



# TERMS OF REFERENCE TEMPLATE

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## Terms of Reference for [group]

The [group] will operate under the Policies and Processes outlined in the Advisory Group Manual. These include the Advisory Group Recruitment Process, Conflict of Interest Guidelines and Procedures and Advisory Group Ways of Working.

### 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	