

The Nomenclature, Properties and Units International System of Laboratory Terminology (NPU Terminology)

NPU Terminology Steering Committee: Terms of Reference

1. Overall Purpose

The NPU Terminology Steering Committee (hereinafter called Steering Committee) is responsible for all aspects related to the governance, operation, development and promotion of the NPU system of terminology.

The Steering Committee may establish subcommittees that are responsible for different elements of the NPU project. Those subcommittees report to the Steering Committee.

2. Membership of the Steering Committee

Members of the Steering Committee:

- A. Two members appointed by IUPAC
- B. Two members appointed by IFCC
- C. Two members appointed by DeHA
- D. Two members appointed by C-SC-NPU
- E. At least two members nominated by users of NPU

Individual members of the Steering Committee shall serve for a period of three years. An individual may serve for more than one term.

The Steering Committee shall elect a Chair, Vice Chair and Secretary on an annual basis from within the membership of the Steering Committee.

3. Quorum

A minimum of six members (60%) of the Steering Committee are required to attend a meeting (face to face or by conference call) in order for the meeting to be declared quorate and capable of taking decisions that are binding on all parties.

For a meeting to be quorate either or both of the Chair and Vice Chair shall be in attendance.

4. Voting Rights

All members of the Steering Committee shall have one vote.

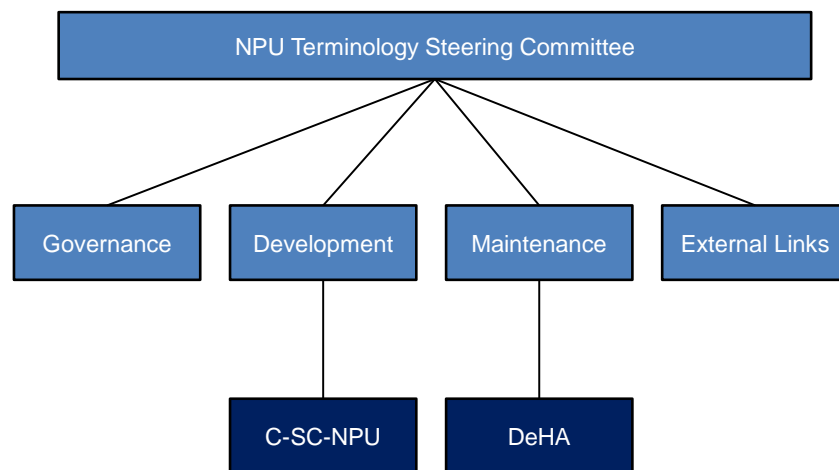
Decisions shall be reached by a simple majority of the votes cast, with the exception of budget and funding decisions which will require the approval of IUPAC, IFCC and DHDA.

In the event of a tied vote the Chair will not have a casting vote and the resolution will be recorded as failing to be approved.

5. Specific Roles

The specific roles of the Steering Committee are summarised in Figure 1. The substructure responsible for two of those roles is also included in the Figure1.

Figure 1
NPU Terminology Steering Committee: Specific Roles



5.1 ***Governance and Planning:***

The Steering Committee will be responsible directly for all aspects of governance of the NPU Terminology. These will include but not be restricted to:

- A. Resolution of disputes
- B. Strategic planning
- C. Rules and operating procedures
- D. 'Licensing' of NRCs for translation and publication rights
- E. Documentation
- F. Promotion
- G. Financial planning and accounting
- H. Performance management and audit
- I. Production of an annual report

5.2 ***Development***

The Steering Committee will have responsibility for decisions relating to the further development of NPU Terminology and other related issues of terminology in e-health. The

C-SC-NPU will be responsible for the conception of ideas for development and for working these into a detailed proposal that will be submitted to the Steering Committee for final decision. The work of C-SC-NPU will include but not be restricted to:

- A. Further development of terminological principles and the structure of NPU Terminology
- B. Development of terminological models for new fields of laboratory medicine
- C. Scientific collaboration and coordination with other international terminologies and organisations
- D. Scientific collaboration with other experts in the areas of metrology, terminology and laboratory medicine
- E. Presentations to national and international scientific conferences
- F. Publication in peer reviewed journals

5.3 Maintenance and Technical Support

The Steering Committee will support a framework within which DHDA is able to take responsibility for the following functions:

- A. Maintenance and security of the physical NPU database and the NPU data
- B. Maintenance of NPU Terminology in accordance with NPU terminological principles
- C. Updating of the NPU Terminology data and the NPU publications in response to requests from National Release Centres and approved users
- D. Responding to technical enquiries about the content and operation of NPU Terminology and the NPU database form current or potential users
- E. Transfer of NPU Terminology to approved sources (e.g. regular distribution of the NPU Short Set to IUPAC and IFCC for inclusion on their websites)
- F. Provision of the required technical hardware
- G. Provision of staff competent to undertake the above functions

5.4 External links

The Steering Committee will be responsible directly for establishing, maintaining and developing high level external links with other organisations, departments or individuals that have an interest in NPU Terminology or related issues of terminology in e-health. External links will include but not be restricted to:

- A. International Health Terminology Standards Development Organisation (IHTSDO)
- B. Government national health departments
- C. Companies active in the area of laboratory medicine

6. Frequency and Format of Meetings

The Steering Committee will hold four scheduled meetings each year, one of which shall be designated the annual general meeting at which the annual report is approved and elections are held for officers for the following year.

Additional meetings of the Steering Committee will be held if requested by a majority of the members. At least two weeks' notice must be given to all members of the Steering Committee in the event of an additional meeting.

Meetings shall normally be held by telephone conference call or Skype. Face to face meetings may be arranged, when it is convenient to members and cost effective to do so.

7. Distribution and Approval of Documents

The agenda and supporting papers for any meeting of the Steering Committee shall be circulated (electronically) at least one week in advance.

The Minutes of any meeting of the Steering Committee shall be circulated in draft form no later than four weeks after the meeting. An amended draft shall be circulated and shall stand as unconfirmed Minutes until formal approval at the next meeting of the Steering Committee.

8. Complaints and Disputes

All complaints and disputes shall be referred to the Steering Committee for resolution. If there is not full agreement within the Steering Committee the Parties (as mentioned in the Stakeholder Agreement 1.A,B,C, will settle the case. The Steering Committee will regard the issues as confidential to its membership.

Notice of the complaint or dispute shall be submitted in writing in a form that is suitable for distribution to all members of the Steering Committee.

The complaint or dispute will normally be considered by the next scheduled meeting of the Steering Committee provided that this is at least one week away. A complaint or dispute may exceptionally be considered by an additional meeting of the Steering Committee in accordance with paragraph 6 above.

The Steering Committee may seek legal or other expert advice as a means to achieve resolution, bearing in mind the requirement to maintain confidentiality.

The decision of the Steering Committee shall be communicated in a timely manner to the individual or group who lodged the complaint or raised the dispute.