Affiliate Due Diligence Committee (ADDC)  
Terms of Reference

Background
Contributors to the structure and formation of the committee included: Woody Beeler, Ed Hammond, Grant Gillis (HL7 Canada), David Markwell (HL7 UK), Freida Hall and Diana Stephens. The Committee was formally approved by the HL7 Board of Directors on March 24, 2006.

Mandate
The ADDC reviews applications to establish an Affiliate with the objective of ensuring the completeness and appropriateness of the application to the Executive Committee, who will then forward their recommendation to the HL7 International Board of Directors for final consideration of the application.

The HL7 International Board of Directors on January 13th 2009 agreed to the recommendation of the International Council to expand the mandate to also include review of existing Affiliates and their compliance to the Affiliate Agreement.

Composition
The ADDC shall consist of
- two (2) Board members,
- up to four (4) representatives elected by the International Council, and
- one HL7 staff member.

The members of the ADDC and its chair are determined by the Board Chair.

Roles/Responsibilities
- Establish petition/application documents and criteria for approval of new Affiliates
- Maintain “How to Become an Affiliate” information on web site
- Review each petition/application for Affiliate Status
- Serve as primary contact to applicants for new Affiliates
- Provide an audit role on existing Affiliates to ensure compliance to the Affiliate Agreement
• Make recommendation(s) to the Executive Committee for approval or denial of new Affiliates and the status of Affiliates not in Good Standing

• Promote or highlight Affiliates (in good standing and performance) for inclusion in marketing materials (e.g. newsletters, etc.) and to the International Council and/or Executive Committee

• Coordinate changes to the master Affiliate Agreement on a bi-annual basis, gaining approval from the Affiliates' Council

Meetings

The ADDC will meet regularly as determined by its chair in order to address time-sensitive matters (e.g. applications for new Affiliates, Affiliates in lapsed status, etc.).