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|  |  | HL7 Working Group MeetingSan Antonio, TXInternational Council Meeting Thursday January 19, 2017Wireless Network: HL7JAN2017Password: healthlevel7 |

## 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
* Called to order at 1:05pm
 | 0:05 | 1:00 | - | 1:05 | Melva Peters |
| 1. Secretary Report
* Confirm Proxies & Quorum

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| --- | --- | --- |
| Proxy Held By: | For: | Affiliate: |
| Diego Kaminker | Fernando CamposMarivan Abrahao | HL7 ArgentinaHL7 Brazil |
| Alexander Mense | Stefan Sabutsch | HL7 Austria |
| Beat Heggli | Marco Demarmels | HL7 Switzerland |
| Line Saele | Juha MykkanenLene Alsbaek Nielsen | HL7 FinlandHL7 Denmark |
| Michio Kimura  | [Byoung-Kee Yi](http://www.hl7.org/about/GlobalMembershipDirectory/global_directory_detail.cfm?unique_id=33453&affiliate_code=HL7INT)  | HL7 Korea |
| Kai Heitmann | Sylvia Thun | HL7 Germany |
| Rik Smithies | Philip Scott | HL7 UK |
| Peter Jordan | Jason Steen | HL7 Australia |
| Kai Heitmann  | Bert Kabbes | HL7 Netherlands |

Statement of Quorum = 19 – Quorate for financial decisions* Current Membership = 32 Affiliates
* Quorum for Decisions (40%=13), Directions (33%=11), Financial Decisions (51%=17)
 | 0:05 | 1:05 | - | 1:10 | Melva Peters |
| 1. Secretary Report
* Approval of Minutes from Baltimore WGM
* [Sunday, September 2016 Baltimore](http://www.hl7.org/documentcenter/public/wg/intl/minutes/HL7%20International%20Council%20Sunday%20September%2018%2C%202016%20%28Baltimore%29%20Minutes%20draft.docx)
* [Thursday, September 2016 Baltimore](http://www.hl7.org/documentcenter/public/wg/intl/minutes/HL7%20International%20Council%20Thursday%20September%2022%2C%202016%20%28Baltimore%29%20Minutes%20draft.docx)

Motion to approve – HL7 Norway/HL7 Germany – 19-0-0 Carried | 0:05 | 1:10 | - | 1:15 | Melva Peters |
| 1. International Patient Summary
* See slide deck for additional information
* Meeting in Oslo last November – agreed upon principles
* Worked through questions on some items including vocabulary – leveraging SNOMED International offering for use of value sets
* Extensive modelling work is underway
* Balloting targeted for September 2017
* Action: Schedule time for Madrid meeting
 | 0:10 | 1:15 | - | 1:25 | Rob Hausam |
| 1. PAC Update
* See slide deck
* Action: Bring new programs from legislation forward to PAC
 | 0:10 | 1:25 | - | 1:35 | Hans Buitendijk |
| 1. Internationalization Task Force

Discussion of having names attached to comments – no concernsNew questions to be postedAction: Pat to provide a summary of the current responses | 0:30 | 1:35 | - | 2:05 | Pat Van Dyke |
| 1. International Task Force
* Wish for ITF – seek completeness of responses; distribute condensed answers with a list of concerns raised; triage lists of concerns – can do something or can’t do something; list of actions associated with concerns that could be acted on with a priority assigned –
* Action: to be discussed in Madrid
 | 0:10 | 2:05 | - | 2:15 | Kai Heitmann |
| 1. May 2017 WGM and 2018 WGM
* Updates for Madrid
* IC meeting for Madrid – agenda items for topics of common interest during Q3 and Q4 and then poster sessions for HL7 Around the World during the reception
* Still working on options for the Networking Reception
* Planning for Cologne
* Kai working on options on boat cruises
 | 0:10 | 2:15 | - | 2:25 | Mark McDougall |
| 1. Financial Report
* 2017 Financials
* Request from HL7 Spain for translation, printing and publishing posters and brochures – asked for more details on what is needed to be translated. Will send out for e-Vote once details have been provided
* pHealth eVote – Motion to vote now – Kai/Beat – 18/0/0
* Motion to approve the request – Kai – Beat -18-0-0
 | 0:10 | 2:25 | - | 2:35 | Melva Peters |
| 1. Process for eVotes
* We believe that the DMP covers it for now. Monitor e-Votes and see if it continues to be an issue.
 | 0:05 | 2:35 | - | 2:40 | Melva Peters |
| 1. IHIC 2017 Update
* IHIC 2017 has been confirmed for Athens, Greece – October 22-24, 2017
* Call for papers will be announced soon
 | 0:05 | 2:40 | - | 2:45 | Frank Oemig |
| 1. FHIR artefacts

