February 2007 Edition

This is the first edition of the Transition Update, a monthly publication designed to increase member awareness of the activities of the Transition task forces. The February edition provides a recap of the progress and activities reported for the month of January.

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**Bylaws/Policy & Procedures Review (BPR) Update**

Team: Freida Hall (Chair); Chuck Meyer; Karen Van Hentenryck

The BPR team has been busy developing responses to the September 2006 ANSI audit, while attempting to be proactive to the transition effort.

Given the current state of the Bylaws and Policy & Procedure Manual, and the differences in focus and maintenance of these documents, the BPR team has undertaken a consolidation of these manuals into a single document: the Governance and Operations Manual (GOM). The GOM (Draft) was produced by a relatively straightforward merge of the Bylaws and Policy & Procedure Manual.

Having a single document allows us to consider a change to how we maintain such documentation. The existing system of Board adopted policies and procedures with minimal vetting by the membership and
having to conduct a full membership administrative ballot to change the Bylaws is both cumbersome and inefficient. The BPR feels that
maintenance of the GOM should be iterative, participatory, and proactive.

With those goals as the major focus, the BPR has developed a proposed \textit{§16 Maintenance of the GOM} that envisions significant involvement of the membership in the upkeep of the GOM. There are provisions for an open forum at each WGM, a list server to feed concerns/recommendations directly to the BPR; and broad use of the PIC peer review process for membership vetting of GOM changes. There is still a requirement for the Board to ratify any changes to the GOM. In turn, the Executive Committee will ratify any GOM change Work Items to be processed by the BPR.

The Board will be reviewing \textit{§16 Maintenance of the GOM} with an objective of putting the GOM with the new maintenance process forward for membership approval by ballot in March. You may recall it being mentioned during the January WGM that the membership would have to vote to adopt a process that no longer required a membership vote; the March GOM ballot including §16 will be that vote. Prior to that ballot the BPR will also engage the PIC and the transition team to review the GOM; although we do not expect to conduct a full peer review at that time. The reason being that the document at this point, with the exception of §16, is simply a merge of the existing Bylaws and Policy & Procedure Manual.

Prior to the ballot, HL7 Headquarters will confer with legal counsel to verify that the GOM meets the requirements for a governance document of a 501c (6) association incorporated as a nonprofit in the state of New Jersey. Concurrent with the membership ballot, HL7 Headquarters will submit the GOM to ANSI, both to validate the concept/format of the GOM as acceptable for accreditation and to validate the changes necessitated by the September 2006 audit. Although for the most part the changes are minor, the audit does require HL7 to establish a recirculation phase for membership-level (normative) ballots which will allow members of the consensus (ballot) pool to change their votes based on negative comments not resolved by ballot reconciliation before a final tally can be made.

Once the GOM is in place, we can commence an iterative maintenance process as defined in §16 at the May WGM in Cologne. This will allow us to begin to update the GOM from PIC and ORC documentation finalized in 2005, but put on hold during the Strategic Initiatives process. Those changes necessary to support the transition effort can begin to be addressed as well. The BPR is hopeful that this effort will result in a clearer, more open, proactive Governance and Operations document for HL7.
Transitional Technical Task Force (T3F)

Co-Chair: Woody Beeler

Members: Jim Case (Domain Experts Representative); Craig Parker (Structure and Semantic Design Representative); Woody Beeler (Foundation and Technology Representative) (T3F Chair); Charlie McCay (Affiliate Representative); Bernd Blobel (Affiliate Representative); Virginia Lorenzi (Board Appointed Member); Hans Buitendijk (HL7 Board Liaison)

Dates/time of meetings since WGM or last report:
Have met every Tuesday am in conference call since leaving San Diego. Meeting agendas and minutes, plus working documents are being collected on an open Wiki at: http://hl7t3f.org/wiki (Thanks to Craig Parker)

Progress made/barriers impeding progress:
We established formal liaison with the TSC leadership, the Project Life Cycle Team, and the ARB. Representatives of each of these have been invited to join our conference calls and have done so, when possible.

