2021-09-27 TSC 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.

Zoom meeting: https://us02web.zoom.us/j/3890248668
For those without access to microphone/speakers:
+1 929 436 2866 US (New York)
+1 669 900 6833 US (San Jose)
+1 204 272 7920 Canada
+49 30 5679 5800 Germany
Meeting ID: 389 024 8668

Alternate FCC Meeting Coordinates (in the event of Zoom failure):
Join the online meeting: https://join.freeconferencecall.com/anne498
Dial-in number (US): (712) 451-0423
Access code: 935633#
International dial-in numbers: https://fccdl.in/i/anne498
Online meeting ID: anne498

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<thead>
<tr>
<th>Leadership</th>
<th>Working Group Representatives</th>
<th>National/Regional Representatives</th>
<th>Product Management Group Representatives</th>
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<tr>
<td>x Austin Kreisler, TSC Chair</td>
<td>Paul Knapp</td>
<td>x Giorgio Cangioli, International</td>
<td>Jean Duteau, CDA-MG</td>
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<tr>
<td>x Wayne Kubick, CTO</td>
<td>x Riki Merrick</td>
<td>x Christof Gessner, International</td>
<td>Josh Mandel, FMG</td>
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<td>x Melva Peters</td>
<td>x Chris Shawn, US Realm</td>
<td>x Amit Popat, V2MG</td>
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<td>x Sandra Stuart</td>
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Ex Officio
Implementer Representatives: Bryn Rhodes, Tony Julian
Ad Hoc members: x Rob McClure
x David Pyke

Quorum Requirement: Chair + 8 individuals comprised of at least 3 Working Group representatives and 1 National/Regional representative

Agenda

1. Housekeeping
   a. Introduction of visitors (including declaration of interests)
   b. Agenda review and approval
   c. Approve Minutes of:
      i. 2021-09-13 TSC Agenda/Minutes
      ii. 2021-09-17 TSC WGM Agenda/Minutes
   d. Review action items

2. Approval items from TSC e-Vote 2021-09-13 approved:
   a. Appointment of David Carlson to the CDA Management Group representing the EMR Stakeholder perspective
   b. Project Approval Request by the Structured Documents WG for PSS-1833 - C-CDA Companion Guide Updates at Project Insight 1526
   c. Project Approval Request by the Structured Documents WG for PSS-1834 - Consolidated CDA STU Updates at Project Insight 1520
   d. Project Approval Request by the Cross-Group Projects WG for PSS-1835 - US Core FHIR Implementation Guide Updates at Project Insight 1372

3. Approval items from TSC e-Vote 2021-09-13 referred for discussion:
   a. Updated Default WG DMP

4. Approval items from last week’s e-vote approved:
   a. Project Approval Request by the Structured Documents WG for PSS-1827 - POLST Portable Medical Orders CDA IG

