2011-06-06 TSC Call Minutes

From HL7 TSC

TSC Agenda/Minutes

Meeting Info/Attendees

HL7 TSC Meeting Minutes **Location: call 770-657-9270 using code 124466#** GoToMeeting ID: 165-215-206 (https://www.gotomeeting.com/join/165215206)		**Date: CCYY-MM-DD** **Time: 11:00 AM U.S.** **Eastern**
	Facilitator: John Quinn	**Note taker(s)**: Lynn Laakso

Attendee	Name	Affiliation
regrets	Calvin Beebe	HL7 SSD SD Co-Chair
x	Woody Beeler	HL7 FTSD Co-Chair
	Bob Dolin	HL7 Board Chair
	Tony Julian	HL7 FTSD Co-Chair
regrets	Austin Kreisler	HL7 TSC Chair, DESD Co-Chair
x	Lynn Laakso	HL7 staff support
	Patrick Loyd	HL7 T3SD Co-Chair
x	Ken McCaslin	HL7 T3SD Co-Chair
	Charlie Mead	HL7 ArB Chair
x	Ravi Natarajan	HL7 Affiliate Representative
x	Ron Parker	HL7 ArB Alternate
x	John Quinn	HL7 CTO
x	Gregg Seppala	HL7 SSD SD Co-Chair
x	Ed Tripp	HL7 DESD Co-Chair
x	Jay Zimmerman	HL7 Affiliate Representative
x	Brian Pech	observer
x	Rob Hausam	invited guest for Vocab

Quorum Requirements (Chair +5 with 2 SD Reps) Met: (yes/No)

Agenda

Agenda Topics

1. Introduction of visitors (including declaration of interests)
2. Agenda review and approval - John
3. Approve Minutes of 2011-05-02_TSC_Call_Agenda, 2011-05-09 TSC Call Agenda,
   - 2011-05-14_TSC_WGM_Minutes
   - 2011-05-15_TSC_WGM_SDO_Activities_Minutes
   - 2011-05-15_TSC_WGM_Minutes
   - 2011-05-16_TSC_WGM_Minutes
   - 2011-05-17_TSC_WGM_Minutes
   - 2011-05-18_TSC_WGM_Architecture_Program_Minutes
4. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse&
   tracker_id=494) –
   - action items from WGM:
     - Calvin to check with the Cochairs of Structured Documents on naming for what title they want to use when they go beyond DSTU for an Implementation Guide.
     - Austin and Patrick will check on the 2.x side on an implementation profile term.
     - Patrick will look for his mapping of NCPDP to the RIM and let us know.
     - Woody will draft something for the Board on RIM current version (V3) should be offered as the updated ISO standard.
5. outstanding business from WGM:
   - (May) Review, update, and develop new entries for TSC Three-Year Plan
   - TSC Work Group Visibility Maintenance (See Product Visibility Project ID# 631 (http://www.hl7.org/special/Committees/projman /searchableProjectIndex.cfm?action=edit&ProjectNumber=631))
   - Project Health/PBS Health Metrics (Projects, Ballots and Standards) (See Project ID# 765 (http://www.hl7.org/special/Committees/projman /searchableProjectIndex.cfm?action=edit&ProjectNumber=765))
   - (May) Review TSC Communications Plan - how are we doing against it?
   - Work Group Health metrics
     - review suggestions (http://gforge.hl7.org/gf/project/tsc/tracker /?action=TrackerItemBrowse&tracker_id=616)
       1. Add metrics to WGH for % of projects having next milestone date in the past (Tracker # 1649 (http://gforge.hl7.org/gf/project/tsc/tracker /?action=TrackerItemEdit&tracker_item_id=1649))
           Status as of 2010Oct: Evaluate Project Health before tying this to Work Group Health
       2. Add participation in publishing calls to Work Group Health (Tracker # 1659 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit& tracker_item_id=1659))
       3. Measure ballot progress in terms of overall years and in number of cycles to successful ballot (Tracker # 1660 (http://gforge.hl7.org/gf/project/tsc/tracker /?action=TrackerItemEdit&tracker_item_id=1660))
       4. Metric to identify whether the WG follows their own DMPs re: posting minutes (Tracker # 1683 (http://gforge.hl7.org/gf/project/tsc/tracker /?action=TrackerItemEdit&tracker_item_id=1683))
       5. measure coordination between WG co-chairs (Tracker # 1731 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit& tracker_item_id=1731))

