



# International Affiliates Committee

## *Affiliates Status Summary*

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### History of this document

- First version published on the committee's List Server 20-09-2004
- discussed at the International Affiliates Committee Meeting during the WGM in Atlanta, 26-09-2004
- discussed and revised at the International Affiliates Committee Meeting during the WGM in Orlando, 23-01-2005
- Approved by HL7, Inc. Board of Directors February 7, 2005
- Discussed and revised at the Executive Committee meeting October 31, 2005
- Approved by HL7, Inc. Board of Directors Committee meeting November 7, 2005

### Background

During the last years HL7 Headquarter was faced with problems of International Affiliates to meet clauses 3.2 (affiliate fees), 3.3 (payment in time, affiliate's financial report) and 4.1 (report on membership status) of the Affiliate Agreement.

At the Plenary and Working Group Meeting in Atlanta in September 2004 a concept of "States" for Affiliates was presented and discussed first. The proposal of the Affiliate's "State Machine" was product of discussions between Kai Heitmann, Klaus Veil and Mark Shafarman as well as with HQ representatives.

There were stated several reasons for having this procedure in place in addition to the Affiliates Agreement:

- It allows countries to indicate that they are willing to form a new affiliate, and, while in "associate" state, this should ensure that these countries get appropriate support, for example for educational/promotional purposes
- it gives affiliates certain entitlements and ensures that reports and payments are submitted on time to HQ
- it reflects that if an Affiliate cannot meet the obligations in the Affiliate Agreement, there is a procedure to set that "waiting state" and to differentiate that from a Full Affiliate status
- it allows to have an indicator in case affiliates need additional support (by other affiliates, HQ, the Board etc.) in order to re-establish to meet their obligations stated in the Affiliate Agreement

If an Affiliate has failed to meet the obligations of the Affiliate Agreement 90 days following the end of the Affiliate's fiscal year, the Affiliate will be automatically placed in the Lapsed State until such time as the obligations have been met. The Executive Committee will be notified of this change in status at their next meeting. Affiliates may appeal to the Executive Committee, however,

they will remain in a Lapsed state until their obligations have been met or the Executive Committee has accepted the appeal.

Any other changes are subject to Executive Committee approval.

## State Definitions

The definitions of the four states are defined as follows.

### *Status ASSOCIATE*

An Affiliate in formation, in preparation

Privileges:

- no voting
- no complimentary registration to Working Group Meetings
- access to education materials
- standards at US member prices
- membership of International Admin e-mail list
- ability to submit comment on International Committee issues.

Time constraint: 1 year maximum in this state, subject to Executive Committee waiver

### *Status FULL AFFILIATE*

Normal status of an Affiliate, affiliate in full operation

Privileges, as stated in the Affiliates Agreement

- Full voting (1-8 votes) for ballots
- One vote for International Affiliates Committee
- One (1) complimentary registration to Working Group Meetings
- access to education materials
- access to standards
- membership of International Admin e-mail list
- ability to submit comment on International Committee issues.

### *Status LAPSED*

Affiliate has signed Affiliate Agreement, but cannot meet clauses 3.2, 3.3 and 4.1 of the Affiliate Agreement, and is trying to re-establish the ability to meet the obligations

Privileges:

- no voting
- One (1) complimentary registration to Working Group Meetings
- access to education materials
- standards at US member prices
- membership of International Admin e-mail list
- ability to submit comment on International Committee issues.

Other Affiliates may wish to sponsor an Affiliate in this status, cost of complimentary registry can be taken out of International Affiliate budget.

Time constraint: 1 year maximum in this state, subject to Executive Committee waiver

## *Status TERMINATED*

Affiliate Agreement has been terminated

Privileges:

- no voting
- no complimentary registration to Working Group Meetings
- no access to education materials
- no membership of International Admin e-mail list

## *Affiliate Status "State Machine"*

