



Minutes
JIC Executive Session (Vancouver)
Saturday, 5 May 2012 | 9:00am – 3:00pm
Bron Kisler, Chair | Lisa Spellman, Secretary

In Attendance: Becky Kush (CDISC), Bron Kisler (Chair), Chris Chute (ISO), Christian Hay (GS-1), Don Newsham (xSDO), Elizabeth Keller (xSDO), Lisa Spellman (ISO), Richard Dixon-Hughes (HL7), Stephen Kay (CEN)

Regrets: Chuck Jaffe, John Quinn, Robert Stegwee, Jane Millar

1. Welcome, sign in and agenda approval
 - a. Reviewed and approved the agenda. Agreed to move LMIC discussions to the Open Forum
2. Schedule of Dates for remainder of 2012
 - a. Teleconferences – **Action completed:** schedule June and July meetings
 - b. Next face2face meeting – after weighing many options for a JIC meeting this summer and holding a JIC meeting in association with an alternate venue, the only viable option is meeting the weekend prior to the ISO TC215 meeting in Vienna, Austria
Decision: JIC meeting will be held all day Sept 22 and ½-day Sept 23 off site from the ISO meeting.
Action: identify off site meeting location; invite Mary Lou from ISO central
3. ISO TC/215 Reorganization Proposal and JIC – excellent presentation given by Jeremy Thorp.
Action: include language from Jeremy’s presentation directly into the JIC By-Laws, particularly related to respective roles of TC215, JIC, AG-3 (xSDO)
4. JIC Communications – we did not have time to circle back to this topic in detail although we did discuss communication of JIC projects through the Work Item Registry. Need to discuss the following on either the our June or July call
 - a. Team Members
 - b. Scheduling regular calls
 - c. Website maintenance
 - d. Key messages to convey
 - e. JIC projects and xSDO dashboard
5. JIC By-Laws (60 min)
 - a. Discussed initial JIC By-laws adapted from SCO By-laws provided by Chuck and John
 - **Membership Categories:** important to remain globally focused with primary focus on accredited SDOs as full members; possibly consider another category for associate members with different rights. “Official Observer” should be removed since JIC meetings are open
 - **Action:** add definition of SDO and SDO category to By-Laws; consider ISO definition.
 - Organizations such as IHE, which has historically focused on standards adoption and implementation, would bring value to JIC discussions as a key component of the “Standards Lifecycle”. In general JIC members feel it would be good to bring other organizations into the JIC discussion, but would be cleaner to remain with just the SDO membership category for now.

- **Action Bron / Lisa:** ask for formal letter from IHE Board clearly stating they are an SDO. The decision to include IHE as a member of JIC falls under the current JIC rules, which requires an organization be a global SDO
 - **Action Bron:** work with representatives from the Canada Standards Collaborative on the next version of the JIC By-Laws. Their structure is very similar to JIC with global SDOs as well as IHE.
- b. Discuss and agree on key components (e.g. new JIC members, membership categories, new JIC projects, Chair terms and succession plan, what else?)
- **Leadership and Management:** The primary leadership will consist of a Chair and Chair Elect as well as Past Chair term to ensure continuity of hand-off. To date the process has been more informal with Chairing Organization selected (on a rotating basis), and Chair Elect appointed by the Chairing Organization. ISO TC215 will be the next Chairing Organization beginning January 2013. At that time, Bron will assume Past Chair position for 12-months to ensure succession continuity. To date, the JIC Secretariat has been a representative of the hosting organization (i.e. ISO TC215). ISO will continue to designate JIC Secretariat with 1st right of refusal.
 - **Action:** in By-Laws clarify roles and responsibilities of Chair, Chair-Elect, Past Chair, Secretary; need to include xSDO Chair roles; need to define formal election process.
- c. Discuss in context of JIC Charter, Policy and Procedures – this information will be wrapped into the By-Laws.
- d. Handoff between JIC project decisions and xSDO work – see below
6. Current JIC Projects and Work Items (30 min prior to lunch / 30 min following lunch)
- a. Reviewed new Work Item Registry.
- **Action:** add column for lead SDO and work item lead from SDO; also consider adding milestones, deliverables, and milestone dates; important to keep “Completed” projects on the list.
 - Begin using “Preliminary Work Item” or PWI stage prior to NWIP
 - Need to formalize and define “JIC Facilitator” and “Project Lead” roles.
 - We need a forum to resolve problems and issues more effectively and track action items. “It’s easier to coordinate upfront than harmonize later. JIC is about coordination. Where do the details live? We probably need a Work Item Registry for public communication as well as something more detailed for project management. There was a recommendation to have a “Dashbaord” for the public connected to more project details underneath. Another recommendation was to set up wiki sites for each project
 - When JIC approves a project, it’s important for participating SDOs to understand and agree to objectives, timelines and deliverables.
 - The original intent of JIC was to manage a small number of projects, but yet we have approved every project proposal to date. There is a large volume of work that needs to be tracked.
 - There was a recommendation that xSDO work be specified in the project charter as opposed to the JIC Charter. There needs to be clarity between JIC roles and xSDO work. Need to nail down the process and hand off from JIC (strategic decisions) to xSDO (tactical) where the work is getting done. ISO Ops and Harmonization should help with this.
- b. Highlight specific issues and lessons learned (IDMP, EHR FM, BRIDG)
- We have experiences similar issues between BRIDG, IDMP, EHR FM, RIM etc.
 - Discussed BRIDG and the process / problems to date in detail as an example to highlight issues: (1) Balloting a dynamic UML model; many of the standards coming through ISO TC215 are dynamic and cannot be represented in a static document; (2) process to handle frequent updates / enhancements to the standards (2-3x per year); (3) IP ownership given standards are open and free through other SDOs such as CDISC; (4) document formatting; (5)
 - We discussed IEEE DICOM as an example of success.

