

# HL7 Australia

## Travel Grant Guidelines

*Issued 16 September 2002*

*(Revised 8.Oct.2004 to include 2005 dates).*

### ***1. Purpose***

The purpose of these Guidelines is to define HL7 Australia's procedures in relation to grant funding of experts attending international HL7 meetings. Specifically these Guidelines address:

- The application, selection and approval of suitable experts to attend the meetings.
- The conditions of the grants and the obligations of the grant recipients.

These Guidelines have been approved by the HL7 Australia Board and are in force until superseded.

### ***2. Background***

- The experience of the HL7 community in Australia has clearly demonstrated that the active contribution of experts at HL7 Working Meetings is most successful in achieving the HL7 Standards required for Australia. Conversely, this involvement has also directly contributed to Australia's capability to engage in international informatics standards development.
- As the key objectives of the HL7 Working Group meetings are the further development of Standards and education, participation at HL7 Working Meetings is most effective on a contributions basis rather than a representation basis, it is HL7 Australia's aim to provide grant funding to as many experts as is necessary to achieve the results required for the Membership of HL7 Australia. The continuity of involvement and participation between working group meetings on technical groups is a key factor for successful contribution to HL7 and for maximising the benefit to users of HL7 in Australia.
- In the past a similar HL7 sponsorship program focused on providing support for individuals who were actively involved locally in the HL7 activity based working groups of the Standards Australia IT14 "Health Informatics" Committee.
- The Commonwealth Department of Health and Ageing has generously provided an initial grant to HL7 Australia to ensure the continuity of Australia expert participation for the next few overseas HL7 Working Meetings with the aim of:
  - ensuring Australia's requirements are included into the international ("Layer 1") HL7 Standards
  - representing Australian decision-making in HL7's strategic direction-setting
  - expanding the HL7 knowledge in Australia through education and training
- HL7 Australia wishes to conserve the funds provided and other funds raised and will take an approach that extracts the maximum benefit from the available funds.

This in particular as there is no guarantee for future funding from the Dept of Health and Aging.

- In the spirit of a non-for-profit volunteer organisation, HL7 Australia will use a flexible approach to the travel grants, but relies on the help of the volunteers to keep the costs to a minimum.

### ***3. Conditions of Grant Funding***

The process of grant funding will be in three steps:

#### **1. Selection of experts to be grant funded**

Up to eight weeks before the start of the Meeting:

Any member of HL7 Australia or its organisational members can be nominated as an expert to receive travel grant funding. Individuals who apply themselves require recommendations by two other members.

In the first instance standing nominations of experts will be given preference and each of the Standards Australia HL7 Working Groups (IT14-06-03, IT14-06-04, IT14-06-05 and IT14-06-06) will be invited to make a nomination for one expert to attend the meeting.

An application shall include a short statement outlining:

- the reasons and benefits of the nominated expert's attendance.
- past, ongoing and future involvement in HL7 and participation in future working group meetings.
- any employer or project co-funding that the expert may have access to.
- also, the application can include attendance of up to two paid-for tutorials.

After the close of the application period (eg eight weeks before the meeting), a Board Committee of HL7 Australia will review the applications. The Committee (which will include an officer of the Commonwealth Dept. of Health and Ageing) will apply the following criteria:

- importance of the expertise to the HL7 Australia membership.
- importance of the expertise to Australia.
- compatibility of the application with IT14 technical objectives.
- merit of the application.
- suitability of the expert
- etc.

While HL7 Australia will support the continuity of expert participation at HL7 Meetings, the approval of a travel grant to an expert does not automatically apply to future meetings.

It is anticipated that individuals attending at the request of their employers or related to funded project work will receive financial support from these sources. Applications for additional support from HL7 Australia will be considered if this is required.

The approved travel grants will be advised six weeks (Aug. 29 for the Baltimore Meeting) before the Meeting starts. The decision of the HL7 Australia Board Committee is final.

## **2. How the Grant Funding will be provided**

Six weeks before the start of the meeting the HL7 Australia Secretariat will:

- Make and pay for the expert's Meeting registrations and tutorials with HL7 HQ (at the early bird rate).
- Book flights for the experts using group discounts of economy class travel and make payments as required. If the expert chooses to make his/her own travel arrangements, the re-imburement will be limited to the amount that the HL7 Secretariat would have had to pay.
- The HL7 Australia Secretariat will find, book and pay for hotel accommodation (next to or in walking distance to the Meeting venue as this has previously found to be the most satisfactory and cost effective approach). If the expert chooses to make his/her own accommodation arrangements, their re-imburement will be limited to an equivalent amount.
- The maximum daily expenditure is limited to A\$250 per day.

For any re-imburement, the HL7 Australia Secretariat will require the original receipts.

## **3. How the Expert should report back to HL7 Australia**

No later than six weeks after the Meeting:

The expert will be expected to report back to HL7 Australia and, where appropriate, to the IT14-06-xx Working Group he/she was nominated by. The report may be in the form of a short presentation to HL7 Australia or the relevant IT14-06-xx Working Group or a short written report.

It is further expected that the report will be done within six weeks after the end of the Meeting.

The HL7 Australia Board will consider the content of the report as part of future approvals.

After each meeting, HL7 Australia will provide a summary meeting report with a status of the travel fund account to Commonwealth Department of health and Ageing.

## **4. The Fine Print:**

HL7 Australia is undertaking the meeting registrations, flight and hotel bookings on behalf of the expert to facilitate the expert attending the HL7 Meetings, reduce the expert's grant acquittal paperwork and allow the expert to take advantage of travel discounts. HL7 Australia can and will not assume any liability.

By applying for funding under these Travel Grant Guidelines, the expert expressly acknowledges these Guidelines. Should any part of the Guidelines not apply, this does not invalidate the rest of the Guidelines in any way.

## **5. Schedule of HL7 Working Meetings:**

<b>Location</b>	<b>Application by</b>	<b>Approval by</b>	<b>Meeting Dates</b>
Baltimore, USA	Aug. 23, 2002	Aug. 29, 2002	Sept 29 - Oct 4, 2002

San Antonio, USA	Nov. 15, 2002	Nov. 29, 2002	Jan 12 - 17, 2003
Cleveland, USA	Feb. 28, 2003	14 March, 2003	April 27 - May 2, 2003
Memphis, USA	July 11, 2003	July 25, 2003	Sept 7 - 12, 2003
San Diego, USA	Nov. 21, 2003	Dec. 5, 2003	Jan. 18 - 23, 2004
San Antonio, USA	March 5, 2004	March 19, 2004	May 2-7, 2004
Atlanta, USA	Aug 20, 2004	Aug 24, 2004	Sept 26 – Oct 1, 2004
Acapulco, Mexico	Sep 23, 2004	Sep 25, 2004	Oct 18 -22, 2004
Orlando, USA	Dec 7, 2004	Dec 14, 2004	Jan 23 -28, 2005
Noorwijkerhout, Holland	Mar 14, 2005	Mar 21, 2005	May 1 – 6, 2005
San Diego, USA	July 26, 2005	Aug 2, 2005	Sept 11 - 17, 2005
Orlando, USA	Nov 24, 2005	Dec 1, 2005	Jan 8 – 13, 2006