

Integrating the Healthcare Enterprise



IHE-UK
Members Governance
Charter

< Issue 1.0 >

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FOREWORD

Integrating the Healthcare Enterprise (IHE) is a world-wide initiative that enables Healthcare IT system users and suppliers to work together to obtain interoperability of systems through the careful definition of healthcare tasks, the specification of the communication of information between systems required to support those tasks and the testing of supplier systems. It runs annual week long test sessions where suppliers demonstrate that their software can interoperate successfully with the software of other suppliers to support for certain basic healthcare tasks as specified in the IHE Integration Profiles Technical Framework documents. These annual test sessions are called 'Connectathons'. Purchasers can be confident that systems purchased from companies whose software has passed the relevant tests will interoperate as specified.

The IHE International organisation is responsible for the creation and maintenance of IHE Integration Profiles , through a number of Domain Committees including Radiology, Oncology, Laboratory, and Pharmacy. There is also an "IT Infrastructure" Domain committee whose Integration Profiles provide general IT Infrastructure scenarios to support all other domains.

This document sets out the mission, governance framework and membership rules for the IHE-UK organization, a National affiliate of IHE International.

Details about IHE may be found at: www.ihe.net

Details about IHE-UK can be found at www.ihe-uk.org

Details about the IHE Domains may be found at: <http://www.ihe.net/Domains/index.cfm>

Details about the structure of IHE Technical Frameworks and Supplements may be found at: <http://www.ihe.net/About/process.cfm> and <http://www.ihe.net/profiles/index.cfm>

The current version of the IHE Domains Technical Framework may be found at: http://www.ihe.net/Technical_Framework/index.cfm

Table of Contents

1. Mission of IHE-UK	4
2. Main Activities of IHE-UK.....	4
3. Governance Framework	4
3.1. IHE International.....	4
3.2. IHE Governance.....	5
3.3. IHE-UK Domain Committees.....	5
3.4. IHE-UK Marcom Committee	6
3.5. The IHE-UK Steering Committee.....	7
3.6. IHE-UK Ltd.....	7
4. IHE-UK Membership.....	7
4.1. Individual Membership.....	10
4.2. Corporate Membership	10
4.3. Benefactor Membership.....	11
4.4. Honorary Membership.....	12
4.5. Termination of Membership.....	12
5. IHE-UK Committee Procedures.....	12
5.1. Open Meetings and Notice	13
5.2. Committee Structure.....	13
5.3. Voting and Quorum.....	13
5.4. Letter Ballots	13
5.5. Matters Requiring a Vote	14
5.6. Attendance, Absence and Voting Privileges	14
5.7. Co-chair Elections	15
5.8. Co-chair Responsibilities	15
5.9. Meeting Conduct	15
6. Ratification of this Governance Document	16

1.Mission of IHE-UK

To provide an environment within which UK healthcare IT system users and suppliers can work together to enable interoperability of UK healthcare IT systems through the deployment of IHE Integration Profile specifications

2.Main Activities of IHE-UK

IHE-UK achieves its mission through the following activities:

- a)promoting the IHE Integration Profile based approach to achieving interoperability in healthcare in the UK
- b)specifying extensions to the global specifications to support specific UK requirements
- c)creating and maintaining UK National guidance notes on the use of IHE Integration Profiles
- d)informing UK nationals about the implementation of IHE Integration Profiles within the UK environment through educational events including live multi-vendor demonstrations, formal meetings, networking meetings and committee work
- e)supporting the successful completion of testing events ("IHE Europe Connectathons") according to the IHE International guidelines, ISO 28380 TR
- f)supporting the development and adoption of new IHE profiles, which are of significant interest to users and suppliers within the UK healthcare environment.

