



AIRA

AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

**Modeling of
Immunization
Registry Operations
Workgroup
(MIROW) Charter**

Effective December 2020

Updated December 2020

CHARTER

Purpose

The purpose of the **Modeling of Immunization Registry Operations Workgroup (MIROW)** is to develop best practice operational guidelines for immunization information systems (IIS) that increase the credibility and value of IIS by supporting greater standardization, effectiveness, and efficiency of IIS operations and improving the consistency and comparability of IIS data.

Type of Group

MIROW is a workgroup of the American Immunization Registry Association (AIRA).

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 for MIROW is to:

- Identify topic areas which would benefit from best practice guidelines.
- Convene subject matter experts to develop best practice guidelines via a variety of development strategies as appropriate for each specific topic.
- Document best practice guidelines using standard business modeling and concise, readable, user-friendly techniques in a variety of diverse end-product formats.
- Review and prioritize existing guidance documents to make sure content remains relevant and impactful to the IIS community.
- Promote the implementation of guidelines.

Termination Date

MIROW will continue in existence for as long as needed and will be evaluated by the AIRA board and management for continuation annually or until its activities conclude.

Membership

The membership of MIROW is voluntary. MIROW will consist up to 12 members, including the co-chairs. The MIROW co-chairs, in consultation with MIROW, identify candidates and invite new MIROW members.

MIROW members should be prepared to attend all meetings in order to benefit the group as much as possible. Members should attend all meetings, read all information provided and request more if needed, and be prepared to make informed decisions. They must carry out their duties in a reasonable and responsible manner. MIROW co-chairs will review the membership of any MIROW member who has four or more unexcused absences during a one-year period and make determinations concerning continuing membership.

MIROW 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 IIS programs and immunization programs
- Volunteers from other external groups with a stake in immunization information system assessment
- Between two and three 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 be the AIRA Board Liaison

Members may serve indefinitely and may remove themselves from the workgroup at any time. Both MIROW and the AIRA Executive Director, in collaboration with the MIROW co-chairs, have the right to remove volunteer members from MIROW if they determine it is in the best interest of MIROW.

The Chair(s) of MIROW are AIRA member(s).

The criteria for qualifications of the Chair(s) include:

- Strong leadership skills and communication skills
- Ability to facilitate discussions in a clear, supportive, and objective manner
- Knowledge and experience moderating discussions and encouraging participation
- Ability to manage conflict diplomatically
- Ability to clearly differentiate between the dual roles of a co-chair:
 - Responsibility to communicate personal knowledge and opinions about IIS issues

- Duty to make decisions related to the committee and projects in a manner that represents the goals of the committee rather than the interests of the individual or individual's organization
- Capacity to ensure that committee decisions are followed through on in a timely and organized manner
- Experience participating in the committee and/or MIROW workgroups
- Strong knowledge of MIROW products and activities
- Broad knowledge of issues impacting the IIS community including direct experience with the day-to-day operations of an IIS

When it is necessary to select a new MIROW co-chair, an application process will be instituted, and the appointment will be made by the existing MIROW co-chair(s) (or another approval process can be used as authorized by MIROW).

Method of Business

MIROW will meet monthly by teleconference with additional meetings held as workload or needs require. If there are no agenda items requiring discussion or input from MIROW, the MIROW co-chairs may choose to provide an update via email instead of having a meeting.

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

AIRA staff will provide administrative assistance. Summaries of meetings will be prepared by one of MIROW members (or staff provided by AIRA), reviewed by the Chairs, and distributed to MIROW. Summaries may be posted on the AIRA website and shared with the AIRA Board.

MIROW selects operational topics for analysis based on feedback from the IIS community. MIROW assembles a panel of subject matter experts (SMEs) for each topic, as appropriate 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 variety of development strategies which may include a series of teleconferences and/or face-to-face meetings. The developed best practice guidelines are submitted for external review and, when finalized, are approved by MIROW on behalf of the AIRA Board of Directors. MIROW works with resources provided by AIRA to produce promotional materials for each topic. MIROW, in collaboration with other AIRA workgroups, promotes the implementation of the best practice guidelines and other products. MIROW, in collaboration with AIRA, evaluates

implementation of the best practice guidelines by IIS (via assessment, surveys, IIS Annual Report). MIROW uses resources provided by AIRA for meeting facilitation, travel, document preparation (including other products) and other logistics.

Decision Making

When decisions need to be made, every effort to attain consensus among MIROW members will be made. However, if MIROW 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.

Review of Charter

This charter shall be approved by MIROW members and reviewed every even year.