInfections,release5for24months,seeTSCTracker#1599 DSTU for V3 Implementation Guide for Healthcare Associated Infections, release 5 for 24 months, see TSC Tracker # 1599 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1599&start=0) , Project Insight # 319 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=319>) .

12. Technical & Support Services Report- Ken McCaslin/ Helen Stevens

- PIC - Updated Decision Making Practices Template (http://wiki.hl7.org/images/7/7f/Generic_HL7_WG_DMP_v3.0_Template.doc) for review/endorsement

13. Membership Comments on Steering Division Reports

14. WGM Planning -

- Marketing and promotion - update from HQ -
- TSC preparations - Lynn Laakso
- Working Group preparations - agendas (http://wiki.hl7.org/index.php?title=WGM_information)

15. Organizational Relations Committee update (semiweekly

(<http://www.hl7.org/concalls/index.cfm?action=home.welcome&listofwgids=112>)) - Helen Stevens

16. Discussion Topics:

- List of TSC approvals needed (http://gforge.hl7.org/gf/download/trackeritem/1607/7408/TSC_ApprovalList_Sept2forSeptemberBallotcycleatTSCTracker#1607 for September Ballot cycle at TSC Tracker # 1607 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1607&start=0)
- Nominations update:

Domain Experts: 1 nominee.

Foundation and Technology: Have 3 nominees.

Structured and Semantic Design: 1 nominee.

Technical and Support Services: 2 nominees .

International Affiliates: Have 2 nominees

- Open Issues List (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=313)

Supporting Documents

- http://gforge.hl7.org/gf/download/trackeritem/1596/7378/HL7_Project_Scope_Statement
- http://gforge.hl7.org/gf/download/trackeritem/1597/7379/HL7_Project_Scope_Statement
- http://gforge.hl7.org/gf/download/trackeritem/1598/7380/AllergiesIntoleranceTopic_DSTI
- http://gforge.hl7.org/gf/download/trackeritem/1600/7382/HL7ProjectScopeStatement_Ne
- <http://gforge.hl7.org/gf/download/trackeritem/1447/7383/HL7ProjectScopeStatementvoc>
- http://gforge.hl7.org/gf/download/trackeritem/1599/7381/DSTU_Publication_Request_HA

Minutes

Minutes/Conclusions Reached:

1. Visitors: William Goossen, Patient Care; John Rhoads, Health Care Devices; Robert Worden, Neutral Mapping Notation project facilitator
2. Agenda review and approval - John Quinn
3. Approve Minutes of 2010-07-12_TSC_Call_Agenda, and notes from 2010-07-19_TSC_Call_Agenda that did not reach quorum.
 - Ken moves for the 12th, second Austin; Mead abstains, **Vote:** minutes of 12 July approved 4/0/1.
 - Austin moves for the 19th; Helen abstains from 19 July – no quorum reached. Ken offers amendment that we change it from 'minutes' to Notes, Austin accepts amendment. Ken seconds. **Vote:** Approved unanimously.
4. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&tracker_id=494) –
 - #1602 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1602&start=0) - Ken: Review draft description of TSC nomination committee composition
 - Ken notes that the TSC from its membership appoint a member, each Steering Division and Affiliates each nominate one person. This would be a six-member group. John notes that Karen told him the GOC suggested it be delegated to the nominations committee for the Board. Karen's perception was that no other co-chairs had come forward to run for Steering Division co-chair and TSC Rep. Ken and Helen both noted that there were others. DESD was the group that had the most difficulty finding candidates. 3 nominees for FTSD; SSD had 2 but one withdrew; and two for T3SD and International Affiliates. Helen notes Ken has done a great job and doesn't want to delegate to the Nominations committee. Ken will bring the proposal to the next TSC conference call, and follow up with Karen to ensure his numbers are correct.
 - 1583 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1583&start=0) Create Project Scope Statement for TSC Communication Plan Project - scope statement (<http://gforge.hl7.org/gf/download/trackeritem/1603/7390/HL7PSS-TSCCommunicationPlan20100712.doc>) - Ravi Natarajan
 - Circulated the project scope and back to the TSC again for final approval