Was discussed with FHIR Foundation* URL domain name – will be taken back to HQ management
* Trademark policy – will take to the HL7 Executive Committee
* Registry is being worked on
* Localizations vs Extensions –
* Grahame will join IC on a regular basis
 | 0:15 | 2:45 | - | 3:00 | Peter Jordan |
| Break:  | 0:30 | 3:00 | - | 3:30 |  |
| 1. Affiliate Director positions on Board
* Discussion of whether Affiliate Directors and Directors should be amalgamated and be voted on by all members (HL7 International and Affiliate)
* Needs to be discussed in light of the questionnaire responses
* Will be added to additional questions and sent out to the Affiliates
 | 0:10 | 3:30 | - | 3:40 | Ed Hammond |
| 1. Affiliate Due Diligence
* Mentoring or buddy program
* Have lost at least 5 Affiliates
* Have 3 applications – Saudi Arabia, UAE, Ukraine
* Need a way to mentor potential new Affiliates
* Consider changing DMP – deal with quorum issue
* Action: suggest changes to DMP and discuss in Madrid
* Action: Ed, Diego and Peter will put a proposal together to support Affiliates
 | 0:15 | 3:40 | - | 3:55 | Beat HeggliEd Hammond |
| 1. Presentations for May 2017 WGM
* May 2017
* Lithuania? Reach out to Ewout
* HL7 Korea -
* Action: Melva to check with HL7 Korea
* September 2017
* Action: discuss further in Madrid
 | 0:10 | 2:50 | - | 3:00 | Melva Peters |
| 1. Closing Remarks
 | 0:05 | 3:55 | - | 4:00 | 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 |  |
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| **Closed** |
| 1 | 2015-01-22 | Paris WGM Agenda – ThursdayPolicy Advisory Committee Update (Hans)Support for struggling Affiliates | Melva | April 30, 2015 | Complete |  |
| 2 | 2015-01-22 | Affiliate AgreementConfirm 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 – ThursdayPresentation from HL7 NLPresentation from HL7 AustraliaPresentation from ArgentinaPresentation from Germany or neighbouring AffiliatePAC UpdateInternationalization 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 ItalyHL7 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 |  |
| 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 |  | Complete |  |
| 19 | 2015-10-08 | Send email to solicit volunteer for GOC and add to agenda for January | Melva Peters |  | Complete |  |

## Affiliates Council Members:

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| --- | --- | --- |
| Affiliate / Role | Name | Attendance Record |
| Co-Chair | Melva Peters | Yes |
| Co-Chair | Diego Kaminker | Yes |
| Co-Chair | Francisco Perez | Yes |
| HL7 Board of Directors IC Representatives | Beat Heggli | Yes |
| Frank Oemig | Yes |
| Members of the Council |  |  |
| HL7 Argentina | Fernando Campos | Yes (by proxy) |
| HL7 Australia | Jason Steen | Yes (by proxy) |
| HL7 Austria | Stefan Sabutsch | Yes (by proxy) |
| HL7 Bosnia and Herzegovina | Samir Dedovic |  |
| HL7 Brazil  | Marivan Abrahão | Yes (by proxy) |
| HL7 Canada | Melva Peters | Yes |
| HL7 China | Li Baoluo  |  |
| HL7 Croatia | Miroslav Koncar |  |
| HL7 Czech Republic | Libor Seidl |  |
| HL7 Denmark | Lene Alsbæk Nielsen | Yes (by proxy) |
| HL7 Finland | Juha Mykkanen | Yes (by proxy) |
| HL7 France | Francois Macary | Yes |
| HL7 Germany  | Sylvia Thun | Yes (by proxy) |
| HL7 Greece  | Alexander Berler |  |
| HL7 Hong Kong | Chung Ping Ho |  |
| HL7 India  | Dr. Chandil Kumar Gunashekara |  |
| HL7 Italy | Giorgio Cangioli | Yes |
| HL7 Japan | Michio Kimura | Yes |
| HL7 Korea | Byoung-Kee Yi | Yes (by proxy) |
| HL7 Netherlands | Bert Kabbes | Yes (by proxy) |
| HL7 New Zealand  | Peter Jordan | Yes |
| HL7 Norway | Line Saele | Yes |
| HL7 Russia | Sergey Shvyrev |  |
| HL7 Taiwan |  |  |
| HL7 Serbia | Filip Toskovic |  |
| HL7 Singapore | Adam Chee |  |
| HL7 Spain  | Francisco Perez | Yes |
| HL7 Sweden | Mikael Wintell |  |
| HL7 Switzerland | Marco Demarmels | Yes (by proxy) |
| HL7 UK | Philip Scott | Yes (by proxy) |
| HL7 Uruguay  | Julio Leivas |  |
| HL7 USA  | Ed Hammond | Yes |
| Lapsed or Unpaid Affiliates |  |  |
| HL7 Malaysia |  |  |
| HL7 Pakistan |  |  |
| HL7 Philippines |  |  |
| HL7 Puerto Rico |  |  |
| HL7 Romania |  |  |
| HL7 Slovenia |  |  |