3.Governance Framework

3.1.IHE International

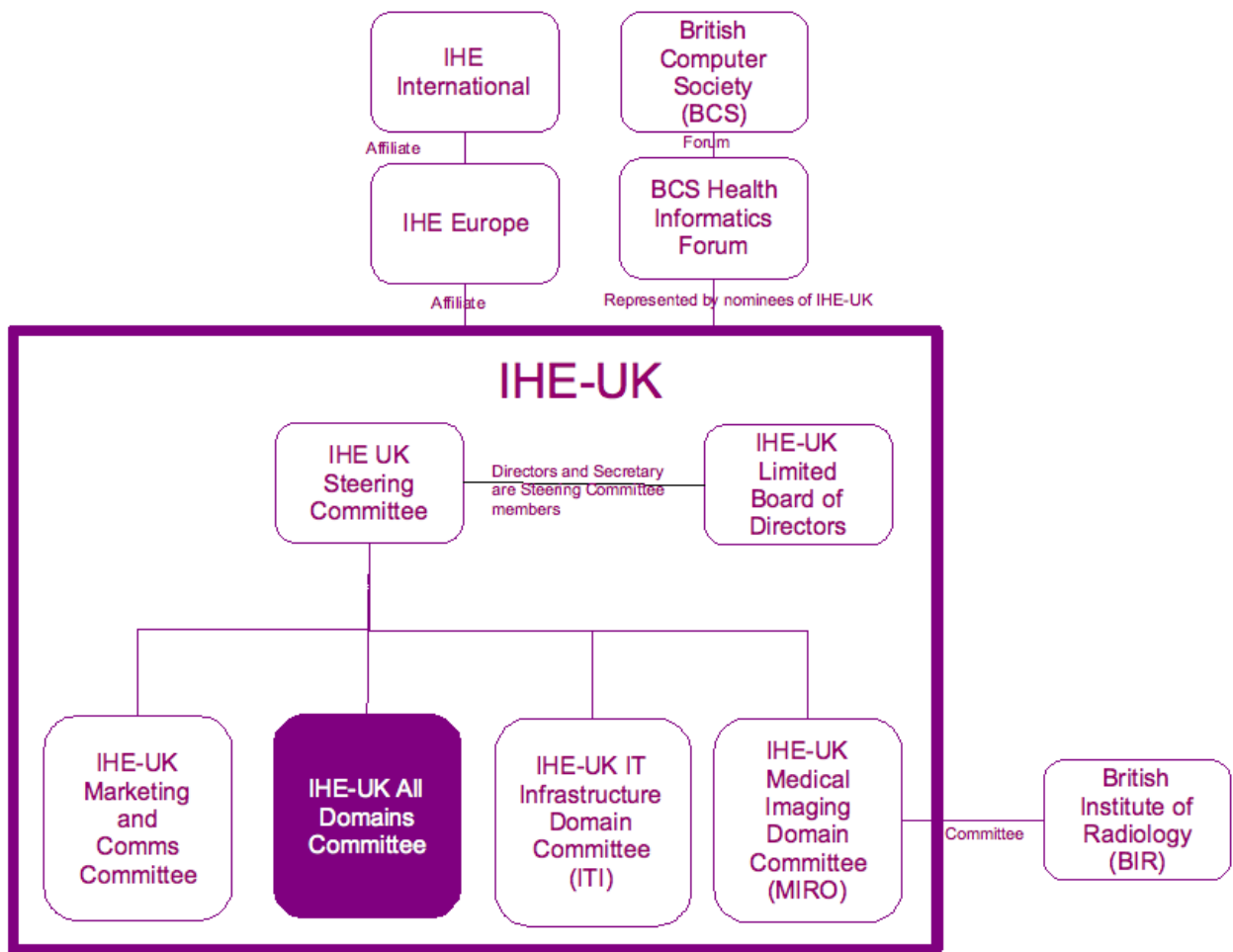
IHE is governed by an international board of the IHE organization, which provides strategic direction and coordinates the technical development of the internationally used IHE Integration Profiles. Regional and National IHE initiatives promote the use of IHE specifications in their respective regions and countries. National IHE organizations can specify extensions to the International Profiles.

IHE-UK is the UK's national affiliate to IHE International. IHE-UK is also a member of IHE-Europe, a regional affiliate to IHE International. As a member of IHE-Europe, IHE-UK co-operates in the deployment of IHE specifications throughout Europe as well as within the UK. It supports the work of IHE-Europe including the provision of its share of monitors to participate in the testing process carried out during IHE Europe Connectathons. It organises the venue and facilities for the annual IHE-Europe

Connectathon from time to time. IHE-UK is a member of the British Computer Society Health Informatics Forum.

