



# Development, Approval, Maintenance and Review of IHTSDO Technical Reports, Guidelines and Standards

Detailed process descriptions

Date 20110407  
Version 2.00

## Amendment History

| Version | Date     | Editor   | Comments   |
|---------|----------|--|--|
| 0.01    | 20090306 | Jane Millar  | This document is based on documentation agreed by the General Assembly, April 2009 |
| 0.02    | 20090703 | Jane Millar  | Updates from IHTSDO office   |
| 0.03    | 20090716 | Jane Millar  | Updates based on applying process  |
| 0.04    | 20090827 | Jane Millar  | Updates based on feedback & development of criteria for progressing through stages |
| 0.05    | 20090908 | Jane Millar  | Updates in sets of quality criteria  |
| 0.06    | 20090911 | Jane Millar  | Minor amendments following QA  |
| 1.00    | 20091027 | Jane Millar,<br>Christina Nilsson &<br>Sarah Bagshaw | GA feedback, final edits and flow diagrams for publication                         |
| 2.00    | 20110407 | Jane Millar,<br>Christina Nilsson                    | Update based on community of practice feedback and GA feedback                     |

## Review Timetable

| Review date | Responsible owner | Comments   |
|-------------|-------------------|--|
| Nov 2010    | Jane Millar       | Based on feedback from 1 <sup>st</sup> year of use |
| Oct 2012    | Jane Millar       | Review date requested by IHTSDO General Assembly   |

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# 1 Introduction

This document and guidance outlines the background and processes (what), with specific procedures (how), for the development, approval and maintenance/review for IHTSDO Standards, Technical reports and Guidelines. It is supported by a number of documents and templates which are referenced in the text and are available on [www.ihtsdo.org](http://www.ihtsdo.org).

## 2 Background and Guiding Principles

In response to suggestions made at the October 2007 IHTSDO Conference by members of the Community of Practice, the Management Board initiated a process to ensure that IHTSDO has a robust and responsive standards development and approval process that meets the needs of its Members and other users of SNOMED CT. Such a process must be capable of:

- rigorous standards development by consensus building or commission (where required to meet short-term business needs)
- satisfying any National Standards acceptance/adoption policies
- satisfying any specific organizational and governance requirements of the IHTSDO, including section 2.3.1 of the Articles which states that *“all of its activities in accordance with principles of openness, fairness, transparency”* and reinforces the importance of *“accountability to its Members”*.

As a first step, IHTSDO commissioned a consultancy to conduct a large number of key informant interviews with stakeholders within and beyond the IHTSDO community of practice, as well as a review of practices used by other standards development organizations.

Building on the results of that consultancy, a number of key principles regarding the design of IHTSDO's processes have been agreed, including the need to establish processes that:

- Leverage recent experience of other standards development organizations, particularly those that reflect newer, faster, standards development and approval pathways and avoid legacy approaches
- Apply the fundamental principles of openness, fairness, and transparency in standards development and decision-making processes
- Are responsive, nimble and flexible, recognizing that IHTSDO produces different types of deliverables (e.g. the terminology itself, translation guidelines, standardized distribution formats) and that different processes, including different ways of seeking consensus, are required
- Are simple, with relatively few types of documents and approval stages and the capacity for rapid adoption of advanced drafts following comment and consensus
- Have relatively low administrative overhead and are as efficient as possible (both for IHTSDO and for members of the Community of Practice), where possible using existing Working Group and Committee structures
- Facilitates and enables harmonization with other standards development organizations.

The end result should provide rules and processes that are clear, widely available (transparent) and are demonstrably applied to govern the IHTSDO's work in a predictable way.

## 3 Scope

IHTSDO and its predecessors have produced a wide range of documents and products over time to respond to the needs of SNOMED CT developers and users. Corporate IHTSDO documents (e.g. the Annual Work Plan), SNOMED CT content in the International Release, and software tools/environment are outside the scope of this guidance since separate processes have been established and/or reviews are planned in these areas.

Based on advice from the Community of Practice and the experiences of other standards organizations, it has been agreed that the IHTSDO should have three main types of documents that fall within the scope of this process:

- **IHTSDO Technical Reports:** Containing informative material prepared either by the IHTSDO internally or by the broader community and approved through agreed IHTSDO 'light' processes that would be less rigorous than IHTSDO Guidelines or IHTSDO Standards.
- **IHTSDO Guidelines:** Non-binding guidance prepared either by the IHTSDO internally or by the broader community and approved through agreed IHTSDO processes. It would not necessarily be possible to conduct conformance assessments relative to the content of Guidelines.
- **IHTSDO Standards:** Defined in the Articles as specifications that are formally adopted by the Association through such procedures as the Association may prescribe by Regulations. This category would **only** apply to areas where assessing conformance versus a standard would be possible (even if the IHTSDO itself did not engage in such assessments).

The four Standing Committees have reviewed these categories and mapped existing and planned documents against them to ensure that they meet the IHTSDO current and future needs.

## 4 Process for managing existing standard documentation

It is essential that each Committee review the products in their portfolio (as identified through consultation phase) to determine an expected revision schedule and required actions. The following decision tree is proposed for already-published documents:

- No further action would be required for any such documents that would fall under the new "*technical reports*" category. Such documents would follow the newly agreed process when revised.
- No further action would be required for any such documents that would fall under the new "*guidelines*" category **if** in the Committee's judgment they had been through a review process substantially similar to the newly agreed process or the documents were due for revision within 1 year. Any such documents would follow the newly agreed process when revised. For other documents, the Committee would be asked to recommend a review schedule to the Management Board.
- No further action would be required for any such documents that would fall under the new "*standards*" category **if** they were due for revision within 1 year. For other documents, the Committee would be asked to recommend a review schedule to the Management Board.

