2020-01-24 Meeting notes (ISI)

Date
2020-01-24

Status of Minutes
Approved proposals for new business
Approved at: 2020-01-30 Meeting notes (ISI)

Attendees

Voting
- Jim Pasquale
- John Wunderlich
- Oscar Santolalla

Non-Voting
- Colin Wallis
- Ken Klingenstein
- Iain Henderson
- Vitor Jesus

Regrets:
- Andrew Hughes
- James Aschberger

Quorum Status

Quorum not required for this meeting
Participant Roster in process of being updated for the new WG. Quorum requirements to be determined and updated here by Jim Pasquale

<table>
<thead>
<tr>
<th>Aschberger, James</th>
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<tr>
<td>Hodder, mary</td>
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<td>Hughes, Andrew</td>
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<td>Khan, Yusuf</td>
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<td>Lizar, Mark</td>
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<td>Pasquale, Jim</td>
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<td>Santolalla, Oscar</td>
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<td>Wunderlich, John</td>
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Discussion Items

<table>
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<th>Time</th>
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<th>Who</th>
<th>Notes</th>
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Welcome to the new Group Everyone. Jim Pasquale reminds us that the focus of the WG is personal information, while identity and information sharing are very much intertwining, other Kantara WG is focused on identity, and when appropriate or require consulting or working in those groups should be the proper procedure.

- A request to begin the official nomination for Chair and Co-Chairs is underway and submitted to Staff after Colin made a verbal confirmation on yesterday’s CIS call.
- Yesterday was the last official CIS call and Today is the last special ISI call, next week we will begin meeting at the former CIS Thursday’s and time
- Discussion around moving the CMS time slot to accommodate ISI project efforts
- See below edit Recommendation: Jim Henderson & John Wunderlich will provide a JLINC demo 06 Feb 2020–March is open for the demo.
- If you would like to provide the WG with a demo please do so with ample time for members to schedule their time efficiently.
- We are also going to move the consent journey dashboard to the personal data record project, as per Iain’s request.
- If anyone would like to see other product demos outside the WG, please bring them up during new business for discussion. Jim Pasquale personally thinks it is a way to expand the Group’s knowledge around information sharing, and might also attract new participants to joining the Kantara Initiative.

Previous call meeting items

- A Consensus was reached for the project team person in charge is now “Leader” PTL (Project Team Leaders position now open)
- Updates on proposed or possible projects discussed:
  - Consent Receipt v2 (??)
    - Current v1.1
    - Next release vNext (accountability who and where timeframe)
  - Accountability (John)
  - Purpose of Use Taxonomies (Ken)
  - N. Next framework (GitHub & Mar Lizar)
  - Health Care Use Cases (Nancy)
  - Common best practices (Jim)
  - Information Sharing Sustainability (John)
  - Accountability (John)
  - Intent Casting (Iain)
  - Information Sharing Agreements (John)
  - Health Care Use Cases (Nancy)
  - Common best practices (Jim)
  - Personal Data Record (Andrew Hughes)
    - Information Sharing Dashboard (open)
    - Accountability (John)
    - Health Care Use Cases (Nancy)
    - Data in Motion and Data at Rest (Jim)
    - Common best practices (Jim)
  - Purpose of Use Taxonomies (Ken where does it fit? is it all three projects)
  - Consent Evolution Roadmap/Project was requested as a project by Lisa Levasseur, an outline is ready and will be posted as soon as it is submitted
    - Prior to this request, Jim suggested taking the CMS effort and resources around common/best practices and making them part of each project, where the results would be part of the Roadmap. No clear decision was accomplished and the group agreed we need to see Lisa’s framework submission before deciding
    - A conversation ensued as to whether the other projects contribute to this effort by the PTLs or does work by the PTLs done her flow back to the other projects
  - Colin mentioned two ways to move forward with Officers, Where:
    - should there only be one person’s name submitted a simple quorate meeting can cast either approve or not,
    - otherwise, if there’s more than one person nominated Staff will set up and issue an eBallot for voting.
  - Nominations for officers after being asked by others Jim threw in his hat to continue as Chair. After contacting so has otherwise, if there’s more than one person nominated Staff will set up and issue an eBallot for voting.
  - Minimum nominations required: Nominations are now open and will continue to be open for a vote according to when and how long Ruth Puente and staff require.
    - Chair
    - Vice-Chair (or Co-Chairs)
    - Secretary (if no nominations, Jim moves that Co-chairs alternate capturing notes)
  - A strong position for a regular capable Secretary was voiced and agreed by several members. A suggestion to find a computer science major

