

# JIC Executive Meeting

## Wednesday 6<sup>th</sup> September 2017

### 20:00-21:00 UTC

### Minutes from Meeting

Location: Teleconference

#### 1. Welcome, Apologies.

Jane Millar (JMI) was acting Chair. JMI went through the attendees list and welcomed those on the call.

#### 2. Minutes of last meeting

The minutes of the previous meeting were approved.

#### 3. Agenda approval, requests for AOB

The agenda was approved and no items were added.

#### 4. Review of actions from previous meeting

##### *Current outstanding actions:*

- **20160501-03 - Unique Device Identifier:** ACTION: “Christian Hay (CHA) to update the UDI document with a chapter and annex.” This is still in progress CHA is waiting for the HL7 work to come through. The document is currently very US centric rather than global. This should remain as an ongoing action.
- **20170308-03 - JIC Process:** ACTION: “All JIC ‘designated voting representatives’ to please advise The Chair by email (to [dsw@snomed.org](mailto:dsw@snomed.org)) if they are able if they are able to provide endorsement on behalf of the organizations, or if they require approval from a governing body to do so”. Fleur McBriar (FMC) sent a reminder in July and JMI asked if everyone has responded?

##### **Action 1**

Penny Stewart (PST) to check who has responded with their status and follow up with those who haven't - useful to do this with an email to all in case some aren't sure whether they have already responded.

- **20170416-01 - JIC Communications task force:** ACTION: “A task force will set up; Mike Glickman (MGL) will chair the TF. Mike Nusbaum (MNU) will participate. At the June meeting, further recruitment of volunteers will be requested.”- Due to absences over the summer there hasn't yet been a meeting. One is to be set up before the face to face in November. JMI informed the meeting that there is an action in the patient summary item to be picked up with this communications group.
- **20170607-02 - SKMT Glossary** - ACTION: “The JIC’s SDOs to confirm who their representatives will be on the SKMT Governance Committee”. JMI wanted to check the status of this - PST to follow up with Heather Grain (HGR) regarding what responses she has had and what the next steps are.

<b>Action 2</b>	PST to follow up with Heather Grain regarding what responses have been received and what the next steps are regarding holding an SKMT Governance Committee.
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- **20170712-01 - JIC Communications Task Group - ACTION:** “MGL to send list of those involved with the new JIC Communications Task Group to The Chair and a Doodle poll will be set up for a meeting.” MNU has received a list of who should be on this group.
- **20170712-02 - SKMT Glossary - ACTION:** “HGR to follow up with IEEE, and then ask The Chair to send a letter of support.”- JMI stated that she wasn’t certain about this action. Suggested that TCO check with Catherine Bennett when they are together in San Diego.

<b>Action 3</b>	TCO to speak with Catherine Bennett of IEEE as they will be in San Diego together.
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- **20170712-03 - PSSS - ACTION:** “JMI to contact the JIC to request contacts to share the document with for external review.” JMI has contacted the JIC regarding contacts for the external review and this will be covered in a later agenda item.
- Richard Dixon Hughes (RDH) noted that in going through the actions the item on FHIR wasn’t found and, despite it being a more mature item, felt it should be reinstated as it is something the JIC should still be looking at.

<b>Action 4</b>	PST and JMI to follow up with Ed Hammond (EHA) with regards putting the FHIR item back on to the actions list.
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*Other outstanding actions were listed as agenda items.*

## 5. PCHA JIC Membership Application

MNU had a call with Michael Kirwan (MKI) to clarify the mechanism and procedure and agreed to mentor him through the process of Membership Application. MNU stated that he thought a proper application had been made 2-3 months ago.

MNU asked whether there is a mechanism to evaluate membership applications?

RDH stated that this is something that would have been circulated and discussed at a JIC teleconference. If an investigation was needed then a group would have been appointed to do so, and would feed their findings back to the JIC, and the Chair can play a significant role in this, with the sponsor facilitating.

JMI noted she had not seen an application and it is doubtful it is sitting with the secretariat - but this will be double checked.

MNU - doesn’t recollect having seen the application, but thought MKI has said it had been submitted.

RDH asked if MNU was happy to follow this up with MKI, which MNU agreed to do.

<b>Action 5</b>	MNU to follow up with MKI to ask for submission of the application, or resubmission if it hasn’t yet been sent.
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<b>Action 6</b>	PST to add the PCHA application to the agenda for the 4 <sup>th</sup> October JIC meeting.
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## 6. Patient Summary Standards Set (PSSS)

JMI - shared the PSSS slides and took the JIC through them.

A version of the PSSS was sent to the JIC in July for their feedback and feedback received has since been worked on.

Having given the JIC the feedback from the slides JMI asked if the team wanted to add anything - nothing was added at this time.

<b>Action 7</b>	JMI to share the slides with the JIC.
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JMI then looked at the next steps for PSSS. If the JIC is happy for this to proceed to the next level then a list of the people for it to be sent for external review is needed. The JIC were asked for feedback on whether they were happy for it to be sent out and to whom.

MNU reinforced JMI's comments and stated that it is important that the JIC agrees this step and that any who did not agree should declare it. At the time of the meeting agreement was expressed from AIG, SNOMED and CEN.

