2019-06-03 TSC Call Agenda/Minutes

TSC will hold a Conference Call at 11AM Eastern time, each Monday except during scheduled face-to-face Working Group Meetings unless otherwise noted.

GoToMeeting at https://global.gotomeeting.com/join/426505829 using VOIP
For those without access to microphone/speakers:
US: +1 (224)501-3318
Canada: +1 (647)497-9379
Italy: +39 0 230 57 81 80
Access Code: 426-505-829
GoToMeeting ID: 426-505-829

Alternate FCC Meeting Coordinates (in the event of GoToMeeting failure):
Join the online meeting: https://join.freeconferencecall.com/tscadmins
Dial-in number (US): (605) 313-4118
Access code: 178928#
International dial-in numbers: https://fccdl.in/tscadmins
Online meeting ID: tscadmins

HL7 TSC Meeting Minutes
Location: GoToMeeting ID: 426-505-829
Date: 2019-06-03
Time: 11:00 AM U.S. Eastern
Facilitator: Austin Kreisler
Note taker(s): Anne Wizauer

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<tr>
<th>Quorum = chair + 5 including 2 SD represented</th>
<th>yes/no</th>
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<tr>
<td>Chair/CTO</td>
<td>ArB</td>
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<tr>
<td>x Austin Kreisler</td>
<td>x Tony Julian</td>
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<td>Wayne Kubick</td>
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<td>Clinical</td>
<td>Infrastructure</td>
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<td>x Melva Peters</td>
<td>x Rob McClure</td>
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<td>x Floyd Eisenberg</td>
<td>x Paul Knapp</td>
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<td>ex officio</td>
<td>Invited Guests</td>
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<td>Calvin Beebe (HL7 Chair)</td>
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<td>Chuck Jaffe (CEO)</td>
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Agenda

1. Housekeeping
   a. Introduction of visitors (including declaration of interests)
   b. Agenda review and approval -
   c. Approve Minutes
      i. 2019-05-04 TSC WGM Agenda/Minutes
      ii. 2019-05-05 TSC WGM Agenda/Minutes
      iii. 2019-05-08 TSC WGM Agenda/Minutes
      iv. 2019-05-20 TSC Call Agenda/Minutes
   d. Next week - potential quorum issues due to DevDays?
2. Review action items –
3. Approval items from last week's e-vote referred for discussion:
   a. WG Health Vitality - sheet one (Final Work Group Health)
      i. Floyd Eisenberg's comment on refer to telecom: 2 items indicate to discuss at TSC - how to address Zulip participation, and liaison to tooling (does that mean the liaison must participate in some number of tooling meetings?). Also - do we need to address the items at the bottom of the spreadsheet (e.g., co-chairs must attend at least 2 of last 3 WGMs)?
      ii. Ulrike Merrick's comment on refer to telecom: I have the same questions as Floyd about the items at the bottom of the WG health; also I noted that on Ballot Management Health for Unpublished CMETs the communication should read - removed (this is not a new metric)
      iii. Giorgio Cangioli's comment on affirmative: Clarify if the last three metrics are in or out of scope for this version.
4. Approval items from last week's e-vote approved 5-0-0:
   a. Normative Publication Request by the SOA WG of the Infrastructure SD for Event Publish & Subscribe Service Interface, Release 1 at Project Insight 1051
   b. Normative Publication Request by the SOA WG of the Infrastructure SD for Unified Communication Service Interface, Release 1 at Project Insight 1052
   c. STU Extension Request by the Public Health WG of the Clinical SD for HL7 CDA® R2 Implementation Guide: Vital Records Death Reporting, Release 1. STU Release 2 - US Reaim at Project Insight 209 for 2 years
5. Approval items for this week:
   a. WG Health Vitality - sheet two (final PGS metrics)
   b. Review/Comment on BAM Cliffs Notes - Project Responsibilities from the ARB
   c. STU Publication Request by the Public Health WG of the Clinical Steering Division for HL7 CDA® R2 Implementation Guide: Birth and Fetal Death Reporting, Release 1. STU Release 2 - US Reaim at Project Insight 1474 for 2 years
   d. STU Publication Request by the Structured Documents WG of the Infrastructure SD for HL7 FHIR R4 Profile: US-Core, 3.0.0 at Project Insight 1372 for 18 months
6. Discussion topics:
   a. Status update on Templates dissolution
b. Status update on Complex Projects WG
   i. Status of current JIRA workflow pilot

d. Nominations for Steering Division Representatives to US Realm Steering Committee
   i. ASD: Hans Buitendijk
   ii. CSD: Bryn Rhodes
   iii. ISD: Ioana Singureanu
   iv. OSD: Sandra Stuart

e. Ad Hoc Position on TSC
   i. Criteria review, extracted from the Board nomination process as an example:
      1. Clinician:
         a. Individuals who deliver hands-on care to patients.
            • Brings a clinical perspective to the Board.
            • Would see the standards endeavor, not from a government or technical perspective but from the standpoint of what would make things better in the clinical practice of health care.
            • Very familiar with use of EHRs and health information technology and how these can help with clinical practice
            • Very familiar with clinician burden, clinician burnout, reimbursement implications for documentation and how these interfere with the practice of medicine.
            • Can offer a perspective of new ways to do things that would help be more efficient and provide better software/ solutions to meet the needs of frontline clinical workers.
            • Has external relationships with and influence in the clinical community.
            • May be either a generalist or specialist in clinical practice

