



## HL7 International V3 Ballot Schedule for September 2011 Countdown to Voting

For the September 2011 Ballot Cycle, there are five Sunday content deadlines beginning each week leading up to the tentative **Monday** V3 Ballot Opening. These deadlines require material to be submitted to HL7 Headquarters (HQ) by midnight (end of day) Eastern Time of the designated date. Should a work group have any technical difficulties (such as attachment, tooling, or FTP issues) in submitting content by any deadline, they are asked to email Don (dlloyd@hl7.org or ballotsubmissions@hl7.org) as soon as possible. The deadline for submission of CMET materials is Sunday, July 10<sup>th</sup>; this is to provide additional time to construct the CMET domain and run QA on the CMET references. The full schedule is summarized graphically at the end of this document.

In addition to the ballot countdown deadlines, work groups should be aware of the Project Scope and Work Group Current Ballot Cycle Information deadline on Sunday, May 29<sup>th</sup>. Project Scope Statements for **new** (previously unballoted) projects and Work Group Current Ballot Cycle Information forms are both due by this deadline. Links to both of these forms are available on the Special Documents Upload page along with additional instructions: (<http://www.hl7.org/special/committees/tsc/specialuploads>).

### Balloting Work Group Responsibilities

It is each work group's responsibility to have a representative (preferably that work group's publishing facilitator) attend the weekly V3 Publishing calls during the Countdown period. In addition, each work group is responsible for reviewing its ballot content on the Preview Site during the preview period and the Ballot Site during the first week that the ballot is open. This will help ensure that:

- Special ballot content preparation needs are properly communicated to the Publishing Work Group in a timely manner;
- Mentoring help using Publishing tools can be provided to those needing it;
- Publishing Facilitators are aware of updates to Publishing tools and processes for the current cycle;
- Submitted files have been received, properly processed and posted on the ballot preview site; and,
- The content presented in the Preview site correctly represents the balloting work group's intent for its ballot material for the upcoming cycle.

Work groups that do not communicate any issues with their ballot content during the preview period are giving their tacit approval that they find the presentation of this content acceptable. This does, of course, exclude any issues that may come to light regarding schemas, table views and other generated files, as well as other technical issues such as file references between sections and domains, links, etc.

### September 2011 Ballot Countdown Schedule

Because of different processing requirements, deadlines for non-V3 ballot materials may be different than those listed in this ballot countdown. If you are not sure, check with Don, but in general the distinctions are as follows:

- **XML-based Submission Packages:** Submission materials such as typical Version 3-style submission - the Publishing database, Visio-based models and related files - as well as XML-based documents that require conversion to HTML.
- **Word-based Submissions:** Submission materials such as MS Word, PDF or other stand-alone documents that do not require processing. Please note that V2 Publishing has set separate submission deadlines not covered in this document. Other final content deadlines that do not follow this schedule should be confirmed directly with Don.

**Submissions:** Unless otherwise instructed (as for Notification of Intent to Ballot and reconciliation packages) all balloting submissions should be emailed to [ballotsubmissions@hl7.org](mailto:ballotsubmissions@hl7.org). If the size of a submission precludes emailing it, please contact Don to arrange an alternate method of submission such as FTP or through SVN.

**Schedule:** The countdown includes the following submission deadlines. Failure to meet these dates may be grounds for a ballot item(s) to be dropped from the ballot cycle:

#### **June 26 (Sunday) T minus 5**

**Notification of Intent to Ballot Deadline:** By this deadline, all **Notification of Intent to Ballot (NIB) forms** should be complete. Notifications received after this deadline will not be considered for the current ballot cycle. If you experience difficulties using the [online form](#), please contact Don Lloyd ([dlloyd@hl7.org](mailto:dlloyd@hl7.org)) **before** the deadline.

Work group co-chairs must use this form to convey the appropriate ballot information to HQ. Prior to this submission, co-chairs should have discussed the intent to submit the nominated document with the other members in their WG in the proper fashion.

The On-line NIB form is available to Co-chairs at: <http://www.hl7.org/special/committees/tsc/ballotmanagement/>. For those unable to use this form, a NIB form can still be faxed to HQ at (+1) 734-677-6622. Submissions should **NOT** be emailed directly to HL7 staff members. Note that a previous submission of the Current Ballot Cycle Information form indicating an interest in balloting **does not replace** the actual submission of your NIB form.

If you are submitting a NIB form for a newly submitted project and you do not see it listed on the list for your WG, please email Don and a correct NIB form will be set up for you. **Please do not** revise an existing form for a different ballot item. Note, in addition, that WGs are responsible for obtaining the necessary approvals for new projects from their Steering Division and the TSC **before** the ballot open date.

#### **July 3 (Sunday) T minus 4**

**Initial Content Due – XML-based Submissions:** Initial content is required from all work groups which have stated an intent to publish material in the ballot. Submissions should be as complete as possible, particularly for a first-time ballot. In all cases, the submission should indicate the topics and artifacts that will be included in the forthcoming ballot. This is necessary to allow the V3 technical publishers to determine the full extent of revisions and additions between balloted versions, and to allow definition of the ballot status and CMET info files necessary to publish coordinated documents. If possible, complete preview material should be submitted so that it can be made available on the V3 Ballot Preview site by the end of this week.

