



## AGENDA - Ad-hoc Face-to-face Meeting of Available JIC Executive Members

**Saturday, 20 April, 2013 at 10:00-18:00**

**Melia room, Meliá Mexico Reforma Convention Center, Paseo de la Reforma 1,  
Tabacalera District 06030, Mexico City, Mexico**

**Note: There will be no dial-in teleconferencing or webex for this meeting**

**Invitees:** All members of the JIC Executive and anybody accredited to contribute on behalf of an absent member of the JIC Executive. Although the meeting has not been widely publicized as open and no specific arrangements have been made for others, it is not proposed to close the meeting to anyone who is associated with a JIC member and wishes to attend and observe (subject to space and logistical limitations).

**Richard Dixon Hughes, Chair | Lisa Spellman, Secretary**

### Participants:

**Confirmed:** Christian Hay, Jane Millar, Richard Dixon Hughes, Stephen Kay, Shirin Golyardi

**From early pm:** Don Newsham, Elizabeth Keller

**Secretariat:** Lisa Spellman, Kim Osborne

**Possible:** John Quinn, Dr Vince McCauley, Catherine Chronaki

**Apologies:** Dr Becky Kush, Bron Kisler, Dr Chris Chute, Dr Chuck Jaffe, Henri Barthel, Jan-Eric Slot, Melvyn Reynolds, Dr Robert Stegwee, Ulrike Kreysa, Mike Nusbaum (to be represented by Dr Vince McCauley)

1. **Welcome, introductions and announcements [5 min]** Richard Dixon Hughes
2. **Purpose of meeting, confirmation of agenda, & separation of tasks [15 min]** Richard Dixon Hughes/ All
3. **Review and development of strategic actions** Richard Dixon Hughes/ All

At the October 2012 JIC strategic planning workshop in Vienna, 15 potential strategic actions were identified in the form of headline topics. Each JIC member undertook to take one or more of the headline topics and produce an outline on each, expanding on its goals and the activities required to achieve it. Some of the outlines have been completed but others remain to be done.

**a. Review of strategic action list [40 minutes]**

- i) Review status of each item – note comments and suggestions for elaboration from those present
- ii) Establish groups and agree topics to review in breakout sessions
- iii) Process – suggestions for reporting back and collation of outcomes

**b. Break-out session 1 [70 minutes]**

For each topic addressed in session 1:

- i) Review, develop or revise the outline to ensure that the topic is appropriately described and its goals, are clear
- ii) Consider and comment on potential implementation impacts and pathways
- iii) Identify point for discussion or clarification further work for break out discussion, all participants, JIC business meeting and/or JIC members
- iv) Prepare summary for reporting back

**c. Reporting back & discussion of issues arising – Session 1 [35 minutes]**

**Lunch [75 min]**

**d. Review of progress and revision of agenda [10 min] (when Don/Elizabeth arrive)**

**e. Progress review and reporting back by topic [30 minutes]**

**4. Revisit strategic action list and coverage of key priorities [80 minutes]**

Among the topics under consideration are several longer-standing topics that are key priorities which are already under way and may need review, further discussion and strategic development within this framework. They include:

- a. Principles and process for the formulation and agreement of a revised or updated charter and bylaws for the JIC;
- b. Confirmation of the joint work program and the processes and procedures for its ongoing management
- c. JIC communications, maintenance of the JIC website and publicly available documentation
- d. LMIC program
- e. Meeting schedule and potential major event focused on global stakeholder engagement

**5. Review of agenda for JIC and CAG 3 business meetings [15 min]**

Consider proposals for inclusions/exclusions/additional preparation required for Sunday JIC and CAG3 agenda.

