

**Work Item 0809005:** The TSC has proposed a process for inclusion in the GOM that defines how a Work Group can change its name, mission, or charter. The TSC also identified some changes to clarify the process for creating or dissolving a Work Group.

Source: Charlie McCay, TSC Chair

Ratified by the EC: 09/08/2008

GOC analysis/rationale: The GOC supports inclusion of the TSC process and the changes recommended for clarity. Upon consultation with the TSC it was decided to insert the name change process between the processes for creating and dissolving a Work Group.

Proposed revision:

1 **09 The Working Group**

2 **09.02 Work Groups**

3 **09.02.01 Establishing a Work Group**

4 09.02.01.02 Process

5 [The first paragraph of this section is not affected by this revision.]

6 [The second paragraph of this section is not affected by this revision.]

7 Upon approval by the designated SD, the SD co-chairs shall immediately submit a request for  
8 review of the proposal to the TSC Chair who shall advise the TSC members of the intent to  
9 review the proposal within thirty days. The TSC shall address the Work Group proposal under  
10 the tenets of its documented decision making practices. If approved, the TSC Chair shall inform  
11 the Board of the creation of a new Work Group; ~~the HL7 staff representative shall notify~~  
12 ~~Headquarters~~ to initiate all necessary infrastructure activity appropriate to the creation of a new  
13 Work Group. ~~The HL7 Director of Communications shall coordinate with the Marketing Council~~  
14 ~~to determine whether the formation of this Work Group is deserving of a press release.~~ A TSC  
15 decision to reject the proposal may be appealed to the HL7 Executive Committee within thirty  
16 days of the TSC ~~decision.~~ The Executive Committee shall set a date to resolve the appeal and  
17 notify the appellant. ~~The decision of the Executive Committee shall be final.~~

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**Deleted:** suggest that the HL7 Director of Communications consider a press release announcing the formation of a new Work Group, and  
**Deleted:** the Associate Executive Director  
**Deleted:** rejection

18 **09.02.02 Changing a Work Group Name or Mission/Charter**

19 ~~Given approval under the Work Group's documented decision making practices, the co-chairs~~  
20 ~~shall present a request to change the name of the Work Group or revise its mission and charter.~~  
21 ~~The request shall be presented to the parent Steering Division of the Work Group as a draft~~  
22 ~~Work Group charter citing the proposed name and including any proposed revisions. Upon~~  
23 ~~approval by the parent Steering Division, using its documented decision making practices, the~~  
24 ~~revised Work Group charter shall be distributed to the co-chairs of all Work Groups and the~~  
25 ~~Affiliate chairs. The HL7 staff representative shall notify Headquarters to initiate all necessary~~  
26 ~~changes to the infrastructure to reflect the Work Group's new name, mission, and charter. An~~  
27 ~~SD decision to deny the proposal may be appealed to the TSC within thirty days of the SD~~  
28 ~~decision. The TSC shall set a date to resolve the appeal and notify the appellant. The decision~~  
29 ~~of the TSC shall be final.~~

30 **09.02.03 Dissolution of a Work Group**

31 Given ~~approval under the Work Group's documented decision making practices,~~ the co-chairs  
32 ~~shall~~ petition the TSC Chair and CTO for dissolution of the Work Group. Reasons for  
33 considering dissolution include lack of interest or expertise as evidenced by participation  
34 consistently falling below five members or achievement of the objectives of the Work Group.  
35 The petition should seek to identify those Work Groups that might assume the work of the  
36 dissolving Work Group. The TSC Chair and CTO may propose and seek alternatives to  
37 dissolution.

**Deleted:** 02  
**Deleted:** a majority vote of its members  
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38 [The second paragraph of this section is not affected by this revision.]

39 [The third paragraph of this section is not affected by this revision.]

40 Upon an affirmative vote by two-thirds of the parent SD Work Group co-chairs casting votes with  
41 at least 60% of the Work Groups returning a vote; the parent SD co-chairs shall submit the  
42 template to the TSC Chair who shall advise the TSC members of the intent to review the request  
43 for dissolution within thirty days. The TSC shall address the request to dissolve under the tenets  
44 of its documented decision making practices. Upon approval, the TSC Chair shall notify the  
45 Board of the dissolution of a Work Group and the disposition of that Work Group's work  
46 products; the HL7 staff representative shall request that Headquarters take the appropriate  
47 actions to effectively remove the Work Group from the organization.

48 **09.02.04 Work Group Co-chairs**

49 **09.02.05 Decision Making Practices**

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