## 5 Timescales for consultation stages

Version 2.0 of this process extends the consultation periods for Technical Reports, Guidelines and Standards in response to feedback. It is emphasized that the consultation periods set are minimum and developers should define timescales based on the complexity of the development work and also

accessibility to community from whom the responses are particularly required. Likewise, the community does have a responsibility to indicate early in the process where additional time will be required e.g. availability of appropriate individuals within the period.

Developers therefore need to be clear when documents are posted for consultation on the timescales and the contact person should be clearly identified. It is advisable to set out clear timescales for the different stages using the IHTSDO template – ***IHTSDO Development plan timescales template 20110407 v1.0.***

## 6 IHTSDO Technical Reports (diagrammatic representation page 19)

### 6.1 Agreement to proceed:

6.1.1 Work should proceed when it is agreed as part of the IHTSDO work plan

### 6.2 Drafting stage:

6.2.1 The Technical Report will typically be drafted by an IHTSDO Working Group, Harmonization Panel or IHTSDO staff.

### 6.3 Working Group consultation and consensus stage:

6.3.1 Developing group's Chair or lead Officer deems the document ready for broader consultation as a Draft Technical Report (column 1, appendix 2)

6.3.2 Invitation for comment (with a feedback form) posted through the Group's section of the CollabNet (or, for documents prepared by staff, in a similar forum that is suitable given the nature of the document in question) for at least 2 weeks. This invitation should include a draft document that is formatted using IHTSDO standard document templates (including version control). Comments identifying issues with the document should suggest appropriate changes.

6.3.3 Any substantive comments received must be addressed by the group/lead Officer on the feedback form.

### 6.4 Community of Practice consultation and consensus stage:

6.4.1 Developing group's Chair advises the relevant lead Officer that the document is ready to proceed to the next stage once substantive comments have been resolved (which might include rejecting them with reasons).

6.4.2 Lead Officer checks that the appropriate process has been followed during the Working Group comment period.

6.4.3 Lead Officer ensures that the document meets IHTSDO pre-consultation quality standards (column 2, appendix 2).

6.4.4 If satisfied with 6.4.2 and 6.4.3, lead Officer initiates the Community of Practice consultation by:

6.4.4.1 Posting the draft Technical Report on the Consultations section in IHTSDO Announcements on CollabNet (which is accessible to all users) with a request for comment for at least 4 weeks.

6.4.4.2 Posting a notification of the consultation with a link to this document on the Affiliate Forum, Members Forum and relevant Committee pages. This notification should include a 1-2 paragraph synopsis of the document's content and an indication of who it is most likely to be relevant to. This information should also appear in the next CEO report to the Management Board.



6.4.4.3 The consultation period will automatically be extended to 6 weeks if any Member or Committee requests such an extension.

6.4.4.4 All comments received must be addressed by the group/lead Officer and the feedback sheet with the resolution of comments posted to CollabNet.

6.4.4.5 Committee Members and IHTSDO Members have an opportunity at this point to indicate that they wish the Technical Report to be reviewed by the relevant Committee prior to publication.

## **6.5 Quality assurance stage**

6.5.1 After substantive comments have been resolved (which might include rejecting them with reasons), the Developing Group's Chair advises the relevant lead Officer that the document is ready to proceed to the next stage.

6.5.2 If a Committee Member or IHTSDO Member has requested a Committee-level review of the report, this would then take place. The Developing Group's Chair is responsible for ensuring the resolution of any substantive comments and posting a table describing the resolution of comments on Consultations section in IHTSDO Announcements on CollabNet.

6.5.3 Chief Quality Officer checks that the appropriate process has been followed during the Working Group comment period and ensures that the document meets IHTSDO publication quality requirements for Technical Reports (column 6, appendix 2).

## **6.6 Publication stage**

6.6.1 Technical Report is published, included in repository, and Community of Practice notified.

## **6.7 Revision Cycle**

6.7.1 No later than 2 years from the initial publication date, the Developing Group must review each Technical Report published under their auspices. If the Chair determines that the content remains current and no objections have been received, the document will remain a current IHTSDO Technical Report for up to a further 2 years.

6.7.2 At least every 4 years, or on the advice of the relevant Committee, an invitation for comment must be posted through the Group's section of the CollabNet (or for documents prepared by staff in a similar forum that is suitable given the nature of the document in question) for at least 4 weeks. This invitation should include a draft that is formatted using IHTSDO standard document templates (including version control) and must include an explicit invitation to indicate that a given document is outdated and should be withdrawn. Comments identifying issues with the document should suggest appropriate changes.

6.7.3 If no substantive comments are received, the document will remain a current IHTSDO Technical Report for up to a further 4 years (with a review after 2 years by the relevant developing group Chair). The review date should be clearly stated in the document. Any substantive comments received must be addressed according to the process outlined above.

- 6.7.4 Either based on the results of the consultation process or at its discretion, the Developing Group or relevant Officer may recommend to the relevant Committee that a Technical Report is no longer current and should be withdrawn. Any such recommendation should include a plan for migration of current users of the Technical Report (where applicable).
- 6.7.5 Technical Reports that have been withdrawn will continue to be made available by IHTSDO on an “archived” basis, with an indication of the last revision date and reason for withdrawal.

## 7 IHTSDO Guidelines (diagrammatic representation page 20)

### 7.1 Agreement to proceed:

7.1.1 Work should proceed when it is agreed as part of the IHTSDO work plan

### 7.2 Drafting stage:

7.2.1 The Guidelines will typically be drafted by an IHTSDO Working Group or Harmonization Panel.

### 7.3 Working Group consultation and consensus stage:

7.3.1 Developing group's Chair or lead Officer deems the document ready for broader consultation as a draft Guideline (column 1, appendix 2)

7.3.2 Invitation for comment (with a feedback form) posted through the Group's section of CollabNet (or, for documents prepared by staff, in a similar forum that is suitable given the nature of the document in question) for at least 2 weeks. This invitation should include a draft document that is formatted using IHTSDO standard document templates (including version control). Comments identifying issues with the document should suggest appropriate changes.