3.2. IHE Governance

The IHE-UK governance structure is shown in the diagram below.



3.3. IHE-UK Domain Committees

IHE Integration Profiles are deployed in the UK through the work of the IHE-UK Domain Committees, which have the following characteristics:

- a) IHE-UK Domain Committees mirror the work of the IHE International Domain Committees which create and maintain the IHE Integration Profiles. Each Domain Committee is supported by a sponsoring organization, or Domain

- Sponsor, which plans and provides resources to complete the work of the Domain Committee. Domain Sponsors shall be Corporate Members in the User Category which do not have direct or indirect responsibilities for the acquisition decisions of systems implementing IHE specified capabilities. Domain Sponsors generally come from Healthcare Professional Organizations (clinical, IT, administrative, public health, etc.) or Governmental Agencies. Domain Sponsors bring significant benefits since they provide IHE-UK with in-depth of user expertise.. In supporting the development activities of IHE International in the domain (or domains) relevant to their membership and mission, Domain Sponsors shall adhere to the principles of IHE International Governance and promote the broad success of the initiative worldwide. Domain Sponsors must be approved by the IHE-UK Steering Committee.
- b) Domain Committees through their Sponsors take responsibility for deployment of IHE Technical Framework specifications and associated documents in the domain (or domains) relevant to their membership and mission. Potential Domain Sponsors must submit an application in writing to the IHE-UK Steering Committee, outlining their plans for deployment.
 - c) Domain Committee members need to be aware of the rules requested by the Domain Sponsor Organization and any perceived conflict needs to be reported to the IHE-UK Steering Committee. These arrangements mirror those of IHE International Domain Committees which create and maintain the IHE Integration Profiles. Domain Sponsors must be approved by the IHE-UK Steering Committee.
 - d) Domain Committees provide key forums for users and suppliers to talk together, plan and oversee UK profile deployments in their domain. For example, the IHE-UK Medical Imaging and Radiation Oncology (MIRO) Domains Committee which covers two IHE Domains is sponsored by the British Institute of Radiology (BIR) The ITI Infrastructure Domain Committee is sponsored by the British Computer Society (BCS).
 - e) The All-Domains Committee, sponsored by the BCS, has been established to cater for new member introduction and general IHE communication matters and to cover domains for which a specific UK Domain committee does not currently exist. This committee is particularly appropriate for clinical members whose interests often span more than one healthcare domain.

3.4. IHE-UK Marcom Committee

The Marcom Committee (marketing and communications) mirrors the IHE Europe committee. It works closely with the Domain Committees and is involved with all promotion, education and communications activities of IHE-UK.. This includes all planned events such as IHE demonstrations and the guidance notes on the use of IHE specifications within the UK. It produces all press releases and governs the usage of

the IHE brand by members in the UK. General governance rules for using the IHE Brand are addressed in section 4 - the benefits of membership.

3.5. The IHE-UK Steering Committee

The IHE-UK Steering Committee approves all memberships and governance rules (changes to this document). It manages IHE-UK committee officer elections, appointments, funding and payment approvals. It also considers all offers of Sponsorship, and rules on matters which govern the conduct of members when representing IHE-UK. The committee oversees the set up and secretarial duties of all other IHE-UK Committees. The committee consists of :

- the co-chair of each IHE-UK Domain Committees (and through them the domain sponsors)
- representatives of other sponsoring organizations
- the directors and company secretary of IHE-UK Ltd.
- the IHE-UK Technical Manager

The IHE-UK membership will be kept informed of significant events and ongoing discussion items through the IHE-UK group news bulletins on LinkedIn.

The IHE-UK Steering Committee must approve the Terms of Reference for each Domain Committee prior to its first formal meeting.

The IHE-UK Steering Committee will approve a business plan at the beginning of each financial year.

3.6. IHE-UK Ltd

IHE-UK Ltd provides the UK legal and financial entity to support the work of the IHE-UK. IHE-UK Limited Directors shall be nominated by the Steering Committee and elected by the IHE-UK members at an IHE-UK annual general meeting. The company is registered at Companies House as company number 6813326.