Work groups submitting V3 content should use the 'Source of Truth' files from the previous ballot cycle as their starting point for new edits and additions. These files can be downloaded from <http://www.hl7.org/v3ballot2011may/source/>.

#### **July 10 (Sunday) T minus 3**

**Preview and CMET Content Due – XML-based Submissions:** All content to be included in the preview site is due. In addition, some content (even draft or incomplete content) is required of each work group to allow generation and lay-out testing of the complete ballot site. In addition, **all CMET content changes are due** (including submission of new CMETs). The Ballot Preview site (based on the previous ballot) will go live.

**July 17 (Sunday) T minus 2**

**Reconciliation, Complete & Supporting Content Deadlines – All Submissions:** All previous ballot reconciliations for normative ballots must be completed and appropriately captured on the ballot website. (See policy note below.)

**XML-based Submissions:** All final, domain supporting content (specifically the Visio models and/or Design Repositories) must be available for use in generating graphics, Excel views, table views, schemas, etc. If HQ has issues generating your supporting content, you will be contacted asap following this date.

**July 24 (Sunday) T minus 1**

**Final Content Deadline – XML-based Submissions:** All **final** corrective changes to existing Version 3 content are required. Only changes expressly requested by the technical publishers will be made to content after this deadline.

**Word-based Submissions:** All **final** documents are required unless previous arrangements have been approved by Publishing and communicated to Don.

**August 1 (Monday) T minus 0**

**Provisional Ballot Opening** – This is the earliest date that the ballot site can open and be announced to the membership. In any event, the ballot must open before the end of this week.

## HL7 Policy on Ballot Reconciliation

Section 14.01.06 of the HL7 International Governance and Operations Manual details the need for Normative ballots to have completed reconciliation activities before continuing on to successive ballots of the same material. The required reconciliation documentation includes:

- Reconciliation packages – these should be uploaded to the ballot site.
- Evidence that all negative voters have been notified of the dispositions of their negative votes. These should be recorded on the Ballot Desktop.
- Evidence that negative voters in normative ballots whose negative was found not persuasive have been notified of their right to appeal. This should be recorded on the Ballot Desktop.
- Evidence that an email has been sent to negative voters who have agreed verbally to withdraw their negative votes. The email shall confirm the voter's decision and giving the voter 5 days in which to respond. During that 5 day period the negative voter may either confirm the withdrawal, or ask that the negative be carried forward. This should be recorded on the Ballot Desktop.
- Evidence that quorum was achieved and that affirmative votes were handled appropriately. This should be recorded on the Ballot Desktop.
- **NOTE:** If any of the required documentation is "outstanding" material for ballots that took place prior to the creation of the Ballot Desktop, please forward that material to Karen Van Hentenryck at [Karenvan@HL7.org](mailto:Karenvan@HL7.org).

The **deadline** for the required documentation is the **Supporting Content Deadline**, scheduled **two weeks** prior to ballot opening. For the September 2011 Ballot, this deadline is **Sunday, July 17<sup>th</sup>**. In the week leading up to this deadline, a document from HQ that lists the outstanding items by ballot cycle will be provided to the TSC list.

Please feel free to contact Don Lloyd ([dlloyd@hl7.org](mailto:dlloyd@hl7.org)), the HL7 Technical Publications Manager, should you have questions.

# September 2011 Ballot Countdown Schedule

June 2011							July 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	4	3	4	5	6	7	8
12	13	14	15	16	17	18	3	10	11	12	13	14	15
19	20	21	22	23	24	25	2	17	18	19	20	21	22
5	26	27	28	29	30		1	24	25	26	27	28	29
							0	31					
August 2011							September 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
0		1	2	3	4	5					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

New Project Scope Statements	Deadline for completion of new Project Scope Statements: <b>Sunday, May 29<sup>th</sup>. (Not shown on this calendar.)</b>
WGM	Defined by HL7. Used as key for all other dates on this schedule.
Harmonization/Interim Conference Calls	The V3 Interim Conference Call Meetings for Harmonization and other topics are scheduled by Methodology & Modeling.
Ballot Content Countdown	5 - <b>Notification of Intent to Ballot deadline.</b> Due via online form on website.
	4 - <b>Initial Content deadline</b> – First preview of artifacts and topics to be included in ballot.
Ballot Preview Period	3 - <b>Preview and CMET Content deadline</b> – All content for preview is due. All CMET content is due. <b>Preview site opens.</b>
	2 - <b>Supporting Content deadline</b> – Must complete ballot reconciliation and submit all graphics.
Final Content Review	1 - <b>Final Content deadline</b> – Any content to be balloted must be complete by this date.
Ballot Opens for Voting	0 – <b>September 2011 Ballot opens for voting this week.</b> Please note that Monday, August 1, 2011, is the earliest date on which voting will begin, although the actual start date may be delayed by up to 4 days as preparation of ballot materials dictate. Ballot pools must open 30 days before the scheduled ballot pool close of September 6th (delayed due to the September 5th Labor Day holiday).
Examples Deadline	Any examples to be included in the cycle must be submitted by this date. Examples will be added to the ballot after the ballot opens. This provides an opportunity for example creation using the current ballot infrastructure content (that is, schemas/wrappers, etc.).