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|  |  | HL7 Working Group Meeting Atlanta, GA  International Council Meeting  Thursday, January 14, 2016 |

## Draft Agenda

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| Lunch | 0:30 | 12:30 | - | 1:00 |  |
| Opening Session |  | 1:00 | - | 3:00 | Melva Peters |
| 1. Opening Announcements & Call to Order  * Review Agenda | 0:05 | 1:00 | - | 1:05 | Melva Peters |
| 1. Secretary Report  * Confirm Proxies & Quorum  |  |  |  | | --- | --- | --- | | **Proxy Held By:** | **For:** | **Affiliate:** | | Melva Peters | Miroslav Koncar | HL7 Croatia | | Rik Smithies | Philip Scott | HL7 UK | | Alexander Menses | Stefan Sabutsch | HL7 Austria | | Beat Heggli | Marco Demarmels | HL7 Switzerland | | Sylvia Thun | Bert Kabbes | HL7 Netherlands | | Peter Jordan | David Hay | HL7 New Zeland | | Giorgio Cangioli | Alexander Berler | HL7 Hellas | |  |  |  |  * Statement of Quorum * Current Membership = 37 Members * Quorum for Decisions (40%=16), Directions (33%=13), Financial Decisions (51%=20) | 0:05 | 1:05 | - | 1:10 | Melva Peters |
| 1. Secretary Report  * Approval of Minutes from Paris WGM * [HL7 International Council - Sunday - Atlanta - October 2016](http://www.hl7.org/documentcenter/public/wg/intl/minutes/Minutes%20HL7%20International%20Council%20Sunday%20October%204,%202015%20(Atlanta).docx) * [HL7 International Council - Thursday - Atlanta - October 2016](http://www.hl7.org/documentcenter/public/wg/intl/minutes/Minutes%20HL7%20International%20Council%20Thursday%20October%208,%202015%20(Atlanta).docx) * Review Action Item List | 0:05 | 1:10 | - | 1:15 | Melva Peters |
| 1. May 2017 WGM Discussion and request for endorsement  * [01 Madrid Marriott Auditorium Hotel 16-010704.xlsx.pdf](01%20Madrid%20Marriott%20Auditorium%20Hotel%2016-010704.xlsx.pdf) * [Madrid Spain 2017 WGM financial forecast as of Jan 7 2016.xls](Madrid%20Spain%202017%20WGM%20financial%20forecast%20as%20of%20Jan%207%202016.xls) | 0:15 | 1:15 | - | 1:30 | Mark McDougall |
| 1. Board Brain Storming | 0:60 | 1:30 | - | 2:30 | Pat Van Dyke |
| 1. Internationalization Task Force | 0:15 | 2:30 | - | 2:45 | Pat Van Dyke |
| 1. Financial Report  * Review of 2015 Financials * Budget 2016 Proposals | 0:10 | 2:45 | - | 2:55 | Melva Peters |
| Break: | 0:30 | 3:00 | - | 3:30 |  |
| 1. International representation to the Governance Operations Committee | 0:05 | 3:30 | - | 3:35 | Melva Peters/Ed Hammond |
| 1. Presentations  * HL7 Switzerland | 0:30 | 3:35 | - | 4:05 | Beat Heggli |
| 1. Presentations for May 2016 WGM – Sunday and Thursday  * Presentation from Argentina * Presentation from ONC * PAC Update – Hans B - Thursday * Internationalization Task Force Update – Pat van Dyke – both Sunday and Thursday | 0:05 | 4:05 | - | 4:10 | Melva Peters |
| 1. Decision Making Document | 0:10 | 4:10 | - | 4:20 | Melva Peters |
| 1. Nominations Committee – International Rep | 0:10 | 4:20 | - | 4:30 |  |
| 1. Closing Remarks | 0:05 | 4:30 | - | 4:35 | Melva Peters |