4. IHE-UK Membership

There are several classes of membership: Individual, Corporate and Benefactor. Membership subscription fees are paid in return for networking, educational, promotional and financial benefits, and the right to participate in the work of the IHE-UK committees both on-line and face-to-face.

Membership of IHE-UK is open to any individual or organization including: companies, healthcare professional societies, provider groups, public health organizations, patient representatives, healthcare funding organisations, healthcare IT users' associations, healthcare IT vendors' associations, academic institutions, research organizations, and standards development organizations. Existing members of medical professional associations will be eligible for a 50% discount on subscription fees.

Membership application forms must be completed and accepted by the IHE-UK Steering Committee, after which named individuals attached to the membership will be accepted into the LinkedIn IHE-UK forum.

The IHE-UK Steering Committee maintains a good balance of interests in its membership (see table below – extracted from IHE International governance document http://www.ihe.net/governance/upload/IHE_Governance_Interim_Document_2007_10_05.pdf) to ensure good decision making and relevance to the UK healthcare market.

Organisation Type	Interest Category vis-à-vis IHE profiles			Description
	User	Developer	General Interest	
Healthcare Professional Organisations	X	X		Organisations for healthcare professionals such as clinicians, IT administrators, providers and public health, practitioners
Healthcare Provider Organisations	X	X		Organisations that provider healthcare to patients
Healthcare IT Developers	X	X		Organisations such as hospitals that develop IHE-related software for their own use.
Open Source Developers		X		Organisations developing software with freely available source code
Vendors		X		Organisations that commercially develop, market install, service or support IT products (open source or proprietary) in healthcare
Consultants	X	X		Professional consultants to users, developers and government agencies
Trade Associations		X		Organisations that organise themselves to represent the collective interests of a category of

				Vendors
Government Agencies	X		X	Organisations, funded by Government with responsibilities for and/or a relationship to healthcare information technology used in the public sector
Consumer Organisations			X	Organisations representing consumers with an interest in health information technology standards.
Standards Developing Organisations			X	Any standards-developing organisation with a relevant interest. These groups may also enter into liaison relationships with IHE International and its committees.
Healthcare Services Commissioners or Employers			X	Private or public organisations who procure healthcare services from healthcare providers (e.g. Insurance companies or Primary Care Trusts)
Health IT Promotion Organisations			X	Organisations with a broad representation of stakeholders with an interest in healthcare information technology
Health Research Organisations			X	Organisations performing clinical, technological or health services research

Table 1 – Membership Interests Striking a Balance

Membership of IHE-UK conveys rights to participate in IHE-UK meetings, to be eligible to hold office and to vote on matters important to IHE-UK operations within their committee. The four categories of IHE-UK membership are now explained.

4.1. Individual Membership

For not-for-profit organisations, such as IHE, expertise and time are far more valuable than any other resource. Hence, IHE-UK encourages people with an interest in IHE matters to join and contribute to the organisation. Individual members can be employees of companies, independent consultants, or directors of small (2-3 man) firms. Individual membership is therefore open to employees of companies who are already corporate members of IHE-UK. Individual membership is restricted to a named individual and is non-transferable. For an affordable annual fee, members enjoy the following benefits:

- **Voting.** Individual Members can cast one vote at any designated Committee Meeting.
- **Alternates.** IHE-UK Membership allows an individual (the Principal Representative) to also name an Alternate representative (should the Principal be unable to attend). Only one vote is valid for one approved membership form.
- **Networking:** Inclusion in (via LinkedIn) the IHE-UK Group, which provides news updates and opportunities to initiate/participate in online group discussions
- **Influence:** Eligibility for membership of IHE-UK domain committees and associated closed email lists concerned with drafting UK extensions to IHE Integration Profiles and guidance notes on the application of IHE Integration Profiles within UK healthcare environments.
- **Education:** Access to IHE domain specifications, webinars and reduced rates for any chargeable IHE update meetings.
- **Training and Accreditation:** Members can take advantage of IHE recognised training courses to achieve professional certification as they become available.

