



## HL7 Ballot Schedule for September 2008 Countdown to Voting

For the September 2008 Ballot Cycle, there are five content deadlines on the Sunday beginning each week leading up to the Monday 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 committee 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. One important change is that the deadline for submission of CMET materials has been moved up by a week to July 13; this is to provide additional time to construct the CMET domain and run QA on the CMET references. The full schedule is summarized graphically in the figure at the end of this document.

In addition to the ballot countdown deadlines, committees should be aware of the Project Scope and Committee Ballot Information deadline on Sunday, May 25<sup>th</sup>. Project Scope Statements for **new** (previously unballoted) projects and Committee Current Ballot Information forms are both due by this deadline. 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 Committee Responsibilities

It is each committee's responsibility to have a representative (preferably that committee's publishing facilitator) attend the weekly V3 Publishing calls during the Countdown period. In addition, each committee 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 Committee 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 web site; and,
- The content presented in the Preview site correctly represents the balloting committee's intent for its ballot material for the upcoming cycle.

Committees 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 2008 Ballot Countdown Schedule

Note that because of different processing requirements, selected deadlines may differ for Word-based as opposed to XML-based submissions. The distinction between these is:

- **Word-based Submissions:** Submission materials that are MS Word, PDF or other stand-alone documents, typically Version 2.x-style submissions.
- **XML-based Submission Packages:** Submission materials such as the Publishing and Design Repository databases and related files, typically Version 3-style submissions, as well as XML-based documents that require conversion to HTML.

**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.

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

### June 29 (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.

Technical Committee co-chairs must use this form to convey the appropriate ballot information to HQ. Prior to this submission, the co-chairs should have discussed the intent to submit the nominated document with the other members in their TC 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 uploaded to the central upload site at <http://www.hl7.org/special/committees/tsc/specialuploads> or 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.

### July 6 (Sunday) T minus 4

**Initial Content Due – For All Submissions:** Initial content is required from all committees 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 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-line by the end of this week.

Committees 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/v3ballot2008jan/source/>.

### July 13 (Sunday) T minus 3

**Preview 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 committee 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 20 9 (Sunday) T minus 2**

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

**Word-based Submissions:** Complete content is required from each participating committee. Only minor corrections to content will be considered after this deadline.

**XML-based Submissions:** All final, domain supporting content (specifically the Visio 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 before this date.

**July 27 (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.

**August 4 (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 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 membership 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 reflected in 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 2008 Ballot, this deadline is **July 20**. 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 2008 Ballot Countdown Schedule

June 2008							July 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	4	6	7	8	9	10	11
15	16	17	18	19	20	21	3	13	14	15	16	17	18
22	23	24	25	26	27	28	2	20	21	22	23	24	25
5	29	30					1	27	28	29	30	31	
August 2008							September 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	0	4	5	6	7	8	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

New Project Scope Statements	Deadline for submission of new Project Scope Statements: Sunday, May 18 <sup>th</sup> .
WGM	Defined by HL7. Used as key for all other dates on this schedule.
Harmonization/Interim Meeting	The V3 Interim Meetings for Harmonization and other topics are scheduled by Methodology & Modeling. For this cycle, the venue is Salt Lake City, Utah.
Ballot Content Countdown	5 - <b>Notification of Intent to Ballot deadline.</b> Due via upload on website.
Ballot Preview Period	4 - <b>Initial Content deadline</b> – First preview of artifacts and topics to be included in ballot.
	3 - <b>Preview Content deadline</b> – All content for preview is due. All CMET content is due. <b>Preview site opens.</b>
Final Content Review	2 - <b>Supporting Content deadline</b> – Must complete ballot reconciliation and submit all graphics.
	1 - <b>Final Content deadline</b> – Any content to be balloted must be complete by this date.
Ballot Opens for Voting	0 – <b>September Ballot 2008 opens for voting this week.</b> Please note that Monday, 4 August 2008 is the earliest date on which voting will begin, although the actual start date may be delayed by up to 4 days.
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.).