



ConCert Technical Work Group Charter

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Work Group Objective

The ConCert Technical Work Group's mission is to provide technical perspective and guidance to the ConCert program, driving successful ongoing development and rollout of future versions of the program, including management of specifications, tooling and other operational aspects, in the interest of driving forward standards-based interoperability.

Work Group Goals

Goals of the ConCert Technical Work Group will include, but are not limited to the following:

- Review & complete gap analysis recommendations and guidance from the ConCert Advisory Committee.
 - Evaluate where appropriate and develop plan to bring ConCert specifications up to date with current IHE Specifications
 - Bring ConCert specifications in alignment with the most recent published edition of the ONC Health Information Technology Certification Criteria. (e.g. the 2015 Edition)
 - Ensure all specification documentation is kept up-to-date
- Research and recommend revisions and additions to the tools leveraged for the testing platform to be in line with targeted additions to the ConCert Program as prioritized by the Advisory Committee (e.g. Content Validation, Security, FHIR, ONC SITE, IHE Conformity Assessment Virtual Machine)
- Develop and implement a change control process for ConCert specifications and the test tool platform.

Work Group Administration

Conference Calls

The Work Group meets on a regular schedule based on current ConCert program needs, the initial cadence being every other week. HIMSS provides a conference call number and WebEx information administered by HIMSS staff. Based on the Work Group's work assignments and project timelines, there may be additional calls as needed. HIMSS staff will provide support with a recurring meeting invitation distributed at the beginning of the year; call reminder emails one day prior to the scheduled call with agenda and pertinent documents; preparation and distribution of call summary notes.



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Work Group Structure

Work Group Chair	Will serve as liaison to the ConCert Advisory Committee member and the ConCert Partners.
Members	Must be in good standing with HIMSS (e.g., membership is active), and strive to maintain stakeholder balance in discussions and deliverable production
Ad Hoc Members	Representatives from industry or government who have been invited to participate on the Work Group due to their expertise in a specific interoperability area (non-voting members)

Responsibilities

Responsibility of Work Group Members

Volunteers appointed to participate on HIMSS Work Groups have the responsibility for active participation on the calls and active involvement leading to the development of the group's identified deliverables. This is a Work Group whose focus is a collaborative team effort to develop and maintain work product that will add value to the healthcare industry as a whole, while laying aside individual and organizational promotional efforts and sales. This collaborative effort will strive to balance the interests of the HIMSS membership community in all final work products.

We understand that changes do occur in work and personal life that may impact the time available for volunteer work. It is the responsibility of the volunteer to notify the HIMSS staff liaison if at any time they can no longer fulfill the responsibilities of a Work Group member.

Responsibility of the Work Group Chair

The Chair is responsible for the overall success of the Work Group as defined by the Work Group Goals specified above. Specific responsibilities include preparation of call agendas and facilitation of the working conference calls. The Chair is responsible for leading the Work Group in identification of a project plan, work deliverables and associated timelines. During the fiscal year, the Chair is responsible for providing leadership and guidance for the Work Group to ensure successful completion of the final work product in the context of HIMSS' strategic goals and objectives.

HIMSS Staff Responsibilities

HIMSS staff responsibilities focus on the support of the Work Group's work efforts in concert with the Work Group Chair. These responsibilities include:

- Conference call and WebEx support
- Documentation and distribution of call agendas and call summary notes
- Maintenance of the project plan and specification updates during the year's working effort
- Provision of reasonable oversight, guidance and support as required with the work effort



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Voting Procedures

The ConCert Specification Work Group will maintain a Roster of all members. Voting Privileges are based on the Roster Role and attendance of the Work Group member.

- When members are appointed to the Work Group, individuals are granted Voting Privileges at the start of their second consecutive meeting.
- If the member is not present for three consecutive meetings their privileges are suspended and they no longer count toward quorum.
- Work Group members' voting privileges are re-instated upon attending their second consecutive meeting.
- An email ballot counts as a meeting.

The Work Group will follow a balloting process and will attempt to reach unanimity or consensus when possible. HIMSS staff and Work Group Chair(s) shall facilitate the balloting process, including maintaining the official Workgroup roster, overseeing the balloting process, sending official Workgroup ballot-related communications to the Workgroup members, recording votes, and tallying votes. The Workgroup will, at least one week in advance of the meeting, indicate that a given meeting is decisional, and will take tentative action based on those in attendance at decisional meetings. Such tentative actions will be succeeded by a written e-mail ballot communication to the current list of Work Group members to provide the full Work Group an opportunity to object within 15 days (abstentions will not be considered objections). If more than 1/3 of the Testing Work Group members eligible to vote object, then the ballot will have failed to pass, otherwise it will have passed ballot.

Additional ConCert Activities for Participation

Ad Hoc Activities

Participate in activities as requested, such as:

- Attend and/or participate in events and the promotion of the ConCert program where possible.