

**AGENDA for JIC Executive Meeting**  
**Face-to-Face**  
**Thursday 5<sup>th</sup> November 2015**  
**18:00-21:00 local time**  
**Location: Hotel Novotel Bern Expo**  
**(at ISO/TC215 & CEN/TC251 in Bern, Switzerland)**

Remote dial-in details: *Not available*

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1. **Welcome, roll call, apologies** ..... DSW
2. **Minutes from previous meetings** ..... DSW  
Minutes: <https://csfe.aceworkspace.net/sf/go/doc13147>
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].  
**NOTE: So far IHTSDO's head office staff has only received two counter-signed document (from GS1 & CEN251). All others are still outstanding – please attend to this as soon as possible.**

*Other outstanding actions listed as agenda items below...*
5. **JIC Standards Set Work – Patient Summary** .....JIC Sub-group
  - (i) Feedback on published foundation/scoping document - <http://www.jointinitiativecouncil.org/index.asp>
  - (ii) Membership and focus of working groups – Use Case and Standards identification
  - (iii) Implementation guidance working group – scope and leadership
  - (iv) Discussion on next steps, detailed plan and resourcing
6. **Unique Device Identifier (UDI) Update** ..... CHA
7. **Development of a JIC vendor user group**..... DSW
  - (i) Discussion on SDO mechanisms for vendor engagement
8. **Draft Case for Formal Standardization in Large-Scale e-Health Deployment**.....RST
  - (i) Roadmap discussion

9. E Standards in the EU..... DSW

10. Key messages for ISO TC 215 plenary, Friday ..... DSW

11. Proposed meeting schedule for 2016.....DSW

DATES	TIME	COMMENTS / NOTES
13 Jan 2016	21:00-22:00 UTC	Teleconference
10 Feb 2016	21:00-22:00 UTC	Teleconference
02-06 March 2016	TBC	Face to face during ISO meeting in Amsterdam, Netherlands
06 April 2016	20:00-21:00 UTC	Teleconference
04 May 2016	20:00-21:00 UTC	Teleconference
01 June 2016	20:00-21:00 UTC	Teleconference
29 June 2016	20:00-21:00 UTC	Teleconference
27 July 2016	20:00-21:00 UTC	Teleconference
August 2016	No meeting	
21 September 2016	20:00-21:00 UTC	Teleconference
19 October 2016	20:00-21:00 UTC	Teleconference
November 2016	TBC	Face to face during ISO meeting – location to be confirmed.
14 December 2016	21:00-22:00 UTC	Teleconference

12. New business ..... DSW

**13. Next meeting and wrap**

Next meeting: Wednesday 25<sup>th</sup> November 2015 (21:00-22:00 UTC) *(please note time change due to the end of Summer Time/Daylight Saving)*

**Adjournment**