7.3.3 Any substantive comments received must be addressed by the group/lead Officer on the feedback form.

### 7.4 Community of Practice consultation stage:

7.4.1 Developing group's Chair advises the relevant lead Officer that the document is ready to proceed to the next stage once substantive comments have been resolved (which might include rejecting them with reasons).

7.4.2 Lead Officer checks that the appropriate process has been followed during the Working Group comment period.

7.4.3 Lead Officer ensures that the document meets IHTSDO pre-consultation quality standards (column 2, appendix 2).

7.4.4 If satisfied with 7.4.2 and 7.4.3, lead Officer initiates the Community of Practice consultation by:

7.4.4.1 Posting the draft Guideline on the Consultations section in IHTSDO Announcements on CollabNet (which is accessible to all users) with a request for comment for at least 4 weeks.

7.4.4.2 Posting a notification of the consultation with a link to this document on the Affiliate Forum, Members Forum and relevant Committee pages. This notification should include a 1-2 paragraph synopsis of the document's content and an indication of who it is most likely to be relevant to. This information should also appear in the next CEO report to the Management Board.

7.4.4.3 The consultation period will automatically be extended to 6 weeks if any Member or Committee requests such an extension.

7.4.4.4 All comments received must be addressed by the group/lead Officer and the feedback sheet with the resolution of comments posted to the Consultations section in IHTSDO Announcements on CollabNet.

7.4.4.5 Committee Members and IHTSDO Members have an opportunity at this point to indicate that they wish the Guideline to be reviewed by the relevant Committee prior to publication.

### **7.5 Committee and Member review and consensus stage:**

7.5.1 Developing Group's Chair advises the relevant lead Officer that the document is ready to proceed to the next stage once substantive comments have been resolved and a check against decision criteria (column 3, appendix 2). If necessary, a Committee can also recommend and the Management Board can decide that Committee and Member Review of a particular document be initiated.

7.5.2 Lead Officer, in consultation with the CEO, distributes the draft document to IHTSDO Members for comment. A comment period of at least 4 weeks is required. This is automatically extended to 6 weeks on the request of any IHTSDO Member.

7.5.3 Lead Officer, in consultation with relevant Committee Chair(s), schedules a review of the document by the Committees to occur after comments from Members and response from the Developing Group (if applicable) are available.

7.5.4 All comments received must be addressed by the Group and a table describing the resolution of comments posted to Consultations section in IHTSDO Announcements on CollabNet using the feedback form.

7.5.5 IHTSDO Members have an opportunity at this point to indicate that they wish the Guideline to be reviewed by the Management Board prior to publication.

### **7.6 Initiation of IHTSDO Standard Approval Process:**

7.6.1 The relevant Committee(s) or any three IHTSDO Members can propose that a Guideline should be considered as a potential IHTSDO Standard. A recommendation to this effect should describe the rationale for making the document a Standard, the relationship of this potential Standard with other existing or prospective Standards, and how it would be possible to conduct conformance assessment relative to the material presented.

### **7.7 Quality assurance stage:**

7.7.1 The relevant Committee recommends that the document is ready for publication as an IHTSDO Guideline. At this stage, the Committee must identify any substantive issues that remain unresolved or contentious.

7.7.2 If a Management Board level review of the Guideline has been requested, this would then take place. The Committee is responsible for working with the Developing Group Chair to ensure the resolution of any substantive comments and posting of a table describing the resolution of comments to the Consultations section in IHTSDO Announcements on CollabNet using the feedback form.

7.7.3 Chief Quality Officer, in consultation with the CEO, checks that the appropriate process has been followed during the preceding steps and ensures that the document meets IHTSDO publication quality requirements for Guidelines (column 6, appendix 2).

7.7.4 If the Committee has flagged any issues, the final pre-publication document, along with a description of the issues, is referred to the Management Board for a decision. If not, the Management Board is simply advised of the pending publication.

## **7.8 Publication stage:**

7.8.1 Developing Group's Chair advises the relevant lead Officer that the Guideline is ready to proceed to the next stage once substantive comments have been resolved (which might include rejecting them with reasons).

7.8.2 Guideline is published, included in repository, and Community of Practice notified.

## **7.9 Revision Cycle**

7.9.1 No later than 2 years from the initial publication date, the developing Group and Committee(s) must review each Guideline published under their auspices. If the Chair determines that the content remains current and no objections have been received, the document will remain a current IHTSDO Guideline for a further 2 years.

7.9.2 At least every 4 years, or on the advice of the relevant Committee, an invitation for comment must be posted through the relevant developing Group's section on CollabNet for at least 4 weeks. This invitation should include a draft document that is formatted using IHTSDO document templates (including version control) and must include an explicit invitation to indicate that a given document is outdated and should be withdrawn. Comments identifying issues with the document should suggest appropriate changes and returned using a feedback form. It must also be reviewed by the relevant Committee.

7.9.3 If no substantive comments are received, the document will remain a current IHTSDO Guideline for a further 4 years (with a review after 2 years by the relevant developing Group and Committee). The review date should be clearly stated in the document. Any substantive comments received must be addressed according to the process outlined above.

7.9.4 Either based on the results of the consultation process or at its discretion, the Developing Group or Committee may recommend that a Guideline is no longer current and should be withdrawn. Any such recommendation should include a plan for migration of current users of the Guideline (where applicable).

