Affiliate Due Diligence Committee Procedures

Application Criteria for New Affiliates

The petition to become a new Affiliate will be evaluated on the basis of the applicants' ability (whether independently or in conjunction with HL7 International and/or an existing HL7 Affiliate) to achieve, over an acceptable period of time, the following minimum set of conditions and expectations:

a. Ability to devote time and energy to become an affiliate
b. Ability to meet criteria for approval
c. Ability to promote HL7 within their respective country or territory
d. Ability to attend at least one HL7 International Working Group Meeting (WGM) or International HL7 Interoperability Conference (IHIC) meeting per year
e. Establish and maintain an Affiliate web site
f. Provide and/or promote training and education within their country or territory
g. Complete an application ("petition") with a minimum of five (5) petitioners representing at least four (4) of the following constituencies:
   - government, NGO or authorized agency with a health/healthcare mandate
   - healthcare funder/payer
   - healthcare provider, hospital, user
   - university or academic centre concerned with health informatics
   - vendor, consultant
h. The petition is required to include:
   1. resume or CV from each petitioner
   2. commitment letter from each petitioner's organization supporting their participation
   3. Require statement from each petitioner as to their primary objectives in establishing an HL7 Affiliate
i. Ensure open Membership of the Affiliate as defined on the application and conduct at least one meeting annually of the Affiliate
j. Ensure open and democratic election of the Affiliate leadership
k. Establish and operate the Affiliate as a not-for-profit organization
l. Ensure consensus-based qualified-majority (eg. more than 60% of the combined "yes" and "no votes) balloting processes
m. Establish and adopt written policies – to include bylaws, policies, procedures and decision making practices.

Process for New Affiliates

- HQ will send an acknowledgement of application to petitioner(s)
- HQ will forward the petition/application to ADDC members via email
- HQ will send an announcement to the Board of Directors and all Affiliate Chairs notifying them that a petition/application has been received and asking if anyone knows any of the petitioners or has any objections to proceeding with the evaluation process
- HQ will schedule follow-up conference call(s) for ADDC members to review the application
- One or more members of the ADDC will be assigned to contact each of the petitioners to ascertain the substance and background of their applications:
  Typical questions might be:
  - What is the primary objective in becoming an Affiliate?
  - Is there a current organization (e.g., HL7 users group) already operating within the country or territory? If so, how effective are they and will they be integrated with the Affiliate?
  - What is the relationship of the government with healthcare? Will the government be supportive of consensus-based standards development or attempt to dictate the direction of such development?
  - Is or will the HL7 standard be endorsed by the government, clinical associations or other national health informatics organizations?
  - Can you identify any conflict of interests within the country or territory?
  - Will the Affiliate be able to perform realm specific ballots?
  - Will the Affiliate have the ability to protect and defend HL7 International’s intellectual property?
  - Will the Affiliate be able to send at least one representative to at least one HL7 International WGM or IHIC meeting each year?
- HQ will schedule follow-up ADDC conference call(s) to evaluate the petition/application and the interview results. Once evaluation is completed, the ADDC will make a recommendation to the Executive Committee for either approval (as an Associate or a Full Affiliate) or denial of the application.

If Approved by Executive Committee:

- Request 30 day vote for acceptance by the Affiliate Chairs; must pass by 2/3 majority.
- Upon approval by the Affiliate Chairs, the ADDC will submit its recommendation to the Board of Directors for final consideration.
If Not Approved by Executive Committee:

The petition/application goes back to the ADDC with recommendations.

If Approved by the Board of Directors:

- HQ will send an invoice for the minimum amount of US $1,000 for the first year’s dues and the Affiliate Agreement to be signed by the petitioners.
- Once the Affiliate Agreement is returned signed and payment received, the Affiliate will be officially recognized by HL7 International and awarded all rights and privileges.
- A schedule will be created and agreed to by the Affiliate and the ADDC for the submission of Affiliate written policies, schedule of election of officials and schedule of annual meeting.

If Not Approved by Board of Directors:

- A representative from the ADDC will contact the applicants with a formal letter, signed by the Board Chair, giving the reasons for the denial (if applicable) and requirements for future acceptance.
- OR The Board of Directors may recommend that the Affiliate be added under criteria as established in the Affiliate Status Summary as an Associate (see below)
- OR The Board of Directors may recommend that the Affiliate be sponsored by an established Affiliate (“twinning”)

Evaluation of Existing Affiliates

Existing Affiliates will be declared in Good Standing if they meet the criteria as set out in the Affiliate Agreement currently in effect.

Affiliates that do not meet these criteria will be subject to an audit and the results of this audit will be communicated to the Affiliate for follow-up and rectification.

Revocation of a full Affiliate Status is possible after careful consideration by the ADDC and recommendation(s) to the Executive Committee and subsequently, the HL7 Board of Directors. Refer "Affiliate State Definitions" below

A scorecard of existing Affiliates and their compliance to criteria (as noted in the Affiliate Agreement in effect) may be established by the ADDC as a means of monitoring existing Affiliates.
Affiliate State Definitions
An Affiliate can be in one of the following four states:

**Status: ASSOCIATE**
An Affiliate in formation or in preparation

- No voting
- No complimentary registration to WGMs
- Access to education materials
- Standards at HL7 International member prices
- Membership of International Admin e-mail list
- Ability to submit comment on International Council issues

Time limit: maximum of 1 year in this state, subject to Board waiver

**Status: FULL AFFILIATE**
Normal status of an Affiliate, ie. Affiliate in full operation as per Affiliate Agreement:

- Full voting for ballots and governance
- One vote for International Council issues
- One (1) complimentary registration to WGMs
- Access to standards (as per Affiliate Agreement)
- Access to education materials
- Access to standards
- Membership of International Admin e-mail list
- Ability to submit comment on International Council issues.

Time limit: none, as long as Affiliate Agreement is current
**Status: LAPSED**

Affiliate has signed Affiliate Agreement, but has not fulfilled all obligations of the Affiliate Agreement and is trying to re-establish the ability to meet the obligations

- No voting
- No complimentary registration to WGMs
- Access to education materials
- Standards at HL7 International member prices
- Membership of International Admin e-mail list
- Ability to submit comment on International Council issues.

Time limit: maximum of 1 year in this state, subject to Board waiver

*Note: Other Affiliates may wish to sponsor an Affiliate in this status; cost of complimentary registry can be taken out of International Council budget.*

**Status: TERMINATED**

Affiliate Agreement has been terminated

- No voting
- No complimentary registration to WGMs
- No access to education materials
- No membership of International Admin e-mail list
Affiliate Status "State Machine"

Start Here

Associate

Full

Lapsed

Terminated

* Revision to an Affiliate's Territory