6. WG has a DMP based on review of the updated template, for 2011May (Tracker # 1732 (http://gforge.hl7.org/gf/project/tsc/tracker /?action=TrackerItemEdit&tracker_item_id=1732)) - in effect this cycle.
7. Work Groups responding to submit meeting room request form before the deadline. (Tracker # 1946 (http://gforge.hl7.org/gf/project/tsc/tracker /?action=TrackerItemEdit&tracker_item_id=1946)
8. Create a Project Report Card (Tracker # 1819 (http://gforge.hl7.org/gf/project /tsc/tracker/?action=TrackerItemEdit&tracker_item_id=1819))

- TSC Communication Strategy at Project Insight ID # 696 (http://www.hl7.org/special /Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=696)

6. Approval items:
- Project approval request (http://gforge.hl7.org/gf/download/trackeritem/1903/8428 /HL7PSS_vocab_BestPracticesVocabConformanceProfiles20110419-v3.docx) for Vocab of FTSD: Develop and publish best practices for vocabulary within Conformance profiles at Project Insight # 496 (http://www.hl7.org/special/Committees/projman /searchableProjectIndex.cfm?action=edit&ProjectNumber=496) , TSC Tracker # 1903 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit& tracker_item_id=1903&start=0)
- Project approval request (http://gforge.hl7.org/gf/download/trackeritem/1902/8429 /HL7PSS_vocab_Maintenance_best_practices-20110419v3.docx) for Vocab of FTSD: Develop and publish Principles & guidelines of Terminology Maintenance at Project Insight # 499 (http://www.hl7.org/special/Committees/projman /searchableProjectIndex.cfm?action=edit&ProjectNumber=499) , TSC Tracker # 1902 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit& tracker_item_id=1902&start=0)
- Informative Document Publication Request (http://gforge.hl7.org/gf/download/trackeritem /1940/8388/HL7_Publication_Request_eDOS20110518V2.doc) for O&O of SSD SD: HL7 Version 2 Implementation Guide: Laboratory Test Compendium Framework, Release 1, at Project Insight # 635 (http://www.hl7.org/Special/committees/orders /projects.cfm?action=edit&ProjectNumber=653) , TSC Tracker # 1940 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit& tracker_item_id=1940)
- Request to withdraw two proposed ANS for Financial Management:
  - HL7 Version 3 Standard: Medicaid Information Technology Architecture (MITA) Style Guide, Release 1 (September 2008 Ballot Cycle, Draft Standard for Trial Use 1: Request (http://gforge.hl7.org/gf/download/trackeritem/1941/8395 /ANSI_proposal_withdrawalProject332MITAStyleGuideDSTU.doc) ; and
  - HL7 Version 3 Standard: Medicaid Information Technology Architecture (MITA) Development Framework, Release 1 (US Realm), from January 2009 Ballot cycle, DSTU2, Request (http://gforge.hl7.org/gf/download/trackeritem/1941/8394 /ANSI_proposal_withdrawalProject332MITADevelopmentFrameworkDSTU.doc) .
    - See Project Insight # 332 (http://www.hl7.org/Special/committees/orders /projects.cfm?action=edit&ProjectNumber=332) , TSC Tracker # 1941 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit& tracker_item_id=1941)
- Request the TSC ratify changes to ArB membership - ArB unanimously voted on 2011-05-19 to make two changes in the ArB membership:
  1. Remove AMS because of inability to participate; and
  2. Add Zoran Milosevic

7. Discussion topics:
8. Reports: (attach written reports below from Steering Divisions et al.)
    - DESD reports that an updated mission and charter statement was approved for the PHER WG.
9. Open Issues List (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse& tracker_id=313)

Supporting Documents

- See links

Minutes

Minutes/Conclusions Reached:

