

**Standardization and Registry Development Steering Committee**  
**April 27, 2017**

<b>Attendance</b>			
<b>Members Present:</b> Randi Rycroft (chair) Gary Levin Lori Koch Mary Jane King Rich Pinder Sandy Jones	<b>Board Liaisons Present:</b> Eric Durbin Heather Stuart-Panko Winny Roshala	<b>NAACCR Staff Present:</b> Lori Havener Jim Hofferkamp	<b>Guests Present:</b> Peggy Adamo

<b>AGENDA ITEM</b>	<b>DECISION</b>	<b>ACTION/FOLLOW-UP</b>
<b>I. Review Action Items:</b>		
<b>II. Consent Agenda Items:</b> a. ROAG b. Health IT AG c. EHR Reporting and Volume II Harmonization TF d. Physician Reporting WG and/or MU Stage 3 e. TNM Consolidation TF f. Volume V Revision TF g. XML Data Exchange WG		
<b>III. Discussion Items</b>		
a. <b>Review S&amp;RD In-Person Meeting Summary:</b> Randi reported that she will add to the summary a timeline for expectations for the WG and TF Terms of Reference document. The final summary will be shared with the WGs and TFs. Randi plans to send the summary to Susan Gershman to include in the NAACCR Narrative as part of the SC Corner article.		Randi will update the in-person meeting summary and send out to the WG and TF chairs and then send to Susan Gershman as part of the SC Corner article in the NAACCR Narrative.
b. <b>S&amp;RD Work Plan 2017-2018:</b> Randi reported she has not received feedback on the work plan and proposed that she will		Randi will update the work plan and share with the SC prior to the May meeting.

AGENDA ITEM	DECISION	ACTION/FOLLOW-UP
<p>update the work plan to finalize at the May meeting.</p>		<p>Lori will follow-up with Charlie on the timeline to complete the work plan.</p>
<p>c. <b>S&amp;RD Leadership Transition/Volunteer Recruitment:</b> Randi reported that she is in the process of recruiting co-chairs. There was discussion on the volunteer recruitment for the SC members and using an open recruitment to solicit volunteers. The representation of registries, standard setters, and specific areas of expertise were discussed.</p> <p>Winny mentioned that Eric and Winny will be stepping off the SC as Board liaisons.</p>	<p>The SC agreed to evaluate the different areas of expertise needed to identify areas that are missing on the SC.</p> <p>The SC agreed that Winny and Eric, if interested, should go through the application process to become members of the SC.</p>	<p>Randi will survey the SC to assess if members are still interested in participating on the SC.</p>
<p>d. <b>S&amp;RD WG and TF Team Charters:</b> Randi reviewed the rough draft examples of team charters. The team charter will initially be used to recruit the chair (or co-chairs) and volunteers to participate on the group. Once the group is convened the group should develop a work plan.</p> <p>Quarterly reports from each WG/TF chairs will be presented to the SC. Each month a couple of chairs will provide their quarterly report to the SC.</p>	<p>The SC agreed there should be a work plan with deliverables and a timeline as part of the team charter.</p>	<p>The SC should send Lori a copy of work plan templates.</p> <p>Lori will draft the Team Charter with a work plan template and send to the SC prior to the May meeting.</p>
<p>e. <b>S&amp;RD Advisory Groups (Health IT and Registry Operations):</b> Randi inquired what the SC wanted to do with the existing AGs. ROAG is not functioning in its current structure. Mary Jane suggested that registry operation groups be given specific tasks under UDS. Winny agreed that registry operations should be TFs with a specific</p>	<p>The SC agreed that ROAG should be a TF of UDS using the new team charter process to develop their purpose and role.</p> <p>The SC agreed that the Health IT AG will continue as is.</p>	

AGENDA ITEM	DECISION	ACTION/FOLLOW-UP
<p>focus and when the group is finished it would be disbanded. Winny mentioned the importance of NAACCR staff support. Randi inquired whether there is a way to infuse ROAG activities in to UDS.</p> <p>There was discussion on the size of the UDS WG. Many members are on the group for informational purposes. Lori K. feels there would be backlash if UDS were asked to scale back on its membership.</p> <p>The Health IT AG is meeting ad hoc with regular reports from JPHIT, NCRA Informatics, and ONC. Agenda items are solicited from the AG members.</p>		
f. <b>Guidance for TNM Staging:</b> tabled for next meeting due to lack of time.		
g. <b>Standards Volume II process:</b> tabled for next meeting due to lack of time.		
<b>i. Monthly Reports:</b> CMB – no report. ICD-O-3 IG TF – no report. ACCR TRS TF – no report.		
<b>IV. Other business:</b> Rich encouraged the SC members to help promote interest in XML.		
<b>V. Tweet-worthy items for Communications SC:</b> nothing identified.		
<b>VI. Next meeting</b>	Thursday, May 25, 2017 at 12:00 pm ET	