   2. Implementation Experience
      • The individual has actual technically-based health IT system implementation experience.
        Familiarity with using implementation guides for software evaluation and/or system implementation.
        Experience in acquiring and/or implementing standards-based interfaces.
        Ability to articulate user reality and needs into technical language (e.g., technical requirements).
        Ability to convert technical language into concepts and requirements that are understandable for a non-technical audience.

1. Parking Lot
   a. Definition of Errata and Technical Correction
   b. e-Vote comments on Technical Deviation Policy
   c. Cross Project WG: need cochairs identified
   d. Look into ways to integrate new projects into HL7 including resource requirements - MK
   e. Archetype publication for CIMI
   f. Task force for review of board committees
   g. Project management artifact list from Project Services

**Minutes**

1. Housekeeping
   a. Introduction of visitors (including declaration of interests)
   b. Agenda review and approval -
      i. No additions
   c. Approve Minutes
      i. 2019-05-04 TSC WGM Agenda/Minutes
      ii. 2019-05-05 TSC WGM Agenda/Minutes
      iii. 2019-05-08 TSC WGM Agenda/Minutes
      iv. 2019-05-20 TSC Call Agenda/Minutes
      1. Approved via general consent
   d. Next week - potential quorum issues due to DevDays?
      i. Responses indicate that we will likely be quorate.

2. Approval items from last week’s e-vote referred for discussion:
   a. WG Health Vitality - sheet one (Final Work Group Health)
      i. Floyd Eisenberg’s comment on refer to telecon: 2 items indicate to discuss at TSC - how to address Zulip participation, and liaison to tooling (does that mean the liaison must participate in some number of tooling meetings?). Also - do we need to address the items at the bottom of the spreadsheet (e.g., co-chairs must attend at least 2 of last 3 WGMs)?
      ii. Ulrike Merrick’s comment on refer to telecon: I have the same questions as Floyd about the items at the bottom of the WG health; also I noted that on Ballot Management Health for Unpublished CMETs the communication should read - removed (this is not a new metric)
      iii. Giorgio Cangioli’s comment on affirmative: Clarify if the last three metrics are in or out of scope for this version.

   1. Lorraine notes that Zulip and Skype before it had been identified as informal methods of communication. It's the equivalent of a hallway discussion. Melva notes that Zulip has replaced the listserves for many WGs. The original metric for listserves was to ensure that the WG was communicating and active. If Zulip becomes a metric, each WG will have to go in and establish a channel. However, we don't want decisions being made on Zulip rather than in formal meetings.
      a. Decision to drop the List Server activity metric for now
   2. Tooling liaison: Each WG should have a liaison. Proposal to add liaison yearly check-in metric. Need better clarification from EST on the purpose of the role.
   3. Appeals for missed deadlines - this was proposed in Montreal. Decision to track appeals and decide later if it should be a measure.
4. Co-chair requirements - Floyd notes this could punish people who are active but can't get funding. Melva states that there is a requirement that cochairs attend two out of three meetings. Tracking cochair attendance would be difficult. Rob suggests the WGs could report attendance. Does cochair attendance relate to WG health? The number of cochairs affects the impact. Decision that this measure doesn't belong in WG health. There are provisions for replacing non-participatory cochairs.

3. Discussion topics:
   a. Status update on Templates dissolution
      i. Paul will send the form out for evote
   b. Status update on Complex Projects WG
      i. Carry forward - Jean not present today
   c. Next steps on standing up a TSC taskforce on PSS approval process
      i. Status of current JIRA workflow pilot
         1. Austin had thought we had suspended the workflow pilot but some PSSs are still in flight in it. Lorraine suggests we let the pilot finish as it is identifying issues that will need to be dealt with even if we change the approval process.
   d. Nominations for Steering Division Representatives to US Realm Steering Committee
      i. ASD: Hans Buitendijk
      ii. CSD: Bryn Rhodes
      iii. ISD: Ioana Singureanu
      iv. OSD: Sandra Stuart
         1. MOTION to approve: Paul/Melva
         2. VOTE: All in favor
   e. Ad Hoc Position on TSC
      i. Discussion over whether or not we need to replace Ken's ad hoc position, and if we do, what qualities we'd like to see. Further discussion next week.

4. Adjourned at 12:00 pm Eastern