- Ravi will approach the Marketing Council to participate.
- There has been little feedback. Motion to approve by Ravi, second by Helen.
Change example abbreviation in Project Need for ex.;
- **Vote:** unanimously approved.
- 1574 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1574) Develop Quality Plan project scope statement, see also TSC 3-yr plan project at Project Insight #647 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=647>) , TSC Tracker # 1364 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1364) - Draft Product Quality Scope Statement (<http://gforge.hl7.org/gf/download/trackeritem/1574/7385/HL7PSS-ProductQualityPlan-20100707.doc>) - Austin Kreisler
 - Helen asks what is involved with accreditation with ISO9001? Ravi asks if we can work towards alignment with quality standards without accreditation, just to state how we will achieve this alignment? That would have to be established during the project, states Austin; this would be an assessment of the feasibility, not the actual effort for accreditation. Austin will modify to assess alignment with applicable quality standards ...
 - Project Need – added statement in regard to guidance on standards with limited geographic scope as “international”.
 - Austin moves to approve for circulation to cochairs. Ken seconds;
 - **Vote:** unanimously approved.
- 5. CTO Report - John Quinn – last week did testimony for NCVHS (Ken was there), oral presentation at NCVHS request on health care identifiers. Discussed OIDs and importance of non-meaningful identifiers, and claims outside of U.S. based on Michael VanCampen’s input. He’ll get a formal report out this week for next week with copies of the testimonies.
- 6. ArB Report – no available
- 7. Affiliates Report – Ravi Natarajan, will be conducting next international meeting next week for contribution to the projects.
- 8. Domain Experts Report– Austin Kreisler/Ed Tripp
 - **Motion:** Approve Project Scope Statement for Emergency Medical Services DAM, V2 (http://gforge.hl7.org/gf/download/trackeritem/1596/7378/HL7_Project_Scope_Stat at TSC Tracker # 1596 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1596&start=0)
 - Ken asks if this is US Realm? If V1 was universal this would need to be.
 - **Vote:** unanimously approved
 - ~~withdrawn Project Scope Statement for Emergency Medical Services Constrained Information Model & Interoperability Specifications~~ (http://gforge.hl7.org/gf/download/trackeritem/1597/7379/HL7_Project_Scope_Stat at TSC Tracker # 1597 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1597&start=0)
 - **Motion:** Approve Request to publish (<http://gforge.hl7.org/gf/download/trackeritem/1598/7380/AllergiesIntoleranceTopic> extension of DSTU for Version 3 Standard: Care Provision Domain, Allergy & Intolerances Topic, see TSC Tracker # 1598

(http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1598&start=0)

- **Vote:** unanimously approved

- **Motion:** Approve Project Scope Statement for DCM for Devices

(http://gforge.hl7.org/gf/download/trackeritem/1604/7392/HL7PSS_DetailedClinical see TSC Tracker # 1604 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1604)

- William notes it is DAM and DCM for Devices. Ken notes they should update the spelling of SAIF.

- **Vote:** unanimously approved

9. Foundation & Technology Report–Mead Walker

- **Motion:** Approve Neutral Mapping Notation

(<http://gforge.hl7.org/gf/download/trackeritem/1600/7382/HL7ProjectScopeStatement> by ITS WG, see TSC Tracker # 1600 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1600&start=0) , Project Insight # 680 (<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=680>) .

- Robert Worden is on the call at this point. Mead moves to approve. Ken asks how this becomes a new standard or a new product. Mead doesn't think it's a standard product, but an agreement on mapping would be of great value between different structures and implementations must address this all the time. A foundational notion in the SAIF architecture is mapping between domain models and design models. Maintaining the models in parallel requires maintaining a mapping between them. There is a ballot type of DSTU. Robert asks for preliminary approval now, discuss it in Cambridge, then once we are using it we evaluate it as a ballot. Helen suggests we narrow the project scope to non-ballot, relationship to other standards being of consideration. What is the impact on the other work groups? Robert notes that a strong recommendation that work groups express their mapping in the way this describes. Helen asks will it become a required deliverable of all other projects? Robert suggests they develop it and then HL7 can evaluate how it will be used.

