

# Vocabulary Co-chair Responsibilities

Category	Assignment	Task	Notes	Call Day/Time
<b>Conference Calls</b>				
	Schedule next call cycle. 3:30pm Eastern, Thursdays. Fortnightly.	Ted Klein	90 minute calls fortnightly, Thursdays at 3:30PM ET.  Commence September 26, 2019 (next week).  Rob M. cannot attend on 9/26.	<b>Thursdays 90 minute fortnightly calls commence 09/26/2019.</b>
	Call Agenda Preparation	Ted Klein		
	Running conference call	Ted Klein	Ted will need a backup on 9/26/2019 due to timezone issues. Rob H. commits to attending and chairing if Ted cannot attend.	
<b>ABS</b>				
	Standards Governance Board (SGB)		Vocab is not required to provide a representative on the SGB. Attendance as needed/requested.	
	Technical Steering Division (TSC)	Rob McClure		
	Steering Division (ISD)	Rob McClure (Rob H. as backup)	Attend the WGM ISD meetings (typically Monday nights)  Monitor eVotes.	
	Project Insight	Project Leads		
	Terminology Authority	Carol M. and Reuben D. (voting members)	60 minutes calls, fortnightly, see HTA call schedule. Tuesday at 4:00PM Eastern US Time. October 1, 2019 is likely first meeting for this cycle. Refer to HTA minutes for details.	
<b>Working Group Meeting (WGM)</b>				
	Agenda	Carol Macumber		
	Meeting room scheduling	Carol Macumber		
	Joint meeting coordination	Carol Macumber		
	Facilitators Round Table	Ted, Rob H.		
	WGM Minutes and attendance (now on Confluence)	chairs as scheduled		
	Monday Night Steering Division Meeting	Minimum of one co-chair	Rob M., Ted	
	Pre-meeting planning and project session	All	Q4. Note: this will be on Monday in Sydney. Mandatory for chairs.	
<b>Harmonization</b>				
	Review of Vocabulary Submissions	Ted, Lloyd, Reuben, Rob H.	Ted will schedule Tech Review, likely just after the initial submission date.  Next Harmonization meeting is scheduled for 12/3 and 12/4 /2019. A non-Ted vocab co-chair must attend. Rob M. with Rob H. as backup.	
	Construction of Harmonization meeting materials	Ted		
	Attendance and running of Vocabulary portion of Harmonization	Ted, Carol	Rob M. to backup Carol in case of unavailability. (Rob H generally covers for OO and Patient Care)	
	Capture of decisions	Ted	Lynn. Karen and/or Dave if needed.	
	Application of decisions to vocabulary store	Ted		
<b>Projects</b>				

SNOMED on FHIR	Rob H.	<p>Attended by project team as scheduled by SNOMED. SNOMED manages the calls.</p> <p>The calls alternate between Terminology Services and Terminology Binding.</p> <p><a href="https://confluence.ihtsdotools.org/display/FHIR/SNOMED+on+FHIR">https://confluence.ihtsdotools.org/display/FHIR/SNOMED+on+FHIR</a></p>	<b>20:00 UTC Tuesdays weekly 90 minute calls.</b> Beginning September 24, 2019 (Terminology Services)
FHIR Tracker Items	Rob H.	<p>Alternates with Main WG calls.</p> <p>Rob M. has a conflict at this time due to Gravity project.</p>	<b>4:00pm Eastern on Thursdays. Fortnightly. 90 minutes.</b> <b>Beginning October 3, 2019.</b>
FHIR-VSD Profiling project	Rob M., Carol	<a href="http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&amp;ProjectNumber=1047">http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&amp;ProjectNumber=1047</a>	<b>2:00 PM Eastern on Tuesdays, 60 minutes. Fortnightly.</b> <b>Beginning September 24, 2019.</b>
Unified Terminology Governance (UTG)	Ted, Carol	<a href="http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&amp;ProjectNumber=1364">http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&amp;ProjectNumber=1364</a>	<b>12:00 noon Eastern on alternate Tuesdays, 60 minutes. Beginning October 1, 2019.</b>
Value Set Expansion (VSE)	Rob M., Ted	<a href="http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&amp;ProjectNumber=1325">http://www.hl7.org/special/Committees/projman/searchableProjectIndex.cfm?action=edit&amp;ProjectNumber=1325</a>	<b>12:00 non Eastern on Tuesdays alternating with UTG once it starts.</b>  Beginning September 24, 2019
HL7 Glossary	Heather	No calls planned this cycle.	
Sexy Project	Rob M.		Mondays 4:00PM ET 60 minutes fortnightly commencing September 23, 2019.
<b>Publishing</b>			
Publishing HL7 Vocabulary	Ted	<p>Folded into UTG publishing; EST and Publishing now merged as well.</p> <p>No regular calls.</p>	
<b>Miscellaneous</b>			
Table 396 curation	Ted		
V2.x coded datatypes questions and issues	Ted	V2.9 Chapter 2 and 2C ballot recon - put a slot on the main calls for this until done.	
V2.x Tables	Ted	part of harmonization	
OID Registry	Ted		

Caroline Macumber Create a new skype group for vocab co-chairs