

Work Group Management Guidelines

This document summarizes the rules and guidelines to be followed for the creation, termination and management of Work Groups of the EN 13606 Association. This document will develop in detail the general governance principles approved by the Association Board on March 4th, 2011 (see Annex 1).

General Objectives of Work Groups

The aim of the EN 13606 Association Work Groups is to drive and coordinate volunteer efforts of the Association members and other interested professionals towards the development of the objectives of the Association, including the documentation and evolution of the standard, the definition of implementation guidelines and resources for EN 13606, and the definition of archetypes and detailed clinical models. Additionally, Joint Work Groups can be created for working in shared interests with other SDOs as long as they don't interfere with the EN 13606 Association objectives.

Creation of a new Work Group

1. Work Group creation proposal
 - a. Any member of the Association can raise a proposal to the Board for the creation of a new WG.
 - b. The proposal must include a draft name for the WG.
 - c. The proposal must include a clear description of the scope of the WG and a list of the specific objectives that are pursued.
 - d. The proposal must include a list of activities that will be carried out by the WG during the first six months.
 - e. The proposal must include a transitory Chair for the WG.
 - f. The proposal can include a list of supporters for the WG, being all of them members of the EN 13606 Association
 - g. The proposal can include a list of additional resources required to achieve their objectives.
2. Work Group creation decision
 - a. Once the Board has examined the creation proposal, a call for support or opposition opinions will be published for all Association members during no less than a month.
 - b. The proposal and the possible opinions will be examined by the Board, which will take a decision during the next two Board meetings.
 - c. The decision of the Board can be to accept the new WG, to reject the proposal or to suggest a merge of the WG objectives into an existing WG.

3. Work Group creation procedure
 - a. The proposed Chair of the WG will become a transitory Chair of the new WG for a period no longer than six months.
 - b. The transitory Chair will be in charge of setting up the entire infrastructure provided by the Association and develop the public information about the WG activities and objectives.
 - c. The transitory Chair will be in charge of announcing and managing the election procedure of the definitive WG Chair by the end of the six months transitory period. The transitory Chair can opt to become the definitive Chair.
 - d. During the transitory period, new memberships will be accepted for the WG.

Termination of a Work Group

1. Work Group termination proposal
 - a. Any member of the Association can raise a proposal to the Board for the termination of an existing WG.
 - b. The proposal must include clear arguments for the WG termination. The reasons can include, but are not limited to: the WG is inactive (there are no members participating in it), the WG has no chair, the WG objectives have been accomplished, the WG objectives are obsolete, the WG objectives are duplicated in other WG.
2. Work Group termination decision
 - a. Once the Board has examined the termination proposal, a call for support or opposition opinions will be published for all Association members during no less than a month.
 - b. The proposal and the possible opinions will be examined by the Board, that will take a decision during the next two Board meetings.
3. Work Group termination procedure
 - a. The Board will communicate its decision to all members by e-mail and also publicly through all available mechanisms, such as the Association web page, twitter or any other available methods.
 - b. The materials (forum topics, wiki pages or other resources) produced during the WG activity will be set to a “close” stage. Further edition of those materials will not be allowed, but they will stay accessible for information purposes.

Work Group Resources and Meetings

1. All WG of the Association will have access to the following resources:
 - a. Discussion forum. A specific forum for the WG will be created at the Association web page and will be managed by the WG Chair.
 - b. Wiki section. A wiki section for the WG will be created at the Association wiki and will be managed by the WG Chair.

- c. An agenda slot for the WG annual meeting together with the Association Annual meeting will be provided to all existing WG.
2. WG must make use of all these resources to perform their activities.
3. WG can decide to have additional work meetings (face-to-face or on-line) during the year.
 - a. These meeting must always be announced publicly in anticipation at the WG forum.
 - b. In this case, the Association is not compelled to provide any economical or infrastructure support for these activities.

