Bylaws/Policy & Procedures Review (BPR) Update

Transitional Technical Task Force (T3F)

Marketing & Communications Task Force

Governance & Structure Task Force

Products & Services Task Force

Project Lifecycle Task Force

Revenue Task Force

Volunteer Resource Task Force

Bylaws/Policy & Procedures Review (BPR) Update

Date of report: 02/28/2007

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

The Governance and Operations Manual (GOM [consolidated]) and the proposed §16 Maintenance of the GOM with flowchart was introduced to the Board during their February teleconference. The documentation has also been distributed to PIC leadership and all Affiliate chairs for review and comment. It is the intent of the BPR to conduct an administrative ballot in March for approval of the GOM including the proposed §16 Maintenance of the GOM.

The response to the September 2006 ANSI audit has been distributed to PIC leadership and the Board. The Board will consider ratification of the required changes during their March teleconference. The BPR and PIC will reconcile any issues during the 3/9 PIC teleconference. The audit response is due to ANSI by 3/15. The changes ratified by the Board will be incorporated in the GOM, which will be submitted to ANSI.

Headquarters is trying to determine the fees associated with legal review of the GOM by a law firm with a practice in New Jersey; that being our state of incorporation. It is the considered opinion of the
Chair, following a layman’s review of applicable NJ statutes, that the GOM meets all requirements for governance documents as stipulated in the statutes and in no way jeopardizes the status HL7. A legal review is still under consideration.
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)

Committee minutes, cumulative from December through February 27, 2007 are posted on T3F site at HL7.org and can be downloaded from: http://www.hl7.org/documentcenter/public/wg/t3f/minutes/T3F-Minutes-Cumulative-2006-12-thru-2007-02.pdf

Progress made/barriers impeding progress:
This group works effectively together and has made steady progress against its objectives. We are confident of our ability to produce a meaningful, complete report for consideration at the May Working Group Meeting in Cologne.

Liaisons:
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.

Technical Directorate "definitions":
T3F has spent the majority of the time focusing on refining the Technical Directorate: its mission, including the relationship of this group to the Working Group and to the Board; its composition; how the members are selected; how it should function; and the structure, rationale and composition of the committees and groups that report to it.

CTO Position:
Needless to say, the Technical Directorate (TD) task, above, includes specific recommendations on the role of the CTO and the relationship of the CTO to the other TD members and to others within HL7. The T3F recommends to the Transition Oversight Team and to the Board that no steps be taken to further define or recruit for the CTO position until the T3F report on the Technical Directorate is prepared for review.

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](http://hl7t3f.org/wiki) Specific meeting arrangements for all T3F Conference Calls 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](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

Date of report: 02/28/2007

Co-Chairs: Chuck Meyer; Ed Hammond, PhD

Members: Liora Alschuler; Hans Buitendijk; Grant Gillis; Chuck Jaffe, MD, PhD; Mark McDougall; John Quinn; Mark Shafarman

Dates/time of meetings since WGM or last report:
Structure & Governance did not meet in February

Progress made/barriers impeding progress
Availability of co-chairs limited activity. CEO has agreed to join S&G in an effort to bring closure to revised Board structure and issues surrounding creation of US Affiliate.

Short term plans for the next few months
Resolve Board structure, with appropriate changes to governance and operations documentation. Develop consensus position on creation of US Affiliate, if deemed appropriate, to include timeline and process. Review and recommend changes, if needed, to Board/Officer nomination process.

Regularly scheduled teleconference day/time
Plan a call for 3/9 and biweekly thereafter.

Products & Services Task Force

Date of report: 02/28/2007

Members: Grant Gillis; Dick Harding; John Quinn; Dan Russler; Laura Sato

Dates/time of meetings since WGM or last report:
10 a.m. Eastern, March 2, 2007

Progress made/barriers impeding progress:
- Product List Evolving (see spreadsheet)
• Product & Services Revenue Matrix (see spreadsheet)
  o Added “product interest” data collection for May Working Group meeting

• Task List Established
  o 1) Positioning Descriptions for each product--Dan pointed out needed for clarification of product definitions and scope
  
  o 2) 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

  o 3) Develop outreach plan for selected collaborations (CEN, ISO, etc.); major customers (NSH, Infoway)--Laura pointed out this was on our charter>>develop outreach plan by product name where appropriate

  o 4) Distinguish V3 Rules from V3 Foundation in Publications--Dick pointed out publishing has “Rules” mixed in with “Foundation.”

  o 5) Identify potential “New Products” and “Services”

Short term plans for the next few months (Minutes):

16-Feb Minutes: Attendees--Jill Kaufman, Jane Curry, Dan (Joint M&C and P&S meeting)

• Relationship between Marketing&CommunicationsTF and Products&ServicesTF:
  o M&C would like to do market research and feed the results back to P&S

  o P&S will catalog current products, identify product gaps (based partly on market research from M&C), and work with Project Lifecycle Management TF and T3F to review project priorities for each product

  o M&C will provide the renaming/branding strategies for the Product List

• Reviewed product list:
  o Jane commented that an even more detailed product list may be needed for management, e.g. splitting EHR into EHR and PHR; Action item is for P&S to take each product category and product to related technical committee for proper level of granularity and positioning statements
o Question raised on how to catalog Arden (currently unclassified)

o Question raised on changing branding of "V3" in product list to "RB" (RIM-based) in order to remove the expectation of a "V4."

