



Working Group Policies and Procedures

AMIA - Leaders Shaping the Future of Biomedical and Health Informatics
4915 St. Elmo Avenue, Suite 401, Bethesda, MD 20814
301-657-1291, Fax 301-657-1296
mail@amia.org, www.amia.org

Table of Contents

I.	Introduction	
	Background.....	page 3
	Description	page 3
	Purpose	page 3
	Benefits	page 4
II.	Working Group Steering Committee	
	Functions	page 6
	Governance.....	page 6
	Annual Review	page 6
	Budget and Finance	page 7
	Policies and Procedures	page 7
III.	Working Groups	
	Establishing.....	page 8
	Requirements	page 8
	Activities	page 9
	Governance.....	page 11
	Elections	page 11
	Membership.....	page 12
	Budget and Finance	page 12
	Evaluation.....	page 12
	Probation, Suspension, and Deactivation	page 12
	Appendix A: Working Group List	page 14
	Appendix B: Working Group Budgets	page 15
	Appendix C: Electronic Communication Guidelines.....	page 21
	Appendix D: Web Site Guidelines.....	page 22
	Appendix E: Activity Tracking Reports	page 24
	Appendix F: Elections	page 25
	Appendix G: Continuing Education Credit.....	page 28
	Appendix H: Policies Regarding Events During AMIA Meetings	page 30
	Appendix I: Request for Liaison Approval	page 32
	Appendix J: Request for Endorsement/Co-sponsorship Approval	page 34
	Appendix K: Request for New Working Group Award Approval	page 36
	Appendix L: Policy on Documents for Circulation.....	page 37
	Appendix M: Policy on Administrative Overhead in Grants.....	page 39

I. INTRODUCTION

A. Background

The mission of the American Medical Informatics Association is to advance the field by fostering innovation and scientific exchange, educating professionals and the public, and influencing decision and policy makers regarding the use of information in health and biomedicine.

AMIA Working Groups (WGs) promote the objectives of AMIA and provide a forum for increasing the professional knowledge and interaction of members with similar interests in the general fields of health care and information technology.

B. Description

A WG is defined as a group of AMIA members who work on projects in a specific area of medical informatics or those interested in such projects. WGs receive financial support to accomplish their goals after submitting requests to the WG Steering Committee. Projects or activities may include: 1) developing positions papers, issue papers, white papers, or surveys; 2) submitting a paper for publication in JAMIA, the *Journal of the American Medical Informatics Association*; 3) conducting a program at the Annual Symposium or Spring Congress; or 4) developing collaborative relationships with other similar associations, etc. Each WG has a leader, holds bi-annual elections, maintains an e-mail discussion list and Web site to communicate regularly with members, and may host a membership/business meeting at the Annual Symposium.

C. Purpose

The purpose of WGs are to support the goals in the AMIA Strategic Plan:

1. Be the premier membership and peer communication organization in medical informatics.
2. Promote research, development, diffusion and evolution of medical informatics to enhance health and biomedicine.
3. Promote and integrate medical informatics as a field.
4. Expand and maintain multiple forums for interchange and dissemination of advances in the field.
5. Foster cooperation and establish relationships with relevant organizations.
6. Ensure an effective governance and management infrastructure to enable AMIA to accomplish its mission.

Note: For the complete copy of the strategic plan, see www.amia.org.

The specific objectives of the WGs are:

1. To foster communication within AMIA to members.
2. To establish networks of common professional and/or functional interests to promote recognition of members as informatics leaders.
3. To liaison AMIA interests with other national and international specialty groups and organizations with informatics interests.
4. To produce educational programs and products that establish AMIA and its members as recognized leaders in informatics.
5. To respond/lead policy issues as directed by the AMIA Board of Directors.
6. To establish recognition and efficient resources in informatics, education, research, and developments in the science of informatics.

D. Benefits

The benefits for AMIA members who participate in WGs are:

1. Sharing of information, viewpoints, and experiences along special interest lines.
2. Providing identity among special interest lines and enhancing linkages with other WGs.
3. Encouraging member initiated development of new activities and services.
4. Developing opportunities for individuals to actively participate in affairs of the Association.
5. Facilitating the emergence of a spokesperson(s) for an interest group.
6. Representation in various AMIA activities.
7. The opportunity to earn continuing education credit.

The benefits for leaders of WGs may include:

1. Serving an important role in facilitating the bi-directional association with the Board of Directors.
2. Receiving recognition as a national expert in an informatics area.
3. Developing leadership skills in areas of special interest.
4. Gaining experience in the writing and publishing in a specific area of interest.
5. Gaining experience in developing and executing a national meeting, contributing to the advancement of a specific area of medical informatics.

The benefits for AMIA:

1. Assisting AMIA in achieving its mission and strategic goals.
2. Broadening the base of knowledge and exchange of information pertinent to medical systems and informatics.
3. Developing more effective representation of interest within the Association.
4. Increasing the membership base.
5. Stimulating the emergence of new talent.
6. Offering new and more targeted activities and services.
7. Allowing for more effective representation with other public and private agencies on behalf of medical systems and informatics.
8. Facilitating membership recruitment and focusing on people with a similar interest.

9. Providing expertise in specific areas for AMIA to draw from in developing new services.
10. Serving as a speaker's bureau for specific areas.
11. Increasing revenue-generating products.
12. Increasing public relations through publications and products.

II. WORKING GROUP STEERING COMMITTEE

The Working Group Steering Committee, a standing committee of AMIA reporting to the Board of Directors, identifies trends and interests in medical informatics and oversees the WGs who exist to address these interests.

A. Functions

The WG Steering Committee has these specific functions:

1. Communicates to all WGs the policies and visions of the Board of Directors.
2. Appoints Committee members to serve in liaison roles to the Scientific Program Committee, Membership Committee, and Board of Directors.
3. Serves as advocates of WGs by facilitating, monitoring, and carrying actions to the Board of Directors and/or to AMIA committees/task forces.
4. Reviews and select those topics for which WGs are created, considering topics of national interest, and those within the vision and strategic plan of AMIA.
5. Reviews proposals for new WGs and recommend applicable changes or additions to the Board of Directors.
6. Reviews the purpose statement and activities of current WGs for alignment with the vision and strategic plan of AMIA.
7. Allocates financial support for WG activities.
8. Organizes and execute a bi-annual orientation for WG Chair-elects.

B. Governance

The WG Steering Committee consists of a Chair, the Chair of the Membership Committee, a member of the Board of Directors, and five current or past WG Chairs. One member-at-large may be also appointed to the Committee by the Chair.

The WG Steering Committee Chair is appointed by the Chairman and approved by the Board of Directors for a two-year term. The Chairman may also select a Board member to serve on the Committee. The WG Steering Committee Chair appoints the five WG Chairs or Past Chairs and (if applicable) the member-at-large, each for a two-year term. At least one member of the WG Steering Committee will be a member of the Annual Symposium Scientific Program Committee.

The WG Steering Committee Chair reports directly to the Board of Directors, and is a member of the Membership Committee.

C. Annual Review

WGs are required to exhibit ongoing behavior that the WG is active. The WG Steering Committee appoints a liaison to each WG that monitors this process and assists with any issues that arise in the WG.

The AMIA office will prepare a report for the WG Steering Committee which details what each WG accomplished during the year, the approved budget figures for each activity and the actual expenses (if applicable).

D. Budget and Finance

The Board of Directors' budget supports the WG Steering Committee. The Board makes a lump sum annual contribution to the revenue budget of the WG Steering Committee. The WG Steering Committee is responsible for allocating these funds to support WGs. If a WG obtains a special grant or revenue to conduct a program or produce a product, these funds remain for disbursement to that WG.

The WG Steering Committee allocates funds to WGs for their activities. WGs submit to the WG Steering Committee by the published deadline dates, Activity Plans and Budgets. The WG Steering Committee reviews planned activities, allocates funding to each WG based on the sum handed down from the Board of Directors and submits the finalized budgets to the WGs. The WG Steering Committee meets quarterly to review WG funding requests.