4.2. Corporate Membership

Small-medium enterprises (SME's - greater than 3 but less than 50 employees) or Large companies (greater the 50 employees), can enjoy many other commercial benefits in addition to the rights of Individual membership:



●**Promotion** : Your company name will be listed on the IHE Europe/IHE-UK webpage as an IHE-UK corporate member, and you will be able to use the IHE-UK Corporate Member logo on company presentations and proposals.

●**Transferability**: The Principal and Alternate positions be transferred to other named individuals within the company, through written submission to the Steering Committee.

●**Pre-connectathon**: advice and support for your company prior to connectathon participation.

●**Discounts**: 10% discount off any fees charged for IHE-UK promotional events including demonstrations

Multiple corporate memberships for the same company is possible.

4.3. Benefactor Membership

For organisations that wish to play a more significant role in IHE development in the UK, Benefactor Member status provides organisations with additional commercial benefits in addition to the rights of Corporate membership.



●**Company Use of IHE brand** : Your company name will be listed on the IHE Europe/UK page webpage as an IHE-UK Benefactor

●**IHE Promotion of Company as Benefactor** : IHE-UK will include the Benefactor member's company name or logo in all its UK presentations and demonstrations.

●**Greater Corporate Influence** : To maximise its influence on IHE-UK profile extensions and guidance, Benefactor members can send named representatives to a maximum of three different Domain Committees, and have a single vote at each meeting. Benefactor Members can also have up to 3 votes at Steering Committee meetings.

●**Projects**: Benefactors can submit funded IHE project proposals to the Steering Committee to further profile deployment or development. These are subject to the approval of the IHE-UK Steering Committee, which will take a maximum of 14 days to review these proposals.

4.4.Honorary Membership

In recognition that IHE-UK success is dependent on the significant efforts of key individuals, the Steering Committee reserves the right to waive subscription fees for these “honorary” members. Such members will have all the rights of an individual, corporate or benefactor member, (as determined by the IHE-UK Steering Committee) provided they complete the appropriate application form. Honorary member status is reviewed annually by the Steering Committee.

4.5.Termination of Membership

When a membership is terminated, membership benefits are withdrawn upon the day of termination. Members are expected to cease the active use of benefits, such as use of IHE-UK logos, and permission to access to meetings and online facilities will be removed immediately.

Membership may be terminated at any time by submitting a letter of resignation to IHE-UK Steering Committee. Resignation shall not result in any refund of subscriptions.

Membership will be terminated for non-payment of subscriptions or other sums due to. The procedure for termination will be invoked 30 days after the issue of a final demand to the member.

Membership will be terminated if the member fails to attend a Committee meeting for a full year and becomes “dormant”. The procedure for termination will be invoked 30 days after a warning letter is issued to the member and no satisfactory response is received.

IHE-UK Steering Committee may in exceptional circumstances suspend or expel any member for a cause deemed as damaging to the interests of IHE-UK. In such cases a member will be offered a hearing with the IHE-UK Steering Committee and a simple majority vote of the committee shall prevail. Any pre-paid subscriptions shall not be refunded on termination.

The IHE-UK Steering Committee may at its sole discretion reinstate any suspended, expelled or terminated member.

5.IHE-UK Committee Procedures

IHE-UK Members are required to participate in of one of the IHE-UK Committees. By default, all members join the All Domains Committee if they do not specify a domain committee.

Where a member fails to attend 3 committee meetings in succession, that member is deemed to have “lapsed”, and all voting benefits will cease until that member attends at least two successive meetings of an IHE committee.

IHE-UK Committee procedures shall conform to those of IHE International as set out in the IHE International General Principles of Governance, dated 5th October 2007 - "IHE_Governance_Interim_Document_2007-10-05.doc".

5.1. Open Meetings and Notice

Meetings shall be announced via a "linkedin" notice to membership. Notice shall include the date and time of the meeting, the location (for a face-to-face meeting), telephonic access information (for a teleconference) and an agenda indicating the subject(s) to be addressed.

Face-to-face meetings shall be announced not less than 14 days prior to the meeting. In order to facilitate participation by committee representatives nationwide, whenever possible the committee's organisers should consider rotating a committee's meetings to different locations.

Teleconference meetings at which committee votes may be taken shall be announced not less than 7 days prior to the meeting.