<b>Action 8</b>	WKU to check with Ed Hammond to confirm HL7's support.
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CHA noted that for GS1 he would need to speak to his colleagues. The remaining SDOs who haven't sent agreement are CDISC and DICOM and so JMI requested they email her directly - this was agreed.

Don Newsham (DNE) asked with regards the external reviewer list whether it is something where we are going to work with the clinical coordinator group or the entire JIC? JMI replied that she has already asked the JIC to provide contacts but if they are not able to then will need to go back to the coordinator groups.

JMI - we have a number of further focuses of work:

1. Look at the structure and feel of the document so that it is easier to align with the RSP. ISO were pleased and felt the document represented well.
2. Putting forward a proposal for the maintenance work ready for the November meeting.
3. Work with the JIC communications group on how we promote the work after the JIC sign it off in November as the first version of the living document. JMI asked if MNU could please add this to their agenda and that was agreed.

## 7. Preparation for Face-to-Face meeting in November

JMI asked the group what the key items are for the November face to face meeting.

### 7.1 Outcomes of the eStandards project

Robert Stegwee (RST) requested to speak to the JIC with regards how best to bring this item to the November meeting. He informed the group that the project is now closed and all deliverables were accepted by the European Commission. There are a number of documents guiding people as to how to work with eStandards going forwards. The question was asked as to whether it would be useful to have an interactive, workshop style session on the outcomes at the November meeting?

RST shared on screen some of the key questions around which the workshop would be built and asked for the MFs views on these.

<b>Action 9</b>	RST to share the questions with the JIC so all can be prepared for the workshop in November
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<b>Action 10</b>	PST to add this item on to the agenda for the 4 <sup>th</sup> October call so that the questions can be discussed
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MNU asked that the relationship between eStandards recommendations and the HL7 International Patient Summary be added to the discussion as there needs to be some clarity on this.

MNU also asked how long RST thought the workshop would be.

JMI confirmed the meeting would start at 0830 and that PST is looking at whether it will be held at the London HQ Office or at the nearby Novotel. At either location lunch would be brought in which will help keep the meeting flowing. If you want a block of time for the workshop then the meeting will run 0830-1630.

MNU suggested that we gather the other subjects for the agenda earlier in the day and set the workshop for the first two hours after lunch - allowing for business items in the morning, and then also after the workshop in the afternoon.

DNE felt that there were three main topics for discussion: e Standards, IPS projects, the relationship between the RSP and the PSSS - important discussion which needs to be either ISO TC215 meeting in Liverpool or within the JIC meeting. These topics all have relationships between them, but are not all the same, and we need some clarity as to where and in which meetings is best to discuss these.

RST - one reason to put RSP and the JIC PSSS in there is to make sure both have the broader discussion but can also zoom in on the specific projects and the linkages that may have.

JMI recommended that the PSSS discussions be in the morning as the team is working hard to get ready for JIC sign-off before the paper is sent out. We have already been working hard with ISO to gain alignment and discuss lessons learned and want to avoid this item sitting on the shelf and waiting for a decision. Don't understand what the eStandards project wants to do with the JIC standards set or the RSP that we can't do now to enable us to go forward?

RST: couldn't it be timed differently as the eStandards recommendations are long term and doesn't want them to influence the current state of the PSSS and RSP, but rather wants to reflect as to whether the process put in place for the JIC PSSS and RSP could be modified in the future to take in some of the eStandards recommendations.

MNU agreed with RST - suggests we recognize that the eStandards recommendations are ready for distribution and that the PSSS will shortly be in the same state. We have parallel activities going on but customers will look to JIC to sort out how these relate, augment and work alongside each other. In order to do this MNU suggested that the JIC work be discussed in the morning to get it to its level of completion - dealing with areas such as maintenance and completion - and preparing for the document's release. Next is the alignment and ongoing discussions between the JIC's PSSS work and the RSP work and this should be debated at the ISO meeting and then that discussion reported at the JIC meeting. Then before the workshop could we have a presentation of the eStandards recommendations and then the workshop after lunch should be a really good discussion of what we the JIC think we should do in terms of making the tasks simpler for the users. How best to use the various pieces of work.

JMI agreed but also added to that we need to also talk about lessons learnt and how we go forward. Will this exercise be repeated, and if so how would we develop it and this is where the eStandards would fit in.

RST agreed that could be a very useful part of workshop and then we can end the day with a look back at what we have done.

The Chair supported this, summarizing that the meeting in November should be tactical discussions in the morning and strategic ones in the afternoon.

RDH suggested another topic for discussion should be whether we think again, as a collaboration of SDOs, about having a signature event in the next two years along the lines of forums which engage with the entire stakeholder community - a 30-minute discussion on this later in the day could be useful. The group agreed and MNU thought it would fit nicely at the end of the meeting.

<b>Action 11</b>	JMI to start to build the draft agenda
<b>Action 12</b>	RST to pull together the pre-meeting materials

## 8. New business

MNU - suggested an agenda should be pulled together with timelines - JMI agreed and stated that this would be done at the next meeting.

## 9. Next meeting

Next Meeting on 4<sup>th</sup> October via teleconference.

## 10. Adjournment

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