E. Policies and Procedures

The WG Policies and Procedures Manual provides the policies and practices for WGs and should be reviewed and, if appropriate, updated annually. Changes in the manual are developed and coordinated through the AMIA staff. If questions arise in this process, the WG Steering Committee or Board of Directors will mediate.

III. WORKING GROUPS

WGs serve as a mechanism for members to become involved in the development of positions, issues, or white papers, programs, and other activities within a particular topic area, to benefit the informatics community.

A. Establishing a New Group

Any member can submit a proposal to establish a new WG to the Chair of the WG Steering Committee. The proposal should include the following:

1. A mission or purpose statement for the WG that is consistent with AMIA's mission and goals.
2. A proposed leadership structure which at minimum must include a person who is going to serve as Chair until the next regular AMIA election. Biographical information of the person(s) who will lead the group during the beginning stage should also be included.
3. A petition of at least twenty-five members (25) AMIA members who support the development of the WG.

If approved by the WG Steering Committee, the proposal will then be presented to the Board of Directors for final review and approval. The establishment of the new WG becomes effective upon Board of Directors' approval. The person(s) named in the initial proposal will become the Organizing Chair of the new group until the next regular election. This Organizing Chair may continue leading the group during the next term, but will be required to run in the election.

B. Requirements

1. Leadership—Each WG must have a Chair. The WG may have additional positions such as co-chairs, secretary, member(s)-at-large, etc. that serve as the WGs Administrative Committee. The WG Chair must be a member of AMIA in good standing.
2. Liaison—The Chair must be an active participant of the WG and an effective liaison to the other WG leaders, the WG Steering Committee, and the AMIA office.
3. Election—The WG is required to hold elections for Chair-elect every other year. This election coincides with the AMIA Board of Directors election. (Appendix F: Elections). The Chair is responsible for assuring that elections take place and follow AMIA's general election process.
4. Communication to WG Members—The Chair is responsible for keeping the WG Web site up-to-date and monitoring e-mail discussion lists. These tasks may be delegated to another WG leader, but the Chair remains ultimately responsible. (Appendix C: Electronic Communication Guidelines, Appendix D: Web Site Guidelines)
5. Demonstration of Purpose—Each WG must exhibit ongoing behavior that is consistent with the continued need for the WG to exist. Assessment of this behavior if done by the WG Steering Committee in conjunction with the WG Chair, and AMIA office. (Appendix E: Activity Tracking Report)

C. List of Possible WG Activities/Funding Activities

This list as provided as a sample of previous WG activities. There are many, many other activities that a WG may wish to undertake. If a WG activity requires funding, the WG Chair must submit to the WG Steering Committee by the published deadline date, an Activity Plan and Budget. The Activity Plan should include a description of the activity, outline of content, identification of project members, identification of resources needed, time line for achievement, and a budget, including line items for expenses and projected revenues. (Appendix B: Working Group Budgets)

1. Develop WG Positions, Issues, White Paper or Surveys—The WG prepares a position, issue, white paper or survey on a topic. A paper should review the status of the field, needs, accomplishments, justification and relevance of topic.
2. Conduct a Membership/Business Meeting at the Annual Symposium or Spring Congress—The WG may conduct a membership meeting/business meeting at the Annual Symposium or Spring Congress. The AMIA office will notify each WG about the deadline for submitting requests. Those WGs that do not respond by the deadline cannot be guaranteed space for a membership/business meeting. ***Business meetings will no longer be scheduled automatically.***
3. Conduct Program at the Annual Symposium—The WG sponsors a scientific paper, panel discussion, special session, presentation of survey results, poster, program or workshop during the Annual Symposium. To conduct a program that needs funding, the WG should submit the activity in their WG Activity Plan to the WG Steering Committee. Upon approval by the WG Steering Committee, the WG submits the activity through the Annual Symposium submission process. By submitting the activity through this process, the activity may be approved for CME, nursing contact hours, or other continuing education credit. (Appendix G: Continuing Education Credit)
 - a. The point of the WG submission process and designation is not to “slant” the meeting to guarantee enough content of a certain kind (that is the under the purview of the Scientific Program Committee [SPC]), but rather to give WG submissions special consideration when a WG is publishing the results of their official activities.
 - b. All submissions, whether of research results, position papers, posters, tutorial proposals, etc., are subject to the applicable review process. A WG (or, to speed up the process, the author) has the ability to notify AMIA of entries that are the result of official WG activities. This should not be used for scientific papers that might be of interest to WG members, or that are simply authored by WG members. The result of the WG label is that the SPC takes a closer look at it in case the entry is initially labeled as reject or borderline. A WG label is no guarantee that a submission will be accepted.
 - c. In order for a submission to be designated as a WG submission, it should reflect the work that is in progress or completed by the WG or its designated representatives. Generally, these are items that were submitted to the WG Steering Committee as official activities of the WG. In order for papers or posters to be marked as official submissions of the WG, the submission must mention the role the WG played in the research.
 - d. The final designation of what is a WG submission and what is not is made by the WG Liaison to the SPC, in tight coordination with the AMIA office

- and the WG leadership. The fact that anyone can mark their submission as a WG entry does not automatically lead to the label.
- e. The WG Steering Committee reviews and approves projects for structure and budget and the SPC reviews and approves educational projects for content. The SPC's decision on accepting or rejecting presentation proposals through the regular submission process is final.
 - f. A WG does not need to submit an activity plan or budget proposal for scientific papers, panels, posters, or workshops unless the WG is requesting a budget for the activity.
4. Co-sponsor the Spring Congress—The WG can propose to sponsor or co-sponsor the Spring Congress. (Appendix H: Policies Regarding Events at AMIA Meetings)
 5. Respond to Policy Issues—The WG may establish education or lobbying areas in response to policy issues as directed by the Board of Directors, and communicate activity to members.
 6. Develop Collaborative Relationships/Liaison Activities—The WG is encouraged to align with other appropriate or similar specialty groups in other associations/societies/organizations so that a collegial and collaborative relationship can be developed across national/country/subspecialty boundaries. WG Chairs should forward a request for official AMIA representation to the AMIA office who will coordinate with the WG Steering Committee for review. The AMIA office will write official confirmation to the designated WG and the applicable association/society/organization. WGs must not commit AMIA to support any activities requiring AMIA resources or the AMIA name without the written approval of the WG Steering Committee. (Appendix I: Request for Liaison Approval)
 - a. Collaborative relationships/liaisons should serve a demonstrated purpose and be officially recognized by both associations/societies/organizations.
 - b. The official liaison will act on behalf of AMIA and/or the WG and be contributing in a formal capacity to the other association/society/organization (some examples of this include serving on a committee, expert panel, task force, etc.).
 - c. The official liaison is required to submit a written report to the WG Steering Committee annually for review.
 - d. The official liaison must be named, a current member of the WG, an AMIA member in good standing, and approved by the WG Steering Committee.
 7. Sponsor/Co-sponsor/Endorse Activities or Products—The WG may conduct a special AMIA sponsored meeting, workshop, seminar, or tutorial, or co-sponsor a meeting or product of another organization which is not associated with an AMIA meeting, symposium or product. WGs must submit a request to the AMIA office who will evaluate the request with appropriate AMIA groups and make a final recommendation. (Appendix J: Request for Endorsement/Co-sponsorship Approval)
 8. Establish Awards—The WG may establish awards with prior approval of the WG Steering Committee and Awards Committee, and final approval of the Board of Directors. The request for approval may be submitted through the AMIA office and will include the rationale for the award, the criteria for selecting recipients, and the method of funding. (Appendix K: Request for New Working Group Award Approval)
 9. Develop WG Publications and Materials—The WG may publish on behalf of AMIA an article, monograph, brochure, guidelines, or develop a tape, video, CD-ROM or other material, after review and recommendation of the WG Steering Committee, and final approval of the Board of Directors. The copyright of material

produced by a WG shall remain with AMIA. The Board of Directors reserves the right to withhold or terminate any such publication that is not in the best interests of AMIA. The WG can publish materials as individuals or leaders of the WG with no endorsement by the Board of Directors. Such articles should have no reference to AMIA. (Appendix L: Policy on Documents for Circulation)

10. Materials and Products—The WG may propose in their WG Activity Plan to develop an annotated bibliography, CD-ROM, audiotape, or scholarly or research tools.
11. Other—The WG may propose in their WG Activity Plan another activity in support of their mission or purpose statement.