**6. Closure/Adjournment of meeting [15 min]**

## Strategic actions from Vienna

Strategic Action	SDO(s) – who is responsible	Next steps / actions	By date
1. Managing status and addressing issues of current JIC work program	ISO CAG3 lead – Richard, Lisa, Don	Recommend processes for addressing issues & managing status of JIC XSDO work	12 April 2013
		Maintain/update ISO TC215 XSDO project spreadsheet & give to CAG3	12 April 2013
		Maintain/update other SDO XSDO project spreadsheet & give to CAG3	12 April 2013
		Agree processes for addressing issues & managing status of JIC XSDO work	30 Apr 2013
		Review & report on JIC XSDO projects and potential projects	Routinely
2. Communication; document lessons learned and criteria for success	CDISC, HL7 – Bron Kisler and John Quinn	Identify lead, outline scope & steps involved There are two types of items: - Success stories - Documenting lessons learned	12 April 2013
3. Bring a project through entire process from end-to-end documenting steps	CDISC – Bron Kisler	Identify lead, outline scope & steps involved	12 April 2013
4. Understand what our respective customers want and need; identify common ground between SDOs	HL7 – John Quinn	Identify lead, outline scope & steps involved - Status:	12 April 2013
5. Explore harmonizing value sets	IHTSDO – Jane Millar	Identify lead, outline scope & steps involved	12 April 2013
6. Use and implementation of SKMT	ISO, GS1 – Don Newsham will work with Christian Hay	Identify lead, outline scope & steps involved	Complete
7. Standards for Low and Middle Income Countries	All – Elizabeth Keller	Identify leads, outline scope & steps involved - See JIC Strategic Priorities 2013 - Consolidated Report.docx - Suggested that the PHTF could find a home in JIC and be prepared to discuss principles at this stage	Complete
8. Understand shared view of standards impacting Medical Devices	IHTSDO – Jane Millar	Identify lead, outline scope & steps involved	12 April 2013
9. Resolution of distribution, publication and dissemination of joint standards e.g. IP, formatting	All – Mike Glickman with John Quinn	Identify leads, outline scope & steps involved -	Complete
10. Affirm adapted charter and by-laws across member SDOs	All – Richard with input from Bron Kisler and Lisa Spellman	Initial draft – Bron Kisler. Identify steps involved. Review	12 April 2013

Strategic Action	SDO(s) – who is responsible	Next steps / actions	By date
11. Assessment and impact with other key HIT initiatives outside JIC e.g. CIMI	IHTSDO – Jane Millar	Identify lead, outline scope & steps involved	12 April 2013
12. Coordinate standards implementation and adoption across members SDOs to reduce variability	IHE – Mike Nusbaum	Identify lead, outline scope & steps involved	Complete
13. Collaborate to address quality criteria for testing and certification	IHE – Mike Nusbaum	Identify lead, outline scope & steps involved	Complete
14. Concurrent use of architectures and frameworks	CEN – Steve Kay and John Quinn	Identify leads, outline scope & steps involved	Complete
15. Proactive analysis of SDO members' standards to identify gaps (and synergies), overlaps and counterproductive, choosing top 5-6 potential JIC activities	All	Identify leads, outline scope & steps involved -	Don Newsham provided input

#### Meeting attendance:

Name	Sent Regrets	Attended	Company Name
Barthel, Henri			GS1
Chronaki, Catherine			FORTH-Institute of Computer Science
Chute, Christopher			Mayo Clinic College of Medicine
Dixon Hughes, Richard			DH4 Pty Ltd / Standards Australia
Glickman, Michael			Computer Network Architects
Golyardi, Shirin			NEN
Hay, Christian			GS1
Jaffe, Charles			Health Level Seven, Inc
Kay, Stephen			THISC Ltd
Keller, Elizabeth			Ontario MD
Kisler, Bron			CDISC
Kreysa, Ulrike			GS1
Kush, Rebecca			CDISC
Millar, Jane			IHTSDO
Newsham, Don			COACH: Canada's Health Informatics Association
Nusbaum, Michael			M.H. Nusbaum & Associates Ltd.
Osborne, Kim			AHIMA
Prager, Martin			ASI-eHealth - KommR. Ing
Quinn, John			Ernst & Young/HL7
Slot, Jan-Eric			IHTSDO
Spellman, Lisa			AHIMA
Stegwee, Robert			Capgemini Consulting