7.9.5 Guidelines that have been withdrawn will continue to be made available by IHTSDO on an "archived" basis, with an appropriate notification in terms of the last revision date and reasons for withdrawal.

## 8 IHTSDO Standards (diagrammatic representation pages 21-22)

### 8.1 Agreement to proceed:

8.1.1 Work should proceed when the Requirement has been approved by the IHTSDO Management Board

### 8.2 Drafting stage:

8.2.1 The IHTSDO Standard will typically be drafted by an IHTSDO Working Group or Harmonization Panel.

### 8.3 Working Group consultation and consensus stage:

8.3.1 Developing group's Chair or lead Officer deems the document ready for broader consultation as a Standard in development (column 1, appendix 2)

8.3.2 Invitation for comment (with a feedback form) posted through the Group's section of the IHTSDO CollabNet (or, for documents prepared by staff, in a similar forum that is suitable given the nature of the document in question) for at least 2 weeks. This invitation should include a draft document that is formatted using IHTSDO standard document templates (including version control). Comments identifying issues with the document should suggest appropriate changes.

8.3.3 Any substantive comments received must be addressed by the group/lead Officer on the feedback form.

### 8.4 Community of Practice consultation stage:

8.4.1 Developing group's Chair advises the relevant lead Officer that the document is ready to proceed to the next stage once substantive comments have been resolved (which might include rejecting them with reasons).

8.4.2 Lead Officer checks that the appropriate process has been followed during the Working Group comment period.

8.4.3 Lead Officer ensures that the document meets IHTSDO pre-consultation quality standards (column 2, appendix 2).

8.4.4 If satisfied with 8.4.2 and 8.4.3, lead Officer initiates the Community of Practice consultation by:

8.4.4.1 Posting the draft Standard in development on the Consultations section in IHTSDO Announcements on CollabNet (which is accessible to all users) with a request for comment for at least 4 weeks.

8.4.4.2 Posting a notification of the consultation with a link to this document on the Affiliate Forum, Members Forum and relevant Committee pages. This notification should include a 1-2 paragraph synopsis of the document's content and an indication of who it is most likely to be relevant to. This information should also appear in the next CEO report to the Management Board.

8.4.4.3 The consultation period will automatically be extended to 6 weeks if any Member or Committee requests such an extension.

8.4.4.4 All comments received must be addressed by the group/lead Officer and the feedback sheet with the resolution of comments posted to Consultations section in IHTSDO Announcements on CollabNet.

8.4.4.5 Committee Members and IHTSDO Members have an opportunity at this point to indicate that they wish the Standard in development to be reviewed by the relevant Committee prior to publication.

## **8.5 Committee and Member review and consensus stage:**

8.5.1 Developing Group's Chair advises the relevant lead Officer that the document is ready to proceed to the next stage once substantive comments have been resolved and a check against decision criteria (column 3, appendix 2). If necessary, a Committee can also recommend and the Management Board can decide that Committee and Member Review of a particular document be initiated.

8.5.2 Lead Officer, in consultation with the CEO, distributes the draft document to IHTSDO Members for comment. A comment period of at least 4 weeks is required. This is automatically extended to 6 weeks on the request of any IHTSDO Member.

8.5.3 Lead Officer, in consultation with relevant Committee Chair(s), schedules a review of the document by the Committees to occur after comments from Members and response from the Developing Group (if applicable) are available.

8.5.4 All comments received must be addressed by the Group and a table describing the resolution of comments posted to the Consultations section in IHTSDO Announcements on CollabNet using the feedback form.

8.5.5 IHTSDO Members have an opportunity at this point to indicate that they wish the Standard to be reviewed by the Management Board prior to public comment.

## **8.6 Quality Assurance stage - 1:**

8.6.1 The relevant Committee recommends that the document is ready for public consultation and consensus as a draft Standard. At this stage, the Committee must identify any substantive issues that remain unresolved or contentious.

8.6.2 If a Management Board level review of the Standard in development has been requested, this would then take place. The Committee is responsible for working with the Developing Group Chair to ensure the resolution of any substantive comments and posting of a table describing the resolution of comments to the Consultations section in IHTSDO Announcements on CollabNet using the feedback form.

8.6.3 Chief Quality Officer, in consultation with the CEO, checks that the appropriate process has been followed during the preceding steps and ensures that the document meets IHTSDO quality requirements for public consultation as a draft standard (column 4, appendix 2)



## **8.7 Initiation of IHTSDO Standard Approval Process:**

8.7.1 *The relevant Committee(s) or any three IHTSDO Members can propose that a Guideline should be considered as a potential IHTSDO Standard. A recommendation to this effect should describe the rationale for making the document a Standard, the relationship of this potential Standard with other existing or prospective Standards, and how it would be possible to conduct conformance assessment relative to the material presented.*

## **8.8 Public comment on Draft Standard and consensus stage:**

8.8.1 Based on the recommendation of the relevant Committee(s), the Management Board will determine when a Standard is ready for public comment as a potential IHTSDO Standard. At this point, the official status of the document changes to Draft IHTSDO Standard. This status is intended to allow trialing of prospective standards before adoption and this trialing will have been reviewed by the Management Board.

8.8.2 Invitation for comment on Draft Standard and associated information (specifics to be determined but would include, for example, history of previous consultations and experience of current use) posted to the Consultations section in IHTSDO Announcements on CollabNet for at least 3 months. In addition, comments would be invited on the impact on users and a proposed migration timetable, should the proposed new Standard be ratified.

8.8.3 Notification of the public comment period and process posted to IHTSDO website and suitable public communications vehicles as pre-defined (e.g. in the e-Letter).

8.8.4 Where the need has previously been identified, other Standards Development Organizations will be specifically invited to comment and the timelines set for this stage support any process that it has been agreed that need to be undertaken.