D. Governance

A WG Administrative Committee governs each WG. The Administrative Committee is comprised of the elected or appointed WG leadership. For newly created WGs, in their first year, the Administrative Committee may consist of just the Chair (who is named by the WG Steering Committee as the Organizing Chair). After the next regular election, the Administrative Committee will consist of at least the Chair and the Chair-elect. Other AMIA members may serve on the WG's Administrative Committee depending on the needs of the WG. The WG Chair is responsible for confirming that all members of the Administrative Committee are AMIA members in good standing.

Each WG determines its own administrative structure with regard to needs for committees, task forces, etc. The WG may choose to have its own operating guidelines; however, the WG operating guidelines must follow the AMIA bylaws and the policies and procedures set forth herein.

E. Elections

Elections for Chair-elect are held every other fall in conjunction with the regular AMIA election for the Board of Directors. The AMIA office will coordinate the WG election process.

The time commitment for the WG Chair is four years: one year as Chair-elect, two years as Chair, and the last year as Past-chair. Elections are held every other year for Chair-elect. There is not a limit on the number of times an AMIA member may run for Chair.* The official term for a new person taking office is January 1.

The time commitment for other WG leadership is determined by the WG Administrative Committee and coincide with AMIA's policies and procedures, unless specific time commitments have been set forth in the individual WG operating guidelines.

*Student WG Chair-elects are elected each year. The time commitment for these leaders is one year as Chair-elect, one year as Chair, and one year as Past Chair. Additional information about the Student WG can be found in their WG operating guidelines.

F. Membership

AMIA Regular, Institutional, Corporate, Life, Student and Retired members may belong to an unlimited number of WGs. Persons who are not members of AMIA may become Associate members of a WG for an introductory period of one (1) year and pay the Associate membership fee.

AMIA members are encouraged to participate in as many WG e-mail lists as they are interested in. The AMIA office will provide the Chairs with lists of those persons who have indicated interest in the WG on their application or membership renewal form upon request.

The AMIA online member directory is also able to provide search results for the current members of a WG.

G. Budget and Finance

The WGs receive financial support for their activities from the WG Steering Committee. The WG should submit an Activity Plan and Budget to the WG Steering Committee by the published deadline dates in order to be considered for financial support. The Board of Directors allocates a sum of funds to be used for WG activities. The WG Steering Committee is responsible for allocating these funds to the WG based on their proposals. The AMIA office will notify WGs of budget approval following the WG Steering Committee review.

H. Evaluation

At the end of each year, the WG Steering Committee reviews the WG program. The WG Steering Committee considers the following questions to determine if a WG is active:

1. Does the WG have a Chair?
2. Is the Chair an active participant and an effective liaison to the WG leaders, the WG Steering Committee and the AMIA office?
3. Did the WG hold an election (applicable in election years only)?
4. Is the WG Web site up-to-date and is there active discussion on the e-mail list?
5. Does the WG demonstrate purpose and a need to exist?

I. Probation, Suspension, and Deactivation

Probation—Each year after the WG Steering Committee has performed an evaluation of each WG, the WG Steering Committee will place WGs that do not comply with the five basic requirements of being an active WG into probation. During probation, the WG Steering Committee will notify the WG members and solicit volunteers to bring the WG back into active status. The WG Steering Committee may replace the WG Chair or make other changes to the Administrative Committee as needed. Once the situation has sufficiently improved or been remedied, the group will be placed back in active status. Probation may last no longer than six consecutive months.

Suspension—If the WG Steering Committee does not see evidence of progress or sufficient improvement of the WG during probation, the WG will be placed in suspension. A group

of AMIA members may request reinstatement (i.e., to be moved back to active status from suspension, by submitting the name of a Chair and signatures of 25 AMIA members who believe there is a need for the WG to exist. Suspension may last no longer than three consecutive months.

Deactivation—If the WG Steering Committee does not receive a request for reinstatement in a timely manner during the suspension period, the WG will be deactivated. Once a WG has been deactivated, the WG Web site and e-mail discussion list will be shutdown, AMIA members will no longer be able to sign-up for the WG, and the WG will be removed from all communication and marketing materials. In the event that a group of AMIA members feel a need for the group to become active again, they should follow the steps for establishing a new WG.

Appendix A: Working Group List

Clinical Information Systems
Clinical Research Informatics
Consumer Health Informatics
Dental Informatics
Education
Ethical, Legal and Social Issues
Evaluation
Formal Biomedical Knowledge Representation
Genomics
Knowledge Discovery and Data Mining
Knowledge in Motion
Medical Imaging Systems
Natural Language Processing
Nursing Informatics
Open Source
People and Organizational Issues
Pharmacoinformatics
Prevention and Public Health Informatics
Primary Care Informatics
Student

Appendix B: Working Group Budgets

1. Travel and Meeting Registration

- A. Members—AMIA does not reimburse any members for travel, lodging, registration or related expenses incurred as a result of attending the Annual Symposium or Spring Congress. The only exception is that if the member is presenting a tutorial at the Annual Symposium, the member is eligible for reimbursement for travel based on the guidelines set by the AMIA office and this is paid for out of the Annual Symposium budget (see Scientific Program Committee under number 10).
- B. Nonmembers—When considering speakers or panelists, a WG should look first within the AMIA membership to find expert speakers before requesting travel funds for nonmembers. The WG Steering Committee will entertain requests for nonmember expert speakers that cannot be found in the AMIA membership but if approved, funds will be limited to a maximum of \$1,000 per activity.

AMIA will reimburse all nonmember speakers that are presenting at a WG function at the Annual Symposium or Spring Congress up to \$1,000 only when the activity was approved by the WG Steering Committee during the budget review process. This includes registration fees if the speaker is planning on attending the entire Annual Symposium or Spring Congress. If the speaker is planning on coming in just to speak for that one session or event, they do not have to register for the meeting.

- C. WG Chairs—AMIA does not reimburse any AMIA members for their travel, lodging or related expenses incurred as a result of attending the Annual Symposium or Spring Congress. WG Chairs will be reimbursed for travel expenses to WG bi-annual orientation meetings. AMIA will distribute official invitations and travel reimbursement guidelines to these meetings when appropriate.

2. Honorarium

AMIA does not pay honorarium for WG activities. The only exception is that if the member is presenting a tutorial at the Annual Symposium, the member is eligible for honorarium based on the guidelines set by the AMIA office and this is paid for out of the Annual Symposium budget.

3. Salaries/Benefits

AMIA does not pay salaries, benefits, or honorarium for administrative, secretarial, research, programmatic, or other work to individuals outside of the AMIA office.

4. Out of Pocket Expenses

AMIA will pay all out of pocket expenses related to production, printing or mailing publications, position papers, white papers, bibliographies, and other related projects if submitted and approved as part of the regular budget process.

5. Business Meetings

A. Annual Symposium

WGs are able to schedule business meetings after the initial program schedule for the Annual Symposium has been announced. The AMIA office will notify each WG about the deadline for submitting requests. Those WGs that do not respond by the deadline cannot be guaranteed space for a membership/business meeting. ***Business meetings are not scheduled automatically.***

- (1.) Audiovisual—AMIA will provide standard AV (LCD projectors, screens, microphones) for business meetings scheduled during the Annual Symposium. Additional AV for business meetings may be provided to the WG at no charge, but should be requested in advance.
- (2.) Internet Connectivity—AMIA does not pay for internet connections for WG business meetings.
- (3.) Beverage Break—AMIA will provide a beverage break during WG business meetings at the Annual Symposium.
- (4.) Hotel Meeting Room—AMIA will provide hotel meeting rooms for business meetings at the Annual Symposium on a space available basis.