Regularly scheduled teleconference day/time:
Meetings: Fridays 10 a.m. Eastern: Friday just before and two weeks before the monthly board meetings

Project Lifecycle Task Force

Date of report: 02/28/2007

Co-Chairs: Ken McCaslin; Freida Hall

Members: Charlie Mead

Dates/time of meetings since WGM or last report:
The TF met February 28. We are still negotiating a meeting time for bi-weekly conference calls, considering bi-weekly Wednesdays at 1 p.m. Eastern.

Progress made/barriers impeding progress:
Peer Review comments are being reviewed with a number of updates
identified based on comments received; these include handling technical corrections, expanding instructions for project cancellation/withdrawal, plan to further define quality verification steps, etc. The updated document will be posted to the HL7 website as soon as the TF completes working through the comments.

Opportunity:
There were a number of comments on the Project Lifecycle at the January TSC meeting the TF is addressing. One of these is what level of Project management (PM) support will be provided to committees. We believe we will need to develop PM training, and are seeking input from HL7 members who are experienced project managers to help develop and/or review training material, or assist in training and/or mentoring. We may eventually establish a PM facilitator role and would seek volunteers and mentors for this new role. These plans will be coordinated with the HL7 PMO and Education Committee. If you are interested in participating please contact Ken McCaslin (kenneth.h.mccaslin@questdiagnostics.com) or Freida Hall (freida.hall@va.gov)

Short term plans for the next few months:
- Complete Review TSC Comments and publish updates to TTPL portion of Strategic Initiative document
- Continue conversations with HDF team
- Liaison with T3F as needed
- Continue to work on identified issues such as the Project Management support.

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

Revenue Task Force
No status report was submitted for the month of February.
Volunteer Resource Task Force

Date of report: 02/28/2007

Co-Chair: Virginia Lorenzi; Mark McDougall

Members: Klaus Veil; Rene Spronk; Hans Buitendijk; Austin Kreisler

Dates/time of meetings since WGM or last report:
February 9, 2007
February 26, 2007

Our progress this month has been primarily focused in two areas:

- Understanding our purpose:
  - We refined the “charge” of the task force to be:

    “Develop a strategy for ensuring an ongoing healthy and effective body of involved participants in HL7 standards development efforts.”

    This mission does not use the term volunteer since many participants are paid by their own organizations to participate within HL7. It also includes the concept that the goal of the task force is finite – once the strategy is in place, the task force should not be needed. It also includes the concept of recruitment, retention, and burn out avoidance in the paraphrase “ongoing healthy body”. By effective, we mean, successfully accomplishing the strategic goals of the HL7 organization as defined by its stakeholders. What those strategic goals are and how they are defined is out of the scope of this task force.

    We further clarified our understanding of the mission of the task force in conversations with Hans.

  - We discussed considering the task force charge a “project”, defining stakeholders, defining objectives, and defining project success.

- Determining “how to motivate involvement”. Several avenues are being explored.

  - Review research
    - Rene has made available relevant material from the Marketing committee and other sources.
    - Klaus has recommended we contact Jill Kaufman who has experience working with
Open Source collaborative efforts.

- Consider surveys
  - Working on collaborating with Frieda Hall – PIC, newcomer’s orientation. Surveying newcomers. Ask why they came to the WGM.
  - Working on collaborating with Dan Russler – Products and Services Task Force. Surveying stakeholders.
  - Consider putting surveys in membership renewal packets (interests and talents).
  - Consider conducting WGM exit interviews to newcomers or find out why they don’t return.

- Experiment with motivational strategies:
  - Surveys to stakeholders that encourage involvement. For example a survey to stakeholders regarding what product and service priorities they have for HL7 might also include questions regarding how they are interested in delegating participants to make that happen.
  - Education improvement (the new free “Process” track at the May WGM is devoted to helping participants come up to speed and be more effective in standards involvement)
  - Advertising (a call for a more active membership in next HL7 newsletter).

- Discussions
  - Observed that ROI to participants is critical. Need to identify and articulate and market ROI. ROI needs to be reassessed on a regular basis.
  - Observed that list servers (and other mediums) serve the role of engaging new members. However, there are so many committees and so many list servers and some do not seem to have any traffic. A list without traffic can discourage newbies.
  - Identified the need to define a strategy for retention of active participants.

- While an official call schedule has not been created, calls appear to be occurring bi-monthly and Mondays at 1PM Eastern appears to be the best day/time.
the subject line to, HQ@HL7.org, and we will remove you from our list.