2011-06-27 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: 2011-06-27** **Time: 11:00 AM U.S. Eastern**
Facilitator: Austin Kreisler	**Note taker(s)**: Lynn Laakso

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

Quorum Requirements (Chair +5 with 2 SD Reps) Met: yes

Agenda

Agenda Topics

1. Introduction of visitors (including declaration of interests)
2. Agenda review and approval - Austin Kreisler
3. Approve Minutes - 2011-06-20 (http://hl7t3f.org
   /wiki/index.php?title=2011-06-20_TSC_Call_Agenda)
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.
5. Approval items:
6. Discussion topics:
   - Will we be meeting next week, July 4th?
   - TSC Communication Strategy at Project Insight ID # 696 (http://www.hl7.org/special
     /Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=696)
   - Review of Ballot Guidance post-2011May WGM - see draft document
     (http://gforge.hl7.org/gf/download/docmanfileversion/6330/8445
     /BallotGuidance_post2011MayWGM.doc) and Project Services balloting guidance chart
     (http://www.hl7.org/documentcenter/public/wg/projectServices
     /HL7%20PS%20-%20Electronic%20Ballot%20Chart%20-%20Final.pdf) .
   - TSC Strategic Initiative Dashboard measures (http://gforge.hl7.org/gf/download
     /docmanfileversion/6329/8444/TSC_Strategic_Initiatives_20110531.doc) project planning
   - Do we want to give the Publishing Work Group the authority to pull content from ballot if
     it does not meet publishing requirements? (Austin)
7. Reports: (attach written reports below from Steering Divisions et al.)
8. 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) none identified; Charlie Mead gives
   an ArB report and leaves the call.
2. Agenda review and approval - Austin Kreisler
   - Defer TSC SI dashboard measures to next meeting. Agenda approved by general
     consent.
3. Approve Minutes - 2011-06-20 (http://hl7t3f.org
   /wiki/index.php?title=2011-06-20_TSC_Call_Agenda)
   - **Vote:** unanimously approved.
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 reports that on last Thursday's call is that they want to keep the name Implementation Guide, not change it. They suggested either tacking on normative standard status or DSTU rather than changing the name of the documents. He also reported that O&O had a discussion on this as well. Patrick noted that O&O's discussion also came up with the same desire to not change names but to clearly mark normative and non-normative material sections of a document. The term IG has really stuck. Ravi asks if we have IP rights on such terminology as Implementation Guide as SNOMED is also coming out with Implementation Guides. Terminology like MIF is known to be HL7 specific. Patrick notes that the term when used in the industry is a well understood concept and we don't want to lose the familiarity and the expectations that have been set. Ravi notes that the label being human friendly we must focus on standardization of the contents of an IG. Austin notes that CGIT also wants to talk with him on implementation and conformance issues.

- Austin and Patrick will check on the 2.x side on an implementation profile term. (see above)
- Patrick will look for his mapping of NCPDP to the RIM and let us know. He is looking through old material up to five years so this is in progress. John suggests he talk to Scott.

5. Discussion topics:
   - Will we be meeting next week, July 4th? We will not plan on meeting. Tongue in cheek, John offers apologies to our British member. Next call is the 11th.
   - TSC Communication Strategy at Project Insight ID # 696 (http://www.hl7.org/special /Committees/projman/searchableProjectIndex.cfm?action=edit&ProjectNumber=696)
     - From an affiliate's view there's quite a bit of information in the various streams but Ravi is not able to give enough attention to it. Austin notes that in Orlando it seemed that it was not a pressing need. Ravi moves to consider closing the communication strategy project, Patrick seconds.
     - **Vote:** Unanimously approved.
   - Review of Ballot Guidance post-2011May WGM - see draft document (http://gforge.hl7.org/gf/download/docmanfileversion/6330/8445 /BallotGuidance_post2011MayWGM.doc) and Project Services balloting guidance chart (http://www.hl7.org/documentcenter/public/wg/projectServices /HL7%20PS%20-%20Electronic%20Ballot%20Chart%20-%20Final.pdf) .
     - We don't want to lose the name (see discussion above). Ed suggests we update the cover page to indicate what the material is, normative or informative. Austin cautions that we want people to know which path we're going down when they set up their project scope statement. Would we use 'Implementation Guide: Normative' and 'Implementation Guide: Informative'. Would we need 'Implementation Guide: DSTU'? Need language that normative must have a constraint on an existing standard. DSTU should say the same thing as it's on a normative track. Must note that a normative IG can include non-normative content. Ravi asks about publishing when you have normative and non-normative content, what will be needed. Austin notes that most of them are standalone documents and don't use the V3 tooling. Need to have publishing weigh in and indicate how they should be addressed. ACTION ITEM: Austin will talk to publishing and take a crack at updating the guidance document.

- Next steps, Need to merge this information with the electronic ballot chart with a revised section and new appendix to the cochairs handbook.
- TSC Strategic Initiative Dashboard measures (http://gforge.hl7.org/gf/download /docmanfileversion/6329/8444/TSC_Strategic_Initiatives_20110531.doc) project planning
  - Action item to develop scope statement, Austin has a first draft for John to comment upon so may review in committee on the 11th.
- Do we want to give the Publishing Work Group the authority to pull content from ballot if it does not meet publishing requirements? (Austin)
  - Austin notes that publishing considered creating a quality dashboard for each item being balloted to report its suitability for V3 publishing. Question arose if Publishing should be authorized to pull content of things that cannot be published from going through the ballot. Ravi feels we should not. Consequence is that material will ballot that is not ready to be published. Ed thinks we might restrict it for some types of things. Ravi says Publishing can report to the TSC the dashboard statistics and the TSC can decide if it should go to ballot. The current cutoff date in V3 publishing exists but is not hard and fast. Ed agrees that Publishing can report to the TSC the items that are not suitable for ballot. Ravi adds that Publishing should develop the ballot publication criteria. Austin suggests that after the TSC approves what might go to ballot, that Publishing might report those items that don't meet the criteria. Ravi asks if the Publishing report should go to the Work Groups first or directly to the TSC. If the Steering Divisions were to take responsibility for forwarding that fitness to criteria it might be not timely enough. For this cycle perhaps we give them a warning and then put this in place for the next cycle. Calvin notes that if they are being evaluated on certain tools they need to have access to that testing toolkit. Austin notes that the existing publishing toolkit should be used by the work groups; Calvin notes that if work groups are not using it they should be advised that this is the methodology by which it will be evaluated. Ravi suggests we look at the publishing facilitator more closely on these projects. The field is not always filled in at the time of the project scope statement Austin notes. Austin will ask Publishing to have something to review for the end of this ballot cycle – the ballot material cutoff date is the time when the quality of their content should be reviewed and their warning issued that in future this quality of material will not be permitted to ballot.
6. Reports: (attach written reports below from Steering Divisions et al.)
   - Charlie reports the ArB is on track for balloting SAIF book as DSTU, and cannot stay for the call.

Next Steps

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

- Austin will talk to publishing and take a crack at updating the guidance document.
- Austin will ask Publishing to have something to review for the end of this ballot cycle – the ballot material cutoff date is the time when the quality of their content should be reviewed and their warning issued that in future this quality of material will not be permitted to ballot..

Next Meeting/Preliminary Agenda Items

- TSC Strategic Initiative Dashboard measures (http://gforge.hl7.org/gf/download /docmanfileversion/6329/8444/TSC_Strategic_Initiatives_20110531.doc) project planning

- 2011-07-11 TSC Call Agenda

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