B. Spring Congress

WGs typically do not have a membership/business meeting at the Spring Congress but may request one if there is a need.

- (1.) Audiovisual—AMIA will provide standard AV (LCD projectors, screens, microphones) for business meetings scheduled during the Annual Symposium. Additional AV for business meetings may be provided to the WG at no charge, but should be requested in advance.
- (2.) Internet Connectivity—AMIA does not pay for internet connections for WG business meetings.
- (3.) Beverage Break—AMIA does *not* provide a beverage break during WG business meetings at the Spring Congress.
- (4.) Hotel Meeting Room—AMIA will provide hotel meeting rooms for business meetings at the Spring Congress on a space available basis.

6. Special Events

Working groups may choose to host social, planning, or other “special” events during the AMIA Annual Symposium or Spring Congress. In the past, these events have included special speakers at an evening session speaking to the WG members about hot topics, sponsored receptions for WG members, full-day WG strategic planning retreats, and other “special” educational events. (Appendix H: Policies Regarding Events at AMIA Meetings)

- (1.) Audiovisual—AMIA will provide standard AV (LCD projectors, screens, microphones) for special events scheduled during the Annual Symposium or Spring Congress. Additional AV may be provided to the WG at no charge, but should be requested in advance.
- (2.) Internet Connectivity—AMIA will review requests for internet connectivity if submitted and approved as part of the regular budget process.
- (3.) Food and Beverage—AMIA does not provide receptions, lunch, dinner or other food events during WG special events. WGs who wish to have food or beverage along with a special event should secure sponsorship.
- (4.) Hotel Meeting Room—AMIA will provide hotel meeting rooms for special events on a space available basis.

7. Conference Calls

WGs are allocated four conference calls per year. Conference calls may be set-up through the AMIA office. If a WG needs more than four conference calls to conduct business, they should request them during the budget review process or contact the AMIA office to determine if there are remaining conference call funds in the WG budget.

8. Web Site

AMIA will not pay for WG Web site maintenance work, development work, or any other related Web work unless it exceeds the AMIA office technical support abilities and has been previously submitted to the WG Steering Committee and approved during the budget review process.

9. Computer and Other Equipment

AMIA will not pay for computer or other equipment or hardware for WGs or WG volunteers.

10. Scientific Program Committee (for AMIA Annual Symposium or Spring Congress)

The SPC invites papers, panels, tutorials, workshops, and posters that contribute to our understanding of the history, current status, and future of health informatics. All submissions are reviewed and judged competitively. These submissions should fall into the same categories as those for the primary program. However, a WG may submit a formal program proposal that is a combination of, or variation on, the conventional categories (Appendix H: Policies Regarding Events During AMIA Meetings). All WG submissions and proposals (including those that diverge from the conventional categories) are subject to the same submission and review requirements, deadlines, and process as all other submissions.

Certain expenses for panels, papers, tutorials, and workshops held during the Annual Symposium and submitted and accepted through the scientific review process are not be charged to the WG. These expenses include:

- A. Audiovisual standard room set, which includes a LCD data projector, screen, podium and microphone, lavalier microphone and electric pointer.

- B. Hotel or convention center meeting rooms.
- C. Internet connectivity in special circumstances.
- D. Travel for tutorial presenters—tutorial travel is covered by the Annual Symposium budget and does not need to be included in WG budgets. Items in tutorial travel are one coach airfare (or car travel allowance of mileage and parking), one night lodging at the conference hotel rate, one speaker honorarium of \$750 and \$15 per registrant to distribute handout materials.

Instructions:

1. Complete one activity plan and one budget proposal for each activity, save the file, and e-mail to: karen@mail.amia.org.
2. Deadline for submission is December 1, 2001.
3. Remember that this form is in two parts – workbook sheets named Act_Plan and Bud_Prop.
4. This worksheet is set up to wrap text in column B to fit your answers.
 If your text is not wrapping, go into format, cells, alignment and check the box for wrap text.

Activity Plan Information	
Name of Working Group:	
Project Title:	
Goals or Purpose of this Project:	
Detailed Project Description	
Project supports AMIA's mission and the WG goals by:	
Project objectives:	
Outline of content:	
Process or methods used to accomplish project:	
Anticipated outcome:	
Evaluation (if appropriate):	
Description of project management and people involved:	
Anticipated attendance (if appropriate):	

2002 Proposed Budget			
ACTIVITY REVENUE			
Revenue allocated by WGSC	TBD		
Grants			
Other			
ACTIVITY REVENUE TOTAL	TBD		
	2002 Proposed Budget	Quantity	Unit Price
ACTIVITY EXPENSE			
Audio visual standard set for symposium presentations *			\$500.00
Audio visual - VHS recorder/player package			\$150.00
Audio visual - flipchart package			\$30.00
Audio visual - overhead projector			\$45.00
Audio visual - slide projector			\$60.00
Computer equipment rental			\$0.00
Computer internet service			\$00.00
Delivery			
Food & beverage - coffee/soda			\$5.00/person
Food & beverage - lunch			\$35.00/person
Grants (please specify what the grant is for)			
Hotel sleeping room (please specify who the room is for)			\$210.00
Hotel meeting room or suite rental **			\$350.00
Honorarium			
Mailing services			
Organizational membership			
Postage			\$0.34/piece
Printing & copying			\$0.10/copy
Professional services (please specify)			
Publications			
Receptions			
Registration/exhibit fees (please specify)			
Supplies			
Telecommunications			
Telephone/conference call			\$30.00/hour per person
Temporaries			\$15.00/hour
Travel (please specify) ***			
Other (please specify)			
ACTIVITY EXPENSE TOTAL	\$0.00		

Appendix C: Electronic Communication Guidelines

As an added benefit to WGs, AMIA hosts individual list serves directed solely to the topics of the WG.

NOTE: The AMIA Board of Directors approved in late-December of 2003 the following changes to the Working Group program—all members (except associate) may now join an unlimited number of WGs at no additional charge and will be automatically signed-up to all of the WG list serves that they choose—members may opt-out of this by visiting the AMIA Web site.

In order for someone to unsubscribe to the list, they only need access to the Internet. Browse to <http://mailman.amia.org/mailman/listinfo> (a link is also provided in the footer of the AMIA Home page as well as through the WG page of the Web site) where a list of all AMIA list serves will be displayed. By clicking on any of the list names, the list management software will provide a description of the group, the archives of previous list discussion and a subscription box.

A welcome message is sent to the new subscriber with information on how to post to the list and change their list options. Also a password is given to the user for these purposes. To change list options, again with Internet access, a user need only to browse to the list information pages (URL given above) enter their subscriber address and password and they can change many options (receive messages as digests, temporarily receive no mail from the list, unsubscribe from the list, etc.). Password reminders are sent to each list subscriber at the beginning of each month.

The lists are configured so that a person wanting to post to the list is required to be a member of that list. This is a measure that was taken to help avoid unwanted spam to the lists. Unfortunately, this also created a couple of points of confusion. Since the list management software has to determine if the poster is a subscriber to the list, it must compare the e-mail address the message is being sent from and compare it to all the e-mail addresses subscribed to that list. Many people have aliases or multiple e-mail accounts and may not always remember the address used in the initial subscription. For example, if you joined the list as jwildgrube@amia.org but tried to post a message to the list via jwildgrube@mail.amia.org, the list management software would refuse the posting and send you a message that “non-members are not allowed to post to the list”.

Many times, thorough job changes and internal e-mail changes, participant e-mail addresses will change. The list serve management software does not accommodate changing an e-mail address. The list member is required to subscribe the new address and remove the old address (or, they can let the old address lie fallow and the list management software will automatically remove it after the account proves to be undeliverable).

All lists have a list owner—the WG Steering Committee is responsible for moderating the WG list serves. All postings sent to the list from addresses that are not subscribers of the list await “moderator approval”. Once a day, the AMIA office will review pending requests and typically we will refuse any postings from addresses that are not on the subscriber list or that are obvious spam e-mails. The WG Steering Committee liaison reads copies of all message postings to make sure that they are germane to the list topics. The AMIA office will remove any addresses that either spam the list or make inappropriate commentary based on feedback from the WG Steering Committee liaison.