5. Approval items from last week’s e-vote referred for discussion:
   a. Draft Definition of a Standard

6. Approval items for this week:
   a. STU Extension Request by the Structured Documents WG for HL7 CDA® R2 IG: C-CDA Templates for Clinical Notes DSTU Release 2.1 - US Realm at Project Insight 728 for 5 years
   b. STU Extension Request by the Structured Documents WG for HL7 FHIR® Implementation Guide: Healthcare Associated Infection Reports, Release 1 STU2 - US Realm at Project Insight 1192 for 2 years
   d. STU Publication Request by the Pharmacy WG for HL7 FHIR® Implementation Guide: NHSN Inpatient Medication COVID-19 Administration Reports, Release 1 at Project Insight 1654
   e. Informative Publication Request by the OO WG for HL7 Domain Analysis Model: Unique Device Identification (UDI) at Project Insight 1238
   f. Informative Publication Request by the PPIE WG for HL7 Guidance: Implementation of Standard Attachments for Healthcare Transactions (ACP) at Project Insight 1389
7. Discussion topics:
   a. Process questions noted on TSC e-Vote 2021-09-20
   b. WGM Feedback and Suggestions
8. Parking Lot
   a. Need a Product Management Council meeting with the Focus on FHIR task force to discuss emerging Product Roadmap requirements. - added to TSC WGM agenda discussion on FHIR task force update
   b. Clarifying the classification of STUs specs that are no longer in a trial use period but actually in production use (FHIR R3, C-CDA)
   c. Tooling discussion with V2 Management Group re: active standards
   d. Governance
      i. TSC governance vis-a-vis product family governance
      ii. Precept on canonical URLs
      iii. Requirement for FHIR specifications to use JIRA for reconciliation
      iv. Areas of FHIR Governance that require input from the TSC (2020-12-21 TSC Agenda/Minutes)
      v. Determine how we're going to implement steps to handle errata/technical corrections (2020-02-24 TSC Agenda/Minutes)
   e. Coordinate artifact naming guidance update
   f. Review specification lifecycle project and approval requirements
   g. How to manage all specifications that are dependent upon C-CDA moving forward (from 2020-06-15 TSC Agenda/Minutes) - refer to CDAMG
   h. Coordination efforts with external terminology organizations - should this be referred to HTA?
      i. UTG issues - training and usability
      j. Do review copies need to be versioned for STU updates?
      k. Develop/purpose clarification around technical corrections
      l. Re-envisioning
         i. Process improvement roadmap
         ii. Feedback on the other re-envisioning initiatives
   m. Cross-Group Projects Scope Increase: Revisit after experience with project concept process (2020-02-24 TSC Agenda/Minutes)
   n. Future of CIC, CIMI, LHS, EHR WGs
   o. Process for handling outreach from media/government to cochairs on standards capability issues - invite Craig Newman from Public Health
   p. WG liaison responsibilities
   q. How to collect comments on active standards/requirement to use JIRA
   r. Why does WG name appear with copyright statement on FHIR IGs?
   s. How do we measure success of reorganization and process improvements?

Minutes

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3. Approval items from TSC e-Vote 2021-09-13 referred for discussion:
   a. Updated Default WG DMP
      i. Reviewed comments.
      ii. Discussion over 7a on electronic voting. Not sure why the WGM is mentioned.
         1. MOTION to remove "considered outside of the WGM" from 7a: Wayne/Riki
         2. VOTE: All in favor (8-0-0)
      iii. Rob arrives
      iv. Discussion over mentioning specific technology such as Zulip and EventMobi app. Note that EventMobi will likely be replaced by Whova even when we’re onsite. Wayne favors leaving the tool names in and simply updating as needed.
      v. Discussion over preponderance of interest wording. Decision that language around that should be in the GOM rather than the DMP. Dave will submit as a GOM request.
      vi. Section 4.2 on recordings - this document has the section on seeking approval to record from attendees. Decision to leave as is. Should highlight to cochairs.
      vii. Paul’s comment on in camera meetings - WGs do not have in camera meetings, only the closed groups (Board, TSC).
      viii. Discussion over 3.1.1. Might want to change "musts" and "shall" to "should." Should the rules be different for in person vs. virtual?
          1. Need to reconsider this section for virtual, face to face, and hybrid. Melva will propose updates.
4. Approval items from last week's e-vote referred for discussion:
   a. Draft Definition of a Standard
      i. Carry forward
5. Discussion topics:
   a. Process questions noted on TSC e-Vote 2021-09-20
i. Melva clarified that there is how to documentation but we need to update and carry forward previous documentation.
ii. Austin notes TSC should be looking at comments, unresolved issues. It’s one last check on the PSS itself for appropriateness.
iii. Discussion over when JIRA PSS will roll out fully. Melva notes that one issue is reaffirmations and withdrawals - working on a separate process for those but it won’t be ready.
iv. Will put options for moving forward in this week’s e-vote.
b. WGM Feedback and Suggestions
   i. Wayne suggests maybe TSC should get together mid-week in our virtual meetings like we do during the face to face.
   ii. Riki notes InM had question about versioning for the base standard. Austin clarifies it’s about artifacts that are being distributed as part of the standard, not the base.
   iii. Amit suggests having time for feedback during the virtual cochair meetings.
   iv. Group agrees that the plenary session was engaging and well done.
6. Adjourned at 11:58 am Eastern