



HL7 European Strategy Advisory Board (ESAB)

Terms of reference

Version 5.1, February 13, 2015

– Inaugural meeting, Prague, Czech Republic –

The HL7 European Strategy Advisory Board (ESAB) has been initiated and established by the European HL7 International Affiliates, which initiative was approved by the HL7 International Board (HL7 Plenary and Work Group Meeting Chicago Sept 2014).

The objective of ESAB is the alignment of the European HL7 affiliates' strategies and policies in areas that are relevant for the Affiliates and/or their members, particularly with respect to their situation in Europe.

1. Vision

A strong voice for the HL7 members in European area

To have a strong, trusted and influential HL7 organization at European level that achieves an effective communication and collaboration among the European HL7 Affiliates in the areas of common interest and priorities, shares knowledge, cooperates in projects of mutual interest, resulting in a strong voice for the HL7 members in Europe.

2. Mission

To create and evolve a democratic entity and a structure of all European HL7 Affiliates

To serve the interests of HL7 Affiliates and HL7 members in Europe, to align and support better communication and collaboration among European HL7 Affiliates at strategic level regarding cross-affiliate as well as pan-European projects and issues.

To represent the HL7 Affiliates in Europe towards European and international organizations and bodies (e.g. CEN, ETSI, EFMI) regarding issues that affect all or some of the European Affiliates and advise the HL7 Foundation and inform the HL7 International Board of Directors about opportunities and issues at European level.

3. Values

European HL7 Affiliates are an integral part of the HL7 international community.

HL7 International works together with ESAB to support the interests of affiliate members towards local and regional stakeholders.

HL7 International and its European Affiliates support a strong voice and position of HL7 towards international stakeholders and administration on an European level.

Members of the ESAB are representatives of all the European HL7 Affiliates, they are appointed following democratic procedures, according to the spirit of HL7 International governance rules.

Each European Affiliates is willing to support the ESAB by appointing one representative and enabling this person to attend meetings, virtual conferences and to report on ESAB activities to the affiliate's members.

4. Goals

4.1 Identify and describe areas of common interests and priorities

4.1.1 Define potential areas, projects and issues for alignment, collaboration or joint policies of European HL7 Affiliates regarding cross-affiliate as well as pan-European projects. This includes initiated projects, issues encountered and artifacts produced by some or all Affiliates as well as projects initiated by other organizations in Europe, particularly EU-funded projects with participation of one or more Affiliates or their members.

4.1.2 Analyse rationale for common interest, specify added value, provide justification for collaboration, and define reasons for international stakeholders (to participate in cross-border activities and projects).

4.2 Share knowledge among European affiliates

4.2.1 Communicate periodically on actions, projects, planning and status of relevant projects and activities to European HL7 Affiliates.

4.2.2 Support European HL7 Affiliates in getting local stakeholders informed and involved (in cross-border and pan-European initiatives and projects.)

4.3 Cooperate in projects of mutual interest across national borders and languages

4.3.1 Monitor and actively support joint participation of HL7 European Affiliates in cross-affiliate and pan-European projects, observe and maintain awareness of the execution of projects and actions, support fund raising and resource allocation to create effective work conditions. Where appropriate, nominate project coordinators.

4.3.2 Motivate and support Affiliates and members to get involved in exchange and mutual activities, including but not limited to education, dissemination and implementation of HL7 standards and active participation in HL7 International working groups and activities.

4.3.3 Establish an HL7 European Technical Advisory Council (ETAC) to support the ESAB on technical issues as well as to coordinate and monitor the joint execution of collaborations as initiated by the ESAB (as will be defined in ETAC Terms of Reference).

4.4 Influence international and local policies regarding cross-border healthcare IT communication standards

4.4.1 Provide information on HL7 in general and European project activities in particular to international and European stakeholders, organizations and bodies.

4.4.2 Set up and maintain effective relationships and communications with the European organizations and bodies (e.g. CEN, ETSI, EFMI) to align goals, strategies, projects and activities as appropriate.

4.5 Inform and advise HL7 international community

4.5.1 Inform the HL7 International Board on relevant specific initiatives, projects and issues to ensure alignment of strategies, policies and actions.

4.5.2 Set up and maintain effective relationships and communications with the HL7 Foundation to shape its goals, strategies and activities in line with collective European affiliate interests.

4.5.3 Mediate issues and conflicts between HL7 International and the European Affiliates.

5. Strategy, tactics and activities

The ESAB will set up a comprehensive model of objectives, strategies, tactics and activities (and related metrics) including a possible revision of its goals statement, in the form of a yearly plan regarding policies and projects, as well as tasks delegated to the ETAC.