On occasion, software bugs in the list serve management software have created “looping messages” or “mail storms” to the list. The lists are regularly monitored to avoid situations like this, but, if they do occur, please feel free to contact the AMIA office directly via e-mail (mail@amia.org) or by phone (301.657.1291) rather than sending a message to the list.

Appendix D: Web Site Guidelines

This policy is intended to increase the awareness of AMIA as an organization through various WG Web sites that are not hosted on the AMIA server www.amia.org. It addresses the desire of some groups to create their own Web sites with additional functionality. WGs may establish Blogs through the AMIA Web site, and may create complex Web-based functions hosted outside the AMIA Web site to increase the awareness of AMIA as an organization through WG activities.

1. Background

In January of 2002, the WG sites were re-designed to sit directly on the AMIA server and be updated by a designated liaison working with the AMIA office. Recently, the need for more complex Web functions has been voiced by many WG leaders and the desire for external sites. Originally it was proposed for each WG to have direct editing capability of their own site within the AMIA Web site but because of security and firewall issues, this is not appropriate.

WGs may choose to have a link on their page hosted on the AMIA server to the external site (to perform more complex pieces hosted outside of the AMIA server which will be subject to the same guidelines set forth below) or a complete replacement of the current AMIA WG pages by an external site.

2. OPTION 1: AMIA Hosted Web sites

WGs may continue to house their Web sites directly on the AMIA server. Groups choosing this should provide one name to AMIA as the official Web liaison for the group. The WG Web site liaison will be responsible for providing all content updates to AMIA in Microsoft Word files. There will be limitations on the functionality available. Basic HTML, text, graphics, links, etc. will be available; some more sophisticated functions (such as database-driven functions) will not be.

3. OPTION 2: External Web site

In an effort to enable WGs to have more direct control over content and functionality (without putting excess demands on the technical and server-administrative resources available through the AMIA office), groups may have AMIA-branded Web sites that are not located on the AMIA server. Such sites are subject to the following rules:

- A. The site must be a subdomain of the AMIA domain
- B. The site must follow a standard AMIA look and feel

4. Subdomain

All WG Web sites not hosted on AMIA's server must run under the [amia.org](http://www.amia.org) domain. In order to achieve this, the person responsible for the WG Web site must obtain the correct subdomain information from AMIA and submit a subdomain name to the AMIA server administrator together with the IP address of the server on which the Web site will be hosted. This will require a fixed IP address. WG must use and advertise this *.[amia.org](http://www.amia.org) URL in order to increase AMIA branding. In addition, a prominent link back to www.amia.org must be placed on the home page and in the footer of each page.

5. Look and Feel

The AMIA office has developed a template that should be used when designing the look an external WG Web site. The office will provide this template as an HTML document. If an incompatible development environment is used to design the external Web site and the template can't be applied directly, the site should try and mimic the look and feel of the template as much as possible.

Final design and content of external WG Web sites are subject to the approval of AMIA office and the WG Steering Committee.

6. WG Blogs

WGs may also choose to create a Blog through the AMIA server. A Blog (or Web log) is a hierarchy of text, images, media objects, and data, arranged chronologically, that can be viewed in an HTML browser. AMIA will provide MovableType software for the one official Web liaison to update the Blog. If a WG chooses to host a Blog, it should be updated at least one time every other month. AMIA reserves the right to remove old and dated material.

Appendix E: Activity Tracking Reports

The AMIA office manages activity tracking reports for each WG and compiles this information for the WG Steering Committee. The AMIA office will e-mail a reminder to the WG Chairs before submitting these reports to the WG Steering Committee to be sure the activities of the WG are correctly reflected.

NAME OF WORKING GROUP					
Activity	Submitted in Budget Review Process	Approved Budget	Expenses to Date	Balance	Activity Status
F03 Workshop - name of workshop	Yes	\$1,000.00		\$1,000.00	Not submitted
White Paper - name of white paper	Yes	\$800.00	\$500.00	\$300.00	
Liaison - list of organizations	Yes	\$2,600.00	\$1,500.00	\$1,100.00	
Member Survey	Yes	\$1,500.00		\$1,500.00	
S03 Business Meeting	Yes	\$210.00	\$150.00	\$60.00	
F03 Panel - name of panel	No				Submitted through F03 SRP
		\$6,110.00	\$2,150.00	\$3,960.00	

Any additional activities that are not included on this list?

If yes, please add them at the bottom of this sheet and include the current status of the activity.

Appendix F: Elections

1. General Election Process

The WG election process follows the AMIA election process as described in the AMIA Bylaws, Article 8, Sections 1-4.

- A. The AMIA office will notify the WG Chairs when it is time for their Nominating Committee to submit a slate of officers.
- B. The WG Nominating Committee will forward the slate of candidates to the AMIA office.
- C. The slate of candidates is then mailed to the WG members with information on the upcoming election and how to add a candidate to the slate by petition.
- D. Nominees submit their biographical information to the AMIA office.
- E. The AMIA office prepares and mails the WG ballots to all WG members.
- F. The AMIA office counts and tallies the returned ballots; the Chair of the WG Steering Committee announces the winners at the WG business meeting held during AMIA's Annual Symposium.

2. WG Election Policies

In the event of a tie in the election of a WG chair-elect, the following process will be followed: (A) the two candidates will be approached and asked if they want to serve as co-chairs-elect and (B) in the event one of the candidates does not want to serve as a co-chair elect, a run-off election will be held during the next regular business meeting of the WG which should be held in conjunction with the Annual Symposium. The run-off will be advertised via the WG e-mail discussion list encouraging members to attend the meeting and cast their vote. Those members present at the business meeting will vote by ballot for the next chair-elect—no quorum of the WG is required and results will be announced during the business meeting.

In order to run for office of a WG, you must be a regular member of AMIA in good standing unless the position has been specifically created for another category of AMIA membership (ie. Student representative). Candidates running for office of the Student WG must be student members of AMIA in good standing.

There are no term limits on the number of times a candidate can run for office in a WG as long as the WG Nominations Committee has advertised the open position during the election process and that the candidate is elected by a majority of WG members voting in the election. If an individual WG would like to institute term limits for their specific group, they may do so by filing a written request with the AMIA office or stating this in the group's operating guidelines. Currently the Nursing Informatics WG and Student WGs have adopted different policies.

The current terms for all WG chair-elects is the following: one year as chair-elect (which is the year following their election), two years as chair and one year as past chair. The only exception to this rule is for the Student WG which elects a chair-elect each year. The Student WG chair-elect term is: one year as chair-elect (which is the year following their election), one year as chair, and one year as past chair.

3. Nomination Process and Procedures

Each WG selects a slate of nominees for the positions that will be voted on by members of the WG. It is never too early to solicit nominees. The AMIA Nominations Committee (for the Board of Directors election) typically starts working in mid-May. Nominees must be AMIA members in good standing and be members of the particular WG. Usually, at least two nominees for each position is a general rule of thumb.

You should verify with the nominees that, if elected, they will serve. At this point, you should inform them of the length of the term and the duties of the position.

Only current members of a WG will be eligible to vote for the corresponding WG Chair-elect and/or other officers. This will be made clear in the voting instructions and will be controlled via database checking and coding during the election process. Voting is conducted on-line using a secure server and is anonymous.

The majority of the work that the WG Nominations Committee is required to do will fall early in the year in terms of selecting a slate of nominees. Timing during this period of the election process is key. Delays in this area create a cascading effect for the whole process. WG Nominations Committees that do not adhere to the published election timeline may not be able to guarantee participation in the regular election process. The WG Steering Committee takes this very seriously and this will be a major factor in determining the viability of the WG for the future.

