

# Steering / Governing Committee

## Mission

The OpenHIE Steering / Governing Committee's mission is to provide fundamental guidance around community priorities, and areas of emphasis to OpenHIE's Working Committee which support and guides operations and direction of the community driven on real world experiences. This "strategic" leadership will help to inform strategies, roadmaps, and future plans for the OpenHIE community.

## Member Goals and Responsibilities

- Guide the Working Committee in the development of the strategic direction and annual operating plans for OpenHIE
- Assess quarterly community progress reports, provided by Working Committee, in relation to yearly operating plan.
- Provide recommendations, feedback, guidance, advice on current OpenHIE community activities.
- Openly provide input on what the OpenHIE community could be doing to better support country realization of national architectures and implementations.
- Help to educate and provide external networking connections to share the goals and rationale around the OpenHIE community.
- Provide innovative thinking and insights into the future of the implementation of national health data sharing architectures.

## What is not expected of an OpenHIE Steering / Governing Committee Member?

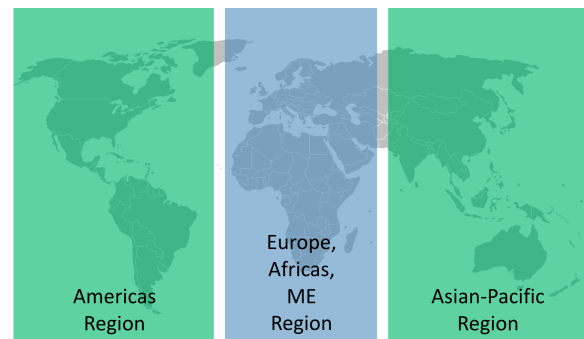
- Support the OpenHIE community in an operational capacity
- Make direct financial contributions to the community

## Membership and Organization

Steering / Governing Committee membership is meant to target regions where OpenHIE is being implemented and making an impact. Current representation is based on dividing the world into three regions;

- Americas
- Europe, Africa, Middle East
- Asian-Pacific

As the community grows and so will the Steering / Governing Committee. As this occurs we will broaden our membership by breaking representation down into sub-regions.



- The exact number of Steering / Governing Committee members shall be specified by the committee itself and at not less than seven.
- The Steering / Governing Committee will be led by a chairperson, appointed internally. The chairperson will be supported by a co-chair (also appointed internally), who can oversee meetings when the chairperson is unavailable.
- The Steering / Governing Committee will be comprised primarily of in-country leadership: at least 50% of members will be direct ministry of health or ministry designated members.
- Other members should ideally be direct beneficiaries of the community's proceeds to insure community is moving in the proper direction
- The Steering / Governing Committee shall be a permanent consultative and adjunct part of the OpenHIE community, and works to provide direct guidance and oversight to the Working Committee.
- The Working Committee will help identify a Steering / Governing Committee leader on a rotating term to be determined.
- The Steering / Governing Committee should include individuals that represent critical areas of expertise that are relevant to the OpenHIE community, and embody the following attributes:
  - desire to improve health equity throughout the world
  - an ability to communicate advice in a way that can tangibly be acted upon
  - openness to other perspectives
  - understanding of the health information system landscape within low and middle income countries
- Members shall initially be appointed for a two or three year term and can be renewed as appropriate (as needed to stagger member transitions over time); the Steering / Governing Committee can recommend the terms and appointment and reappointment process once the Committee is established. These recommendations will be approved by the Working Committee.
- The Steering / Governing Committee is supported by a light secretariat team that will arrange for meetings, manage intergroup communications, keep notes for meetings, and perform related support functions.

