

JIC Executive Meeting

Wednesday 24th June 2015

20:00-21:00 UTC

Minutes of Meeting

Location: Teleconference via GoToMeeting

Meeting documentation: <https://csfe.aceworkspace.net/sf/go/docf4889>

1. Welcome, Apologies.

The Chair welcomed the Council members to the meeting.

2. Minutes of last meeting (20150603)

Approved.

3. Agenda approval, requests for AOB

Agenda approved. Item on Trillium Bridge Recommendations added for CCH under New Business.

CHA requested that an item on a Unique Device Identifier (UDI) be added, if CJA and JQU from HL7 joined the call. They did not attend so this item would be added to the agenda for the call on July 22nd 2015.

4. Review of actions from previous meeting

Action List: <https://csfe.aceworkspace.net/sf/go/doc12556>

Outstanding Actions:

2015-04-19: Update on International Patient Summary [Action: JQU to get an HL7 update on IPS following TSC tomorrow and to circulate]: Still outstanding.

Other pending actions listed as agenda items below...

5. Updating the Charter

New Charter documents had been circulated and had received two messages of feedback - one asking for more cross-referencing (and suggesting that a table of contents be added), and one stating that the Charter had been referred to GS1's legal department (pleasing as the new Charter needs to survive corporate legal scrutiny). On the proposed addition of a table of contents section, this is not a normal feature of a Charter document but it was agreed that one would be helpful. On including additional cross-references, it was noted that they must refer from the Rules back up to the Charter, rather than the other way around.

In terms of the consistency of membership of the JIC, not everyone is listed out because changes to the Charter would require a higher level of approval. Some individuals that absolutely must take part are listed, but as the JIC grows it may be decided that it cannot have as many people involved. Rules about lower level attendance (such as observers) have been included in the Charter for this reason.

The final, un-watermarked version would be circulated for approval, and it was asked if it could be coordinated so that all JIC Executives could officially sign the signatory page of the document?

Agreement 1 It was moved and seconded that the final document be circulated for final approval and signing by all SDOs. The Council agreed

Action 1 ISO/TC215 to complete the final document and circulate for final approval. IHTSDO will work to coordinate getting everyone's signatures. The final document will be posted on CollabNet as soon as it is ready. (Note on 29/06: This action is now in progress)

6. Development of Starter Set

6.1. Development of Use Cases Update on four use-cases and the EU/US work

Documentation:

Outline Process: <https://csfe.aceworkspace.net/sf/go/doc12578>)

Draft timelines:

	Activity	Timelines
1	Identify membership of JIC committee	June 2015
2	Presentation of draft use case for comment and updating	July 22 nd 2015
	Finalise use case and circulate	End July
3	Stakeholder identification and circulate	August
4/5	Resource work and gap analysis and circulate	August
6	Develop plan and share with JIC	September 9th

It was suggested that having committed contributions from each JIC member might be quite a challenge as there may not be a single person from each SDO that is 'best fit' to cover everything required. It was agreed that this was a very good point, so ideally there would be a small, agreed group that is the core team, but as there are amazing resources available across the group (and beyond), others could therefore be involved on key items.

It was agreed that those on the call should put forward an initial “coordinating committee” who would confirm the skill-sets required and then identify others who would be part of the larger working group.

It was noted that the wording of the SF Declaration was different to that which was in the outline document.

Action 2	IHTSDO to amend the Starter Standard Set outline document with the correct wording of the San Francisco Declaration. <i>(Note on 26/06: this has now been done)</i>
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Those on the call suggested individuals from their organizations that could contribute.

Action 3	IHTSDO to begin working to establish the new Starter Set Coordinating Committee.
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7. Date discussion for the next face-to-face meeting in November

The next face-to-face meeting was provisionally penciled for 1st Nov 2015 (at the ISO meeting in Bern, Switzerland) but unfortunately this date was problematic as the Chair would be on route from the IHTSDO conference in Uruguay. It was suggested that the meeting could be moved to later in the week, perhaps as an evening session.

Action 4	IHTSDO to liaise with ISO/TC215 and present options to the group <i>(Note on 26/06: An email was sent to the Council suggesting a working dinner session from 18:00-21:00 local time on Thursday 5th November 2015).</i>
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8. New Business

8.1. Trillium Bridge - planning for the advancement of the International Patient Summary

Documentation:

Recommendations for Policy Convergence: <https://csfe.aceworkspace.net/sf/go/doc12596>

Recommendations (Draft Operational Plan): <https://csfe.aceworkspace.net/sf/go/doc12597>

Presentation by CCH: <https://csfe.aceworkspace.net/sf/go/doc12608>

The slide set linked above was shared, stating that the work was placing interoperability at the core of social responsibility.

An executive said that this proposal was discussed in the CEN TC251 meeting last week, where there were some comments and reservations about the recommendations but mainly overall support.

It was asked if the JIC should craft a statement of support that could be circulated for approval? And if so, what the timeline would be? It was noted that the project officially closed on 30th June, so it was the sooner the better. A firm commitment from the JIC would have specific implications, not so much in this project but more in the actions of the other projects that would follow. An executive agreed that the JIC endorsement was valuable, but though it meant that each of the Executives would be giving their endorsement only by implication. They asked if

official individual endorsement was being sought from the SDOs? It was stated that this would be very valuable, as a JIC endorsement means that the SDOs will champion this idea and collaborate to implement it, but if individuals also endorse it would mean that they are committed to building a standard that is truly international in nature. It was agreed that there should be a two-step process, and in getting JIC endorsement each SDO should also provide its own separate statement.

Agreement 2 Those on the call agreed with the two-step process of both a JIC - and also individual SDO endorsements - being drafted.

There was a suggestion to take things to a vote there and then, but those on the call agreed that organizations need time to review (rather than voting it in with a majority), especially as with the process outlined in the new Charter the JIC would be under increased scrutiny.

It was stated that the actual statement endorsed by the JIC could be different to that which is in her listed key recommendations.

Action 5 The Chair was to circulate a statement of endorsement by the JIC for electronic approval by the Executives, with 5 working days to review. (*Note on 26/06: This is now in progress*). Council members should also seek to obtain endorsements from their own organizations and send them on directly.

9. Adjournment

The meeting was adjourned after the Chair thanked the attendees for their time.

10. Next meeting

22nd July 2015 (20:00-21:00 UTC)