4. Election Timeline

Mid-May through June	WGs select slate of nominees for elections
July	Nominees approached and confirmation of slate made
August	WG Chairs notify AMIA office of slate of nominees Slate and nomination announcement letter sent to members Nominees contacted by AMIA office for biography and picture
Early September	Nominee bios and pictures due to AMIA office
Mid September	Ballots are printed by AMIA office Bios and pictures are posted to the AMIA web site
Late September	Ballots and voting instructions provided to members
Late October (official date TBA)	Votes are due no later than this date to AMIA office
Last week in October	Ballots are tallied and verified by AMIA office
November	Results of election are announced at AMIA symposium

5. Elected Positions

Following is a list of the WGs and what positions are currently used when selecting a slate of nominees for. Please note that only the Student WG has elections for chair-elect each year. The rest of the WGs follow the every-other year rule. **If there are additional positions for the ballots, you must notify the AMIA office.**

Clinical Information Systems	Chair-elect, Vice Chair, Secretary, Member-at-Large
Clinical Research Informatics	Chair-elect, Secretary, Five Members-at-Large
Consumer Health Informatics	Chair-elect, Member-at-Large
Dental Informatics	Chair-elect

Education	Chair-elect
Ethical, Legal & Social Issues	Chair-elect
Evaluation	Chair-elect
Formal Biomedical Knowledge Rep.	Chair-elect
Genomics	Chair-elect, Vice Chair, Secretary
Knowledge Discovery & Data Mining	Chair-elect
Knowledge in Motion	Chair-elect
Medical Imaging Systems	Chair-elect
Natural Language Processing	Chair-elect
Nursing Informatics	Chair-elect, Secretary, Two Members-at-Large, IMIA Representative, Student Representative
Open Source	Chair-elect, Vice Chair, Secretary, Two Members-at-Large
People & Organizational Issues	Chair-elect, Secretary
Pharmacoinformatics	Chair-elect
Prevention & Public Health	Chair-elect
Primary Care Informatics	Chair-elect, Secretary, Treasurer, Program, Members-at-Large (Medicine, Pediatrics, Family Practice)
Student	Chair-elect, Vice Chair, Four Members-at-Large

Appendix G: Continuing Education Credit

1. Continuing Medical Education (CME)

AMIA was accredited in 1997 to grant Continuing Medical Education (CME) credit for educational activities. This information is provided to assist you in making CME credit available for WG activities you may plan and to inform you about the guidelines under which AMIA is required to operate when awarding credit for an activity.

CME credit is based on a philosophy that an educational activity for which credit is awarded 1) meets a measured or perceived need of a well defined audience, 2) is planned according to these needs with specific and explicitly stated goals and objectives, 3) is carried out in an organized manner by qualified faculty, 4) is evaluated according to the stated goals and objectives, and 5) is free of bias or influence from vendors. AMIA's continuing accreditation rests on documentation that all sponsored activities have met the requirements outlined above. As a result, any activity that you may plan and for which you would like AMIA to grant CME credit should involve the VP of Education and/or the Education Committee as early as possible in its planning.

The Education Committee, together with the VP of Education, is working diligently to simplify this process as much as possible and to assist you in the process of planning activities for which credit may be awarded. Please be aware that not every activity is suitable for credit and not every timetable can be met in preparing a program and still meet the requirements outlined. However, we are hopeful that you will see the availability of CME credits as an advantage when planning your activities.

Guidelines and Procedures for Planning CME Activities

The VP of Education, working with the Education Committee, is responsible for assuring that any activity sponsored by AMIA for which Continuing Medical Education (CME) credit is awarded meets requirements established by Accreditation Council for Continuing Medical Education (ACCME). The following checklist is intended to assist those within AMIA in satisfying the requirements.

- A. Identify and document a target audience.
- B. Assess the needs of the target audience.
- C. Develop specific and explicitly stated goals and objectives that address the identified needs.
- D. Develop a program based upon the stated goals and objectives and tailored to the target audience.
- E. Develop a budget that includes processing of CME applications as part of the expenses of the activity.
- F. Ensure that all publicity for the activity
 - (1.) Clearly states the target audience
 - (2.) Clearly states the goals and objectives
 - (3.) Conforms with ACCME requirements for wording of information about CME credit
- G. Ensure that all conflicts of interest among faculty are documented and that the information is made available to attendees.
- H. Ensure that any external support complies with the association's policy and procedures for commercial support of CME activities.
- I. Conduct an evaluation of the activity that assesses the following

- (1.) Did participants feel that the goals and objectives were met?
- (2.) Did participants feel that their practice of medicine was affected by the activity?

When the WG educational activity is submitted through the AMIA submission and review process for the Annual Symposium or for the Spring Congress, the VP of Education will take the lead in the continuing education process by contacting the necessary speakers shortly after the acceptance information about the Annual Symposium or Spring Congress presentations has been mailed to all authors/speakers. For activities not taking place at the Annual Symposium or Spring Congress requesting continuing education credit, the WG Chair must contact the VP of Education during the planning on the activity.

2. Nursing Contact Hours

When the WG educational activity is submitted through the AMIA submission and review process for the Annual Symposium or for the Spring Congress, the VP of Education will take the lead in the continuing education process by contacting the necessary speakers shortly after the acceptance information about the Annual Symposium or Spring Congress presentations has been mailed to all authors/speakers. For activities not taking place at the Annual Symposium or Spring Congress requesting continuing education credit, the WG Chair must contact the VP of Education during the planning on the activity.

3. Other Continuing Education Credit

When the WG educational activity is submitted through the AMIA submission and review process for the Annual Symposium or for the Spring Congress, the VP of Education will take the lead in the continuing education process by contacting the necessary speakers shortly after the acceptance information about the Annual Symposium or Spring Congress presentations has been mailed to all authors/speakers. For activities not taking place at the Annual Symposium or Spring Congress requesting continuing education credit, the WG Chair must contact the VP of Education during the planning on the activity.

NOTE: Assistance from the VP of Education should be sought early in the planning stage of any continuing education activity. AMIA will be unable to offer continuing education credit for and reserves the right to withdraw credit from activities whose planning does not provide for complete and timely compliance with applicable guidelines.

Appendix H: Policies Regarding Events During AMIA Meetings

Scientific meetings offered by AMIA are part of its primary mission to advance the science of medical informatics and disseminate this knowledge. These meetings represent both a major membership benefit and a major source of revenue for the association. The Meetings Committee, a standing committee of the Board of Directors, serves as a governing body, setting the parameters and policies for AMIA meetings.

Each meeting has a Scientific Program Committee Chair who will convene a Scientific Program Committee (SPC). The SPC is responsible for the scientific content of the meeting. The overall scientific meeting represents a concerted effort from the SPC and the AMIA office as well as other AMIA committees, such as Education and Awards, and the WGs. Full policies and guidelines for these meetings can be found in the *Meetings Manual*. A copy of the document can be found in its entirety on the AMIA Web site or call the AMIA office for a print version.

The AMIA Scientific Program Committee (SPC) solicits papers on the practice of health informatics and on original research involving theory and applications during the annual Call for Presentations for the Annual Symposium. The SPC invites papers, panels, tutorials, workshops, and posters that contribute to our understanding of the history, current status, and future of health informatics. All submissions are reviewed and judged competitively. Each year a limited number of time slots during the core program session days of Monday through Wednesday are set aside specifically for educational events organized and submitted by WGs. These submissions should fall into the same categories as those for the primary program (papers, panels, posters, theater-style demonstrations, and workshops) and are awarded continuing education credit based on these guidelines explained elsewhere. A WG may also submit a formal program proposal that is a combination of, or variation on, the conventional categories that we categorize as a WG Special Event. Additional information about WG Special Events is below.

The Meetings Committee is responsible for setting the policies and procedures that govern all AMIA meetings. All AMIA members are encouraged to submit suggestions for changes in the meeting policies for consideration by the Meetings Committee.

WORKING GROUP SPECIAL EVENTS

Working groups may choose to host social, planning, or other “special” educational events during the AMIA Annual Symposium or Spring Congress. In the past, these events have included special speakers at an evening session speaking to the WG members about hot topics, sponsored receptions for WG members, full-day WG strategic planning retreats, and other “special” educational events. There are several issues that a WG should be aware of when submitting requests for such events to take place.