5.2. Committee Structure

A committee shall consist of its secretary, User co-chair, Supplier co-chair and members. At least one designated committee Co-chair shall convene and preside over each committee meeting and, along with the committee Secretary, be responsible for ensuring conformance with the governance rules established in this document.

The Secretary for each Committee is appointed by the IHE-UK Steering Committee. The secretary shall escalate any serious issues with governance and conduct of Committee meetings to the Steering Committee immediately.

5.3. Voting and Quorum

Each Member shall have one vote to be cast or by the Principal Representative or by a named Alternate. Alternate member names must be submitted at least 1 day prior to the meeting. It is for the meeting Secretary to decide whether or not the meeting is quorate. At Steering Committee meetings, Benefactor Members shall have up to 3 votes, one vote per Benefactor representative attending the meeting.

5.4. Letter Ballots

For letter (or email if attendance is virtual) ballots on matters other than Co-chair elections, each member shall have vote one of the following positions:

1. Affirmative;
2. Affirmative, with comment;
3. Negative, with reasons (the reasons for a negative vote shall be given and if possible should include specific wording or actions that would resolve the objection); or
4. Abstain.

Returned Benefactor member votes will be multiplied by 3. The voting period for letter

ballots shall end 30 days from the date of issue or as soon as all ballots are returned, whichever comes earlier. A follow-up e-mail requesting immediate return of the ballot shall be sent by the Secretary, as appropriate, to members and alternate members whose votes have not been received within ten working days before the ballot closes.

5.5. Matters Requiring a Vote

These matters are set out exactly as in IHE Principles of Governance document (http://www.ihe.net/governance/upload/IHE_Governance_Interim_Document_2007_10_05.pdf)

5.6. Attendance, Absence and Voting Privileges

a) Each committee shall maintain a roster that identifies committee Representatives with voting rights and may also list non-voting committee Representatives. The Secretary shall be considered a Representative with no voting rights.

b) Attendance at committee meetings is an obligation of membership. "Meetings" include face-to-face meetings, teleconferences and letter ballots. The "attendance" date for a letter ballot is considered to be the final date when responses are due.

c) The Secretary shall record the presence of the Principal or designated Alternate Representative of each Corporate or Benefactor Member represented at each committee meeting at which a decision is taken.

d) It shall be the responsibility of Committee Representatives to make their attendance known to the Secretary.

e) A new Member shall be entitled to vote and count towards a quorum of each committee it has joined, at the second such meeting attended and not the first.

f) A Member is considered present at a committee meeting if a Principal Representative or any Alternate, is present. A Member that is not present at three consecutive meetings at which votes are taken is considered lapsed and forfeits the privilege of voting on any Committee matter. At that time, the Member will be considered non-voting and will not be counted towards a quorum for voting purposes. The Secretary shall notify the Committee Co-chair(s) of this action.

g) A lapsed Member shall have its voting privilege restored upon and at the attendance of one or more of its Representatives at two successive committee meetings, and that Member will be allowed to vote at that second successive meeting.

h) A Member that does not participate in the activities of a Committee for a full year may be removed from the roster of that Committee. To be subsequently reinstated

on the roster of a committee, the Member shall submit to the Secretary of that committee a letter indicating its intention to renew participation in the committee's activities and including the name and contact information of its designated Principal Representative and any Alternates, if appropriate.

5.7. Co-chair Elections

Each co-chair shall serve a two-year term and may serve no more than two consecutive terms. The terms of the co-chairs shall expire in alternating years. The Secretary shall announce elections to be held for the position of Co-chair to the committee membership and invite nominations (including self-nominations). Any IHE-UK Member is eligible to be nominated as a Committee Co-chair.

Following the closure of nominations the Secretary shall conduct a 15-day ballot period via email. If a quorum of votes is not attained, the nomination and election process shall be re-run. A candidate must obtain a majority of the votes to be elected. If no candidate exceeds 50% of the cast votes, a run-off election between the top two candidates shall be conducted. The person elected shall be announced at the next meeting (typically the last meeting of the year) and they shall assume office immediately following the meeting.

