

**AGENDA for JIC Executive Meeting****Wednesday 13<sup>th</sup> January 2016****21:00-22:00 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://confluence.ihtsdotools.org/download/attachments/21366833/MINUTES\\_JIC\\_Exec\\_2015-11-05\\_v.0.02.docx?api=v2](https://confluence.ihtsdotools.org/download/attachments/21366833/MINUTES_JIC_Exec_2015-11-05_v.0.02.docx?api=v2)
3. **Agenda approval, requests for other/new business** ..... DSW
4. **Review of action items from previous meetings** ..... DSW  
Action list: <https://confluence.ihtsdotools.org/display/JIC/JIC+Action++List>  
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 20151116: Signed documents received from CDISC, CEN251, IHE & GS1. HL7, ISO/TC215 and DICOM have been given the option to complete their signatures digitally by email.  
Update on 20151207: Signatures from HL7, ISO/TC2015 and DICOM are still to be received.  
***Other outstanding actions listed as agenda items below...***
5. **JIC Standards Set Work – Patient Summary** ..... JIC Sub-group
  1. Overview of progress – briefing note for discussion and feedback ..... JMI
    - (i) Workplan
  2. Options for identifying and analysing standards in a standards set – draft for discussion/feedback ..... DNE
6. **Unique Device Identifier (UDI) Update** ..... CHA  
*Item deferred until the February meeting in order to include feedback from HL7.*
7. **ISO TC 215 update on 80003 series** ..... LSP/MGL
8. **New business** ..... DSW

## **9. Next meeting and wrap**

Next meeting: Teleconference on Wednesday 10<sup>th</sup> February 2016 at 21:00-22:00 UTC

## **Adjournment**