The first and most important issue is to involve the AMIA office in the beginning of the planning. The AMIA office will first help the WG determine if there is space for the special event. Typically, the AMIA office breaks down special events into two sub-categories—those related to social or topical issues and those that are educational (ie. for continuing education credit).

1. Educational Special Events

In order for AMIA to award continuing education for an activity that is not submitted through the regular submission and review process, you should contact the AMIA office early in the planning stage of any proposed continuing education activity. AMIA will be unable to offer continuing

education credit for and reserves the right to withdraw credit from activities whose planning does not provide for complete and timely compliance with applicable guidelines.

In the event that there is space for a special education event, the AMIA office works closely with the WG Steering Committee and the WG liaison to the Scientific Program Committee to determine if the event can be produced. The event (if held on tutorial days and space is available) must be a paid event and the fees must mirror typical AMIA special event registration fees. These events, in addition to being subject to space availability, are reviewed by the WG Steering Committee to assure that they align with the strategic direction of the organization and group, and must be organized as open events (anyone choosing to pay for it may attend).

2. Topical or Social Special Events

Topical or social special events are not eligible for continuing educational credit. In the event that a WG desires to host a full-day strategic planning retreat or another full-day special event that does not require a registration fee, the event may only be held if meeting space is available on the day preceding or after the conclusion of the meeting (so for the Annual Symposium the Friday before tutorials begin or the Wednesday afternoon or Thursday after the closing session).

Shorter topical or social events may be planned during the meeting and typically are not scheduled to compete with the peer-reviewed educational content of the meeting. These events may combine business meetings with receptions, a special speaker with a business meeting or other combinations of events that are not considered continuing education activities.

AMIA office has the authority to determine what is considered appropriate for AMIA meetings and will help WGs determine a day and time for such events. Begin planning early as meeting space is limited. WGs interested in having food or beverage offered at a special event may do so by securing sponsorship dollars. The WG Steering Committee does not allocate budget funds for food and beverage for WG special events. WGs who wish to have food or beverage along with a WG special event are required to use hotel catering (this is part of AMIA's hotel contracts). Hotel food and beverage is expensive. As a guideline, the minimum sponsorship amount (for 50-100 attendees) for a WG to host a reception (with food and beverages) is \$5,000 and is \$7,500 for lunch. WGs should contact the AMIA office for more information and assistance in planning.

Appendix I: Request for Liaison Approval

WG Chairs should complete a form to request approval for an official AMIA liaison. Once complete, this information should be forwarded to the AMIA office which will coordinate with the WG Steering Committee for review. If approved, the AMIA office will write official confirmation to the designated WG and the applicable association/society/organization.

WGs must not commit AMIA to support any activities requiring AMIA resources or the AMIA name or logo without the written approval of the AMIA office.

Generally, the WG Steering Committee follows these guidelines when considering requests:

1. AMIA allows and supports the development of liaison activities with other organizations.
2. Only organizations with related goals and missions are eligible liaison relations.
3. Organizations that require an organizational membership fee in order to establish a formal relationship shall be urged to make an exception to this requirement. If this exception cannot be achieved, the WG Steering Committee shall decide on the benefits and merits of such an institutional membership and approve it only when it is submitted through the regular budget review process.
4. Prior to establishing a formal relationship with another organization/entity, the WG Steering Committee, must approve the proposal by confirming that the proposed liaison would fulfill all requirements.
5. Generally, only one person serves at any one time as a liaison to an outside organization.
6. AMIA members applying to serve as a liaison must be active AMIA members in good standing and must receive an endorsement for the liaison position from a WG Chair.
7. The AMIA's office will maintain a list of all AMIA representatives.
8. Candidates for a liaison position should have established ties to the organization involved in the liaison activities and serve in an official capacity that is recognized by both AMIA and the other organization (Generally, this means that the proposed liaison has memberships in both AMIA as well as the other organization). Potential AMIA representatives must demonstrate that they have an active interest in the organization targeted for liaison activities (participation at other organization's meetings,) and should be willing to continue to participate in the other organization as before.
9. Liaison representatives are responsible to maintain their active relationship with the liaison organization and maintaining their own individual membership in the other organization (if this is an organizational membership, liaisons are responsible for coordinating with the AMIA office to be sure dues are paid and coordinating with the WG Chair each year to be sure a budget expense is included during the budget review process).
10. AMIA will not pay for individual membership fees, travel fees, conference costs or other expenses associated with the role of WG liaisons.
11. Liaison representatives are free to make statements or express opinions in their capacity as members of the liaison organizations. Statements that are given as the official AMIA representative should be approved by the appropriate working group. Liaisons shall act in an official capacity in the liaison organization (e.g. AMIA representative to a task force or working group)
12. Liaisons should coordinate with the AMIA office regularly to promote AMIA to the other organization's members at meetings and events. The WG Steering Committee regularly reviews this guideline when reviewing the effectiveness of liaison relationships.
13. Liaisons must file a written report to their WG and the WG Steering Committee annually.

Request for Liaison Approval

WGs must not commit AMIA to support any activities requiring AMIA resources or the AMIA name or logo without the written approval of the WG Steering Committee and the Board of Directors.

WG Name: _____

Requesting Liaison with Association/Society/Organization: _____

Collaborative relationships/liasons should serve a demonstrated purpose and must be officially recognized by both associations/societies/organizations.

Please list purpose of liaison activity: _____

The official liaison will act on behalf of AMIA and/or the WG and be contributing in a formal capacity to the other association/society/organization (some examples of this include serving on a committee, expert panel, task force, etc.).

Please list extent of liaison's participation: _____

The official liaison is required to submit a written report to the WG Steering Committee and Board on a predetermined basis for review.

Please list the number of event(s) and time of such event(s) each year: _____

The official liaison must be named, a current member of the WG, an AMIA member in good standing, and approved by the WG Steering Committee.

Please list person being submitted for approval: _____

Please list contact person and mailing address at the liaison organization (for official correspondence)

FOR AMIA OFFICE USE:

Previous relationship? Yes No
Marketing materials requested? Yes No
Pick-up/Follow-up? Yes No

Appendix J: Request for Endorsement/Co-sponsorship Approval

From time to time, AMIA is asked to co-sponsor or endorse an activity or product with another organization (a meeting, publication, etc.). This request for co-sponsorship is taken very seriously and has a formal process.

It is the AMIA office's responsibility to prepare regular reports about requests for co-sponsorships. If you have a request for AMIA to review an endorsement/co-sponsorship of any activity, you need to complete the questions listed on the Endorsement/Co-sponsorship Questionnaire and send the information to the AMIA office (this form can also be found on the AMIA Web site).

The AMIA Board of Directors will have final decision-making authority on co-sponsorships that involve a direct, out-of-pocket financial commitment, whereas the AMIA office will make decisions on co-sponsorships that involve participation, collaborative marketing or other items that involve no financial commitment.

Most of the time, requests to use AMIA's name, or co-sponsorship of an activity, will be granted without much hesitation. However, as AMIA continues to grow, we all should be more and more careful of activities of sponsorship, co-sponsorship or endorsements that may be perceived as detrimental to AMIA's overall goals. When the above process is followed, we are all covered and can be assured that AMIA's and the WGs' good names and reputations are protected.

WGs and standing committees of AMIA do not have an automatic right to use their name or AMIA's name without expressed, written permission from the AMIA office and the Board of Directors.

The WG will receive official notice of the status of the request from the AMIA office.

Endorsement/Co-sponsorship Questionnaire

1. Activity/Product and Its Sponsor
 - A. What is the name of the activity or product?
 - B. What is the date of the activity?
 - C. Where is the activity being held?
 - D. Who is the primary sponsor/organizer?
 - E. How many years has this activity or product been in existence?
 - F. Is the primary sponsor/organizer a not-for-profit or for-profit organization?
 - G. How many years has the sponsoring organization/company been in business?
 - H. What types of programs, products, and services other than this activity or product does the organization provide (you may provide a Web site address or contact person)?
 - I. What other organizations have firmly signed on as co-sponsors of the activity or product?
 - J. Is the planning complete? If not, what proportion is complete?

