

## Terms of Reference for Content Managers Advisory Group

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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 to assist IHTSDO in setting priorities for its content development work, to undertake or manage some content development work to augment IHTSDO's content development capacity, and to 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:

- Creating and maintaining a prioritized list of SNOMED CT content development projects
- Prioritizing items on the Content projects tracker
- Creating and maintaining a prioritized list of SNOMED CT derivative development projects (e.g. mapping, refsets)
- Identifying opportunities for one or more Members to contribute to authoring content for SNOMED CT content development projects
- Identifying opportunities for one or more Members to contribute to creating content for SNOMED CT derivative development projects
- Undertaking or managing SNOMED CT content development projects or SNOMED CT derivative development projects whose output will be reviewed by the IHTSDO Content team before inclusion into the SNOMED CT International Release or one of the derivative releases
- Shaping and reviewing the SNOMED CT development roadmap
- Reviewing documentation related to all phases of all SNOMED CT content development projects and SNOMED CT derivative development projects
- Receiving status updates and reviewing and providing feedback on all ongoing SNOMED CT content development projects and SNOMED CT derivative development projects

- Assisting IHTSDO in identifying suitable target organizations for Technology Previews of forthcoming SNOMED CT content and/or derivative enhancements
- Creating and monitoring task and finish subgroups to support each content development project being undertaken by one or more Group members

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 Content Managers Advisory Group will be chaired by the Head of Terminology.

Group membership will be based on Member country appointments. Member countries will be divided into two - Member countries with their own national extensions, and Member countries without their own national extensions.

### *Member countries with their own national extensions*

Each Member country with its own national extension will be invited to appoint someone who can knowledgeably and authoritatively provide input on the Member country's content priorities as well as undertake content development. This person will become an ex officio member of the Group. This is on this basis that these Member countries are most likely to have their own authoring capability, which can be used for Group content development projects.

Each such Group member will serve for a term of two years. If a Group member leaves his or her position with the Member country or otherwise decides to end participation in the Content Managers Advisory Group, then the Member country will be invited to appoint someone else to serve the rest of the term.

### *Member countries without their own national extensions*

Member countries without their own national extensions will also be invited to nominate someone who can knowledgeably and authoritatively provide input on the Member country's content priorities to be considered for membership in the Group.

Four places in the Group will be reserved for Member countries without their own national extensions, initially being chosen at random from among the nominees. Each such Group member will serve for a term of two years. If a Group member leaves his or her position with the Member country or otherwise decides to end participation in the Content Managers Advisory Group, then the Member country will be invited to appoint someone else to serve the rest of the term. If it declines to do so, then that position will be filled during the next rotation by another Member's nominee.

Every year, two Group members in this category will complete their terms and two other nominees will be selected to join the Group. Once a Member country in this category has had a representative serve in the Group for a least one term, no other representative of that Member

country will be permitted another term until all Member countries have had a nominee serve at least one term. These guidelines are meant to ensure equity of representation for Member countries without their own national extension.

### *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.

## 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 must expect to spend at least six hours each month on activities related to the Group, excluding any content development being undertaken by Group Members. This may be higher in the first few months after the Group is established to complete the prioritization of the existing items on the Content projects tracker.

## Responsibilities

- Developing contacts with Member countries who are not represented on the Group to ensure that their priorities are reflected in Group discussions
- Ensuring that the Member Forum representatives of the Member countries represented in the Group are kept informed about prioritizations made by the Group and content development activities being undertaken by Group members
- Advising the Management Team and Management Board during the annual budget process by setting priorities for SNOMED CT content development projects and SNOMED CT derivative development projects
- Delivering SNOMED CT authoring and/or derivative content being developed by Group members within agreed timescales
- Ensuring that the SNOMED CT development roadmap meets the requirements of as many Members as possible, including requirements of Members who are not represented on the Group
- Taking advantage of E-Learning courses being offered by IHTSDO in relation to authoring and mapping to enhance the skills within the Member country

## Critical Success Factors

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

- Availability of up-to-date prioritized list of SNOMED CT content development and derivative development projects and SNOMED CT development roadmap
- Timely delivery of SNOMED CT content development projects being undertaken by Group members
- Timely delivery of SNOMED CT derivative development projects being undertaken by Group members
- Reduction in the number of open Content projects tracker items
- Increase in authoring and mapping capacity in the Member countries

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