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| hl7uslogo |  | HL7 Working Group Meeting Paris, FR  International Council Meeting  Thursday, May 14, 2015 |

## Minutes

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| Lunch | 0:30 | 12:30 | - | 1:00 |  |
| Opening Session |  |  |  |  | Melva Peters |
| 1. Opening Announcements & Call to Order  * Welcome to Francisco Perez * Review Agenda   Additional agenda items   * Add IHIC 2016.   Please give your proxy to another attendee if you need to leave the meeting. | 0:05 | 1:00 | - | 1:05 | Melva Peters |
| * Secretary Report * Confirm Proxies & Quorum  |  |  |  | | --- | --- | --- | | **Proxy Held By:** | **For:** | **Affiliate:** | | Rob Mulders | Robert Stegwee | HL7 Netherlands | | Line Saele | Nicolais Canu | HL7 France | | Christof Gessner | Libor Seidl | HL7 Czech Republic | | Melva Peters | Ed Hammond | US | | Peter Jordan | David Hay | HL7 New Zealand | | Juha Mykkanen | Stefano Lotti | HL7 Italy | | Diego Kaminker | Francisco Perez | HL7 Spain |   Statement of Quorum: 20 – quorate for financial decisions   * Current Membership = 38 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 San Antonio WGM * [Sunday International Council Minutes - January 2015](http://www.hl7.org/documentcenter/public/wg/intl/minutes/Minutes%20HL7%20International%20Council%20Sunday%20January%2018%20Draft.docx) * [Thursday International Council Minutes - January 2015](http://www.hl7.org/documentcenter/public/wg/intl/minutes/Minutes%20HL7%20International%20Council%20Thursday%20January%202015%20(San%20Antonio).docx) * Action Item Review   [IC Action Items.docx](../IC%20Action%20Items.docx)  **Motion:** HL7 Norway moves – HL7 Finland seconds to approve the minutes.  Vote: 19-0-1. Motion passes.  Action list reviewed and updated | 0:05 | 1:10 | - | 1:15 | Melva Peters |
| 1. Policy Advisory Committee Update   Two areas:   * Europe: with Jeremy Thorpe. Jeremy is in Riga, Latvia. For our next meeting he will send a report to the Committee. No news from the last months that the PAC was to be involved. * US perspective, the federal govt. set up a Standards Advisory and an Interoperability Roadmap to review. ONC is trying to set up a 10 year a plan of which standards are the best available for e-health. ONC created a cert. edition to come into effect in 2017 or 2018 if approved. PAC created HL7 responses. Studying the maturity of the standards involved. Most activities US related. Looking forward for the International/European feedback for the PAC that needs work.   **Action item: Add PAC update to October agenda** | 0:10 | 1:15 | - | 1:25 | Hans Buitendijk |
| 1. Internationalization Task Force (Pat van Dyke)   Mission: The entire family of HL7 legal entities should operationalize a global balanced HL7 community  Members: Ed Hammond, Keith Boone, Hans Buitendijk, Pat Van Dyke, Helen Stevens, Karen Van, Diego Kaminker, Frank Oemig  Short Term: inventory of projects – searchable resource. Country/Realm Page: leadership, events, meetings, ballots, other SDOs relationship. Country spotlight. Social media: RSS/Twitter. Original idea by ISO because they initiated a project that other country had completed in the past.  Intersection with the SHARE group, not duplicating work.  Short term is intended to pull us together.  In principle, these are the four “principles we agreed in principle”:   1. Universal standards are created at the international level, derivations/local implementations are developed as profiles constraints or extensions of the universal standard and registered at HL7 International 2. Every individual and every organizational member is a member of both the country and at HL7 International. 3. Financial equity (per capita income) – *Financially viable* 4. The creation of the US Affiliate – *Study Meeting logistics*   Response to questions:  Finland: how did you end up with principle #2?  Answer (Pat): You support both orgs. Your local one and the global organization.  Answer (Hans): How do you contribute with content for both levels (global and local)  UK: How will it work in practice- concept of One Member One Vote (OMOV) may bias everything to the affiliates with the largest membership.  Answer (Pat): we will study it.  New Zealand: about #1 – will be a global registry of extensions? Like OIDs registry? For all affiliates to use?  Answer (Diego): if FHIR advances in the way it is supposed to advance…we will need registries (better if they are globally available) for extensions just to make things work.  (Pat) We will create a roadmap from this beginning at the Board Retreat in July  (Question from Japan) How will be the financial approach? Will everyone pay the same adjusted by GDP? (Pat answer) We have not gone into that yet. We will need to spend time with you to find out what works and what doesn´t  (Comment from Germany): First we have to agree in principles. Then we need to find out what will work. We need to divide what we do in smaller pieces to reduce the money spent and do the same work with more efficiency.  (Comment from Hans): There are activities at the global international. Others are at the country level. What we need to find out is to see how to run ‘the global level’. What we need to do together and apart.  (Comment from UK): Not only the cost but the value of intellectual contribution, ambassadorial value, etc.  (Pat) Review of the Form: Project Name, Sponsoring Group/Team, Definition (Repository Location), Scope and Description, Additional comments.  (UK asks) Is this only about affiliate run projects (Pat answers): Everything happening with HL7 products in each country  (Australia comments): Maybe include the product family relationship for better classification + state if the repository is open or closed and provide a contact  (Argentina): Include keywords.  (Germany): is this for marketing, collaboration, what specific goal. It´s confusing how many different registries we have like SHARE, project forge, etc.  (Pat): This is for collaboration mainly  (Switzerland): Not for marketing then? We need to detail which problem are we solving. What can you do with the standards, especially for people that doesn´t know what HL7 serves.  (Pat): We will put the box back again for that. We want to keep it straightforward, easy, and valuable.  (Norway) Volunteers for a project.  (UK) Also volunteering. And the EU chairs were thinking on something along the same lines of this.  (Germany) We need regional collaboration of affiliates with the same kind of problem.  (Austria) Volunteers too.  (Switzerland) Volunteers too. | 0:15 | 1:25 | - | 1:40 | Pat Van Dyke |
| 1. Financial Report  * Review of 2015 Financials   + [IC budget.xlsx](../IC%20budget.xlsx) * Budget 2015 Proposals   IC has not received any budget request since the last one. Only pHealth Conference Proceedings – have already paid for $2500 for HL7 Sweden.  (Melva) If any one knows about a coming request. Korea request did not progress because it already happened in March. Tried to invite region candidates to affiliate. No longer a request from Korea. Please forward any request. | 0:05 | 1:40 | - | 1:45 | Melva Peters |
| 1. HQ Liaison  * Affiliate Agreement – discussion of review cycle and next steps   + HL7 UK, HL7 Switzerland, HL7 Romania, HL7 Singapore – no issues   + HL7 Germany – consider longer agreement   (Australia): The agreement is not consistent on what a member of HL7 International can do at an affiliate member.  Who can publish an implementation guide?  (UK) The last affiliate agreement states that both international members and affiliate members and members of affiliates can publish an implementation guide.  (Germany) is there any difference between localization and implementation guide. What kind of endorsement has an IG guide?  (New Zealand) 1st level how is the standards used 2nd level how other standards are combined.  (Germany) We publish how to create a discharge summary. We cannot prevent other organizations to publish an IG.  Global definition, Implementation Guide, Nation Wide Specification Adding constraints. Maybe to state-project-company level. Nothing we can enforce. That´s the bad news.  (Czec Rep): Let´s see if this agreement is OK for the next year. 2nd: Clarification on what the kind of projects are. 3rd: our members increasingly ask us: “What can I do as a member of the affiliate”. A guide will be OK. On what are the rights of the members of the affiliate?  (UK) That comes from the IP policy document. The other problem is becoming moot with the ITF task, but it will take 3 years.  (Richard): The last agreement took a massive amount of work. We got the maximum flexibility on the affiliate agreement. The FAQ in the HL7.org site are the place to go for guidance on what a member can/cannot do.  (Melva): There was a lot of work and if we need to open up the current agreement. Can we continue with the current agreement?  **Motion:** HL7 Spain moves and HL7 India seconds to continue with the same agreement for a two-year period and authorizes HQ with help from HL7 UK and HL7 Canada to the final edits.  Discussion: (Australia) Needs clarification of 6.3.I – can we update the FAQ on that (Germany) Supports this motion. (Australia) The FAQ are not legally binding. (Canada) Do you need to reword that part? (UK) We cannot change the IP policy we can reflect in the FAQ what the precise conditions are. (Richard) Please report back on this in the next WGM (October)   * + 20-0-0 Motion Passes   **Action: Melva to inform Mark and work with HQ to update and review** | 0:20 | 1:45 | - | 2:05 | Melva Peters |
