

# JIC Executive Meeting

Wednesday 12<sup>th</sup> July 2017

20:00-21:00 UTC

Minutes from Meeting

Location: Teleconference

## 1. Welcome, Apologies.

The Chair welcomed attendees to the meeting. Apologies are noted above.

## 2. Minutes of last meeting (20170607)

The minutes were approved.

## 3. Agenda approval, requests for AOB

Agenda approved. New business items of the JIC Secretariat, and pending membership application from PCHA were requested to be added to the agenda.

## 4. Review of actions from previous meeting

*Outstanding actions were updated or listed as agenda items below.*

## 5. SKMT Glossary

### **PREVIOUS ACTIONS FROM 20170607:**

- HGR to send the original Terms of Reference for the SKMT Governance Committee to FMC so it can be shared prior to the next call.
- The JIC's SDOs to confirm who their representatives will be on the SKMT Governance Committee (please advise Heather Grain: [heather@lginformatics.com](mailto:heather@lginformatics.com))
- HGR to reconvene the SKMT Governance Committee to meet so they can review the Terms of Reference and make some recommendations on a future JIC call.

HGR stated that the Terms of Reference had now been shared. She said that GS1 and SNOMED International had both given contacts but she was waiting on the others. MNU said Mary Yungers would be the contact at IHE. MGL said he would contact CDISC to get a representative appointed. HGR thanked them and said that she would aim for a meeting of the SMT Governance Committee within 3-4 weeks, with an update provided at the September meeting of the JIC. In the meantime those on the call were asked to please send comments on the ToR to Heather.

RDH said he had concerns that a lot of potential terminology comes from other sources particularly in the 11073 series at IEEE (which has a large lexicon of electrical terms), and similarly IEC has a global lexicon of electrical terms. He wondered if there should be a liaison or observer status for these people who maintain large vocabularies? Therefore ISO standards would meet ISO directives. HGR agreed with this and said there had already been discussions with IEEE, as comments had been submitted on one of their documents. At that point they were supporting the direction, so some sort of liaison with them would be appropriate.

<b>Action 1</b>	HGR to follow up with IEEE, and then ask The Chair to send a letter of support.
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## 6. JIC Standards Set Work – Patient Summary: Progress update & Review Plan

JMI reported that a lot of editing had recently been happening on the PSSS document, as each of the Task Groups had completed their work. She is now in the process of formatting the document as a live Google Doc, but there are still some outstanding questions to be answered. She said she would continue work on it during July and August with Task Group leads, but aimed to send the working document to JIC members for review by Friday 14th July (*Update: Document was shared with JIC Executives on 20170714*). She said she would welcome feedback and aimed to have the document ready to be sent to external reviewers in September. She said she knew that SNOMED International would have some suggestions for who it should go to, but asked those on the call to also provide suggestions from their contacts.

<b>Action 2</b>	JMI to contact the JIC to request contacts to share the document with for external review.
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JMI said that she would also be pulling in communications help internally at SNOMED International, including updating the website. A first draft to sign-off by the JIC SDOs should be ready in November (although it would be a live document that is maintained and updated so it is not static, as the standards that are references in the document will also be evolving).

MNU thanked JMI and Kelly Kuru (SNOMED International’s Communications Executive Lead) for their extensive work on the document. DNE seconded this thanks. He asked how the JIC’s review would work – would it be via the Google doc? JMI replied that a version would be formatted and then distributed as a PDF for comment in a standard comment form similar to what ISO uses. SKA thanked JMI and her team as well as his co-chairs, and he apologized for being so busy that he had not been able to contribute as much as he would have liked.

The Chair said that the JIC should be very proud of the work and he thanked the team involved. On the communications side he asked if when the draft is finalized, does the JIC want to put out an appropriate press release and release it globally as a JIC ‘product’? MNU replied that he thought that the JIC should definitely be publicized as a provider of this product, however as this will be the first item of this kind the Council will need to be prepared. The Chair agreed, and said that it should be on the agenda for the November meeting, with input from MGL’s JIC Communications task group. JMI said she strongly supported this approach.

## 7. Drafting of FHIR message on behalf of the JIC? (Continued discussion)

*[20170607: The Chair asked for comments and feedback to be submitted directly to EHA and FMC so that it can be coordinated. MGL said the document was a great start, particularly as a time line.]*

EHA and WKU were not present on call, having sent their apologies. The Chair asked FMC if any comments or feedback had been received at her end? She replied that so far only GDI had sent comments to her, but she wasn’t sure if some may have gone to EHA directly.

<b>Action 3</b>	The Chair to speak to EHA to check who has yet to respond, and to follow up with those who still pending.
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## 8. New business

8.1. JIC Secretariat?

MNU thanked FMC for her work as the JIC's secretary (pending her forthcoming maternity leave) and asked if there was a plan for this cover moving forward once he takes over as Chair? The Chair introduced Penny Stewart (SNOMED International's new Senior Executive Assistant) to those on the call and said as far as he was concerned his organization would be happy to continue on providing the secretariat services in 2018, although he would review this later this year to make sure that SNOMED International's Corporate Services Team had the necessary resources to provide this service.

**8.2. *Membership Application from PCH Alliance?***

RDH asked if there had been any further action with regards to the potential JIC membership application of PCH Alliance? MNU replied that he had a call scheduled the following day with Michael Kirwan to assist PCHA with their official application. MNU said he would make sure the check-list is covered, so PCHA can apply knowing that their organization is compliant.

No further new business was raised.

**9. Next meeting**

Next teleconference on Wednesday 6<sup>th</sup> September 2017 from 20:00-21:30 UTC.

**10. Adjournment**

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