Jim Pasquale encourages participants to use the blog section of the WG to communicate and share. This enables newcomers to understand how the WG deals with various terms and definitions and concepts. The group needs to capture what terms mean what to the group and in what context this WG uses them. Examples: Interoperability/Interfaces/Integration, and Schemes/Taxonomies/Ontologies

Jim Pasquale points out that we don’t want to overextend, or boil the ocean, so the list above needs to be clarified with respect to available resources and too many projects. The Projects will need and be required to have their own spaces on the system and additionally there own columns on the meetings and minutes Notes. These can be drawn from using tasks for the projects (thanks for recommending John) for tracking progress easily and dynamically.
<table>
<thead>
<tr>
<th>min</th>
<th>Motion to approve prior minutes</th>
<th>Not quorate</th>
<th>MOTION: To approve all and any outstanding meeting minutes requiring approval.</th>
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<td>Discussion:</td>
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<td>Motion:</td>
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<td>V. next contributions</td>
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<td>The survey indicates not all contributors have agreed to move 1.1 to v.next. It can't be done officially until the time period expires. Jim Pasquale recommends that we break out the various sections of work in progress in the minutes by project and/or by issue so that it can be dealt with on a more granular or specific basis, rather than one large section about edits.</td>
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<tr>
<td>0 min</td>
<td>News about new implementations</td>
<td>All</td>
<td>None mentioned</td>
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<td>0 min</td>
<td>Demo status update</td>
<td>All</td>
<td>Iain Henderson and John Wunderlich need to move the JLINC demo to the March meeting. Jim Pasquale said he'll do an update digi.me demo for the first February 6th Meeting instead.</td>
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| 0 min | WG Charter operational structure | Jim         | 01/24 Election of officers  
  - According to Colin, we should see an email opening nominations by close of business COB today. Everyone is invited to run for Chair, Co-Chairs (2), and a desperately needed Secretary position(s)  
  - Anyone wishing to be nominated or nominate a person for either the WG LC or PTL (Project Team Leaders) should be ready to do so at the first official ISI WG Meeting on 1/30  
  
  1/17  
  John Wunderlich suggests that WG meetings are for reporting back and coordinating between projects. But this begs the question about how the projects will self-organize to be both effective and transparent. i.e. do projects want project managers, leaders, managers, rapporteurs, contributors, editors, etc.  
  Jim Pasquale WG also needs to ensure that the WG is aware of status and can help address issues or roadblocks as they arise. Maybe separate project pages in Confluence as a start. Or a separate Team Leader manager call once a quarter  
  Nancy Lush points out that if the projects are doing most of the work, then the frequency of Work Group Meetings may be reduced.  
  Jim Pasquale is in complete agreement with Nancy and believes it may only require a Full WG call once a month. as part of the “Demo” 1st monthly call |
| min | Upcoming events update         | All         |                                                                               |
| 40 min | AOB                           |             |                                                                               |

**Next call 2020-01-24 10:30 am Eastern DAYLIGHT Time**

https://global.gotomeeting.com/join/329330725

- MOTION: To adjourn
  - Moved:
  - Second:
  - Discussion: None
  - Motion carry

- Jim Pasquale to check out creating tasks in Confluence 17 Jan 2020
- Lisa LeVasseur upload work on Consent Evolution Roadmap either as a file or a blog for WG review