Terms of Reference for Content Managers Advisory Group

The Content Managers 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 Content Managers 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

The three main purposes of the Content Managers Advisory Group are:

1. Assist IHTSDO in setting priorities for its content development work
2. Contribute to the development of processes and guidance to support initiatives to augment IHTSDO's content development capacity
3. Review and provide feedback on IHTSDO's ongoing content development work.

Scope

The Content Managers 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 Content Managers Advisory Group includes:

- Provision of input into the prioritization of items on the Content projects tracker.
- Provision of input as requested into the development of processes and guidance to support initiatives to augment IHTSDO's content development capacity.
- Creation of task and finish subgroups to support progression of identified work items.
- Provision of terminological and/or stakeholder input and feedback as requested on SNOMED CT content development projects and SNOMED CT derivative development projects.
- Assist IHTSDO in the identification of relevant organizations or individuals for Technology Previews of forthcoming SNOMED CT content and/or derivative enhancements.

Not in scope

- SNOMED CT Editorial Policy (included in the scope for the SNOMED CT Editorial Advisory Group)
- Tooling for SNOMED CT content development and release

Membership

The chairs of the group will be the Head of Content and an appointed Senior Terminologist, and in their absence the Head of Terminology.

Group membership will be based on Member country appointments. The group member will be named, and their details included on the group's Confluence space.

IHTSDO Staff
Members of the IHTSDO content team will attend as observers as requested to provide updates on their projects and to receive feedback from Group members in relation to current and future content development work.

Meeting Frequency

- Face-to-face meetings will be held approximately two times a year
- Monthly conference calls will be scheduled.
  - 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 one week after the meeting

Time Commitment

Each member of the Content Managers Advisory Group is expected to spend at least six hours each month on activities related to the Group, excluding involvement in task and finish sub groups.

Responsibilities

- Development of contacts with Member countries who are not represented on the Group to ensure that their priorities are reflected in Group discussions.
- Content Managers Advisory Group members who are also members of the Member Forum:
  - Provision of updates to and feedback from the Member Forum on Content focused work items.
- Content Managers Advisory Group members who are not members of the Member Forum:
  - Provision of updates to their respective Member Forum representative(s) on Group work items and content development activities being undertaken by Group members.
- Provision of input and feedback on group work items and identified content development activities.

- Support the development of authoring capacity and knowledge within National Release Centers (NRC's) through the E-Learning courses being offered by IHTSDO.
- Regular attendance at group meetings.

Critical Success Factors

The success of the Content Managers Advisory Group will be measured annually against the following criteria:

- Creation of a documented work plan for the group that is reviewed and updated yearly.
- Evidence of the provision of timely input and feedback on identified work items, content development projects and activities.
- Evidence of input being sought on identified work items and content development projects from Member Countries without a Content Managers Advisory Group representative.
- Evidence of efforts to increase authoring capacity and knowledge within NRC's.
- Evidence of the progression of work by subgroups.

The original Terms of Reference of this Advisory Group was approved by the IHTSDO Management Board on 16 June 2015.