T3F has spent the majority of the time focusing on refining the Technical Directorate and its mission, including the relationship of this group to the Working Group, to various Board-appointed Committees and to the Board. Needless to say, this also focuses attention on the role of the CTO and the relationship of that position to the other TD members.

Short term plans for the next few months:
Current plan is to have a formal proposal prepared for discussion with the Board at the May WGM in Cologne.

Regularly scheduled teleconference day/time:
Tuesdays Noon Eastern time. Agendas are available at http://hl7t3f.org/wiki Specific meeting arrangements are:

- Telephone conference Information - HL7 Conference Service
  Phone Number: 973-582-2813
  Participant Passcode: 124466

- Online Meeting service - GoToMeeting
  https://www.gotomeeting.com/join/791835615
  GoToMeeting ID: 791-835-615

Marketing & Communications Task Force
No status report was submitted for the month of January.

**Governance & Structure Task Force**

**Co-chairs:** Chuck Meyer; Ed Hammond, PhD

**Members:** Liora Alschuler; Hans Buitendijk; Grant Gillis; Mark McDougall; John Quinn; Mark Shafarman

**Dates/time of meetings since last WGM or report:**
There have been no meetings or conference calls since the January WGM. Two email threads are open: Consensus on Formation of US Affiliate and Consensus on Board Composition.

**Progress made/barriers impeding progress:**
At the moment the TF is at an impasse, being unable to reach consensus on either issue; due primarily to lack of response to the email threads. It is difficult to get a quorum for teleconferences and email has proven less than optimal.

**Short term plans for the next few months:**
- Given that current proposal seems to lack broad support, seek alternate proposals for Board structure.
- Reopen discussion on 1) need for US Affiliate; 2) possible alternatives to address US realm issues if no US Affiliate; and 3) planning horizon for establishing US Affiliate if it is to be created.
- Create issues list to be considered by TF; i.e., Board nomination process, co-chair elections, etc.
- Identify and discuss use of collaborative tools to foster better participation than is current being evidenced by email and teleconference.

**Regularly scheduled teleconference day/time:**
Establish schedule of teleconferences interim to next WGM, with target of biweekly calls for February, March, and April.

**Products & Services Task Force**

**Members:** Grant Gillis; Dick Harding; John Quinn; Dan Russler; Laura Sato
Dates/time of meetings since WGM or last report: 10am Eastern, Feb 2, 2007

Progress made/barriers impeding progress:

- Product List Established
  - V2M Infrastructure
  - V2M Administrative
  - V2M Departmental
  - V2M Clinical
- CCOW
- Arden
- V3 Foundation
  - V3F Reference Information Model
  - 3F Vocabulary Domains/Value Sets
- V3 Messages
  - V3M Infrastructure
  - V3M Administrative
  - V3M Departmental
  - V3M Clinical
- V3 Documents
  - V3D Administrative (SPL)
  - V3D Knowledge
  - V3D Clinical (CDA)
- V3 Services
  - V3S Java Services (Java SIG)
  - V3S Web Services (OMG)
- V3 Rules
  - V3R GELLO
- Community Networking in Healthcare IT

Product & Services Revenue Matrix
Click Here to View the Matrix

- Task List Established
  - Positioning Descriptions for each product--Dan pointed out needed for clarification of product definitions and scope
  - Identify and address roadblocks against V3 hitting the market (Dick did have some thought that P&S would take carriage of allocating priorities and suggesting ways to remove such roadblocks,). Analyze roadblocks by product name when possible
  - Develop outreach plan for selected collaborations (CEN, ISO, etc.); major customers (NSH, Infoway)--Laura pointed out that developing an outreach plan by product name where appropriate was on our charter.
  - Distinguish V3 Rules from V3 Foundation in Publications--Dick pointed out publishing has “Rules” mixed in with “Foundation.”
  - Identify potential “New Products” and “Services”
Short term plans for the next few months:

- Fleshing out above tasks
- Working with HQ on data collection for Product/Services Matrix

Regularly scheduled teleconference day/time: TBD

**Project Lifecycle Task Force**

**Co-Chairs:** Ken McCaslin; Freida Hall

**Members:** Charlie Mead

**Dates/time of meetings since WGM or last report:**
We met with HDF authors and T3F at the WGM, but have not met since the WGM. We are negotiating a meeting time and plan to establish conference calls bi-weekly.

