

Gravity Project Technical Advisory Committee Charter

Purpose

The Gravity Technical Advisory Committee (TAC) is a standing advisory committee of the Gravity Project. The purpose of the Gravity TAC is to offer focused feedback across all stakeholders on (1) the domains and terminology of social determinant of health data sets, and (2) technical requirements for exchange of these data sets (including the FHIR Implementation Guide (IG) requirements, development, and testing, and requirements for referral and exchange with community-based organizations providing services and with patients). The Gravity Project's work and deliverables are open-source and agnostic to any particular proprietary tool or platform.

This committee is responsible for assisting the Program Management Office and project teams with direction and content for the social determinants of health (SDOH) FHIR IG and the domain data set build.

Membership and Term

The TAC shall consist of at least two representatives from each of the following six key Gravity stakeholder groups: patients/consumers, providers, payers, health technology vendors, community-based organizations, and federal/state governments. Committee members should have experience or an interest in addressing the technology work stream and SDOH domain(s) identified by the Gravity Executive Committee as priority for the Project.

The term of a TAC member shall be one year and may be extended by mutual consent of the PMO and the member. Members can assign proxies. Subsequent committee members will be appointed/selected by the Gravity Program Management Office with insight from the Gravity Executive and Strategic Advisory Committees.

Participation in this TAC is voluntary. As such, individuals wishing to participate on this committee should understand that their input will be recorded in web conference recordings, meeting minutes, and included in any modifications made to project deliverables. Proceedings of all meetings will be summarized in a report that may be disclosed to the general public. All committee members must disclose any current and past activities that may pose a potential conflict of interest for performing the tasks required of this TAC prior to the first meeting and must revise the disclosure if any new potential conflict of interest develops.

Structure

The committee will be co-chaired by the Gravity Project's Technical Director, the Gravity Project's SDOH Clinical Informatics Director, and a representative from the patient/consumer or community-based organization stakeholder groups to be selected by the TAC.

Responsibilities

Subject Matter Expertise

Committee members will provide advice on relevant domain and technical issues that may arise and their alignment with known community and patient requirements for the representation and exchange of SDOH information.

Standard Committee Procedures

Operating Guidelines

In August 2019, the Gravity Project also became an official HL7® FHIR® Accelerator Project and is thereby subject to the operating procedures outlined in the HL7® Governance and Operations Manual (GOM). The TAC shall use the basic decision-making practices set forth by HL7 for its Work Groups.

This charter shall be reviewed and re-evaluated by the Gravity PMO at least annually, and any proposed changes shall be submitted to the Gravity Executive Committee for approval.

Meetings

The TAC will meet at least monthly, with more frequent ad hoc meetings to be scheduled as necessary. Meetings will be held via web conference. Web conference and dial-in information will be provided via an electronic calendar invitation. A quorum of any meeting of the TAC will consist of a majority of its participating members. Members can identify one proxy from their organizations to represent them in a Committee meeting when they are unable to attend. Committee members who miss more than two meetings within a calendar year will be asked to identify a proxy or step down from the Committee.

TAC members are expected to participate in at least one (1) Gravity Public Collaborative meeting per month.

Time Commitment

Committee members should plan on a minimum of two (2) one-and-a-half-hour web conference calls per month. At the beginning of the term, additional ad hoc meetings may be scheduled as needed for one hour each.

The members of the committee should also plan on spending additional hours monthly to respond to emails and follow up on tasks associated with the Committee.

Committee Administration

The TAC Co-Chairs, with support from the Gravity Project Team, will be responsible for establishing the agendas for meetings. At least two days before each scheduled meeting, TAC members will receive the following via email:

- An agenda
- Other relevant project documents

Minutes and action items from each Committee meeting will be distributed to Committee members within one week following the Committee meeting. Recordings of the Committee meeting will be made available on the private TAC section of Confluence.