2. Audience
 - A. Who is the intended audience of the activity or product?
 - B. If this is a meeting, how many attendees are expected overall? What is the record of past attendance? If a publication, how many copies of previous versions have been distributed?

3. Appropriateness for AMIA
 - A. Describe who you see as the intended audience(s) for this meeting.
 - B. What AMIA members are speaking at this meeting, and what AMIA members have spoken at this meeting in the past?

4. What is AMIA being asked to give
 - A. Direct financial contribution (provide details)
 - B. Advertising/Publicity (provide details)
 - C. Listing as an endorser or co-sponsor

5. What will AMIA receive if it is a co-sponsor (these are some examples, if there is something not included on this list, please provide details)?
 - A. Free booth at an exhibit or other area (specify booth size and if ancillary costs [decorator, furnishings, etc.] are covered)
 - B. Distribution of AMIA material at the meeting in the conference bags or literature bin/rack
 - C. Mailing lists (include number of names)
 - D. Free advertising in magazine, program or journals or web site (provide frequency, size and other details)
 - E. Discounted subscription or registration fees for AMIA members (provide details)
 - F. Other

Appendix K: Request for New Working Group Award Approval

The AMIA office will coordinate all requests for new WG awards with the WG Steering Committee, the Awards Committee, and the Board of Directors. The AMIA office will communicate the decision of the Board of Directors once a final decision has been reached.

WG Name: _____ Contact Person: _____

Description of Award: _____

Benefit to AMIA: _____

Benefit to Awardee: _____

If this is a monetary award, please list award amount: _____

If this is a monetary award, where are award funds coming from (grant, endowment, etc.): _____

Application requirements and eligibility information: _____

How is this award going to be advertised/marketed? _____

Expectation of AMIA office involvement in this award: _____

Please attach additional information about proposed guidelines for the award judging and the WG leadership involvement in judging the candidates.

Appendix L: Policy on Documents for Circulation Position Papers and Policy Statements

AMIA WGs are encouraged to discuss, document, circulate and publish articles, white papers, views, editorials, statements, and recommendations for positions or issues of pertinence to health care informatics. There are two types of approval processes that AMIA considers as it relates to WG documents. The approval path that these documents will take depends on the recommendations contained therein. The first path is for those documents that do not contain official positions or statements, and the second path is for those documents that recommend a specific position or policy.

Path 1: Documents that do not include official positions or policy recommendations

All documents from AMIA WGs require approval of the WG and WG Steering Committee before they can be circulated or distributed as WG documents.

All documents should indicate:

1. Originating authors and contact person
2. Date and version number
3. Each page should be labeled prominently with “DRAFT” until official approval has been received from the appropriate administrative bodies

The steps for document approval are:

1. Authors submit the document to WG to gain majority approval
2. If approved by WG, authors forward document to WG Steering Committee for approval
3. If approved by WG Steering Committee, document is considered an official WG document

Documents that do not include official positions or policy recommendations that have been approved by the WG Steering Committee should carry the words, “This document was endorsed (or adopted) by the AMIA Working Group Steering Committee on (date).” Approval indicates that the document is an official WG document and will be published on the AMIA Web site and may be published in the *Journal of the American Medical Informatics Association*.

Documents that do not reflect AMIA’s views (e.g. the WG Steering Committee did not endorse the findings) must include a disclaimer, “The views expressed in this paper are those of the authors and do not reflect formally approved views of AMIA or the Working Groups.”

Path 2: Documents that include official positions or policy recommendations

All documents from AMIA WGs that contain official positions or policy recommendations require approval of the WG, the WG Steering Committee, the Public Policy Committee and the Board of Directors before they can be circulated or distributed.

All documents should indicate:

1. Originating authors and contact person
2. Date and version number

3. Each page should be labeled prominently with “DRAFT” until official approval has been received from the appropriate administrative bodies

The steps for document approval are:

1. Authors submit the document to WG to gain majority approval
2. If approved by WG, authors forward document to WG Steering Committee and Public Policy Committee for approval
3. If approved by WG Steering Committee and Public Policy Committee, the AMIA office forwards document to Board of Directors for approval
4. If approved by the Board of Directors, document is considered an official AMIA document and will be noted as such (see specifics below)

The Public Policy Committee is tasked with the initial review of any policy recommendations made by WGs. The committee will review the recommendations during their next committee meeting and will call upon the author(s) and the WG Chair to participate in the discussion (typically these discussions will be held via a regular committee conference call). If policy recommendations are amended or approved as transmitted by the Public Policy Committee, they will be forwarded by the committee to the AMIA Board of Directors for review. No documents will be circulated or published as AMIA policy, or interpreted as AMIA policy unless or until the AMIA Board of Directors has formally approved them. The Board of Directors may adopt the policy recommendations in whole or in part and may ask the authors to alter the recommendations to reflect the view of the Board or recommend removal of policy recommendations. Any publication resulting from WGs will acknowledge the contributions of its authors.

Documents that have been approved and reflect an official position or policy of AMIA should carry the words, “This policy (or position) was endorsed (or adopted) by the AMIA Board of Directors on (date).” Approval indicates that the recommendations are AMIA policy and will be published in the *Journal of the American Medical Informatics Association* and/or on the AMIA Web site.

Any document that does not reflect AMIA’s views (e.g. the Board of Directors did not endorse the position or policy recommendation), must include a disclaimer, “The views expressed in this paper are those of the authors and do not reflect formally approved views of AMIA.”

Note for documents that include official positions or policy recommendation and require an expedited response (36 hours or less)

In the event that a document contains an official positions or policy recommendations and the document needs an expedited response (defined as 36 hours or less), the document should be sent to the AMIA office to the attention of the President. If the position or policy recommendation is consistent with current AMIA policy directions and/or AMIA’s strategic vision, the President is authorized to respond and to either deal with the request forthwith, or pass on the request. He will make a good faith effort to notify the chairs of the AMIA Board of Directors, WG Steering Committee and Public Policy Committee by e-mail for their advice and comments but he may proceed directly on his own authority and will report any and all actions to the Board of Directors at its next regularly scheduled meeting.

Appendix M: Policy on Administrative Overhead in Grants

AMIA recognizes the value of accessing resources from sources outside of the association. Grants can provide significant resources for WG projects and activities that would otherwise not be possible with AMIA's current resources.

The purpose of this policy is to provide guidance for WGs who are interested in writing grants for special projects. In order for a WG to submit a research grant for a project, the project must be deemed an official project of the WG. An official project of the WG is one which was either

- Submitted through the WG budget and activity review process and endorsed by the WG Steering Committee
- Presented during the quarterly review process or annual review process and endorsed by the WG Steering Committee
- Otherwise proposed by the WG and endorsed by the WG Steering Committee

The WG Steering Committee bears the responsibility (along with the AMIA office and AMIA Board of Directors as appropriate) in ensuring that the proposed project is consistent with the activities and strategic direction of AMIA. All grant applications must be reviewed and approved by the AMIA office and will be signed by the AMIA President and CEO.

The WG is responsible for working with the AMIA office during the initial planning of the grant writing process especially in the preparation of budgets to be sure that AMIA's administrative overhead is included in the grant proposal. Contact AMIA's to obtain the most recent indirect rate.

The principle investigator of the grant must be a current member of the WG. If the PI is not the Chair of the WG, the WG Chair must sign-off on the PI. The WG Chair is responsible for making sure progress on the grant is moving forward as expected and that the PI is in regular communication with the AMIA office. Regular communication with the WG Chair, the PI and AMIA office is essential to ensure the intent, timelines, and financial responsibilities of the grant are being met.

Accounting practices for a WG grant follow regular account procedures of AMIA (unless otherwise stated in the grant and approved by the AMIA office).