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| hl7uslogo |  | HL7 Working Group MeetingSan Antonio, TXInternational Council Meeting Thursday September 22nd, 2015 |

## Agenda

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| Lunch | 0:30 | 12:30 | - | 1:00 |  |
| Opening Session |  |  |  |  | Melva Peters |
| 1. Opening Announcements & Call to Order
* Review Agenda
* *Started 13:00*
 | 0:05 | 1:00 | - | 1:05 | Melva Peters |
| 1. Secretary Report
* Confirm Proxies & Quorum

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| **Proxy Held By:** | **For:** | **Affiliate:** |
| Alexander Mense | Stefan Sabutsch | HL7 Austria |
| Libor Seidl | HL7 Czech Republic |
| Rik Smithies | Philip Scott | HL7 UK |
| Fernando Campos | HL7 Argentina |
| Catherine Chronaki | Dr. Alexander Berler | HL7 Hellas |
| Jos Baptist | Robert Stegwee | HL7 Netherlands |
| Ray Murakami | David Hay | HL7 New Zealand |
| Beat Heggli | Marco Demarmels | HL7 Switzerland |

* Statement of Quorum:
* Current Membership = 37 Members
* Quorum for Decisions
* (40%=15), Directions (33%=12), Financial Decisions (51%=19)
* 16 affiliates represented. (HL7 Australia and HL7 Italy arrived late so some agenda items were moved around)
* Quorate for Decisions but not Financial Decisions
 | 0:05 | 1:05 | - | 1:10 | Melva Peters |
| 1. Secretary Report
* Action Item Review
* *No action list to review*
* Approval of Minutes from Chicago WGM September 2014 *(discussed once quorate for decisions)*
* <http://www.hl7.org/documentcenter/public/wg/intl/minutes/Minutes%20HL7%20International%20Council%20Sunday%20Sept%202014%20Chicago.docx>
* <http://www.hl7.org/documentcenter/public/wg/intl/minutes/Minutes%20HL7%20International%20Council%20Thursday%20Sept%202014%20Chicago.docx>
* *Motion: HL7 Australia – HL7 Norway to approve the minutes from Chicago – CARRIED (14/2/0)*
 | 0:05 | 1:10 | - | 1:15 | Melva Peters |
| 1. Policy Advisory Committee Update
* *See presentation*
* [*http://www.hl7.org/documentcenter/public/wg/intl/IC%20Thursday%20Presentations.zip*](http://www.hl7.org/documentcenter/public/wg/intl/IC%20Thursday%20Presentations.zip)
* *Action: Add to Thursday agenda for May 2015 WGM*
 | 0:10 | 1:15 | - | 1:25 | Hans B |
| 1. HQ Liaison (Melva)
* Affiliate Agreement – is there a need to convene a review committee?
* *Affiliate agreement expires December.*
* *Affiliates present were not aware of any issues.*
* *Action: Melva to email all Affiliate Chairs to determine if there are issues that need to be addressed.*
 | 0:10 | 1:25 | - | 1:30 | Melva Peters |
| 1. Financial Report
* 2014 Financial Report
* *2 requests from 2014, 15K budget, spent just under half*
* *IHIC request was part of other International budget items and not part of International Council budget.*
* Budget 2015 Proposals - Request from HL7 Sweden
	+ Request for $2,500 to support the print of the Conference Proceedings at IOS Press.
* *One request 2015, from Sweden, $2500 for printing procedures, June. No representative from Sweden to speak to the request and not quorate*
* *Verbal mention of another from HL7 Korea. Will be forwarded to Secretariat*
* *Discussion of need for paper printing in year 2015.*
* *Action: Email HL7 Sweden to ask if there is consideration for eBooks.*
* *Action: Send HL7 Sweden request out for eVote.*
* Motion to consider allocation in 2015 to support IC members helping struggling and lapsed affiliates made at last WGM – anyone aware of requests?
* Consider adding this topic to the Agenda for Paris
 | 0:10 | 1:30 | - | 1:40 | Melva Peters |
| 1. Discussion of impact of OID policy (Melva)
* Seemed unclear to some in the room as to what would be charged for – registration or assignment or both
* no complete clarification available. Pre-existing OIDs being registered? A request was made for HQ to document better.
* Comment that this is a service that people are asking for.
* There are standards for OID to OID registry transfer and they should be considered, if this is a proper service.
 | 0:10 | 1:40 | - | 1:50 | Melva Peters |
| 1. International Council leadership
* From September 2014 Meeting:
	+ Motion to change DMP so that only 2 of the 3 positions is a 2-year mandate and the other 1 co-chair will be elected by a motion in Council for each meeting at the prior meeting, subject to confirmation with HQ that this is acceptable to the Board and HQ logistics. - CARRIED
* Was previously discussed in Chicago where the above motion was approved. Concerns had been raised that Affiliate Chairs may not be able to commit to being at WGM for the next 2 years. Melva suggested in light of the activities and the difficulties for an interim Co-chair to step in, a third co-chair would be more effective
* Currently it is 2 plus an interim, and the interim doesn’t stay on after.
* Motion: HL7 UK – HL7 Germany to elect 3 co-chair positions for a 2-year mandate and to rescind the motion carried at the Chicago 2014 meeting. Carried (16/0/0)
* Action: Melva to talk to Karen to hold an election prior to the May 2014 WGM.
 | 0:20 | 1:50 | - | 2:10 | Melva Peters |
| 1. Education WG Request
* *Call to chairs to get word out about webinars and other education offerings from HL7 International. If an Affiliate is willing to help to advertise, please contact Sharon Chaplock (Sharon@hl7.org)*
 | 0:05 | 2:05 | - | 2:10 | Melva Peters |
| 1. SHARE Project Discussion
* *Sharing of affiliate artefacts up to International, via a “widget” on the site. Standards related artefacts.*
* *Want to start sharing before Paris ideally.*
* *Not just standards themselves, any related documents.*
* *Christian suggests a place to declare that affiliate ballot is happening.*
* *Nicolas suggests an English language summary page including links to full documents (in French in that case).*
* *Action: Melva to send out an email to the Affiliates to ask them to consider sharing information.*
 | 0:20 | 2:10 | - | 2:20 | Melva Peters |
| 1. Discussion of how to share IC material – potential use of a Wiki