1. Introduction of visitors (including declaration of interests) Brian Pech and Rob Hausam are on the line
2. Agenda review and approval – John
    - Lynn asks to have the post-wgm survey filled out for the TSC – Woody will do so.
3. Approve Minutes of 2011-05-02_TSC_Call_Agenda, **move** Ken second Woody unanimously approved
    - 2011-05-09 TSC Call Agenda, **moved** by Ken, second Woody unanimously approved
    - 2011-05-14_TSC_WGM_Minutes Woody **moves** and Gregg seconds; Ken and Ravi abstain. Passed (5/0/2)
    - 2011-05-15_TSC_WGM_SDO_Activities_Minutes these are informative and not a formal meeting.
    - 2011-05-15_TSC_WGM_Minutes Ken **moves** and Woody seconds; Ravi abstains. Passes (6/0/1)
    - 2011-05-16_TSC_WGM_Minutes Ken **moves** and Woody seconds; Ravi abstains Passes (6/0/1)
    - 2011-05-17_TSC_WGM_Minutes Ken **moves** and Woody seconds; Ravi abstains Passes (6/0/1)
    - 2011-05-18_TSC_WGM_Architecture_Program_Minutes Woody **moves** and Gregg seconds; Ravi and Ken abstain. Passes (5/0/2)
4. Review action items (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemBrowse& tracker_id=494) –
    - action items from WGM:
        - Calvin to check with the Cochairs of Structured Documents on naming for what title they want to use when they go beyond DSTU for an Implementation Guide. Calvin's not here
        - Austin and Patrick will check on the 2.x side on an implementation profile term. Austin/Patrick are not here
        - Patrick will look for his mapping of NCPDP to the RIM and let us know. Patrick is not here.
        - Woody will draft something for the Board on RIM current version (V3) should be offered as the updated ISO standard.
            Woody reports this was discussed in Finland at the ISO meeting – this item can be closed but more work is needed and follow up with John this week on a new action item related to ISO. Lynn will try to coordinate with Woody.

5. Approval items:
- Project approval request (http://gforge.hl7.org/gf/download/trackeritem/1903/8428 /HL7PSS_vocab_BestPracticesVocabConformanceProfiles20110419-v3.docx) for Vocab of FTSD: Develop and publish best practices for vocabulary within Conformance profiles at Project Insight # 496 (http://www.hl7.org/special/Committees/projman /searchableProjectIndex.cfm?action=edit&ProjectNumber=496) , TSC Tracker # 1903 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit& tracker_item_id=1903&start=0) . Project intent modified to reflect not intending to create a balloted informative document but an internal white paper. John asks how this is getting into ISO. Rob notes that they are providing input into ISO; Beverly is coordinating with ISO. John asks if it is a JIC project within ISO, is there HL7 effort going on or just input to ISO. Rob confirms it is input to ISO to provide alignment and identify if artifacts are needed. Synchronized balloting of artifacts would be identified and pursued in a separate project. Rob will let John know if there is a synchronized ballot need.
  - **Vote:** Ken moves and Woody seconds approval. Unanimously approved.
- Project approval request (http://gforge.hl7.org/gf/download/trackeritem/1902/8429 /HL7PSS_vocab_Maintenance_best_practices-20110419v3.docx) for Vocab of FTSD: Develop and publish Principles & guidelines of Terminology Maintenance at Project Insight # 499 (http://www.hl7.org/special/Committees/projman /searchableProjectIndex.cfm?action=edit&ProjectNumber=499) , TSC Tracker # 1902 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit& tracker_item_id=1902&start=0) . Woody notes this was intended to be a guidance to implementers.
  - **Vote:** Woody moves and Ken/Ravi second approval. Unanimously approved.
  - Rob is thanked, and leaves the call.
- Informative Document Publication Request (http://gforge.hl7.org/gf/download/trackeritem /1940/8388/HL7_Publication_Request_eDOS20110518V2.doc) for O&O of SSD SD: HL7 Version 2 Implementation Guide: Laboratory Test Compendium Framework, Release 1, at Project Insight # 635 (http://www.hl7.org/Special/committees/orders /projects.cfm?action=edit&ProjectNumber=653) , TSC Tracker # 1940 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit& tracker_item_id=1940) . Ken adds this is an IG based on Chapter 8 of V2.6. Two balloters not withdrawing negatives wished to have the IG reflect V2.7. OO WG did not wish to hold up publication based solely on that issue. Ed asks how the votes were marked. Ken notes they were marked for future use. Woody asks if we shouldn't indicate the V2 release against which this implementation guide is written? Ken agrees. It's in the first page of the IG though it indicates it early-adopts some additional fields that will appear in V2.8. Ken agrees that future ballot names should indicate the V2 release. Woody notes that the ballot designator is also indicative of V3 and we should let Don know if that was incorrectly registered.
  - **Vote:** Ken moves and Gregg seconds approval. Unanimously approved.
- Request to withdraw two proposed ANS for Financial Management:
  - HL7 Version 3 Standard: Medicaid Information Technology Architecture (MITA) Style Guide, Release 1 (September 2008 Ballot Cycle, Draft Standard for Trial Use 1: Request (http://gforge.hl7.org/gf/download/trackeritem/1941/8395 /ANSI_proposal_withdrawalProject332MITAStyleGuideDSTU.doc) ; and
  - HL7 Version 3 Standard: Medicaid Information Technology Architecture (MITA) Development Framework, Release 1 (US Realm), from January 2009 Ballot cycle, DSTU2, Request (http://gforge.hl7.org/gf/download/trackeritem/1941/8394