8.8.5 All comments received must be addressed by the developing group and the feedback form describing the resolution of comments provided to the relevant Committee and posted to the Consultations section in IHTSDO Announcements on CollabNet.

## **8.9 Committee and Member review of Draft Standard and consensus stage:**

8.9.1 Developing Group's Chair advises the relevant lead Officer that the document is ready to proceed to the next stage once substantive comments have been resolved and a check against decision criteria (column 5, appendix 2).

8.9.2 Lead Officer, in consultation with the CEO, distributes the draft document to Members for comment as a potential Standard. A comment period of at least 6 weeks is required. This is automatically extended to 10 weeks on the request of a Member.

8.9.3 Lead Officer, in consultation with relevant Committee Chair(s), schedules a review of the document by the Committees to occur after comments from Members and response from the developing group are available.



8.9.4 All comments received must be addressed by the group/lead Officer and the feedback form describing the resolution of comments posted to the Consultations section in IHTSDO Announcements on CollabNet.

8.9.5 IHTSDO Members have an opportunity at this point to indicate that they wish the IHTSDO Standard to be voted on by the General Assembly prior to publication.

## 8.10 **Quality Assurance Stage - 2:**

8.10.1 The relevant Committee recommends that the document is ready for publication as an IHTSDO Standard. At this stage, the Committee must identify any substantive issues that remain unresolved or contentious.

8.10.2 Chief Quality Officer and CEO check that the appropriate process has been followed during the preceding steps and ensure that the document meets IHTSDO publication quality requirements for Standards (column 6, appendix 2).

8.10.3 The document is then referred to the Management Board for a decision. If any substantive issues remain unresolved/contentious or an IHTSDO Member has requested a vote by the General Assembly, the Management Board will call for a vote by Members. If not, Members are simply advised of the pending publication based on consensus achieved through earlier consultations. The relevant Committee, working with the Developing Group Chair, is responsible for ensuring the resolution of any substantive comments and posting the feedback form describing the resolution of comments to the Consultations section in IHTSDO Announcements on CollabNet.

8.11 **Publication stage:** Document is published as IHTSDO Standard, included in the repository, and public notification occurs (including notification of the Community of Practice).

## 8.12 **Revision Cycle:**

8.12.1 No later than 2 years from the initial publication date, the developing Group and Committee(s) must review each Standard published under their auspices. A report on their conclusions must be provided to the Management Board. If they so recommend, because the content remains current and no objections have been received, the document will remain a current IHTSDO Standard for a further 2 years.

8.12.2 At least every 4 years, an invitation for comment must be posted through the relevant developing Group, Committee, Affiliate Forum and Member Forum sections of the CollabNet for at least 2 months. Comments identifying issues with the document should suggest appropriate changes. Such a posting must include an explicit invitation to indicate that a given Standard is outdated and should be withdrawn.

8.12.3 If no substantive comments are received and the Committee so recommends, the Management Board may decide that the document will remain a current IHTSDO Standard for a further 4 years (with a review after 2 years by the relevant developing Group and Committee). The review date should be clearly stated in the document. Any substantive comments received must be addressed according to the process outlined above.

- 8.12.4 Either based on the results of the consultation process or at its discretion, the relevant Developing Group, Committee or IHTSDO Members may recommend that a Standard is no longer current and should be withdrawn. Any such decision must be referred to the relevant Committee for consideration and a consultation and decision process undertaken with the Community of Practice similar to that involved in initial adoption of the Standard is required (details to be specified). Any such recommendation should include a plan for migration of current users of the Standard. Sign off by the Management Board is required.
- 8.12.5 Standards that have been withdrawn will continue to be made available by IHTSDO on an “archived” basis, with an appropriate indication of the last revision date and reasons for withdrawal.

