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| HL7 Standards Governance Board  Mission & Charter  Version 1.0 |
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| Technical Steering Committee |
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| **2015-05-15** |
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| Describes the objectives, scope and relationships of the HL7 Standards Governance Board (SGB). |

Contents

[Mission 1](#_Toc414830645)

[Charter 1](#_Toc414830646)

[Objectives 1](#_Toc414830647)

[Work Products and Contributions 1](#_Toc414830648)

[Structure 2](#_Toc414830649)

[Inter-HL7 Relationships 4](#_Toc414830650)

[Relationships with External Groups 4](#_Toc414830651)

# Mission

The HL7 Standards Governance Board (SGB), establishes the precepts (rules) that management and methodology groups apply as operational instructions across domains within the scope of the Technical Steering Committee (TSC). These precepts provide the basis for consistency across product families and product lines when used to define the creation, maintenance and balloting of standards products, while supporting organizational strategic goals and vision.

* *"Governance establishes rules that control decision-making*." [[3]](file:///C:\Users\awizauer\AppData\Local\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\BAM\BAM_Section_3_vision%20-%20MK%20NOTES.docx)
* *“Precepts are authoritative rules of action*." [[3]](file:///C:\Users\awizauer\AppData\Local\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\BAM\BAM_Section_3_vision%20-%20MK%20NOTES.docx)
* [[3]](file:///C:\Users\awizauer\AppData\Local\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\BAM\BAM_Section_3_vision%20-%20MK%20NOTES.docx) Health Level Seven International. Service-Aware Interoperability Framework - Canonical Definition Section 2.1.1. Retrieved from [http://www.hl7.org//documentcenter/public/standards/dstu/SAIF\_CANON\_DSTU\_R2\_2012MAY.pdf](http://www.hl7.org/documentcenter/public/standards/dstu/SAIF_CANON_DSTU_R2_2012MAY.pdf)

# Charter

## Objectives

The SGB will focus its on enabling the following:

* Precepts that require consistency across all product families and product lines
* Specifications that are and remain coherent and meet organizational objectives
* Stakeholders feel that the specifications are meeting their needs
* Specifications are developed and evolve in a transparent process

## Work Products and Contributions

Primary activities of the SGB include:

* Identifying and managing risk, those things with the highest risk and greatest consequence are the items that shall have precepts clearly defined
* Defining and maintaining the “principles” on which product families are based
* Enforcing alignment of methodology, guidelines and Quality Assurance (QA) practices with those principles
* Defining governance precepts necessary to support the "principles" above
* Define metrics by which progress towards the objectives of the management and methodology groups can be measured and evaluated
* Make recommendations to the TSC regarding the appointment of members to management and methodology groups and overseeing those group’s effectiveness
* Provide guidance on issues escalated by management groups that will enable them to resolve those issues
* Approve the assignment of products to product families, work groups bring their suggested assignment to the SGB for approval
* Approve the establishment of product lines, work groups bring their suggested assignment to the SGB for approval
* Recommendations for the establishment of new management and/or methodology groups will be sent to the TSC from the SGB for approval
* Recommendations for product line and product family roles, management or methodology, responsibilities will be sent to the TSC from the SGB for approval
* Maintain a complete listing of products to product families and products to product lines (Phase II of the BAM, not yet complete. Once Phase II BAM is completed, harmonize the process.)
* Review and approve goals for product lines/families established by either the management or methodology group

## Structure

The HL7 Standards Governance Board (SGB) is composed of members whose composition shall meet the following criteria:

1. The HL7 Chief Technical Officer (CTO) ex officio with vote.
   * In lieu of the CTO, a Product Director would be a member to facilitate participation in the enterprise-wide product strategy.
2. Co-Chairs
   * TSC Appointed Co-Chair:
     + The TSC will appoint 1 member to act as Co-Chair. This position will be responsible for the management of the governance group and have no interest in the outcome of decisions made, other than to ensure due process is maintained.
     + This Co-Chair will act as TSC liaison and attend the TSC meetings to escalate product issues and bring recommendations back to the SGB.
   * SGB Elected Co-Chair:
     + The SGB will appoint 1 or more of its members to be Co-Chair.
   * Co-Chair positions will be for a 2 year staggered term.
   * The presiding Co-Chair will not be allowed a vote, except in case of tie.
3. TSC Chair
4. Architectural Review Board Chair (or representative as delegated by the chair)
5. Five appointed ‘At Large’ HL7 members in good standing from each of the Product Families. All appointed members are selected by the TSC based on the recommendations of the CTO. The goal is to effect a balanced understanding of the product families.
   * Product families are:
     + V2
     + V3 Messaging
     + V3 CDA
     + FHIR
     + TBD (other product families as they are identified and formally recognized)
   * Selection criteria should consider the following criteria to balance and ensure breadth of experience of the board:
     + Expertise in methodology, typically membership in a work group in the foundation and technologies steering division.
     + Expertise in interoperability architecture, typically a past or current serving member of the Architecture Review Board (ARB).
     + Expertise in standards implementation.
     + Expertise in standards specification development.
     + Expertise in the developers’ perspective, which is focused on ease of ease of use, implementability, and usability.
     + Experience in a Vendor organization; this representation is the perspective of organizations that are prepared to commit to the use of standards as part of the product and marketing strategies.
     + Experience in a Health provider organization; this is the perspective of health services providers' needs for interoperability between systems (internal and external) to support operational processes and practices, including both administratively and clinically.
     + At least one member shall be an Affiliate member
     + Representative those artifacts with no formal designation e.g., Domain Analysis Models (DAMs), logical models, Arden Syntax, etc.
     + HL7 member in good standing with preference of 3 years of active participation.
6. TSC will assign members as needed to provide representation or to bring specific expertise to the panel (e.g., product family in the formal recognition or formation process).
7. Additional considerations on membership include:

* Members of the SGB shall not share a common employer or other significant financial relationship (> 10% annual revenue) with any common organization
* Each member should be knowledgeable of HL7 governance processes

Terms will be 2 years. If a member is unable to complete their term, the TSC will, in consultation with the CTO, appoint a replacement member to serve the remainder of the prior occupant’s term. CTO and TSC shall consider staggering appointments to the SGB to ensure continuity of knowledge of recent history and ongoing goals and objectives of the SGB.

## Inter-HL7 Relationships

* The SGB is appointed by and reports to the HL7 Technical Steering Committee (TSC). Appeal of SGB decisions may be submitted to the TSC.
* The SGB recommends the appointment of management group members, monitors the activities of the management groups (review and approve [adjudicating] plans from the Management Groups).
* The SGB reviews and approves methodology, guidelines and rules proposed by the Methodology Group.
* The SGB adjudicates issues between the management group and the methodology group.
* The SGB coordinates with the Management Groups through liaisons identified by the Management Groups

## Relationships with External Groups

The SGB has no formal relationships with groups outside HL7.

**Note:**

This Mission and Charter document should be reviewed annually for at least the first 3 years of the SBG existence.