STANDARD OPERATING PROCEDURE:
IMIA WORKING GROUPS AND SPECIAL INTEREST GROUPS

Purpose:
This new Standard Operating Procedure (SOP) replaces the existing SOP that has become outdated due to the changes in IMIA Statutes and Policies (approved 2010), the growth in the number of Working Groups (WG) and Special Interest Groups (SGs) and the needs of IMIA as an organisation.

It incorporates the original SOP “New IMIA Working Group Proposals,” but also includes detailed definitions transferred from the Statutes, or added for compatibility with the current or ideal functioning of Working Groups. Several of the new items proposed are aimed at increasing the participation of National and Institutional Members, without limiting the freedom of action of WG Chairs. In addition the new WG performance evaluation criteria and WG award evaluation criteria (approved 2011) are reflected.

1. Preamble

The IMIA Vice-President for Working Groups and Special Interest Groups (VP WG/SIG) is responsible to the IMIA Board and General Assembly for the creation of new Working Groups and Special Interest Groups, and for ensuring the relevance and functioning of existing Working Groups and Special Interest Groups.

2. Charter and Mission of Working Group and Special Interest Group

The WG/SIGs are the main locus for the detailed scientific work of IMIA.

3. Composition of WG/SIG

A WG or SIG is normally led by a chair and vice-chair, or by two co-chairs.

- The chair or co-chairs of a WG or SIG shall be proposed by the members of the Working Group, or by the VP WG/SIG, and approved by the General Assembly upon recommendation of the Board.

- The chair of a WG or SIG may designate a vice-chair, a secretary and other officers as necessary for the operation of the WG or SIG, with the recommendation of the WG or SIG membership. The vice-chair and the secretary shall be approved upon recommendation of the WG or SIG chair.

- The chair and vice chair of each WG shall each serve for a term of three years, but may be re-elected for one more term. When the chair falls vacant, the vice-chair shall automatically assume the role of the chair until the General Assembly approves a new chair.

- To become a member of a WG, a member should contact the chair of that WG. Membership is not restricted to IMIA Member Societies, and there may be more than one member from any one Member Society. Expertise in the field of the Working Group takes precedence over geographic distribution, but each WG or SIG must
maintain significant international representation. Member Societies or Institutional Members of IMIA may submit nominations for membership of particular WG or SIG to the WG or SIG Chairs or Co-Chairs. At the discretion of the WG or SIG chair or co-chairs, these nominations may be accepted or rejected.

4. Procedure for Creating New Working Groups and Special Interest Groups

4.1 Any IMIA member can make a proposal to create a new Working Group. The IMIA Board or VP WG/SIG may also solicit interest from other experts where the formation of a WG/SIG is necessary to address a particular set of issues. IMIA's three-part process for approving new WG/SIG begins with a formal proposal from the person(s) wishing to develop the new group that includes the following requirements.

- Proposed WG/SIG Name
- Focus area or topic for the WG/SIG
- Expanded description of the content areas that will be worked on by the proposed WG/SIG
- Proposed work plan
- Contact information of the proposal chair and vice-chair/or co-chairs
- Review of the Scientific Map and IMIA Knowledge Base to locate the other IMIA working groups where interactions are expected (refer to the Endorsed Documents area of the IMIA website).
- Outline of the potential overlaps with other IMIA WG/SIG
- A list of individuals who will constitute the WG/SIG’s initial membership. (A minimum 10 WG/SIG members from at least three different IMIA regions must be included)
- An outline of plans to recruit other WG/SIG members from throughout the world.

The topical focus of the WG/SIG must be relevant and important world-wide and the potential participants are representative of and have connections within the international informatics community.

The VP WG/SIG completes a pre-submission evaluation of their proposals and emphasizes the need for topics that are important worldwide and that the potential participants are international and have connections worldwide.

