Meeting: 10:00 am – 5:00 pm

1.0 Opening of Meeting & Remarks by Chairman 10:00am - 10:20am

Dr. John Halamka will open the meeting and provide brief remarks about the current work of the HITSP Board and Panel.

2.0 Introduction of Board Members and Observers 10:20am – 10:40am

The Board members and observers in attendance will be requested to introduce themselves.

3.0 Approval of Draft Agenda 10:40am – 10:45am

DOCUMENT: HITSP 05 N 23

The Board will be requested to approve document HITSP N 23, the Draft Agenda for the first HITSP Board Meeting.

4.0 Update from the Office of the National Coordinator (ONC) 10:45am – 11:45am

Dr. Loonsk will provide a brief overview of the Office of the National Coordinator activities to date and the Breakthrough areas that are under consideration by AHIC (American Health Information Community).

The Board will have an opportunity for Q&A.

LUNCH 11:45am – 12:45pm

5.0 Report from the HITSP Committees
5.1 Charter Governance Committee (CGC)  
12:45pm – 1:45pm  
**DOCUMENTS:** HITSP 05 N 21, 24, 26  

**Presentation** - Mr. Aisenberg will present an overview of the CGC process and will lead the Board through a review of the revised HITSP Charter.

The Board will have an opportunity for Q&A.

**ACTION:** The Board will be asked to ratify the revised Charter for submission to the HITSP for approval at its January 5, 2006 meeting.

5.2 Use Case Committee (UCC)  
1:45pm – 2:30pm  
**DOCUMENTS:** HITSP 05 N XX  

Ms. Sensmeier will present an overview of the Use Case Committee process and activities to date. She will also provide the overall process for reviewing and approving instances in support of the Breakthrough areas identified by AHIC.

The Board will have an opportunity for Q&A.

6.0 Presentation on ONCHIT 1 Deliverables  
2:30pm – 3:00pm  
**DOCUMENTS:** HITSP 05 N XX  

Ms. Fantaskey will provide an overview of the ONCHIT 1 Deliverables including specifics identified by the ONC and timelines for delivery to the Project Officer.

**BREAK**  
3:00pm – 3:30pm

7.0 Consideration of the need to form HITSP Committees  
3:30pm – 3:45pm  

In consideration of the ONCHIT 1 Deliverables, the Board will be asked to consider the establishment of one or more HITSP Committees to support these initiatives.

8.0 Consideration of Vice-Chair Candidate(s)  
3:45pm – 4:15 pm  
**DOCUMENTS:** HITSP 05 N 25  

ANSI has solicited the Board for a recommendation(s) for appointment to the position of Vice-Chair. The Board will review and recommend one or more Vice-Chair candidates for ratification by ANSI.
4:15pm – 4:30pm

DOCUMENT: HITSP 05 N 27

The Board will review document HITSP 05 N 27, the draft agenda for the HITSP meeting.

Ms. Frances Schrotter

10.0 Administrative Issues
4:30pm – 5:00pm

9.1 Plans for future Board meetings – The goal is to establish Board meeting dates for 2006. A proposed schedule will be provided for consideration.

9.2 Administrative issues related to hosting meetings

Ms. Frances Schrotter

11.0 Adjournment
5:00 pm

Dr. John Halamka