ESAB will approve proposed work items based on a standardized scope statement. Work items can have strategic, tactical or practical nature. The ESAB will seek advice from the ETAC on technical aspects and/or delegate the practical and technical execution of initiatives to ETAC.

6. Membership of ESAB

ESAB members are representatives of all the European HL7 Affiliates (listed in Appendix 1). Each Affiliate will appoint one person to represent the Affiliate in ESAB, according to a democratic procedure. In accordance with the spirit of HL7 International governance and operations, this shall be the Affiliate chair, or a designated Affiliate member representative. The members of the ESAB will elect a chair and other officers as defined in section 11 below.

The members of the ESAB will elect a chair and other officers as defined in the Governance section below.

7. Decisions

Decisions by ESAB will be based on a simple majority vote of the members. The minimum quorum for ESAB decisions is seven voting members, including the Chair or at least one vice-chair.

A more detailed set of rules will be provided by the Governance rules document (see section 11).

8. Funding

ESAB will be appropriately funded by the European Affiliates for an agreed programme of activities.

9. Meetings

There shall be one annual face-to-face ESAB meeting, preferably in conjunction with a European or international meeting (e.g. IHIC, HL7 WGM, MIE, Medinfo) as well as quarterly virtual meetings. Additional ad hoc meetings will be arranged related to specific initiatives, issues, projects or events.

10. Relationship with HL7 Europe Foundation

ESAB shall produce and approve a separate document that defines the advisory function of ESAB with respect to the HL7 Foundation.

11. Governance

The ESAB will elect for an initial one year term

- a Chair,
- two vice chairs
- a Secretary
- a Treasurer.

These elected officers jointly support the ESAB activity and collaborate at the realization of the ESAB Vision, Mission and Goals.

ESAB aspires to have a reasonably equitable representation of different European areas in the elected roles.

The Governance Rules Document (see Governance section 11) will define details and rules for future elections.

Appendix 1 – Current European Affiliate Chairs

Family name	Given name	Country	Email
Berler	Alexander	Greece	a.berler@gnomon.com.gr
Canu	Nicolas	France	nicolas.canu@phast.fr
Dedovic	Samir	Bosnia and Herzegovina	samir.dedovic@medit.ba
Demarmels	Marco	Switzerland	marco.demarmels@lakegriffin.ch
Geßner	Christof	Germany	gessner@mxdx.de
Koncar	Miroslav	Croatia	miroslav.koncar@oracle.com
Leskosek	Brane	Slovenia	brane.leskosek@mf.uni-li.si
Lotti	Stefano	Italy	slotti@invitalia.it
Moldoveanu	Florica	Romania	florica.moldoveanu@cs.pub.ro
Mykkanen	Juha	Finland	juha.mykkanen@thl.fi
Perez	Francisco	Spain	fperezfernand@gmail.com
Sabutsch	Stefan	Austria	stefan.sabutsch@hl7.at
Saele	Line	Norway	line.sele@helse-vest-ikt.no
Scott	Philip	United Kingdom	philip.scott@port.ac.uk
Seidl	Libor	Czech Republic	seidl@hl7cr.eu
Shvyrev	Sergey	Russia	sergey.shvyrev@gmail.com
Soysal	Ergin	Turkey	esoysal@gmail.com
Stegwee	Robert	Netherlands	robert.stegwee@capgemini.com
Wintell	Mikael	Sweden	mikael.wintell@vgregion.se

Appendix 2 – Suggested work areas for 2015

Some general areas for collaboration and/or joint activities would be:

- Cross-border affiliates areas: to align HL7 implementation aspects
 - common localizations (e.g. German-speaking profiles)
 - education (catalogue and calendar on training modules and subjects)
 - knowledge (schedule of national meetings)
 - tools (e.g. Art-Decor, Terminology Servers)
- Contribute to HL7 International SHARE project.
- Pan-European HL7 areas: shared artefact registry/repository efforts, harmonization of standards, joint initiatives relevant to all HL7 Affiliates, align strategies and policies between affiliates.
- Specific European project areas (e.g. ONC international patient summary, Trillium, EXPAND, Antilope, OpenMedicine, ASSESS-CT, e-Standards).

- National “competence centers” and government initiatives that address regional, national, international or cross-border issues: support activities of members and Affiliates in order to leverage existing connections, knowledge and business perspectives across the Affiliates.
- Describe interoperability solutions to support policy imperatives (EU, national, health policy).
- Issues identified at IHIC 2015.
- Best practice guidelines, e.g. how to use CDA properly, implementation guide, OID registries.
- Profile and extension registries/repository.
- Terminology use.

Details to be defined by the ESAB members.

Appendix 3 – References

- HL7 European Technical Advisory Council (ETAC) Terms of Reference
- HL7 European Strategy Advisory Board (ESAB) Governance Document
- Relationship with the HL7 Foundation