4.2 When satisfied that the requirement criteria have been met, the VP WG/SIG presents the proposal to the Board for review and approval. The Board will review this proposal based on relevance, scope, and clarity of the proposal, sufficient number of experts among the proposed members and details of the proposed action plan. The Board may grant Provisional Status to the WG/SIG. This allows more time to refine their proposals prior to submission for full review before approval by the General Assembly.

4.3 Finally, VP WG/SIG proposes acceptance of the Working Group by the IMIA General Assembly at its next annual meeting. The proposed chair of the WG/SIG attends this meeting to participate in any discussion that may ensue prior to the approval or otherwise of the WG/SIG by the General Assembly.

5. Appointing WG/SIG Chairs

5.1 Qualified individuals may be identified by members of the WG/SIG. Candidates for the position of WG/SIG chair must be familiar with the objectives, and procedures of the WG/SIG and IMIA. Candidates for the position of WG/SIG chair must be able to perform the duties of leading the WG/SIG. Candidates for the position of WG/SIG chair must be able to assure the IMIA Board that they have and can provide the time necessary to effectively lead the WG/SIG
so that the mission of IMIA can be accomplished.

5.2 The IMIA Board reviews candidates for WG/SIG chair and selects the best qualified individuals to serve as Chair of a WG/SIG.

The IMIA Board solicits and obtains a written commitment from the qualified candidate(s) to serve as WG/SIG chair. If an individual who is selected cannot or does not have sufficient time to meet the demands of leading a WG/SIG, the identification and review process will be repeated. The term of the Chair of a WG/SIG is three years, renewable for one term period. This may be varied in the case of SIG chairs only after approval by the IMIA Board and General Assembly.

5.3 Upon appointment of a WG/SIG chair, the appointment will be announced on the IMIA website and via any other announcements or publications that reach the medical informatics community.

6. Responsibilities of the WG/SIG Chair or Co-Chairs

Each WG/SIG conducts its affairs in accordance with its approved mandate. The WG/SIG chair is responsible for:

- Administering the WG/SIG
- Encouraging active participation of WG/SIG members
- Enforcing policies and procedures of IMIA
- Maintaining documents for the management of the activities of the WG/SIG
- Writing/updating the work/activity plan for the group, ensuring that the future work plan is linked to IMIA’s Strategic Plan
- Arranging WG/SIG activities and meetings at least once a year; a meeting could be in person if the majority of the group is attending a conference/congress
- Set the agenda and record the minutes of the WG/SIG meetings
- Report to the IMIA Vice President for WG/SIGs not less than once per year regarding the activities and future plans of the WG/SIG
- Assist the IMIABoard in setting its Strategic Plan by providing timely expert inputs to that work
- Regularly update relevant WG/SIG information on the IMIA website
- Attend WG/SIG chair meetings during Medinfo conferences
- Promote linkage and collaborative activities among members using professional networks such as LinkedIn.
- Promote linkage and collaborative activities with other WG/SIG s and regional Working Groups.

7. Publications

Publication by a WG/SIG may be made only after authorisation from the IMIA Board on the recommendation of the VP WG/SIG. After approval, the publication becomes an official IMIA publication.
8. Evaluation and Monitoring of WG/SIG Activities

8.1. Purpose of performance measurements

- To evaluate how well an IMIA Working Group or Special Interest Group (WG/SIG) is performing, in accordance with its scope, objectives and proposed work plan.
- To motivate members of each IMIA WG/SIG by giving measurable goals to be achieved.
- To celebrate each IMIA WG/SIG’s accomplishments.
- To promote collaborative activities between IMIA WG/SIG and other organizations.

8.2. What will be measured

- Participation
- Outreach
- Collaboration
- Outcome

8.3. Standards (benchmarks) to compare performance of WGs/SIGs

1. Demonstrate that the WG/SIG has been able to recruit at least 10 members from at least three different IMIA regions, and has a formal link with WG/SIGs within IMIA regions.
2. Produce a work plan every 3 years.
3. Produce an annual report.
4. Organize at least one virtual business group meeting every year, or physical business group meeting every year at an IMIA Medinfo conference or one of the IMIA regional meetings.
5. Publish a paper related to WG/SIG activities by a member of the WG/SIG every 3 years.
6. Collaborate with other organizations within IMIA or IMIA regional or member societies every 2 years.