- Austin asks about the timeline, where the implementers would be implementing this in advance of the January cycle where it would be balloted. A more realistic timeline is needed. Robert says a representation is available now, which they can use. DSTU standards are typically picked up and used after the ballot is completed, notes Austin. The process proposed is not part of the usual DSTU process.

- Helen asks if the committees that own these products are not represented as co-sponsors. Robert reports there has been dialogue with the committees.

- Helen suggests that this scope statement is not yet ready for approval. Mead recaps the issues as: it's not clear how this will be used, the list of cosponsors is inadequate, and the timeline is too aggressive. Robert notes that those are valid comments and can adjust the scope statement accordingly, but insists that a pre-evaluation phase before DSTU ballot is reasonable. Helen suggests that is spelled out in more detail in the timeline.

- Motion tabled.

- **Motion:** Approve Project Scope Statement for Vocabulary Syntax Binding
(<http://gforge.hl7.org/gf/download/trackeritem/1447/7383/HL7ProjectScopeStatementforVocabularyWGatTSCTracker#1447>)
(http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1447&start=0)

- Noted that it is marked as informative and normative ballot at the same time. It should be informative. This is guidance for implementation guides on managing vocabulary, notes Ken. Calvin seconds.

- **Vote:** unanimously approved

10. Structure & Semantic Design Report– Calvin Beebe/Gregg Seppala

- **Motion:** Approve Request to publish
(http://gforge.hl7.org/gf/download/trackeritem/1599/7381/DSTU_Publication_RequestforV3ImplementationGuideforHealthcareAssociatedInfections_release5for24months, see TSC Tracker # 1599
(http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1599&start=0) , Project Insight # 319
(<http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=319>) .

- **Vote:** unanimously approved

- nothing more this week but a bunch of stuff for next week.

11. Technical & Support Services Report- Ken McCaslin/ Helen Stevens

- PIC - Updated Decision Making Practices Template
(http://wiki.hl7.org/images/7/7f/Generic_HL7_WG_DMP_v3.0_Template.doc) for review/endorsement
- This is the template that Work Groups can modify, and a default that will become in effect if Work Groups do not customize a template for their Work Group will be later circulated. Austin notes they need to scrap their existing decision making practices and adopt this one? Why should they scrap them and start over? Mead notes that we can tell them so, but it's not going to happen. Ken notes this aligns things with the GOM and electronic messaging/e-votes, and meeting minutes recommendations. It's more an alignment with decisions the TSC has made. Mead notes that we can tell the work groups they're out of sync and need to change, or go through the existing DMPs and note what is deficient. It's a lot of work for someone. Austin notes it will be ignored by the majority of Work Groups. John notes that if the Board modifies the GOM or the TSC makes recommendations for changes, how else do we implement a change in process by the work groups? Perhaps that's the bigger issue that needs to be addressed... Ken suggests we postpone discussion to next week when Helen and Charlie are here. Tabled.

12. Noted that Monday August 2nd is a holiday in Canada... Ken will reach out to Helen to confirm.

13. Discussion Topics:

- List of TSC approvals needed
(http://gforge.hl7.org/gf/download/trackeritem/1607/7408/TSC_ApprovalList_Sept2forSeptemberBallotcycleatTSCTracker#1607)
(http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1607&start=0)
- Nominations update:

Domain Experts: 1 nominee.
Foundation and Technology: Have 3 nominees.
Structured and Semantic Design: 1 nominee.
Technical and Support Services: 2 nominees .
International Affiliates: Have 2 nominees

14. Adjourned 12:00PM EDT

Next Steps

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

- .

Next Meeting/Preliminary Agenda Items

- #1602 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1602&start=0) - Ken: Review draft description
TSC nomination committee composition
- PIC - Updated Decision Making Practices Template
(http://wiki.hl7.org/images/7/7f/Generic_HL7_WG_DMP_v3.0_Template.doc) for
review/endorsement
- Review List of TSC approvals needed
(http://gforge.hl7.org/gf/download/trackeritem/1607/7408/TSC_ApprovalList_Sept2010.c
for September Ballot cycle at TSC Tracker # 1607
(http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1607&start=0)

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