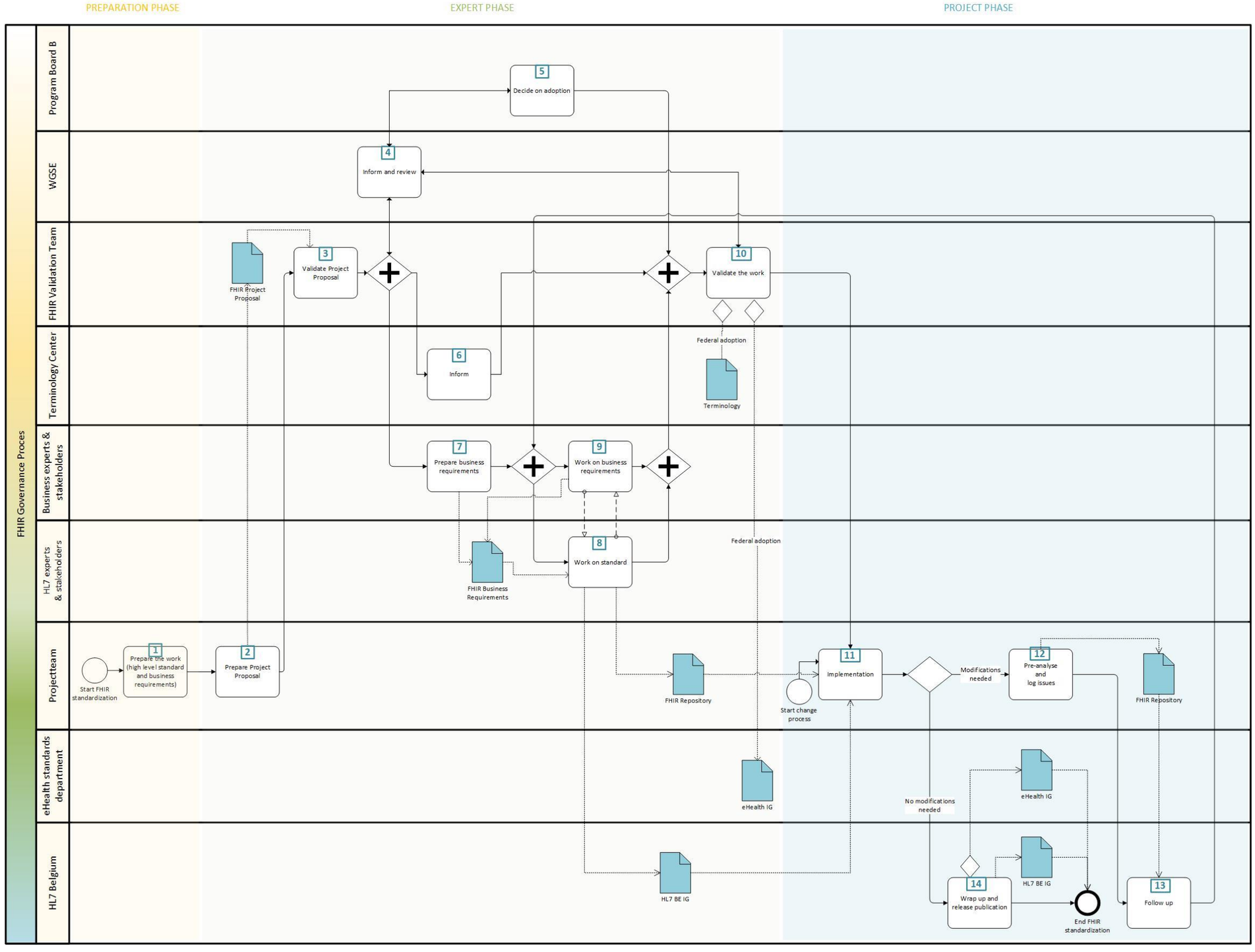
FHIR Belgium Governance process



Explanation

General remarks:

- **A member of the eHealth Standards Department should be invited in all the meetings**
- **The Project Manager must support his own project all along the process by guarding the progress (i.e.: by making sure the work groups are organized and participating to them)**
- **All workgroups are open & transparent. The Project Manager and HL7 will ensure that all the necessary people are part of the groups of business experts and stakeholders and HL7 experts and stakeholders so HL7 can publish and update the contact lists.**
- **Remarks about the process itself can be registered on the respective FHIR repository https://github.com/hl7-be/process_documentation**

Participants in the process

- **Program Board B:** The Program Board Plan d'action eSanté/Actieplan eGezondheid
- **WGSE:** The Working Group Structuring of Elements: a group of the eHealth Platform working for the consultation committee of the stakeholders (OCG/CCU) defining the structure of technical messages used to transport information.
- **FHIR Validation Team**: This is a formal meeting with a president and an agenda. Following the HL7 principles, this is open for industry and non-industry people to join provided they have the sufficient knowledge and can commit to regular meetings and preparatory work.
- **Terminology Center:** The terminology centre of the Federal Public Service of Public Health, Food Chain Safety and Environment manages, coordinates, facilitates and promotes the use of terminologies in the Belgian healthcare sector.
- **Business experts & stakeholders*:** Business experts and stakeholders of the project supplemented with business experts and stakeholders from related or similar projects. This group of experts can be organized in actual meetings or can be consulted by mail according to its needs and as long as the subjected standard exists.
- **HL7 experts & stakeholders*:** This is a group of experts and stakeholders that can deliver FHIR artefacts based on functional use cases and data model. A HL7 workgroup centers on specific content/projects and works with the project. Following the HL7 principles, this is open for industry and non-industry people to join provided they have the sufficient knowledge as described above and can commit to regular meetings and preparatory work. This group of experts can be organized in actual meetings or can be consulted by mail according to its needs and as long as the subjected standard exists.
- **Projectteam*:** the stakeholder that wants to realize a new flow
- **eHealth standards department:** eHealth team that focusses on federal health standards.
- **HL7 Belgium**: a community devoted to standard interoperable Health IT in Belgium.

