



## **Joint Specification Publication Process**

As of June 22, 2025

### **Introduction**

IHE-Europe may, in the context of an IHE accelerator hosted by IHE-Europe and following consultation with the IHE Domain Coordination Committee, collaborate with other organizations to jointly develop and publish interoperability specifications with regional relevance for Europe.

The decision to engage with an IHE accelerator in a collaborative activity is made by the IHE-Europe Steering Committee.

The collaborative activities will be performed under memorandums of understanding (MOU) with the collaborating organizations.

This appendix to the IHE-Europe Internal Rules details within the framework of the IHE accelerator framework the procedures for such collaborative activities.

Note: this IHE-Europe Internal Rules appendix defines to make use of the development and publication mechanisms of one of the organizations which participate in the collaborative activity. Alternatively the participating organizations may define joint development and publication mechanisms. Such joint mechanisms are specific to the collaborative activity they are defined for and can be approved by the IHE-Europe Executive Committee as long they adhere to the IHE accelerator framework and the IHE-Europe governance.

### **Joint Technical Committee**

For collaborative activities a Joint Technical Committee is established with the name of the activity postfixed by "JTC".

A Joint Technical Committee is responsible for the following activities:

- A. Evaluation of proposals for joint projects within the scope of the JTC.
- B. Submission of the proposals to the collaborating organizations for approval.
- C. Identification of the "leading publisher" for each project.
- D. Proposing a joint publication format, which is to be approved by the relevant body of each collaborating organization (for IHE-Europe this is the Steering Committee).
- E. Establishment of joint working groups, with involvement of IHE Domain Committees as agreed with the IHE Domain Coordination Committee, if applicable, for the approved projects.
- F. Coordination of the collaborative work.

- G. Driving the publication, commenting and balloting of joint specifications.
- H. Coordination of aligned public communication on the joint projects.
- I. Coordination with the IHE-Europe IHE accelerator Coordination Committee.
- J. Definition of rules for procedural activities for the collaborative work.
- K. Reporting to the IHE-Europe Executive Committee and Steering Committee.

Members:

- Two assigned representatives from each collaborating organizations as Co-Chair and Deputy Co-Chair.
- IHE-Europe Director of Interoperability (may also be Co-Chair or Deputy Co-Chair)
- Other representatives as advisors on request of the Co-Chairs.

## **Joint Publication Process**

### **1. Proposal, Evaluation, and Approval**

#### **1. Proposal Submission**

- a. A member of one of the collaborating organizations submits a proposal to the JTC for a candidate joint project (this includes the JTC identifying the need for a joint project and creating a proposal).
- b. Proposals may refer to existing or new projects in either organization.
- c. Documentation requirements:
  - i. Project Scope Statement (PSS) with an added field indicating that this is intended to be a joint project and which organizations are collaborating in it.

#### **2. Evaluation by the JTC**

- a. The JTC evaluates the suitability of the candidate project as a joint effort.
  - i. Aspects to consider in the evaluation include staffing, strategic fit to the organizations, financial feasibility (if relevant), fit to the scope of the MOU, etc.
- b. The JTC identifies the "leading publisher" organization (indicated hereafter also as "leading organization") , responsible for:
  - i. Acting as project secretariat.
  - ii. Managing procedures.
  - iii. Publishing meeting minutes.

#### **3. Approval Process**

- a. All participating organizations must approve the project (one vote per organization). Approval may be conducted via e-vote. For IHE-Europe this vote is performed by the Executive Committee.
- b. If not approved as a joint project, the proposal may proceed independently within the originating organization.

## 2. Development

### 1. Approval in the leading organization

- If the joint project is not already approved, the leading organization's approval process is followed.
- If not approved, the project returns to the JTC for revision.

### 2. Community Engagement

- Both organizations invite their communities to participate.
- The leading organization's procedures are followed for development activities.

### 3. Public Accessibility

- Meeting minutes and project updates shall be made public and accessible for comments by all collaborating organizations.

### 4. Frozen Publication

- Once development is complete, a frozen publication is prepared for ballot and public commenting.

## 3. Ballot

1. **Ballot Period:** A minimum of one month for collecting feedback and votes shall be provided.
2. The ballot is composed by two main activities
  - The **collection of comments**.
  - The **formal vote**.
3. Comments are collected via the leading organization's process (which shall allow public commenting to ensure that also representatives of all collaborating organizations can submit comments) ).
4. The ballot is conducted during the agreed ballot period, with each of the collaborating organizations following the voting procedure of the designated leading organization. To ensure equal representation, the number of votes allocated to each organization shall be the same, based on the higher of the following:
  - The number of European Affiliates or National/Regional Deployment Committees (or equivalent) of each of the collaborating organizations.

Each organization is responsible for selecting its designated voters, up to the agreed number, aiming at ensuring a fair distribution across the European countries.

In case one of the collaborating organizations has no established affiliated entity in a specific European country the vote of a member of the organization which has its registered office in this country will be counted as representing this country. The member is expected to undertake reasonable efforts to collect views of relevant stakeholders in the country before casting the vote.

This procedure ensures balanced participation and fair representation of the collaborating organizations in the decision-making process.

**5. Ballot Success Criteria:** the ballot is successful if

- At least 5 votes representing 5 distinct European countries are cast.<sup>1</sup>
- A **two-thirds majority** of non-abstaining votes is achieved.

**6. Post-Ballot Process**

- The project team reconciles ballot comments
- **Majority is not met:** The project team may ask the negative voters to withdraw their negative vote, based on the reconciliation outcome.
  - if the majority is still not met the project team agrees with the JTC on the next steps.
  - if the majority is then met, the project team proceeds as if the majority had initially been met.
- **Majority is met:** The project prepares the deliverable for publication.

**4. Publication**

- The leading organization process is followed for publishing the document by using the common agreed template.

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<sup>1</sup> For IHE-Europe Members who are not a National Deployment Committee, the vote cast shall be attributed to the country in which their legal entity is registered. This attribution applies for the purpose of determining the number of distinct countries participating in the vote, as required for assessing the validity of the voting outcome.