Terms of Reference for IHTSDO Tooling User Advisory Group


Purpose

The purpose statement for the IHTSDO Tooling User 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
- Tooling work plan items/projects and Member priorities

There are two main purposes of the IHTSDO Tooling User Advisory Group. The first is to be a regular forum providing group members and end users of IHTSDO tools with the latest information and essential updates on the IHTSDO’s tools and services. The second is to allow group members and end users a forum to provide the IHTSDO with feedback on existing tools and input into future tools and to be involved in testing tools at the appropriate point in implementation schedules.

Scope

The IHTSDO Tooling User 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 Advisory Group includes allowing group members to:

- get updates on IHTSDO tools in development
- provide feedback on existing IHTSDO tools used by Members
- discuss and propose future tools needed including use cases (functionality) and
- if a proposal is agreed, be involved in documenting business cases to be taken to the Member Forum as part of the yearly budgeting cycle
- be involved in testing of new Member tools and versions of existing Member tools

The tools currently in scope are:

- IHTSDO SCT Browser
- IHTSDO Mapping Tool
- MLDS
- IHTSDO Reference Set Management and Translation Tool
- IHTSDO Authoring Platform
- IHTSDO Content Request Service
- IHTSDO Collaboration Tooling
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Version 2.0

Not in scope

- Internal tools for IHTSDO, unless expected to be used by IHTSDO Members
- Architectural, development planning, budgetary or technical aspects of any tools
- Managed Service offerings, as these are dealt with in a separate governance process

Membership

The Head of Technical Services will chair the Tooling User Advisory Group.

Member Representatives

Group membership will be primarily based on nominations from Member countries using the “Member-Based” nomination process described in the IHTSDO Advisory Group Manual. Membership will be based on being end-users of existing IHTSDO tools or have stated the intention of being end-users of IHTSDO tools.

There is no obligation on a Member country to nominate a representative to the Group, and a Member should not nominate a person who does not meet the stated criteria for filling that role. If a Group member leaves his or her position with the Member country or otherwise decides to end participation in the Tooling User Advisory Group, then the Member country will be invited to nominate someone else to replace the Group member.

No external contractors, tooling vendors or people with direct relationships with tooling vendors should be nominated on the user group.

Observers

Observers will be welcome once the group has set up its direction and ways of working.

Meeting Frequency

- Face-to-face meetings will be held approximately two times a year
- 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
- Monthly Sub group calls for specific topics.
- Meeting agenda will be made available at least one week before the meeting

Time Commitment

Each member of the Tooling User Advisory Group must expect to spend up to 5 hours each month on activities related to the Group outside of the planned meetings.
Responsibilities

- IHTSDO will make the Tooling User Advisory Group aware of changes to existing Member facing tools and planning of new Member facing tooling initiatives.
- Advisory role to provide the organization direct end user feedback on existing tools and future IHTSDO tools
- Group members will be expected to play a role in feeding back to Member NRCs and the community on the IHTSDO tools, both existing and planned, acting as tooling “ambassadors” within their organizations and other community groups.
- Group members will be expected to be give some time to be involved in testing new versions of existing Member tooling products and new tools for Members.

Critical Success Factors

The success of the Tooling User Advisory Group will be measured annually against the following criteria:

- The quality of the feedback provided, measured by how the feedback is incorporated into the development roadmap
- The quality of the input into future tooling, measured through the generation of high level requirements when future tools are proposed
- Testing throughput from end-users
Skills Matrix

A desirable skills matrix has been developed for the Tooling User Advisory Group. It 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.

<table>
<thead>
<tr>
<th>Professional experience in end-user software testing</th>
<th>20%</th>
<th>Experience and understanding of SNOMED CT - technical knowledge, and tooling knowledge</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current professional experience in using IHTSDO terminology tooling</td>
<td>40%</td>
<td>Experience and understanding of authoring and managing SNOMED CT</td>
<td>20%</td>
</tr>
</tbody>
</table>

The original Terms of Reference of this Advisory Group was approved by the IHTSDO Management Board on 16 June 2015.