- The timeframe of the ISO process is too lengthy, and we need a quicker mechanism for standards maintenance and updates. We need a way to effectively address maintenance. To date, we have not had clear direction and guidance from ISO Central.
- Ensuring Open and Free IP is important for standards adoption and use in LMIC countries; ISO central sees themselves as a publishing house, which is fundamental to their business / revenue model. This model needs to evolve to address ISO TC215 needs for emerging dynamic standards.
- **Action Completed:** draft 2 resolutions during the ISO TC215 – BRIDG (tactical) and a more general one for ISO TC215 (strategic) and bring before the National Member Bodies in the closing plenary.
- **Action:** communicate and coordinate with ISO Central asap following Vancouver.
- Working relationship between ISO TC215 Secretariat and ISO Central is important.
- **Action:** JIC needs to clearly document issues, problem, what has working in the past, lessons learned. Share this “Organizational Knowledge” and learning is important to share with those bringing in new JIC projects. Focus on IDMP, BRIDG, EHR FM

c. SKMT

- Presentation provided by Heather Graham; discussed SKMT tool document.
- **Action:** circulate SKMT document and hold JIC vote in June or July
- Need to determine how JIC operationalizes SKMT and how we get to actual term harmonization...a JIC process across 6 SDOs that gets reflected / implemented in SKMT.
- The connection between SKMT and ContSys project was discussed. It’s important to be sure these are going in the same direction. For example, Terms of Reference.

Lunch 12:15 – 1:00

7. JIC Projects and xSDO Coordination – see notes above

a. Criteria (and expectations) for becoming a JIC Project

- **Action (Don, Bron, Elizabeth):** develop specific criteria for JIC projects; what does it mean to be a JIC project? How do we prioritize projects? This is what it means to be a JIC project. This is important to clearly set expectations.
- We still have a lot of work to do to truly manage xSDO harmonization – status updates, address issues as they arise etc. Detailed discussions 2x per year at JIC and ISO f2f meetings is not sufficient.
- **Important:** it is very important to communicate the value of xSDO projects and successes. **Action:** take 2 JIC project examples and step through and document the process.

b. Approved JIC projects; discuss where xSDO work resides and is getting done (ISO Work Group, another standards community?) – see comments in item 6 above

c. Need clarification of roles and responsibilities; this will be addressed initially in the By-Laws

d. Open Question: since we have JIC approved xSDO projects as well as other xSDO projects (e.g. just CDISC and HL7), can JIC become a single source for xSDO information?

8. Standards for Low and Middle Income Countries – This was moved to the Open Forum

- a. JIC LMIC activities (HIMSS and Workshop in Africa)
- b. ISO Public Health TF
- c. HL7 initiative (African Healthcare IT Standards)
- d. Plan for moving forward together; Next Steps

9. Wrap Up