/ANSI_proposal_withdrawalProject332MITADevelopmentFrameworkDSTU.doc) .
- See Project Insight # 332 (http://www.hl7.org/Special/committees/orders /projects.cfm?action=edit&ProjectNumber=332) , TSC Tracker # 1941 (http://gforge.hl7.org/gf/project/tsc/tracker/?action=TrackerItemEdit& tracker_item_id=1941)
- **Vote:** Woody moves and Gregg seconds approval for each. Unanimously approved.
- Request the TSC ratify changes to ArB membership - ArB unanimously voted on 2011-05-19 to make two changes in the ArB membership:
   1. Remove AMS because of inability to participate; and
   2. Add Zoran Milosevic
      - John asks how AMS will be informed. Ron notes they will probably arrange a call to discuss. John offers to send him an email. They continue to welcome his participation as he is available.
      - **Vote:** Ron moves and Ken seconds. Unanimously approved.
6. outstanding business from WGM:
   - (May) Review, update, and develop new entries for TSC Three-Year Plan
      - John suggests we defer until Austin is back.
   - TSC Work Group Visibility Maintenance (See Product Visibility Project ID# 631 (http://www.hl7.org/special/Committees/projman /searchableProjectIndex.cfm?action=edit&ProjectNumber=631))
      - Ken recounts our methods in the Work Group Health, the newsletter and so on. We can leave it as a 3-year plan item. John is not convinced that we actually have a three-year vision (wink)
   - Project Health/PBS Health Metrics (Projects, Ballots and Standards) (See Project ID# 765 (http://www.hl7.org/special/Committees/projman /searchableProjectIndex.cfm?action=edit&ProjectNumber=765))
      - It has been favorably received. Gregg notes that seeing the projects on the 'naughty' list has been very helpful to know what to address. Ron notes that the Work Groups should gain awareness of their projects' status before you hit the public meeting.
   - (May) Review TSC Communications Plan - how are we doing against it?
      - The communications strategy project had a conversation in Orlando. He thinks they're going to drop the communication strategy and stick to the existing TSC communication plans. There's been no concrete feedback from the Affiliates on requirements for such a strategy. Need to address with Austin.
      - Ken also notes that today's Product Quality plan meeting might need to be cancelled if there is no one planning to chair today. Gregg confirmed there was no meeting invitation on his calendar.
7. Discussion topics:
   - Ed asks about TSC Nominations; only a week left for nominations and how are the other SDs doing for candidates? DESD is okay. Gregg put in two nominations for SSD SD. Woody wasn't sure where FTSD stands. Woody will coordinate with Karen to see how FTSD is going. Lynn will send a summary to John on the status of all TSC nominations this week. Ken notes there is one candidate for T3SD and he is not running again. Affiliate nominations from the International Council will have to be checked for Ravi's position.
8. Reports: (attach written reports below from Steering Divisions et al.)
   - DESD reports that an updated mission and charter statement was approved for the PHER WG.

Woody moves to adjourn and Ken seconds – adjourned at 11:56 am EDT.

Next Steps

Actions *(Include Owner, Action Item, and due date)*

- Lynn asks to have the post-wgm survey filled out for the TSC – Woody will do so.
- Calvin to check with the Cochairs of Structured Documents on naming for what title they want to use when they go beyond DSTU for an Implementation Guide.
- Austin and Patrick will check on the 2.x side on an implementation profile term.
- Patrick will look for his mapping of NCPDP to the RIM and let us know.
- Woody will coordinate with John on HL7 and ISO process wrt the RIM.
- John will discuss the ArB membership change with AMS
- Lynn will send a summary to John on the status of all TSC nominations this week.

Next Meeting/Preliminary Agenda Items

- see 2011-06-13 TSC Call Agenda

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