Terms of Reference for Terminology Release Advisory Group

The Terminology Release 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 Terminology Release 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 purpose of the Terminology Release Advisory Group is to advise the IHTSDO Management Team (MT) on the standards, business processes and documentation related to the production, productization, quality assurance, packaging and distribution of SNOMED CT and derivative products.

Scope

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

The scope of the Terminology Release Advisory Group includes advising the IHTSDO Management Team (MT) on:

- The standards, business processes and documentation related to the production, productization, quality assurance, packaging and distribution of SNOMED CT and derivative products.
- The implications and operational consequences to Members and software vendors of the standards, business processes, and documentation related to the production and distribution of SNOMED CT. Such implications would include those for proposed changes in the way SNOMED CT is currently produced, packaged and distributed, and proposals for introducing and managing new terminology products.
- Deprecation and withdrawal of terminology products.
- The usefulness of proposed terminology products.
- Modifications to existing standards that affect the delivery of SNOMED CT, e.g. release format 2 (RF2).

Where issues discussed by the Advisory Group overlap with topics that may be shared by other stakeholders or stakeholder groups (including other Management Team members or other Advisory Groups), the Terminology Release Advisory Group will seek to act in a coordinating role with those other stakeholders.

Not in scope:

- Implementation of any advice.
- Implementation of any process.
- Decision making on behalf of IHTSDO or the MT.
- Tooling.
- Timelines, unless specifically requested.
- SNOMED CT content, in terms of clinical domain and concept model.

Membership

The Terminology Release Advisory Group will be chaired by the Digital Product Architect.

Membership will be skills-based (see the skills matrix in the Appendix).

Group size will be 14, comprised of:

- Two individuals from among the IHTSDO Members in each of the three regions (6)
- Two individuals from among the software vendors in each of the three regions (6)
- Two IHTSDO Staff members, including the chair (2)

The three regions are:

- Americas
- Europe, Middle East and Africa
- Asia Pacific.

The proposed group is relatively large. However because the delivery of SNOMED CT releases affects every IHTSDO Member, many software vendors, and clinical expert groups in every Member country, it is necessary to ensure that the diversity of views is represented. This will ensure that advice is fair and takes account of the maturity spectrum across Members, vendors and other consumers.

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 one week after the meeting

Time Commitment

Each member of Terminology Release Advisory Group must expect to spend 1 hour each month for meetings, plus additional time in subgroups, for which the amount of time would vary depending on the task. Group members will volunteer for tasks based on whether they had the time.

Responsibilities

- To have an advisory role to assist the MT on the business processes, documentation and standards related to the production, productization, quality assurance, packaging and distribution of SNOMED CT and derivative products.
- To provide independent, informed opinions and advice on the agenda topics, based on personal knowledge and experience, to assist IHTSDO in in delivering terminology products that meet the needs of all IHTSDO Members and consumers equally.
- To attend and participate freely and consistently in, meetings, both face to face and by teleconference.
- To avoid individual and organizational bias.

Volunteer-based task-and-finish subgroups might be formed to report to the Group on specific well-defined topics. Some independent work might be required. Volunteers are expected to manage their commitments such that they volunteer only if they are able to donate the required time and resources.

Critical Success Factors

The success of Terminology Release Advisory Group will be measured annually against the following criteria:

- Individual Group members are sufficiently experienced and knowledgeable to offer advice on the in-scope topics;
- Group members are available and willing to participate in meetings and discussions;
- Group members are motivated to help IHTSDO and Management Team succeed in its mission;
- Group members are able to "form" as a team to work together to provide consensus advice base on their individual experience, which IHTSDO could generalize to formulate decisions that would improve its products for all Members and consumers.

Skills Matrix

A desirable skills matrix has been developed for Terminology Release Advisory Group. The skills matrix 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; • Professional experience of running national/large enterprise information systems/data quality programs/risk management programs; • Professional experience in clinical information systems development and installation and in clinical information systems use; • Experience and understanding of SNOMED CT, in terms of content representation and practical, working knowledge.	**50%**
• Experience at the strategic and tactical level, managing a SNOMED CT National Release Center, and delivering SNOMED CT products, extension content, translations and derivative products, and other terminology resources.	**50%**

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