Standardization and Registry Development Steering Committee
July 26, 2018

Attendance				
Members Present:	Mary Jane King	**Board Liaisons Present:**	**NAACCR Staff Present:**	**Guests Present:**
Lori Koch (Co-chair)	Gary Levin	Isaac Hands	Lori Havener	
Winny Roshala (Co-chair)	Rich Pinder	Wendy Aldinger		
Eric Durbin	Randi Rycroft			

AGENDA ITEM	DECISION	ACTION/FOLLOW-UP
1. Roll		
2. Review action items from last meeting • The Implementation Guidelines Taskforce did meet. Ryan McCabe was present and provided a timeline for release of the STORE Manual. Having input to the manual before release was agreed upon.		
3. Consent Agenda (see items in Table 1 and go to Causeway for updates)		
4. Discussion Items		
a. Confidentiality and Data Security TF charter/work plan – Liz/Recinda This charter has been updated since it was last reviewed reflecting new membership. The purpose is to update the NAACCR guidelines that are published in Volume III Chapter 6 for security and confidentiality. It is also to address new issues not in the previous guidelines. The task of the workgroup will be to update existing materials and create new. It is envisioned the group will be permanent as they will need to update the materials periodically. First meeting is planned for August. High level technical experts are included in the group membership to address the technical issues and subgroups will be formed. There are no information security law members as they are not typically involved in cancer surveillance activities. As we move forward any ideas regarding consultation would be helpful. Rich met with a subgroup, regarding security, at the NAACCR Annual Meeting. Notes are available on Causeway. Lori H. pointed out in the future the publication from this taskforce will be a standalone document and no longer apart of Volume III.		• Rich and Recinda agreed to meet with Liz to have a meeting prior to the planned group August call. • Winny noted an attorney does work on staff with them and is very well versed in HIPAA/security issues. She will talk to him about involvement with the Confidentiality and Data Security Workgroup. • Liz will double check all members are receiving the workgroup emails.

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b. Monthly Reports: **i. 2018 Implementation Guidelines TF – Winny** Lori H. updated the group on the status of the Implementation Guidelines. Information is still being waited on from the CoC regarding the STORE Manual and Radiation Treatment data items and conversion specs. Currently several discussions are being held by the standard setting agencies regarding the 2018 Implementation and the continued delay of the timeline.		
c. Volume II Process Proposal – Randi **i. Field test definition** The changes discussed were completed by Randi. Lori H. forwarded this document to the group and incorporated comments in the proposal received. Those comments were discussed. Randi pointed out the purpose of having separate documents and questions would identify if it is a new data item vs to change an existing one. She also reorganized the questions and considerations. Several questions were added, including the following: • Does the scientific literature support the need to collect this data item? If so, references must be cited. • Is it possible to derive or calculate the same desired information from existing NAACCR data items? Lori H. reminded the group this proposal will also be going onto the Change Management Board for review.	• Comments suggested will be incorporated in the proposal.	• Randi will update the document with the comments suggested. She will send to Lori H. when complete. • Lori H. will forward the final proposals to the NAACCR Board for approval and cc group members on the email. • These documents will also be added to the Causeway.
d. XML and Third Party Software Solutions – Isaac The XML workgroup would like to propose that NAACCR provide funding support for the continued development and maintenance of software that was started by Fabian at IMS. It will be very useful for the transition from fixed width format to XML. The software allows SAS to read and write large XML files. In the future we hope to expand it to support other formats. If this group thinks it is possible, the XML group will develop a proposal. Isaac pointed out Oracle is trying to separate their commercial support from the open source support. In the future if you want to use the Oracle produced Java long-term, they want you to buy a support contract from them. The remedy to this would be switching to using	• It was agreed the XML group can develop a proposal to fund the maintenance, support and future growth of XML with the specific focus to read and write SAS large XML files. Also include the flexibility to consider all options in how this would best work.	• The XML group will create a proposal that will be brought to this group for approval to present the proposal to the NAACCR Board.

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the open JDK version of the Java machine. The solution Fabian has developed will still work.		

e. **Convene new TF's (finalize TF name, complete charter, and identify possible chairs.)**
  i.   **Interstate Data Exchange Guidelines TF**
  ii. **Timeliness TF**
  iii. **New and Emerging Data Sources TF**		

f. **Linking to DMV and Voter Registration Files Inquiry**		• Send any responses to Lori H. • Lori will forward any responses to the committee for review before she responds to the requestor.
5. **Other business** a.		
6. **Tweet worthy items for Communications SC**		
7. **Next meeting**	Thursday, August 23, 2018 at 12:00 pm ET	