

AGENDA for JIC Executive Meeting**Wednesday 9th September 2015****20:00-21:00 UTC***(Please click line above to check UTC against your local time)***Teleconference**

Don Sweete, Chair | Fleur McBriar, Secretary**1. Welcome, roll call, apologies..... DSW****2. Minutes from previous meetings DSW**Minutes: <https://csfe.aceworkspace.net/sf/go/doc12788>**3. Agenda approval, requests for other/new business DSW****4. Review of action items from previous meetings DSW**Action list: <https://csfe.aceworkspace.net/sf/go/doc12556>Outstanding Actions:

- 20150624-01: Updating the Charter *[RDH to complete the final document and circulate for final approval. IHTSDO will work to coordinate getting everyone's signatures].*
Update on 20150722: DSW stated that the Charter had been circulated electronically and no change requests were received so he had therefore signed two hard copies for each SDO via courier by IHTSDO's head office. Now waiting for appropriate signatures from all SDOs - DSW asked everyone to email him to confirm receipt and check progress on signing. The group agreed. **NOTE: On 20150826 IHTSDO's head office staff confirmed that so far only one counter-signed document (from GS1) has been received.**
- 20150722-02: Unique Device Identifier *[CHA to share UDI documentation with KOD from DICOM].*
- 20150722-03: Unique Device Identifier *[DSW to distribute a note to relevant SDOs asking them to nominate an appropriate contact for developing the guidance document].* Update: On behalf of DSW, FMC sent a note to the JIC on 29th July, asking for responses to be sent directly to CHA by August 7th so he could take the work forward and update on progress at the next meeting. **(See agenda item 6 below)**

Other outstanding actions listed as agenda items below...

5. JIC Standards Set Work – Patient SummaryJIC Sub-group

1. **Update on progress Outline document – for review pending publication on website**
2. **Timelines for the work – for discussion and agreement**
3. **Development of a JIC vendor user group**

6. Unique Device Identifier (UDI) Update DSW

Documentation: **Written update to be provided by CHA and presented by DSW.*

7. New business DSW

8. Next meeting and wrap

Next meeting: Face-to-face on Thursday 5th November 2015 at 18:00-21:00 local time, during the ISO meeting in Berne, Switzerland). *(Note: There is no call in October as the meeting was moved to November to align with ISO)*

Adjournment