

American Immunization Registry Association
Modeling of Immunization Registry Operations Workgroup (MIROW)
Charter
July 2016

PURPOSE:

The purpose of the AIRA Modeling of Immunization Registry Operations Workgroup (MIROW) is to develop a best practice operational improvement guidebook for immunization information systems (IIS) and to promote the implementation of best practices in the IIS community.

SCOPE OF WORK:

MIROW provides a forum for collaboration among IIS stakeholders and experts to analyze existing practices, brainstorm new approaches, and develop consensus-based best practice guidelines. MIROW uses business analysis and modeling techniques to develop and document best practice recommendations based on a collaborative consensus-based decision making process. The best practice guidelines are independent of specific technology and implementation methods. The scope of work includes:

- Identification of topic areas which would benefit from best practice guidelines
- Convening subject matter experts through teleconferences and face to face meetings to develop best practice guidelines
- Documentation of best practice guidelines using standard business modeling techniques to provide a technology neutral baseline for operations improvements and information technology developments
- Promotion of consistency and comparability of IIS data through
 - dissemination and implementation of the best practice guidelines (e.g., webinars and conference presentations) and
 - support of uniform alignment of IIS operations based on the best practice guidelines
- Increasing the credibility of IIS and the scientific validity of IIS through dissemination and implementation of the best practice guidelines

METHOD OF BUSINESS:

MIROW efforts are guided by the MIROW Steering Committee (MSC). The MSC is led by two to four Co-Chairs. The MSC will meet monthly by teleconference, with additional meetings held as work load or needs require.

The Co-Chairs establish the agenda for a MSC meeting. Any MSC member or AIRA Member may request an issue be placed on the MSC agenda, although the Co-Chairs will be responsible for determining that the request is within the scope of duties that have been assigned.

The MIROW Co-Chair Board Liaison will provide updates to the Board of Directors on a monthly basis. The AIRA Executive Director and staff will provide administrative assistance. Summaries of meetings will be prepared by one of the MSC members (or staff provided by AIRA), reviewed by the Co-Chairs and distributed to the MSC. Summaries may be posted on the AIRA website and shared with the AIRA Board.

The MSC selects operational topics for analysis based on feedback from the IIS community. The MSC assembles a panel of subject matter experts (SME) for each topic and will make recommendations to AIRA leadership concerning whether a small group of consultants should be incorporated to supplement the process. The SMEs develop the best practice consensus guidelines through a series of teleconferences and a face-to-face facilitated meeting(s). The developed best practice guidelines are submitted for external review and when finalized, are approved by the MSC on behalf of the AIRA Board of Directors. The MSC works with resources provided by AIRA to produce an abridged mini-guide for each topic. The MSC, in collaboration with other AIRA committees, disseminates and promotes the implementation of the best practice guidelines and mini-guides. The MSC, in collaboration with AIRA, evaluates implementation of the best practice guidelines by IIS (assessment, surveys, IIS Annual Report). MIROW uses resources provided by AIRA for meeting facilitation, travel, document preparation (including mini-guides) and other logistics.

MEMBERSHIP:

The membership of the MSC is voluntary. The MSC will consist of between 10 and 12 members, including the co-chairs. The MSC Co-Chairs, in consultation with the MSC, identify candidates and invite new MSC members. Membership of the MSC will be reviewed annually by the AIRA Board.

MSC members should be prepared to attend all meetings in order to benefit the group as much as possible. The MSC Co-Chairs will review the membership of any MSC member who has four or more unexcused absences during any one-year period and make recommendations to the AIRA Board concerning continuing membership.

The MSC will be composed of:

- At least one voting member of the AIRA Board
- At least one staff person from the CDC's NCIRD IIS Branch
- Volunteers from state IIS programs and state immunization programs
- Volunteers from other external groups with a stake in immunization information system assessment
- Between two and four Co-Chairs will coordinate and plan the meetings and work closely with the AIRA staff. See the "Oversight" section for specific provisions. One of the Co-Chairs will act as AIRA Board Liaison.

The AIRA Board of Directors reserves the right to remove co-chairs from the MSC if they feel it is in the best interest of the MSC. The MSC reserve the right to remove volunteer members from the MSC if they feel it is in the best interest of the MSC. Volunteer members may remove themselves from the MSC at any time.

MIROW CO-CHAIR RESPONSIBILITIES:

The MIROW Co-chairs duties will include:

- Attend monthly co-chair planning calls (in addition to MSC monthly calls) to discuss agenda items for upcoming calls and any other special projects.
- Rotate between co-chairs the responsibility of leading the monthly MSC call.
- Assist with keeping MSC documents up to date such as the charter, as needed.
- Lead coordination efforts on an ad hoc basis for special projects such as needed community/conference presentations, surveys, etc.

OVERSIGHT:

MSC operates under the provisions of the AIRA Bylaws for “Other (non-standing) Committees”:

Article VI, Section 2. Other Committees:

The Executive Committee, with the approval of the Board of Directors, shall establish other steering committees, subcommittees, workgroups, and task forces (referred to collectively as “committees”) as appropriate to carry out the mission and goals of the Association and as defined in the operational and strategic plan. Each committee shall have a Board member serving as a Board liaison, or as a chair or co-chair. Committee recommendations that are material to the Association shall be presented to the Board of Directors for approval. For each committee to be established, the Executive Committee shall submit a written description or charter of the committee to the Board for approval including its charge, scope of responsibilities, number of members, and expected duration of operation. Chairs of these committees shall be appointed by the Board of Directors. Chairs of committees will serve renewable two-year terms beginning on November 1 and ending on October 31.

DECISION MAKING:

Every effort to attain consensus among MSC members will be made when decisions need to be made. However, if the MSC cannot reach consensus on an item, then a simple majority vote will be held to resolve the issue. Decisions will be made on clearly stated motions presented by a member.

DURATION OF COMMITTEE:

The MSC will continue in existence until dissolved by the AIRA Board of Directors.

AMENDMENTS OF CHARTER:

Amendments to this charter are made by a majority affirmative vote of MSC Members and approval by the AIRA Executive Committee and AIRA Board of Directors.