

DRAFT v5.0 – SIMPLE ALTERNATE

Joint Initiative Council

Proposed Policy and Procedure For Joint Initiative Task Groups

Passed Joint Initiative Council September 2008

Policy Statement:

1. The charter (version 8, August, 2007) for the Joint Initiative on SDO Global Health Informatics Standardization provides the policy basis for all Joint Initiatives and the work of the Joint Initiative Council
2. The principles of harmonization are respected in all work done jointly:
 - Openness, transparency, global awareness and flexibility
 - A clear requirement for development of the standard
 - A Host-SDO leading the joint standards development project in collaboration with other participating SDOs
 - Coordinated and timely engagement of the relevant community of expertise in development of content and resolution of issues
 - Mutual recognition and endorsement of standards developed through the Joint Initiative

(Charter, version 8, August 2007)

List of Agreements that are in force for working in the Joint Initiative Task Group:

- Vienna Agreement between ISO and CEN
- HL7/ISO agreement
- Full ISO liaison agreements for working with other groups that supersede liaisons such as the agreement with OASIS and ASTM
- ISO Liaison D directives for all liaison D participants
- ISO Liaison A directives for all liaison A participants
- ISO directives that govern process in an ISO WG
- CEN directives for working with EU including any funding mandates
- HL7 processes within their TC;s and SIG and other processes
- Agreements with other groups, who may have material interest, may be asked to participate through a liaison relationship, such as DICOM.

General Procedures for Joint Initiative Task Group (JITG)

1. The JIC determines the need for any JITG through assessment of received proposals and through unanimous agreement to proceed with an SDO hosted JITG. JIC can also determine to use present in-place agreements for proposed work.
2. The target deliverable for any joint initiative work is, at minimum, an ISO standard and can also be a standard of any other Joint Initiative SDO. ([add maintenance org.](#))
3. The standard and its intellectual property (IP) will be owned, marketed and maintained by each SDO that ballots the standard successfully.

4. The JIC will dissolve the JITG upon the unanimous agreement of the Joint Initiative SDO's.

JIC Processes for Beginning and Maintaining a Joint Initiative Task Group:

1. Joint Project Proposals, (based on a template) are proposed by any Joint Initiative SDO or the Joint Working Group (JWG).
2. The JIC applies due diligence in assessing the Joint Project Proposal including, as necessary, decision tree information, resourcing and funding availability, lead SDO identification, SDO working group or technical committee identification and other information as may be useful.
3. The JIC makes a determination on the new Joint Project Proposal to do one of the following:
 - i. One SDO develops and all / multiple SDO's agree to adopt
 - ii. Joint Proposal accepted into Joint Work Program and a JITG is formed and a host SDO is identified to undertake joint development
 - iii. It is not accepted into the Joint Work Program
 - iv. Joint Project Proposal is returned for more information
4. An appropriate project lead, identified from the host SDO with other SDO's, as required, also providing co-leads.
 - a. Establishes time lines, meeting schedules
 - b. Coordinates meetings for the joint project in conjunction with SDO meetings or by electronic means
 - c. Provides timely agendas and meeting documentation (agendas at least 60 days in advance)
 - d. Uses balloted versions of standards as starting points if available
 - e. Appropriately uses current versions of any referenced standards
 - f. Makes available, through the host SDO, working draft and other standard documentation for all joint project participants
 - g. Manages the standard development and drafting work, in conjunction with the Host SDO, right up to publication
 - h. Provides progress reports through the host SDO or a normal JWG meeting
5. The Joint Initiative SDO's take responsibility for identifying participants, either by individual or committee, for joint project work.
6. Joint Project standards are balloted across all Joint Initiative SDO's, as required, following each SDO's rules for balloting and respecting each balloting SDO's rules for IP, ownership, marketing and maintenance.

Footnotes:

- 1- Some web sites are not available to all if access is an issue, the TC 215 SharePoint site may be used as an alternate site for posting minutes and/or reports. All TC 215 members have access to the site. If a member of the task force (who is not a TC 215 member) would like access that can be granted. Please contact Mike Kroll at mkroll@himss.org.