Standards Community

**CHARTER DOCUMENT TEMPLATE**

**In all discussions, members should be aware that meetings include representatives of companies that compete with one another in the marketplace. This working group is a public forum and therefore all information shared will be publicly available.**

**Effective Date: <date of approval>**

# Primary Objective

What do you plan to accomplish through this community?

# Problem Statement

What is the problem statement that will be addressed by the community?

# Planned Approach

How do you plan to accomplish the objectives and solutions to the problem statement?

# Milestones/Outputs

What products and key deliverables will be produced by the community?

# Roles and Responsibilities

This section describes the roles and responsibilities within the community. Communities can differ in the number and names of the roles and their responsibilities, but there are some general categories that can be applied:

## Contributor

Defined as a participant who actively works towards the development of an output through participation in weekly meetings.

## Observer

Defined as a participant who observes working group activities, participates in monthly discussions, review output and/or listens to updates.

## Use Case Lead

Defined as a participant who has been nominated and selected to lead development of a specific use case and its associated artifacts (e.g. Implementation Guide (IG), Reference Implementations, Systems Diagrams, etc.) After the group discusses and formally votes to pursue a new use case, the leadership team will solicit and interview nominees for the lead position. For those use cases that result in production of an IG, the lead is expected to see the use case from development through the HL7 ballot resolution process, which on average requires a commitment of approximately 18 months. In addition to leading use case discussions and participating in community calls, the lead will participate in community leadership team planning calls, help craft the HL7 project proposal and present that proposal to HL7 workgroups that might potentially sponsor, co-sponsor, or otherwise support the new use case, help draft the HL7 project scope statement (PSS), represent the community on sponsoring HL7 workgroup calls, present the PSS to HL7 committees for required approvals, participate in Connectathons throughout the development of the use case artifacts, present final IG to sponsoring workgroups prior to ballot, and help with the ballot reconciliation process. Once HL7 has approved the IG for publication, the lead will have the opportunity to transition out of the lead role. If the lead would like to continue to serve in a lead role, the participant may self-nominate to be considered as lead for a subsequent use case or follow-up development on the same use case.

# Meetings

Working group participants will have the option of meeting in-person or via conference call on a regularly scheduled basis and as needed to discuss objectives, action items, outreach, and next steps. Contributors will be expected to attend weekly meetings to meet project milestones. Observers will be invited to attend monthly meetings.

* Meeting agendas, materials, and announcements will be posted on HL7 Confluence in advance of each meeting
* Meeting summaries will be posted on HL7 Confluence following each meeting

# Decision Making Process

The working group will make decisions through participant consensus. Each contributing organization shall count as a single participant and votes shall count equally across participants. All participants will have an equal opportunity to advise and provide input. No single participant will have veto power; although the leadership team does not have veto power, they have adjudication authority to determine whether consensus has been reached as per the process described in Appendix A.

The working groupis action-oriented and will capitalize on participants’ expertise and experience. This includes delegating agreed-upon action items to participants who volunteer to be issue or project “champions”, who will foster other participant collaboration on the project. Core working principles include:

* Equal opportunity for each participant to express its positions and objectives;
* Respectful and professional dialogue; and
* Honest consideration of proposals, suggestions, and positions put forward by participants.

Community leadership will communicate working group decisions to project sponsors and will make recommendations based on working group decisions for sponsor consideration.

# Costs and Resource Obligations

Specifies how participants might share costs and resources, either through a volunteer or tiered sponsorship. This is different for every community.

# Amendments

This charter will be reviewed annually. Amendments to the Charter will be proposed by the leadership and voted on by working group members present on the call at that time.

# Effective Date

This charter is effective as of the date approved by the working group and remains in effect until modified or rescinded.

Appendix A

Principles of Consensus

* **Principle One:** Seek informed consensus
* **Principle Two:** Empower every participant to express objections
* **Principle Three:** Recognize and report minority opinions
* **Principle Four:** Move continuously toward a productive conclusion

Rules of Consensus

1. **Rule One: Consensus does not require perfect agreement** 
   1. Consensus means the working group has reached a conclusion the entire group in attendance is prepared to support.
   2. Consensus does not require that participants have zero reservations or doubts; however, all participants must support advancing the overall recommendation to qualify as “consensus.”

1. **Rule Two: The leadership team shall declare when consensus exists** 
   1. The leadership team is designated in the charter.
   2. Process for consensus declaration:
      1. The leadership team proposes, or a participant requests, a proposition consensus.
      2. The leadership team asks if there are any objections.
      3. If no participants in attendance express any objections, the leadership team confirms consensus.
      4. If any participants express objections, the leadership team will attempt to resolve the objections through discussion. Resolving the objection of one participant may cause another participant to object. The leadership team should exercise judgment to maximize agreement among participants and formulate an overall recommendation that all participants support.

1. **Rule Three: In absence of a consensus, the leadership team may declare a “near consensus”** 
   1. A “near consensus” exists when 20% or fewer of the participants object to the leadership team’s consensus proposition.
   2. Process for near consensus declaration:
      1. The leadership team may declare a near consensus after surveying the group in attendance (formally or informally).
      2. If the leadership team determines a near consensus exists, they may ask participants if they have any objections to declaring a near consensus.
      3. If no more than 20% of participants object in attendance, the leadership team may declare the near consensus confirmed.

1. **Rule Four: In absence of a Near Consensus, the parties agree to move forward with the following options:** 
   1. Parties agree to table the issue and address it at a later date