### Charter Outline:

- [Mission](#)
- [Member Goals and Responsibilities](#)
- [What is not expected of an OpenHIE Steering / Governing Committee Member?](#)
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- [Decision Making Process](#)

### [Steering Committee Members](#)

### [Steering Committee Welcome Packet](#)

### Meeting Schedule:

- Wednesday, January 10, 2024
- Wednesday, April 10, 2024
- Wednesday, July 10, 2024
- Wednesday, October 9, 2024

## Meetings

- The Steering / Governing Committee shall meet regularly for at least one hour on a quarterly basis, and shall provide recommendations to the Working Committee through:
  - Direct feedback in meetings,
  - Subcommittees as relevant to the needs of the OpenHIE community,
  - Written comments on OpenHIE Discourse,
  - Individual availability as needed to members of the Working Committee for advice and organizational guidance, and
  - Asynchronous information and interaction.
- The Steering / Governing Committee shall be responsible for developing a schedule for regular meetings, using the monthly Steering / Governing Committee agenda developed by the Working Committee as the basis for the quarterly meeting agenda, and working with the Steering / Governing Committee members as well as the Working Committee as needed.
- One or more representatives of the Working Committee shall attend each regularly-scheduled Steering / Governing Committee meeting.

## OHIE Steering / Governing Committee Recommendations

OHIE Steering Committee Recommendations	
<a href="#">Recommendation 1: Build Peer Implementation Support Approaches within Community</a>	<b>WHY:</b> Countries supporting each other advances implementations and sets an expectation for the best ways for countries to contribute back to the larger community effort.
	<b>WHERE:</b> <u>Work-In-Progress</u> - Exploring ways global HIE networks can engage with each other. Ensure regional HIE networks nominate OHIE-SC members to discuss and bring insights to recommendations and topics of importance to the community.
<a href="#">Recommendation 2: Peer-Learning Forum for eHealth Leaders</a> 	<b>WHY :</b> The formation of a peer learning forum would provide a focused, safe space for non-technical information sharing around the implementation of health data sharing strategies.
	<b>WHERE:</b> The eHealth Leaders Forum (eHLF) had its first kickoff call in Sept 2022. The call had representation from 7 countries. As of December 2023 there is representation on the forum from 13 countries and several regional organizations with interests in multiple countries.
<a href="#">Recommendation 3: Build HIE Investment Value Proposition “Pitches”</a>	<b>WHY :</b> Help Explain Investment Needed to Meet Health Delivery Goals
	<b>WHERE:</b> <u>NOT STARTED</u> - Secretariat/WC develop strategy for country awareness and engagement to bridge the gap between program staff and technical (ex. UN General Assembly, World health Assembly)
<a href="#">Recommendation 4: Create Greater Awareness of Country HIE Implementation Progress</a>	<b>WHY :</b> Reduce Disconnect Between Countries and Community
	<b>WHERE:</b> <u>Work-In-Progress</u> - Started documenting <a href="#">Country HIE Profiles</a> to help provide insight as to where OpenHIE believes countries are at in their journey to implement HIE components. Hosting several OpenHIE Implementers Network calls this year to highlight work happening in countries this year. Working to enhance pipeline and build value for countries publishing impact stories on the community website.

## Decision Making Process

While the Steering / Governing Committee is not responsible for making routine operational decisions, it is tasked with providing overall direction and recommendations to the Working Committee from a basis of often rather complex socio-technical and socio-political content. As such, varying perspectives amongst the Steering / Governing Committee is expected, and a welcome part of the engagement. Therefore, a decision-making process to provide recommendations on behalf of the Steering / Governing Committee can sometimes be important.

In general, the Steering / Governing Committee will strive to find unanimous approval for its recommendations. If that is not possible, a lightweight, structured process to arrive at consensus approval can be used. Essentially, achieving consensus occurs when there's an absence of sustained opposition around a given issue. This typically happens when the group has heard conflicting arguments, and taken into account all of the views of the members. While arriving at consensus, a number of techniques may be used informally to assess the position of members of the group. Achieving general consensus doesn't require everyone to agree.

Quorum for Steering / Governing Committee meetings requires that at least 51% of committee members are present. Attendance for all meetings is recorded in the meeting minutes. All recommendations will therefore be qualified as either consensus or unanimous recommendations from the Steering / Governing Committee upon publication.

The decision making process is a derivative of ISO consensus definition.