**The projectteam and/or business experts & stakeholders and/or HL7 experts & stakeholders can – depending the needs of the project – be one and the same group of people that are closely working together as long as they are following the standardization*

Data objects in the process

- **FHIR Project Proposal:** An informative document with information about the actors, use cases, standard and architecture.
- **FHIR Business Requirements:** A non-technical document with scope definition, stakeholders, business use cases and other relevant information such as value sets and codification systems.
- **FHIR repository:** a project/standard related repository to report and track all issues and discussions concerning the standard.
- **HL7 Belgium implementation guide:** Belgian interpretation of the standard based on the international standard and business requirements.
- **eHealth implementation guide:** Belgian interpretation of the standard based on the international standard and business requirements. When an eHealth implementation guide is published this will be added to the Roadmap eHealth and shall be used by or between federal institutions and regions if there is a business demand. This is the official Belgian reference.
- **HL7 FHIR Wiki:** contacts, agenda and minutes for the validation team, listing of both experts & stakeholder contacts including agenda and meeting minutes
- **Terminology**: Different terminology systems supported by the Terminology Center.

1. **Prepare the work (high level standard and business requirements)**
   During this phase the project can do high level standardization and work on the business requirements, use cases and logical model based on the project requirements to properly prepare the project proposal.
2. **Prepare Project Proposal**
   The project proposal gives high level insight in the project and expected standardization work. To formally start a FHIR standardization process, the official project proposal template must be used.
   The contacts of the different work groups will be added as an addendum to the project proposal. These contacts may evolve during the process.
3. **Validate Project Proposal**
   The FHIR validation team will do a quality review of the project proposal in order to validate the project proposal.
   The project proposal will then be sent to the WGSE for quality review.
   In parallel the project manager will share contacts with HL7 Belgium so HL7 Belgium can inform, invite and publish business experts and HL7 experts.
4. **Inform and review**
   The WGSE will do a quality review. This step does not imply a value judgement.
   When quality is deemed sufficient, the proposal is sent to the Program Board B.
5. **Decide on adoption**
   The program board B decides if the project will result in a federal standard that will be published on the eHealth website. Federal standards will be added to the Roadmap eHealth and shall be used by or between federal institutions and regions if there is a business demand.
6. **Inform**
   The Terminology should be informed about upcoming work in order to be able to take the necessary steps that lead to an official value set publication. It is recommended for the NRC to participate in the upcoming workgroups.
7. **Prepare business requirements**
   At this point the preparation work of the project will ideally be discussed by a broader group of business experts in order to have a sufficient scope for future projects. It is possible that only the project itself delivers business experts if there is no interest from other projects. This group of business experts will prepare a first version of the business requirements and use cases.
8. **Work on standard and,**
9. **Work on business requirements**
   The business requirements document will deliver input for the HL7 experts to work on the standard, including the terminology value sets where applicable. The business experts and HL7 experts will work in parallel or together for a while and cross pollinate each other's work. The goal is to publish an implementation guide on which business experts and HL7 experts agree.
   In this moment in the process all the work, including the business requirements will be published in the HL7 Belgium implementation guide.
   Issues will be published in the respective repository as information source for future use.
10. **Validate the work**
    The project manager must initiate the validation of the work in the validation team.
    The WGSE and from there on the Program Board B will again be informed to review and decide on the Federal adoption.
    Only when the program board B decided that the work would lead to a federal standard, an official value set will be made available and the FHIR resources shall be published on eHealth implementation guide.
    At this point the eHealth implementation guide is a copy of the HL7 Belgium implementation guide. The maturity level will increase according to the rules.
11. **Implementation**
    The project team starts implementation based on the HL7 Belgium implementation guide.
    When multiple projects/regions are working on a distinct implementation, it is advised to organize coordination meetings.
    New implementations for already standardized resources shall start here (= change process)
    When the delivered work of the experts is sufficient and no modifications are needed the standardization process is done until other requirements rise. (jump to **13**)
    When during implementation the project team thinks that modifications are needed the project team shall trigger consultation of the business experts and HL7 experts process. (continue to **11**).
12. **Pre-analyse and log issues**
    The project will do a pre analysis on the backwards compatibility for the demanded modifications.
    The project team submits an issue about the demanded changes, including information about the backwards compatibility in the respective FHIR repository.
13. **Follow up**
    HL7 Belgium ensures that the issues are screened and makes sure the business and HL7 experts & stakeholders are considering the requests. Depending on the requests changes may easily be accepted by the experts and stakeholders or more investigation and elaborate work may be necessary. If so HL7 Belgium will – aided by the project manager – work with the experts in order to come to a supported decision.
    HL7 Belgium ensures also that the validation team and from there on the WGSE and Program Board B are aware of the issues and decision on the impact of the changes and the result towards continuation of the standardization
14. **Wrapping up and release publication**
    HL7 will reconcile the content and issues and communicate. This may result in modifications in the HL7 Belgium implementation guide and in case of a Federal adoption in modifications in the eHealth implementation guide. Modifications include changes in the maturity level of the profile.
    At this point the software will use eHealth implementation guide (or HL7 Be FHIR IG, in the case of no federal adoption)
    When no more modifications are required the standardization process will be considered as ended until the project (or other projects) require modifications.