## 9 Appendices

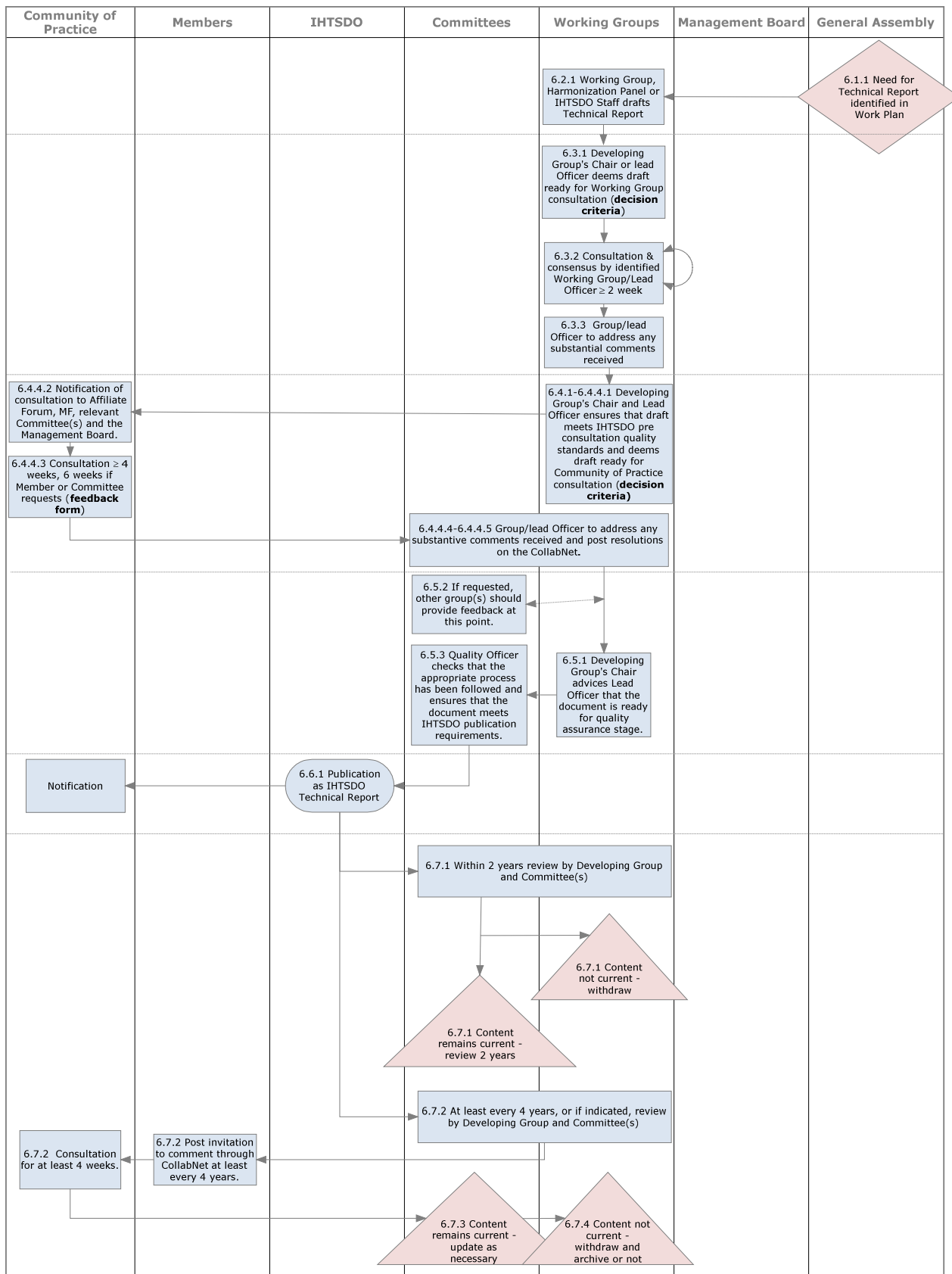
9.1 Appendix 1: Diagrammatic representation of processes for developing IHTSDO Technical Reports, Guidelines and Standards

9.1.1 **P. 20 Developing an IHTSDO Technical Report (detailed description pages 7-9)**

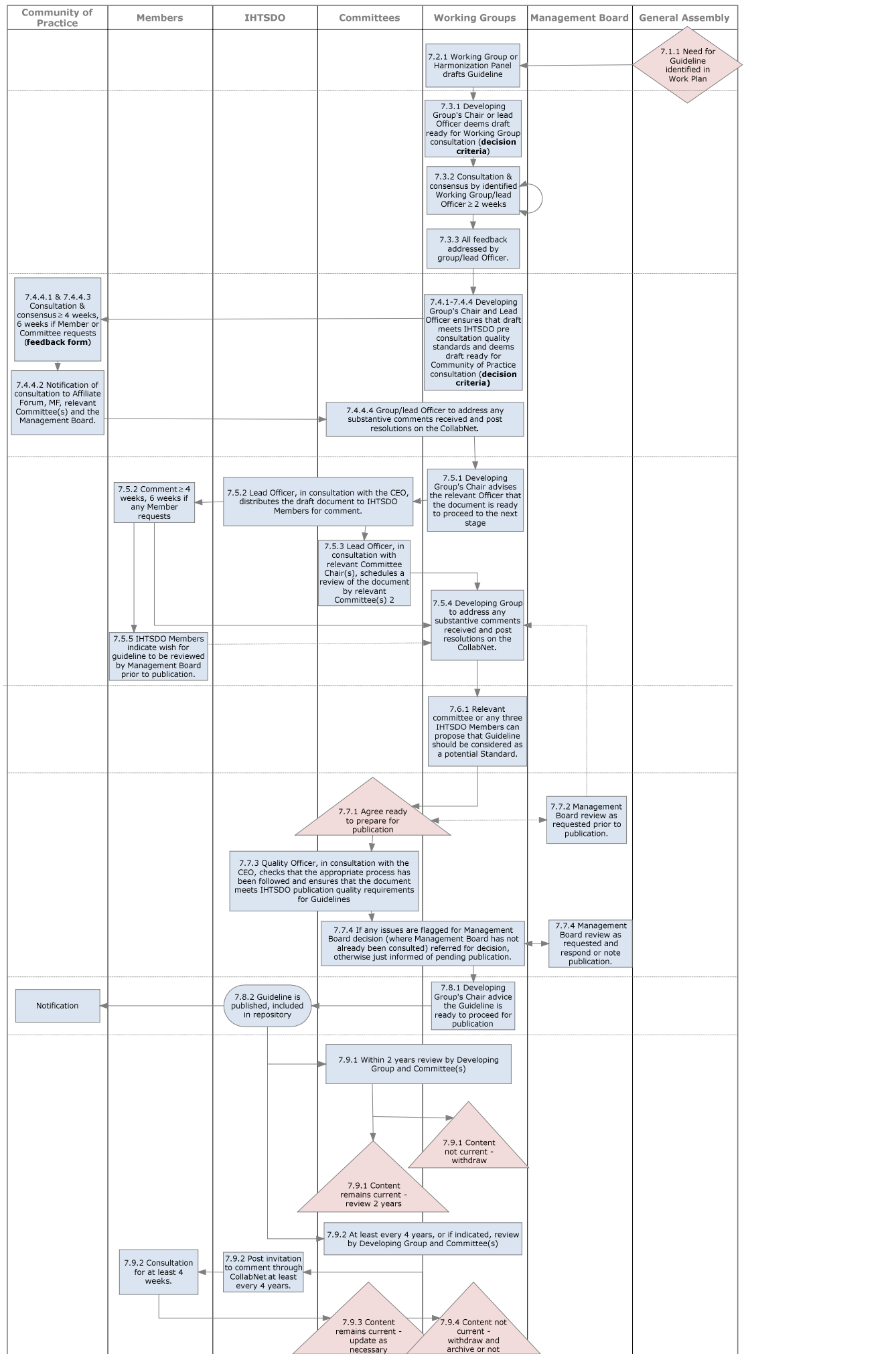
9.1.2 **P. 21 Developing an IHTSDO Guideline (detailed description pages 10-12)**