5.8. Co-chair Responsibilities

The responsibilities of Committee Co-chairs include:

- a) Organizing the committee.
- b) Conducting Committee meetings and conference calls
- c) Preparing and announcing agendas for Committee meetings and conference calls
- d) Supporting the Secretary in documenting and disseminating meeting minutes
- e) Be a consistent and active participant in the IHE-UK Steering Committee.

5.9. Meeting Conduct

All meetings shall be conducted under the following guidelines and any additional ones that the IHE-UK Steering Committee may prescribe to avoid any violation of antitrust laws. The Committee Secretary shall be responsible for monitoring adherence to these guidelines. No vendor-specific commercial topics shall be acted upon or considered.

Meetings shall be conducted in such a manner that all members are afforded an adequate opportunity to present their views. All opinions shall be considered before actions are voted upon. The co-chairs shall undertake this responsibility with the assistance of the Secretary.

The Secretary shall ensure that minutes of all meetings are clear, complete, and accurate with regard to the actions that were taken and the justification for those

actions. There shall be no conversations "off the record" at meetings. If comments are not appropriate for recording, they shall not be brought up at meetings. Meetings shall be adjourned when all business has been completed. No committee business shall be conducted in informal meetings of committee subgroups.

6.Ratification of this Governance Document

This Governance document is to be ratified by the current IHE-UK Steering Committee.

Once approved by the IHE-UK Steering Committee and raised to ISSUE status, amendment of this Governance document shall be accomplished by a vote of the IHE-UK Steering Committee. Proposed amendments shall be published to the IHE-UK Steering Committee membership by email and posted on the IHE Europe/UK webpage. An agenda listing the proposed amendment shall be published at least 30 days prior to the meeting where the vote shall be taken.

Appendix 1 – IHE-UK Membership Subscription Rates

The subscription levels for healthcare IT suppliers for the inaugural year of IHE-UK membership are as follows. :

Membership Category¹	Organisation Size (number of employees)	Annual Subscription (ex VAT)
Individual	individual or org with \leq 3 people	£85 + VAT
Corporate (small)	>3 but less <50	£425 + VAT
Corporate (Med-large)	more than 50 with	£850 +VAT
Benefactor	more than 50 with additional funding	£6250 + VAT

Please note that a discount of 50% applies to members of medical professional associations.

¹Subscription levels will be reviewed annually by the IHE-UK Steering Committee.

IHE -UK Membership Application– 2009

Thank you for your interest in IHE-UK and in becoming a member of IHE-UK. Please complete the following form and email to Secretariat@IHE-UK.org. We are always interested in your feedback, so please feel free to provide any comments you have at the end of this form.

Membership Subscription

Organisation Name	
Name	
Role	
Email	
Telephone Number	
Your Organisation Address	
At a future stage we may publish details on the IHE-Europe/UK web site. Please indicate if you are happy for your organisation's name to be published	Yes / No
Healthcare IT User or Healthcare IT Supplier	User / Supplier
Supplier Organisation Category	Individual / SME / Large Corp/ Benefactor
Annual Supplier Membership Cost (ex VAT)	/ £85 / £425 / £850 /£6250 (+ VAT)

Domain Committee Membership and Interest

Are you interested in joining the IT Infrastructure Domain Committee?	Yes / No
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<p>Are you interested in joining the MIRO Radiology Domains Committee?</p>	<p>Yes / No</p>
<p>All new members , who do not join existing committees will be made welcome by the All-Domains Committee. However, please Indicate if you are interested in other IHE domains.</p>	<p><input type="checkbox"/> Laboratory <input type="checkbox"/> Pharmacy <input type="checkbox"/> Eye Care <input type="checkbox"/> Patient Care Coordination <input type="checkbox"/> Patient Care Devices <input type="checkbox"/> Quality, Research / Public Health <input type="checkbox"/> other, please name?</p>
<p>Please specify any other projects, products or areas in your organisation where you believe the IHE approach could be applied?</p>	

Payment Details

<p>Billing Address</p>	
<p>Method of Payment</p>	<p>Electronic Transfer / Cheque</p>
<p>Order Number (if appropriate)</p>	
<p>Billing Contact Name</p>	
<p>Billing Contact Number</p>	
<p>Billing Contact Email</p>	