| 1. HL7 India  * Preventable revenue loss due to double taxation on remittances to HL7 International   HL7 India highest certification program. On-Line: Some times we are still do proctor led certification. HL7 India does not have the # of candidates undergoing the cert- test online. We have no idea of who took the test, and we should be entitled to 25%.  Indian Tax mandates 25% tax deduction at source for remittances to HL7 International. This completely squares off the 25% commission. The tax can be reduced to 10% if there can be a PAN for HL7 Intl. with office address in India. The address could be HL7 India.  (Sharon): if you request the voucher, we will deduct 25% of the price so you keep the commission. If anyone takes the exam from the Country then at the end of the year we recognize the 25% even when you hadn’t done the proctoring or asking for their voucher. Will get the contact to work on the second issue.  New team in HL7 India | 0:10 | 2:05 | - | 2:15 | Chandal Gunas |
| 1. Review and approve Decision Making Practice Document (deferred)   **Action: Melva will add to the agenda for October** | 0:15 | 2:15 | - | 2:35 | Melva Peters |
| 1. Discussion of format of IC meetings  * Sunday * Thursday   Any thoughts on the format.  (Australia) What is the purpose of the meeting and Affiliate presentations? Things don´t change a lot  (Norway): I preferred the format for this time. Having them talking at large.  (UK) Agreed and, NOT HAVING the CEO / CTO report, it´s the same as all the week presentation. Unless there is something special for affiliates.  (Germany) I would like to see presentations about a COMMON ISSUE. Example: internal organization strategy. This time it worked.  Not only picking some countries. But also focusing on a common problem or interesting  (Canada) New Zealand and Australia volunteered for the next WGM.  (New Zealand) May be a comparison from both countries.  (Finland) Like the format as well. We may want to consider that there are certain affiliates that only got one time to a WGM.  Maybe they need to report If they are only once.  Theme: Australia and NZ: Governance and structure of themselves and a survey on this topic.  (Canada) Do we need three or four countries? (UK) Should we invite some affiliates that are not usually present to give a small presentation?  (Canada) For October, let´s work with other affiliates if we can get other affiliates to report.  (Germany) Seeing a recorded presentation in a face-to-face meeting is wasting time. It will be better to have this affiliates live.  (Argentina) Volunteers to present in October.  (UK) Should not be that long and can be live.  (Germany) Volunteers to present in October or any of its neighbours (Austria, Slovenia, Croatia)  Presentations on Sunday will be by: Australia, NZ, Argentina, Germany (or a neighbour): 30 min approximately including questions.  (Canada) Asks Mark if we can use the logistics for webinars to record this stuff  (Mark) It is possible  (Germany) Maybe get the ppts two or three weeks in advance.  (Germany) We need an annual report from the affiliates. We also want a country page. Will this serve the needs of the information?  (Kai) If you are in the same time zone, what we can do it’s to create an interview. Small quantity of questions. More efficient than email.  (Canada) let´s continue the conversation in October.  **Action Item: Melva will add Australia, NZ, Argentina and either Germany or a neighbor for presentations during the Sunday meeting**  **Action: Melva will talk to CEO/CTO and TSC chair to provide updates that are specific to IC and not what is reported to general sessions.** | 0:10 | 2:35 | - | 2:45 | Melva Peters |
| 1. Presentations for October WGM (Atlanta)  * HL7 Australia * HL7 New Zealand   Add Argentina and Germany or neighboring country | 0:05 | 2:45 | - | 2:50 | Melva Peters |
| 1. Discussion of next International WGM for May 2017   (Kai) Next meeting in Atlanta, Next in Orlando, next in Montreal  Non-US meeting in 2017 we don´t have any decision on May 2017. The board needs to know how this meeting comes out from the financial results of this meeting. I want this council to endorse the need to have a non-US meeting in 2017.  We have some locations in mind, and have to see where can it be. Netherlands and Germany can be one idea.  Entertaining the motion to ask the board to consider a non-US location for the 2017 meeting.  (Mark) Operating loss was usually 100K. The Board was confortable with that, including 45K sponsorship. Contracts in the US and Canada we have all meeting rooms free from the room block. HQ and the Board will rely on the IC to come up with two or three choices (city, convention center & hotel, with 30 break out rooms). HQ will do the cost analysis.  (Kai) we have a list already. We need to be sure that the Board knows of our desire so we don´t lose time for locations that are viable  (Norway): Norway is not a cheap country. We have also different ways…and we can negotiate…but it may be too expensive. Room spaces and foods are expensive. Needs to check the specifications.  (Mark): Lillian has a very comprehensive RFC model  (Kai): Short one is 30 breakout room.  (UK) Does it have to be one building?  (Mark): Not we did that in the past. Separate buildings.  (Kai): it´s the responsibility of HL7 International to create the meetings.  **Motion**: The IC asks the Board to agree in principle to a non-North American Working Group meeting for May 2017 – HL7 Spain – seconded by HL7 Australia. Carried 20/0/0  **Action: IC will agree to a short list of country and venues by June 15, 2015 – Melva to send an email to the Affiliate Chairs** | 0:10 | 2:50 | - | 3:00 | Kai Heitmann |
