Electroni
ic Service
Commitee Meeting Minutes

June 10, 2004
10am EDT

Attendees

Wes Rlshel, Klaus Veil, Karen VanHentenryck (HQ), Mike Craig (HQ), Pete Gilbert (HQ)

Minutes taken by Pete Gilbert

ESC assists HQ in prioritizing tasks.

Review of Charter

The committee reviewed the Mission Statement and Charter. See http://www.hl7.org/Special/committees/es/index.cfm to review the document. If there are any changes/corrections forward to the mailing list and we will discuss them at the next meeting.

Policy Suggestions

HQ is looking for guidance related to:

- Site to Site links
- Mass mailings from HQ and members
- Promotion of HL7 related events

Today, each of these issues is dealt with informally. Committee would like to formalize the process.

We cannot stop members from sending email to members. The issue is that HQ is asked to send email on behalf of a vendor. We would like to have a formal position on how to deal with these requests.

Suggestion was made that the membership form be changed to include a checkbox that would permit a member to “opt in” or “opt out” from receiving promotional email from HL7. Will investigate to see whether the database and processes can be changed to accommodate this and the level of effort that would be required.

Send ideas and suggestions to the list and we will discuss them at the next meeting.

Legal Page

Proposal is for a single webpage that contains links to documents related to HL7 Participation, Web Site Usage and Privacy.
All documents and language for this page should be reviewed and approved by either the Executive Committee or the Board (unsure of which).

**HL7 Participation**
Proposed language is:

All HL7 Participants, whether member or non-member, are bound by applicable HL7 policies and procedures, including but not limited to those policies and procedures addressing intellectual property, copyright and patents as stated in the HL7 Bylaws and Policy and Procedures Manual.

**Website Terms and Conditions**
See Attachment 1. The feeling was that this should be summarized in non-legalese. Investigate the possibility of having the plain English version linking to the legalese text.

**Privacy Policy**
See Attachment 2. This language will have to be reviewed and approved before it goes out on the website.

**Project Summaries**
See Attachment 3. We reviewed the Project Summary worksheet. This was accepted with the following corrections and comments:

- Project Request Queue should be modified to work for all committees.
- The webserver upgrade will happen this weekend.
- New balloting system will be completed earlier than scheduled to allow for further testing and documentation.

Klaus will submit a project proposal for Electronic Facilities for WG and EdSummit attendees.

**Other Business**
There is no other business.

**Next Meeting**
The next conference call is on the second Tuesday after the Board Conference Call.
Attachment 1

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c. Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit us to locate the material;
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Phone: +1 734 677 7777
Fax: +1 734 677 6622
Email: karenvan@hl7.org

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Attachment 2

HL7 Online Privacy Policy

Overall Policy

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Attachment 3

Estimated Start/End
In most cases, there is significant overlap in requirements so we have grouped projects within time frames to facilitate cross-project development. This means the Estimated End Date for the project is relative and projects may finish at different times but are ordered based on their critical path and pre-existing commitments.

Key Impact
Almost every project initiative has impact on Staff. This can be in the form of simply having to do the work to having to change office procedures to support the initiative by virtue of cause and effect. Users will always benefit from these changes but the effect on them will usually take the form in how they now must do things in a simpler or different way or will now have the ability to do something that they had not previously had. Where the project has some impact of significance, Staff, User or Budget will be identified, otherwise it is assumed that there will always be some impact on Staff and Users.

Projects Already Identified with Priority
Work has already begun or will short begin on the following projects that have already been prioritized by HQ.

<table>
<thead>
<tr>
<th>Project</th>
<th>Key Impact On</th>
<th>Est. Start</th>
<th>Est. End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Server Upgrade from ColdFusion 5.0 to MX 6.1</td>
<td></td>
<td>6/12/2004</td>
<td>6/12/2004</td>
</tr>
<tr>
<td>Electronic Services Project Request Queue</td>
<td>New Functionality for Users</td>
<td>6/7/2004</td>
<td>7/9/2004</td>
</tr>
<tr>
<td>August Ballot Cycle</td>
<td></td>
<td>7/12/2004</td>
<td>8/20/2004</td>
</tr>
<tr>
<td>Tooling Committee Co-Chair Election On-Line Voting</td>
<td></td>
<td>7/19/2004</td>
<td>7/23/2004</td>
</tr>
<tr>
<td>WGM On-Line Registration</td>
<td></td>
<td>8/16/2004</td>
<td>8/20/2004</td>
</tr>
</tbody>
</table>
Electronics Services Committee Meeting Minutes

<table>
<thead>
<tr>
<th>Registration</th>
<th>Est. Start</th>
<th>Est. End</th>
</tr>
</thead>
</table>

**Projects Already Identified with No Priority Assigned**

These are projects that would need to be entered into the project queue system but that have been verbally identified to HQ over the past year. Some are already under way but could still use assistance in prioritization. The Estimated Start and End dates, as mentioned earlier in this document are based on

<table>
<thead>
<tr>
<th>Project</th>
<th>Has Impact On</th>
<th>Est. Start</th>
<th>Est. End</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Line OID Registration</td>
<td>Improved Functionality for Users</td>
<td>7/12/2004</td>
<td>8/20/2004</td>
</tr>
<tr>
<td>Demonstration of OnDemand Training</td>
<td></td>
<td>7/12/2004</td>
<td>8/20/2004</td>
</tr>
<tr>
<td>ARB Project Request/Tracking</td>
<td>New Functionality for Users</td>
<td>7/12/2004</td>
<td>8/20/2004</td>
</tr>
</tbody>
</table>

**Other Projects**

Considered “HQ” projects, these tasks will provide streamlined interfaces and functionality to the user and will significantly decrease high levels of effort needed on a daily basis for Staff.

<table>
<thead>
<tr>
<th>Project</th>
<th>Est. Start</th>
<th>Est. End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events Calendar</td>
<td>7/12/2004</td>
<td>8/20/2004</td>
</tr>
<tr>
<td>Conference Call Calendar</td>
<td>7/12/2004</td>
<td>8/20/2004</td>
</tr>
<tr>
<td>Download Center</td>
<td>8/23/2004</td>
<td>10/1/2004</td>
</tr>
</tbody>
</table>