

**Please complete the appropriate sections and return to Anne at anne@HL7.org for processing.**

**Use this form when:**

* Changing a Work Group **Name** or **Mission/Charter** (GOM §09.02.02)
* Changing a Work Group’s **Assigned Steering Division** (GOM §09.02.03)
* **Dissolution** of a Work Group (GOM §09.02.04)
* **Merger** of Two or More Work Groups (GOM §09.02.05)

# Changing a Work Group Name or Mission/Charter

Work Group Approval Date:

Steering Division Approval Date:

Date of Notification to Work Groups and the Affiliate chairs:

# Changing a Work Group’s Assigned Steering Division

Work Group Approval Date:

Current (Source) Steering Division Approval Date:

Target Steering Division Approval Date:

# Merger of Two or More Work Groups

* Surviving Work Group
  + Work Group Approval Date:
* Dissolving Work Group
  + Work Group Approval Date:
  + Complete Work Group Dissolution Info below

# Work Group Dissolution Info

**Steward of proposal:** (person responsible for taking the proposal through the dissolution process)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name) (email address) (phone)

**Have you discussed with CTO/TSC Chair ?** No Yes \_\_\_/\_\_\_/20\_\_\_\_\_\_\_\_\_\_\_

**If yes, please summarize the outcome of that discussion**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Date on which template submitted to parent steering division**: \_\_\_/\_\_\_\_/20\_\_\_\_\_\_

**Name of dissolving work group**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent steering division**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Explanation for dissolution**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Steering Division Decision**:

Approved Date: \_\_\_/\_\_\_/\_\_\_\_ Vote: \_\_\_\_\_affirmative \_\_\_\_\_\_negatives \_\_\_\_abst.

Rejected Date: \_\_\_/\_\_\_/\_\_\_\_ Vote: \_\_\_\_\_affirmative \_\_\_\_\_\_negatives \_\_\_\_abst.  
  
Rejected because the following HL7 member have agreed to join the Work Group and carry its work forward:

**HL7 Members who have agreed to join the work group and keep it solvent:**(5 required):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name) (email address) (phone)

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(name) (email address) (phone)

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(name) (email address) (phone)

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(name) (email address) (phone)

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(name) (email address) (phone)

**TSC Decision**:

Approved Date: \_\_\_/\_\_\_/\_\_\_\_ Vote: \_\_\_\_\_affirmative \_\_\_\_\_\_negatives \_\_\_\_abst.

Rejected Date: \_\_\_/\_\_\_/\_\_\_\_ Vote: \_\_\_\_\_affirmative \_\_\_\_\_\_negatives \_\_\_\_abst.  
  
Rejected, because the following HL7 member have agreed to join the Work Group and carry its work forward:

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(name) (email address) (phone)

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(name) (email address) (phone)

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(name) (email address) (phone)

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(name) (email address) (phone)

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(name) (email address) (phone)

**These actions to be completed by HQ Staff:**

**Administrative Clean-up for WG changes (other than WG Dissolution)**

Update web page Update listserv signup page(if applicable)

Update profiles for chairs (if applicable) Update steering division roster

Update co-chair listserv (if applicable) Update profiles for chairs

Update Gforge list of WGs

**Administrative Clean-up for WG Dissolution:**

Remove web page Disable listserv

Move or archive page content Update steering division roster

Update co-chair listserv Update profiles for chairs

Delete entry in con call system Update Gforge list of WGs