## Action Item List

| **No.** | **Date Added** | **Description** | **Assigned to** | **Target Date** | **Status** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| **Open** | | | | | | |
| 10 | 2015-05-14 | Notify CEO/CTO and TSC chair to provide updates that are specific to IC and not what is reported to general sessions | Melva |  | Not Started |  |
| 14 | 2015-05-14 | Send what it takes to host the meetings (responsibilities, funding, etc.) - IHIC | Frank Oemig |  | Not Started |  |
| 17 | 2015-10-08 | Create a draft DMP for distribution in advance of the January WGM. Will be reviewed and voted on in January | Line Saele/Melva Peters |  | Not Started |  |
| 19 | 2015-10-08 | Send email to solicit volunteer for GOC and add to agenda for January | Melva Peters |  | In Progress |  |
| **Closed** | | | | | | |
| 1 | 2015-01-22 | Paris WGM Agenda – Thursday  Policy Advisory Committee Update (Hans)  Support for struggling Affiliates | Melva | April 30, 2015 | Complete |  |
| 2 | 2015-01-22 | Affiliate Agreement  Confirm with Affiliates how much change is needed to determine how to facilitate review cycle | Melva | April 30, 2015 | Complete | 20150202 – Email sent to Affiliate Chairs |
| 3 | 2015-01-22 | Request for sponsorship from HL7 Sweden  Send out for eVote | Melva | February 15, 2015 | Complete | 20150202 – Email sent to Affiliate Chairs |
| 4 | 2015-01-22 | Email HL7 Sweden to determine if electronic publication was considered | Melva | February 15, 2015 | Complete | 20150202 – Email sent to Affiliate Chair |
| 5 | 2015-01-22 | Email to Affiliates to ask them to consider sharing content to SHARE website | Melva | February 15, 2015 | Complete |  |
| 6 | 2015-01-22 | Update International Council Wiki | Melva | April 30, 2015 | Complete | 20150202 – Updates made |
| 7 | 2015-01-22 | Email Affiliate Chairs – use of International Council website and Wiki instead of Dropbox | Melva | February 5, 2015 | Complete | 20150202 – Email sent to Affiliate Chairs |
| 8 | 2015-01-22 | October WGM Agenda – Thursday  Presentation from HL7 NL  Presentation from HL7 Australia  Presentation from Argentina  Presentation from Germany or neighbouring Affiliate  PAC Update  Internationalization Task Force Update | Melva | September 1, 2015 | Complete |  |
| 11 | 2015-05-14 | IC will agree to a short list of country and venues by June 15, 2015 – send an email to the Affiliate Chairs | Melva |  | Complete | 2015-05-16: Email sent to Affiliate Chairs |
| 12 | 2015-05-14 | Italy and Switzerland to respond within 1 month, to report if they can host IHIC 2016 | HL7 Italy  HL7 Switzerland |  | Complete | 2015-05-16: Email sent to Affiliate Chairs |
| 13 | 2015-05-14 | Reach out to all the affiliates to ask for additional host volunteers | Melva Peters |  | Complete |  |
| 18 | 2015-10-08 | Send out one-page plan and member benefit documents. | Trish Williams |  | Complete | 2015-10-08: Distributed |
| 9 | 2015-05-14 | Affiliate Agreement - Inform Mark and work with HQ to update and review | Melva/Philip | May 30, 2015 | Complete | 2015-05-16 – Email sent to Mark McDougall |
| 15 | 2015-10-08 | Follow-up to determine who will attend and seek support through Board | Ed Hammond |  | Complete |  |
| 16 | 2015-10-08 | Reach out to FHIR team to determine who may be available | Melva Peters |  | Complete |  |

## Affiliates Council Members:

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| Affiliate / Role | Name | Attendance Record |
| Co-Chair, Secretary | Melva Peters |  |
| Co-Chair | Diego Kaminker |  |
| Co-Chair | Francisco Perez |  |
| HL7 Board of Directors  IC Representatives | Diego Kaminker |  |
| Frank Oemig |  |
| Members of the Council |  |  |
| HL7 Argentina | Fernando Campos |  |
| HL7 Australia | Patricia Williams |  |
| HL7 Austria | Stefan Sabutsch |  |
| HL7 Bosnia & Herzegovina | Samir Dedovic |  |
| HL7 Brazil | Marivan Abrahão |  |
| HL7 Canada | Melva Peters |  |
| HL7 China | Li Baoluo |  |
| HL7 Croatia | Miroslav Koncar |  |
| HL7 Czech Republic | Libor Seidl |  |
| HL7 Denmark | Gitte Meltofte |  |
| HL7 Finland | Juha Mykkanen |  |
| HL7 France | Nicolas Canu |  |
| HL7 Germany | Christof Gessner |  |
| HL7 Hellas | Alexander Berler |  |
| HL7 Hong Kong | Chung Ping Ho |  |
| HL7 India | Chandil Gunas |  |
| HL7 Italy | Stefano Lotti |  |
| HL7 Japan | Michio Kimura |  |
| Hl7 Korea | Byoung-Kee Yi |  |
| HL7 Malaysia | Mohamad Azrun Zubir |  |
| HL7 Netherlands | Robert Stegwee |  |
| HL7 New Zealand | David Hay |  |
| HL7 Norway | Line Saele |  |
| HL7 Pakistan | Maajid Maqbool |  |
| HL7 Philippines | Michael Hussin Muin |  |
| HL7 Puerto Rico | Julio Cajigas |  |
| HL7 Romania | Florica Moldevenue |  |
| HL7 Russia | Sergey Shvyrev |  |
| HL7 Singapore | Adam Chee |  |
| HL7 Slovenia | Brane Leskosek |  |
| HL7 Spain | Francisco Perez |  |
| HL7 Sweden | Mikael Wintell |  |
| HL7 Switzerland | Marco Demarmels |  |
| HL7 Taiwan | Chih-Chan (Chad) Yen |  |
| HL7 Turkey | Ergin Soysal |  |
| HL7 UK | Philip Scott |  |
| HL7 Uruguay | Julio Leivas |  |
| HL7 USA | Ed Hammond |  |
| Lapsed Affiliates |  |  |
| HL7 Luxembourg |  |  |
| HL7 Mexico |  |  |