SNOMED International
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.

The Content Managers Advisory Group was originally established in October 2015.

Purpose

The purpose statement for the Content Managers Advisory Group is guided by:

- the stated objectives of SNOMED International in its vision statement, as articulated on its website; and
- SNOMED International's strategic priorities set to 2025

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

1. Assist SNOMED International in setting priorities for its content development work
2. Provide national perspectives on SNOMED International's ongoing content development work.
3. Provide an avenue for National Content Extension Managers to collaborate on content focused topics relevant to national extensions and SNOMED International

Scope

The Content Managers Advisory Group supports the work plan of SNOMED International. 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 terminological and/or stakeholder input and feedback as requested on briefing notes, SNOMED CT content development projects, SNOMED CT derivative development projects and other SNOMED CT content relevant topics.
- Provision of stakeholder input and feedback as requested on the impact of content decisions made by other Advisory Groups.
- Development of material that supports national and international interests in content extension management.
- Provision of a National Content Modeling Discussion Forum for the purpose of assisting extension authors with modeling queries.
- Creation of task and finish subgroups to support progression of identified work items.

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 (included in the scopes of the Tooling User and Terminology Release Advisory Groups).

Membership

The chairs of the group will be the Director of Content and Mapping and an appointed Senior Terminologist, and in their absence either the Chief Terminologist or a Senior Terminologist.

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

SNOMED International Staff
Members of the SNOMED International 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
- Conference calls will be scheduled four times a year.
    - Timing of the calls will be determined based on the time zones of all the Group members
- Meeting agendas will be made available:
    - One week before Face-to-Face meetings
    - One week before conference calls
- Meeting minutes will be produced within one week after the meeting

Communication

- Topics and issues raised outside of group meetings will be managed via the CMAG confluence site.
- Group members are expected to monitor the site for requests for input on content items as well as requests for guidance on modeling national content,via the watch functionality available on Confluence.
- Members will respond in a timely manner to requests for input on topics and briefing notes as well as modeling queries.

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

- Provision of national input and feedback on briefing notes, identified content development activities and group work items.
- Gather input from national stakeholders on relevant international content issues.
- Contribute to the National Content Modeling Discussion Forum as well as the general discussion forum.
- Provision of updates on national content development activities.
- Assist in the identification of clinical experts who could be approached for potential inclusion on the SNOMED International clinical database.
- 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 briefing notes, identified work items, content development projects and activities.
- Evidence of the progression of work by any active subgroups.