9.1.3 **P. 22-23 Developing an IHTSDO Standard (detailed description pages 13-17)**

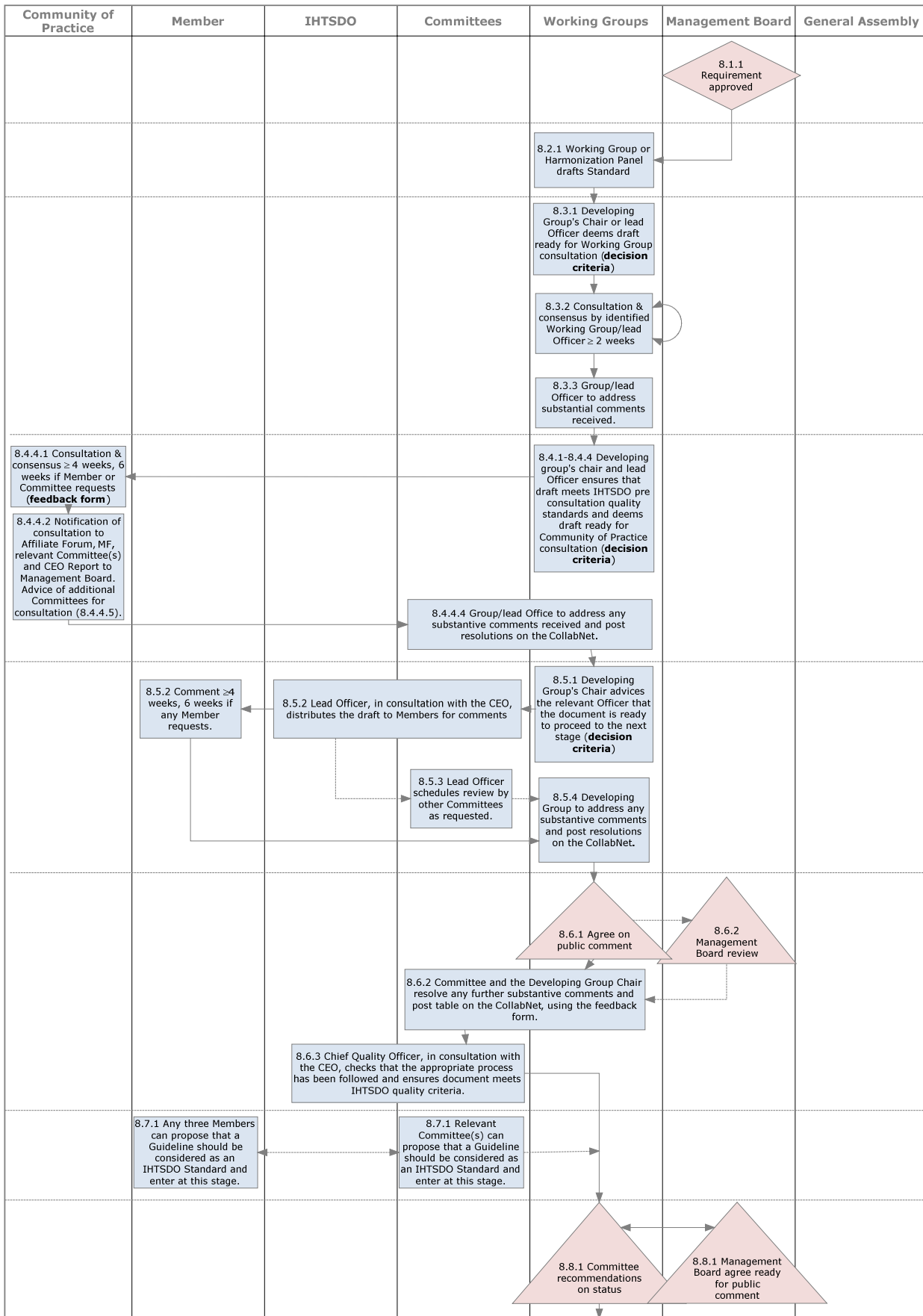
## How do I produce an IHTSDO Technical Report?