Work Group Results

1. As a result of the WG activities, documents or any other resources can be produced by the WG.
2. Every document or resource has to have an editor in chief. This role can be played by the WG Chair or any other delegated WG member.
3. The editor in chief can decide to bring any document or resource to an official status by following the next steps:
 - a. Approval by the WG Chair, in case they are different individuals.
 - b. Approval by WG members in a public voting by at least three-quarters of the WG members.
 - c. Negative voting must be accompanied by a clear argumentation and the editor in chief has to provide an answer to the negative opinions.
 - d. If the document or resource is rejected, it cannot be presented for voting again in less than three months.
 - e. If the document or resource is approved, it is submitted to the Board.
 - f. The Board will open a public consultation to all the Association members during no less than one month. Any member of the Association can provide comments to the document or resource. Attending to those comments, the editor in chief can decide to maintain it as is, make editorial changes to the document or bring it back to the WG to make deeper changes, thus starting the process again.
 - g. The Board approves the document or resource.
4. The approved documents or resources will be published as resources of the Association under the IP and access rules of the Association.

Work Group Membership

1. WG have two different memberships: member and collaborator.
2. WG members

- a. Any member of the EN 13606 Association can become a WG member of any existing WG
 - b. To become a WG member the interested person has to notify the WG Chair for information purposes only.
 - c. WG members have the right of participating at the WG forum and discussions.
 - d. WG members have edition rights on the documents and resources developed by the WG.
 - e. WG members have voting rights for deciding the final acceptance or rejection of WG documents and resources.
3. WG collaborators
- a. Any person can become a collaborator of any existing WG.
 - b. WG collaborators have the right of participating at the WG forum and discussions.
 - c. WG collaborators have no edition or voting rights.
 - d. The WG Chair can provide, at his own decision, edition rights to a collaborator, to participate in the edition of the WG documents and resources. These special collaborators will never gain voting rights.
4. The WG Chair is elected among the WG members.

Work Group Chair Rights

1. The WG Chair mandate prolongs for two years that can be renewed with no limitations.
2. The WG Chair has the right of adjusting or modifying the WG specific objectives and planned activities as long as the general scope of the WG is maintained.
3. The WG Chair has the right to decide the internal working procedures of the WG, including the WG member voting mechanism for approval of documents, the dates and times for working meetings and any other internal procedures.
4. WG Chair can select any WG member as responsible of coordination for specific WG works or objectives.

Work Group Chair Obligations and Limitations

1. The WG Chair has to provide a public e-mail address for communications and inquiries of the Association members, WG members and other external people.
2. The WG Chair must maintain an updated list of the WG members for information purposes to the Board and management of voting inside the WG.
3. The WG Chair must write the minutes of the WG working meetings and decisions taken.
 - a. In the absence of the WG Chair during a meeting, a delegate among the WG members will carry out this duty and provide the minutes to the WG Chair.

4. The WG Chair must produce an Executive Summary document of the activities performed by the WG during the last year, to be delivered to the Board and Members of the Association at the annual General Assembly.
5. The WG Chair has to define a yearly a list of measurable objectives and activities planned for that year and inform of this to the WG members in time and manner.
6. In case of claims or complaints of the WG Chair work, the WG members can ask for the EN 13606 Association Board intervention. The Board will study the case and take an irrevocable decision, that can include the WG Chair dismiss.

Work Group Chair Election

1. Every WG has an elected Chair responsible of the WG activities.
2. Any Association member can stand for Chair of any WG.
3. WG members will vote during one week
4. Public voting
5. Former chair will provide all needed access right and materials to the new Chair.
6. In case of claims or complaints of the voting process, the WG members can ask for the EN 13606 Association Board intervention. The Board will study the case and take an irrevocable decision.

ANNEX 1. Governance Principles

(Approved by the EN 13606 Association Board on March 4th, 2011)

Modus operandi for the Working Groups

- Each WG has to choose one responsible person for a period of time of 2 years, which can be renewed with no limitations.
- Any member of the Association can be part of one or several WG, with voice and voting rights towards the materials or deliverables produced by the WG.
- The responsible person can invite others, not being a member of the Association, to participate and give them voice but not voting rights in any WG.
- The responsible must develop a written description of the general objectives of the WG.
- The WG can designate people responsible of specific or medium term objectives to be reached.
- The responsible of the WG must produce an Executive Summary document of the activities performed by the WG during the last year, to be delivered to the Board and Members of the Association at the annual General Assembly.
- Each WG will have access to a particular section and/or discussion forum via the website of the association to carry out their activities and make them public.
- New working groups or removal of existing ones might be proposed by any member of the association to be approved by the Board.