Terms of Reference for [group]


**Purpose**

The purpose statement for the [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 [one/two/three/…] main purpose[s] of the [group] are ...

**Scope**

The [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 [group] includes:
- xxx

Not in scope
- xxx (include in the scope of …)

**Membership**

The [group] will be chaired by ….

Membership will be skills-based or based on nominations from Member Countries

Group size will be [default 4-12, but could differ with jurisdiction].

**Meeting Frequency**

- Face-to-face meetings will be held approximately two times a year
- [Monthly/fortnightly/weekly/other frequency] 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 [group] must expect to spend [xx hours] each [week/fortnight/month] on activities related to the Group.

Responsibilities
- Advisory role to assist MB/MT to …

Critical Success Factors
The success of [group] will be measured annually against the following criteria:
- Xxx

Skills Matrix
A desirable skills matrix has been developed for [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.

| Professional experience in clinical data production, organizational or software risk management or quality management | xx% | Experience and understanding of SNOMED CT – technical knowledge, and development tooling knowledge | xx% |
|Professional clinical experience | | Professional experience in education/training | |
|Professional experience of running national/large enterprise information systems/data quality programs/risk management programs | | Experience in International health information standards development | |
|Professional experience in information data processing (entry, encoding, cleansing, analysis, validation, aggregation) | | Experience and understanding of SNOMED CT – content representation knowledge - practical, working knowledge | |
|Professional experience in clinical information systems development and installation and in clinical information systems use | | Experience and understanding of - interactions and interrelations between SNOMED CT and other health data standards (e.g. mapping and harmonization) | |
|Recognized higher qualification in information-management/computer science/linguistic-related subject | | Evidence of participation in peer-reviewed research in information and knowledge representation quality | |