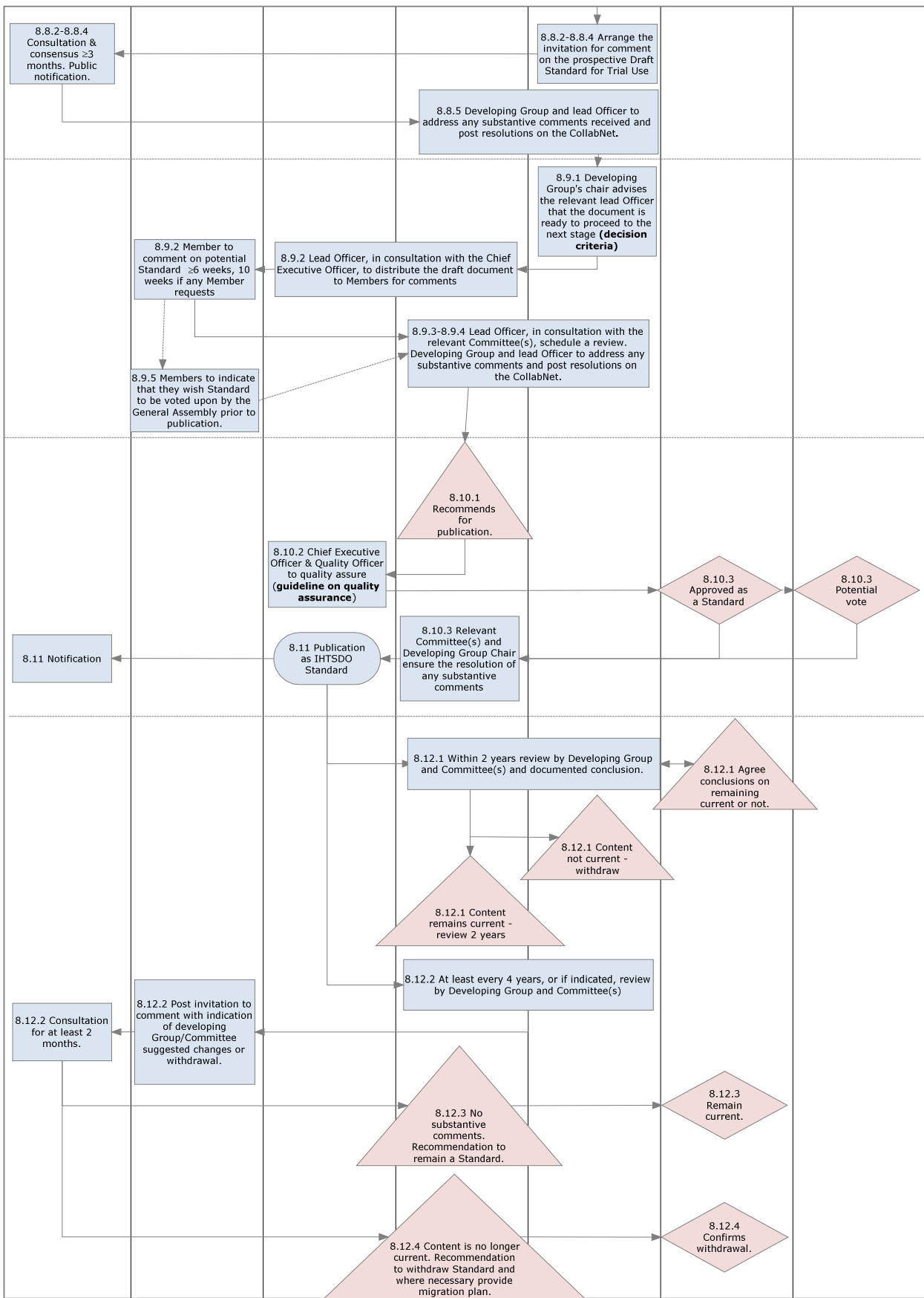


## How do I produce an IHTSDO Guideline?



## How do I produce an IHTSDO Standard?





## 9.2 Appendix 2 Criteria for progressing through Technical Report, Guidelines and Standard development stages

|  | <b>1. Working Group consultation stage - ALL (6.3.1, 7.3.1, 8.3.1)</b> | <b>2. Community of Practice consultation – ALL (6.4.3, 7.4.3, 8.4.3)</b> | <b>3. Committee and member review and consensus stage – G &amp; S (7.5.1, 8.5.1)</b> | <b>4. Public consultation of draft – S (8.6.3)</b> | <b>5. Committee and member review of draft - S (8.9.1)</b> | <b>6. Publication Quality Standards - ALL (6.5.3, 7.7.3, 8.10.2)</b> |
|--|--|--|--|--|--|--|
| Is the Owner of development clearly stated?  | X  | X  | X  | X  | X  | X  |
| Is the correct document template being used?   | X  | X  | X  | X  | X  | X  |
| Is the formatting and versioning as per 'IHTSDO document management'?  | X  | X  | X  | X  | X  | X  |
| Is there uniformity of structure, style and language?  | X  | X  | X  | X  | X  | X  |
| Does the document structure cover all necessary components including a glossary?   | X  | X  | X  | X  | X  | X  |
| Does the glossary cover all acronyms/abbreviations in this document and are they consistent with other IHTSDO documents? | X  | X  | X  | X  | X  | X  |
| Are the title, scope and audience clear, addressing what was in agreed work plan?  | X  | X  | X  | X  | X  | X  |
| Are conformance criteria included?   | X  | X  | X  | X  | X  | X  |
| Are the interfaces/interdependencies with any other IHTSDO work clear?   | X  | X  | X  | X  | X  | X  |
| Are the interfaces/interdependencies with developments outside IHTSDO clear with necessary plans for collaboration?      | X  | X  | X  | X  | X  | X  |
| Have all comments received been captured?  |  | X  | X  | X  | X  | X  |
| Have all points raised in feedback form been resolved satisfactorily?  |  | X  | X  | X  | X  | X  |
| Is there a log of key decisions outside consultation feedback?   | X  | X  | X  | X  | X  | X  |



|  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| Are the specific key points to be addressed during consultation clearly identified?              | X | X | X | X | X | X |
| Is there a clear plan for testing of the <i>Draft standard</i> ?                                 |   |   |   | X | X | X |
| Is the draft document consistent, clear and accurate?  | X | X | X | X | X | X |
| Is there evidence that documentation is comprehensive to those not participating in development? |   |   |   | X |   | X |
| Do all text and diagrams show correctly when formatted in PDF?                                   |   |   |   |   |   | X |
| Are the Bibliography, references and links correct and working?                                  |   |   |   |   |   | X |
| Is the development stable and identify a review date with any maintenance approach?              |   |   |   |   |   | X |
| Is there a named reviewer (individual or group)?   |   |   |   |   |   | X |

**Use of criteria columns:** Technical report -columns 1, 2 & 6, Guidelines – columns 1, 2, 3 & 6, Standard – all columns