| Break: | 0:30 | 3:00 | - | 3:30 |  |
| 1. Amalgamation/Consolidate of standards bodies in Affiliates   (Switzerland) Question for small countries: people that work in standardization. We have an overlap in Switzerland of 25% in IHE and HL7. Same people work in both. Why do we have several organizations? We have a blueprint, which is Canada. We think of creating something like Canada Standards Collaborative in Switzerland. There are some issues. That’s what I wanted to bring to discussion here. There are some jurisdictional problems in having only one organization What are HQ and the Board response to a country where this is being created?  (Australia) Depends on what you get with that. Not everything that happens in your country needs to go through the IC. What is the problem with the Canada model?  (Switzerland) The funding. We are funded by our membership  (Netherlands) We now work hand to hand with IHE Netherlands operationally but legally there are two organizations because of jurisdictional issues around this. On the operating level there is no problem. We show that what we produce is connected (IHE profiles and HL7 profiles and standards). We speak with one voice to our members. We only have one standard platform: IHE, SNOMED CT, GS1, HL7, and other organizations that generate professional standards, like nursing, etc. Ten organizations meeting four times a year, to share priorities. If we do projects, we do them together. This is how it works in the Netherlands.  There are differences on the legal level, strategy, and role. We don´t want to move everything together. Each organization has its own membership. The market knows what happens at a SDO level in the platform.  (New Zealand) It´s a small country. Same issue, same small groups. OpenEHR is a SIG of HL7 NZ. We cover SNOMED CT.  (Finland) Similar trend. We have the umbrella and IHE is a newcomer and part of our organization. It´s a hot question in many countries. We would like to discuss the jurisdictional, legal and financial impact of these issues.  (Richard Dixon Hughes) In Canada the market did not drive the discussion but the provinces. If you don´t have a lot of resources, a MOU is the way to go. Formalize the relationship is a lot of work.  (Canada) Infoway was not intended to be a permanent organization. It´s supposed to go away, but we don´t know what will happen if this happens. And how we will be fit.  (Italy) we have some agreements with standards body. LOINC Italia, UNI-Uninfo- normative standard body representing Italy in CEN. IHE- not special representative. IHE people work in HL7 IGs. HL7 IGs are accepted directly for national programs. We have no special funding for this.  (Germany) We think is very important to have an organization that has presence in all countries in Europe. | 0:10 | 3:30 | - | 3:40 | Marco Demarmels |
| 1. IHIC 2016   HL7 Germany would support the conference but ask some other affiliate to host it.  UK considering for 2017.  (Frank) it is very important.  (Germany) Maybe have a vote to confirm that we want IHIC to continue.  (Switzerland) What is IHIC? What does it take to organize one?  (Kai) It is not an academic conference. It’s a conference in interoperability. We can have a IHIC with no papers. Better to have one with practice reports.  (Frank) We are running out of time if we move this decision to October.  (Kai) We need an in-principle decision today, with a list of possible candidates.  **Action: Italy and Switzerland, within 1 month, to report if they can host.**  **Action (Melva): Reach out to all the affiliates.**  **Action (Frank): Send what it takes to host the meetings (responsibilities, funding, etc.)**  **Motion:** Moved by HL7 Germany and seconded by HL7 UK to propose a budget of $5000 USD from International Council to support IHIC 2016 and looks forward to proposals to Italy and Switzerland and any other affiliate that is interested.  Vote: 20-0-0 Motion passes  (Richard) There should be an education component beside the conference. If there is a hot topic, the topic should be covered in Education tutorials. | 0:20 | 3:30 | - | 3:50 | Frank Oemig |
| 1. Closing Remarks   End of the agenda. Thanks everyone. Safe travels | 0:05 | 3:50 | - | 3:55 | Melva Peters |

## Affiliates Council Members:

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