<http://wiki.hl7.org/index.php?title=International_Council> * *There has been an issue with Dropbox – much of the content has been lost and there is no record of deletions*
* *Melva proposed that IC move to the use of the HL7 Wiki (same Wiki as for HL7 International Work Groups) in combination with the HL7 Webpage for International Council* [*http://wiki.hl7.org/index.php?title=International\_Council*](http://wiki.hl7.org/index.php?title=International_Council)
* *Wiki is open and being used by HL7 Work Groups. Also the workgroup pages have a document (minutes) repository.*
* *Dropbox will be used only to share presentations for the WGM. Agendas will only be posted on the Wiki*
* *No disagreement on a change of method*
* *Action: Melva to action and start using.*
* *Action: Melva to send out links that are to be used*
* *Action: Melva to begin to update the existing content on the Wiki*
 | 0:10 | 2:20 | - | 2:30 | Melva Peters |
| 1. Special Topic Planning
* *International Council – Sunday - Paris*
* *IC will meet Sunday Q1 and Q2, poster session Q3.*
* *Posters of the around the world planned.*
* *Melva called for topics*
* *Suggest:*
	+ *Welcome from Co-chairs,*
	+ *Presentations from HL7 UK, HL7 Netherlands, HL7 France, HL7 Canada*
	+ *Mark to contact Planning Committee to add welcome from HL7 International CEO on Monday.*
* *September International Council*
	+ *Presentation from HL7 NL on their governance and structure.*
	+ *HL7 Australia will do a survey of governance structures of Affiliates and present findings*
 | 0:20 | 2:30 | - | 2:50 | Melva Peters |
| * Conference Reports
* *IHIC 2015 - See presentation*
* [*http://www.hl7.org/documentcenter/public/wg/intl/IC%20Thursday%20Presentations.zip*](http://www.hl7.org/documentcenter/public/wg/intl/IC%20Thursday%20Presentations.zip)
 | 0:20 | 2:50 | - | 2:55 | Melva Peters |
| Closing Remarks |  |  |  |  | Melva Peters |
| * Closing Remarks
 | 0:05 | 2:55 | - | 3:00 | Melva Peters |
| Meeting Adjourned @ 14:42 |  |  |  |  |  |

## Affiliates Council Members:

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