8.4. How performance evaluation will be used

- If a WG/SIG has less than 10 WG/SIG members from at least 3 different IMIA regions, we (IMIA) will help them recruit more members by encouraging the IMIA Member Societies and regional associations to provide representation to the IMIA WG/SIG. If a WG/SIG cannot demonstrate that it can recruit and maintain this number of members, we will recommend dissolving the WG/SIG.

- If a WG/SIG does not produce a work plan for 3 years, we will recommend dissolving the WG/SIG.

- If a WG/SIG does not produce an annual report three times in a row, we will recommend dissolving the WG/SIG.

- If a WG/SIG does not organize at least one business group meeting at an IMIA Medinfo conference or an IMIA regional meeting for 3 years, we will recommend dissolving the WG/SIG.

- If a WG/SIG does not publish a paper related to WG activity by a member of WG for
3 years, we will recommend dissolving the WG/SIG.

- If a WG/SIG does not demonstrate collaboration with other organizations within IMIA, or IMIA regional or Member Societies for 2 years, we will help the WG/SIG to collaborate by providing a link with other organizations dealing with the same subject matter, in order that both parties may work together and share activities, results, and knowledge. If a WG/SIG cannot demonstrate such collaboration, we will recommend dissolving the WG/SIG.

This was approved by the IMIA Board and General Assembly, meeting in Oslo, Norway in August 2011, and formalises long-established IMIA practice as codified in IMIA Policies and Standard Operating Procedures.

9. Working Group of the Year Award
The IMIA Working Group of the Year Award recognises and rewards the efforts and achievements of Working Groups in support of IMIA's mission. By focusing on the Working Groups, it specifically recognises both outstanding accomplishments and team effort.

All Working Groups are eligible to receive the award under the Working Group of the Year Award Program. One award will be given every year. If a Working Group wins the Working Group of the Year Award three years in succession, it is then not eligible for one year.

The Working Group must have contributed significantly to progress in the field of expertise covered by its stated focus area or topic, and its goals and objectives.

Selection criteria include:
- Outcomes – Publication relevant to its activities in academic journals, including the IMIA Yearbook. Presenting papers or posters at regional or global meetings (including Medinfo). Organizing Working Group panels, workshops or others activities at regional or global meetings (including Medinfo).
- Participation – Participation in Working Group activities by members from different countries and different IMIA regions
- Collaboration – Working with other Working Groups within IMIA and/or regional members of IMIA, and other organisations and associations outside IMIA
- Outreach – Organizing virtual business meetings or physical business meetings at an IMIA Medinfo conference or an IMIA regional meeting

The award will be made by the IMIA Board, on the recommendation of the Award Selection Committee.

The Award Selection Committee decides the Award winner on the basis of the Working Group Annual Reports uploaded to the IMIA website (a new requirement to activate the traffic of the Working Groups to the IMIA website)

The Award will be presented during the General Assembly Meeting or the closing ceremony of a Medinfo conference.

The Award consists of a diploma and a right to add a logo (see Working Group of the Year Award logo) to the website.

There may be a short presentation by the winning Working Group at the IMIA event where the award is presented.

The name of the Award-winning Working Group will be published in:
➢ the IMIA website
➢ the IMIA Working Group website
➢ the IMIA Yearbook

The Award was established by the IMIA Board and General Assembly, meeting in Oslo, Norway in August 2011.

SOP approved by IMIA General Assembly meeting in Copenhagen, Denmark; 20 August, 2013 (replaces previous SOP)

Prof. Hyeoun-Ae Park, VP WG/SIG 2008-13