

Terms of Reference for Software Development Advisory Group

The Software Development Advisory Group will operate under the Policies and Processes outlined in the Advisory Group Manual. These include the Advisory Group Recruitment Process, Conflict of Interest Guidelines and Procedures and Advisory Group Ways of Working.

Purpose

The purpose statement for the IHTSDO Software Development Advisory Group is guided by

- the stated objectives of IHTSDO in its vision statement, as articulated in the Articles of Association in section 2.1
- IHTSDO's five strategic priorities set to 2020
- Tooling work plan items/projects and Member priorities

There are two purposes of the IHTSDO Software Development Advisory Group. First, the group will be integral in documenting and providing the governance around the Open Tooling Framework open source community, describing the ground rules for participation in the IHTSDO Tools projects and the processes for communicating and sharing within the community. Second, it will a regular forum providing software developers involved in re-using or developing IHTSDO tools with the latest information and essential updates on the IHTSDO's software development practices and tools and services.

It is expected that the initial group will be small due to the restricted tools available at this stage and the small development community focussing on terminology tools. As more code becomes open source and available to Members and the wider community, there will be more developers involved in the group.

Scope

The IHTSDO Software Development Advisory Group supports the work plan of IHTSDO. Therefore its activities will reflect the current priorities and objectives identified in that plan.

The scope of the Advisory Group includes allowing group members to:

- get updates on IHTSDO tools in development
- provide feedback on existing IHTSDO tools from a software development angle
- propose the governance model for the open source IHTSDO tooling community
- provide governance based on the previously provided documentation for the open source tooling community, the open APIs and the Open Tooling Framework
- propose QA frameworks for open source community software development
- review proposed inclusion into the Open Tooling Framework open source code base.

The open source tools currently in scope are:

- IHTSDO SCT Browser

- IHTSDO Mapping Tool
- MLDS

Future tooling not yet available to the open source community includes:

- IHTSDO Reference Set Management Tool
- IHTSDO Authoring Services (including the replacement of Workbench)
- IHTSDO Content Request Service

Not in scope

- Business requirements, enhancements or any specific MF work items. Business requirements will be dealt with by the IHTSDO Tooling User Group.

Membership

The Head of Technical Services will chair the Software Development Advisory Group.

Membership will be based on being involved in the development of SNOMED CT terminology tools, including enhancing existing IHTSDO tools.

Group size will be up to a maximum of 10 core members, as well as members of the IHTSDO technical group when applicable. Observers will be welcome to request attendance prior to meetings, once the group has set its direction and ways of working.

Meeting Frequency

- Face-to-face meetings will be held approximately two times a year
- Monthly conference calls will be scheduled at intervals determined by the status of the work of the group.
- Timing of the calls will be determined based on the time zones of all the group members
- Meeting agenda will be made available at least one week before the meeting
- Meeting minutes will be produced within two weeks after the meeting

Time Commitment

Each member of the Software Development Advisory Group must expect to spend up to 5 hours each month on activities related to the Group as well as the regular meetings.

Responsibilities

- IHTSDO will make the Software Development Advisory Group aware of changes to existing Member facing tools and planning of new Member facing tooling initiatives.
- Advisory role to provide open source community governance on the Open Tooling Framework

- Group members will be expected to play a role in feeding back to Member NRCs and the community on the IHTSDO tools, both existing and planned, acting as tooling “ambassadors” within their organizations and other community groups.
- Group members will be expected to be give some time to be involved in documenting the governance model and QA frameworks for the open source tools.

Critical Success Factors

The success of the Software Development Advisory Group will be measured annually against the following criteria:

- The production of documentation describing the open source community governance model
- Management of the Open Tooling Framework for the community
- Quality of testing on any community provided code

This Terms of Reference document was approved by the IHTSDO Management Board on 16 June 2015.

Skills Matrix

A desirable skills matrix has been developed for the Software Development Advisory Group. It indicates the approximate minimum percentage of members who will have a certain skill set. These are intended to provide guidelines to those nominating or voting, but are not strict requirements.

Professional experience in clinical data production, organizational or software risk management or quality management	10%	Experience and understanding of SNOMED CT - technical knowledge, and development tooling knowledge	20%
Professional experience in clinical information systems development and installation and in clinical information systems use	20%	Professional experience in software development	30%
Recognized higher qualification in information-management/ computer science/linguistic-related subject	10%	Experience and understanding of SNOMED CT - content representation knowledge - practical, working knowledge	10%