**Progress made/barriers impeding progress:**
Provided update to the general membership and the Technical Steering Committee during the January WGM. Worked with the HDF team to reconcile the Project/Product Lifecycle and the HDF. Met with T3F at the WGM; Ken McCaslin appointed liaison to the T3F.

There was some resistance expressed at the January TSC meeting. We are capturing those for the Peer Review. One person questioned how the proposal is different than how they function currently, suggesting those committees already employing project management will be less resistance.

Representatives from HDF and T3F have submitted peer review comments; Peer Review is open until February 15 to give the membership additional opportunity to comment.

Short term plans for the next few months:

- Process Peer Review Comments and publish update to TTPL portion of Strategic Initiative document
- Continue conversations with HDF
- Liaison with T3F as needed

Regularly scheduled teleconference day/time: TBD, bi-weekly planned when a suitable time can be confirmed

**Revenue Task Force**

This task force is on hold until the CEO is active
Volunteer Resource Task Force

Co-Chair: Virginia Lorenzi; Mark McDougall

Member: Klaus Veil

Dates/time of meetings since WGM or last report:
December 8, 2006
January 30, 2007

Progress made/barriers impeding progress:
After skimming the list of tasks and deliverables found in the agenda, discussion shifted to:

- We need to learn what motivates HL7 volunteers, such as:
  -- internal passion
  -- corporate ROI
  -- professional growth and/or recognition

- Recommend a survey to learn why people volunteer for HL7
  o Ask Hans for the survey tool previously used by the ORC
  o Rene suggested via email that we use [www.surveymonkey.com](http://www.surveymonkey.com) and review the FLOSS report.
  o Consider approaches for surveying WGM attendees asking:
    -- what motivates them to volunteer?
    -- why do they participate in HL7?
    -- insight on how to best survey our membership
  o The survey results could then be used to determine and articulate benefit of active involvement and help identify ways of encouraging and sustaining involvement.

- Considering a questionnaire asking members to declare areas of interest and talents they would like to share with HL7.

- HL7 needs to excel at providing the tools to effectively engage our volunteers, particularly via email lists, website, wiki use, etc.

- Virginia expressed concern regarding how the role of the CEO will be positioned and received by our membership. For example, the position ought to be positioned as focusing on supporting the members as opposed to dictating to or managing the volunteers from a business focus. It is important to keep the ownership of the initiatives with the volunteers. Otherwise, we risk disenfranchising them, which may lead to losing more of our critically important volunteers.

- Decided to expand the task force to include a few others, such as Dick, Rene, Mark Tucker, and Austin. Sent
invitations.
  o Email exchange: Fri, 15 Dec 2006 14:28:57 +0100 with Rene Spronk. Rene did not commit to joining but returned useful commentary on the Task Force’s initial list of potential tasks.
  o Austin is checking his availability.

Barriers impeding progress:
- Virginia is unclear as to the purpose of this TF. For example, what does “current volunteer program” mean? Does it mean the program to “encourage, engage and sustain active voluntary member involvement in standards development efforts”?
- It should be noted that we have not been successful in recruiting members to this TF.
- Virginia views this TF as being less important than her participation in the T3F and may resign this post. She is first interested in further clarification from Hans on the role of the task force before making a decision.

Short term plans for the next few months:
- Schedule a conference call with Hans to seek his guidance and clarification on the role for this TF. Invite potential members.
- Propose that HL7 convene a conference call for all of the co-chairs of the TFs to help describe our respective assignments and to provide better communication among the TFs.
- Determine methods of collaboration – list server/wiki/calls.
- Further evaluate producing survey and questionnaire.
- Propose a new tutorial track to the education committee centered around accelerating effective involvement of new members and improving effectiveness of existing members in the standards development process. Classes included on the track would be classes for first timers, organization and process, HDF, and balloting procedures.

Regularly scheduled teleconference day/time:
- Calls are currently being scheduled sporadically.

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