
National Syndromic Surveillance Program Community of Practice Community Charter

Prepared by the International Society for Disease Surveillance

Version: 4.0

November 2018

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Version Control Log

Revision History

Date	Version	Description	Author
10/26/16	0.5	First Draft	EL
10/28/16	1.0	Version revised and approved by NSSP CoP Steering Committee Members	EL and SC Members
4/26/17	2.0	Version revised and approved by NSSP CoP Steering Committee Members	SC Members
11/13/17	3.0	Version revised and approved by the NSSP CoP Steering Committee Members	SC Members
11/29/18	4.0	Version revised and approved by the NSSP CoP Steering Committee Members	SC Members

Preamble

The purpose of this document is to describe and define the National Syndromic Surveillance Program Community of Practice (NSSP CoP), why it exists, how it operates and what it means to be a member. The document has been created collaboratively by the SC members and the NSSP CoP sponsoring and facilitating organizations. Representatives from these groups include:

NSSP CoP Steering Committee Members at the time of approval of the current version

Krystal Collier, Arizona Department of Health Services, Steering Committee Chair
Amanda Morse, Washington State Department of Health, Deputy Chair
Teresa Hamby, New Jersey Department of Health
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I. Introduction

A. Purpose of the NSSP Community of Practice Charter

The National Syndromic Surveillance Program Community of Practice (NSSP CoP) community charter documents information required by decision makers to approve and support the activities necessary for a successful cultivation and sustainability of the Community of Practice. The community charter includes the needs, scope, justification, and resource commitments. The intended audience of the NSSP CoP Charter includes the NSSP CoP Steering Committee (SC), and the community members.

B. Community Overview

The NSSP promotes and advances development of a Syndromic Surveillance (SyS) system for the timely exchange of syndromic data. These data are used to improve nationwide situational awareness and enhance responsiveness to hazardous events and disease outbreaks to protect America's health, safety, and security. The NSSP includes the secure, cloud-based BioSense Platform for the receipt, storage and management of SyS data from local and state health departments. The NSSP functions through collaboration among individuals and organizations at local, state, and federal levels of public health; public health partner organizations; and hospitals and health professionals. The NSSP CoP is supported by the International Society for Disease Surveillance (ISDS), the facilitating organization, in accordance with a cooperative agreement between ISDS and the Centers for Disease Control and Prevention (CDC), the sponsoring organization.

The NSSP CoP membership includes CDC-grant recipients, non-funded states and jurisdictions that contribute data to the BioSense Platform, public health practitioners who use local syndromic surveillance systems, CDC programs, other federal agencies, partner organizations, hospitals, healthcare professionals, and academic institutions to advance the science and practice of syndromic surveillance. While BioSense addresses SyS technology, the NSSP CoP is the social framework for public health workers on the front lines of public health surveillance and emergency preparedness.

II. Mission

The NSSP CoP serves the needs and interests of the SyS community through leveraging the expertise and resources of its members; and strengthens health surveillance capabilities nationwide by advancing SyS practice and the utilization of SyS platforms (including the NSSP BioSense Platform).

III. Vision

The intent of the NSSP CoP is to support open and dynamic participation of any individual or organization working on/or interested in increasing the quality, utility, and availability of syndromic surveillance data. The activities of the community are based on an analysis of issues and learning needs identified through surveys, synthesis of information from stakeholders, funders and partners, and conversations with the members. Key to this approach in facilitating a community is to have routine communication with the members. This involves assessing members' integration efforts, understanding what the issues and challenges are and translating this information into opportunities for knowledge creation and knowledge transfer.

The vision of the NSSP CoP includes the following:

1. Increased availability of SyS training, learning and knowledge-sharing events for SyS community members

2. Promote collaborative projects and communication between community members
3. Promote sharing of SyS data among community members (where appropriate and state/local laws allow)
4. Increased sharing of common strategies, products, and best practices to mitigate or to address the identified obstacles with cross-jurisdictional data sharing

IV. Goals

The NSSP CoP has an overarching goal to harness the energy and expertise of individuals in the SyS community to better serve their professional development, organizational capabilities in surveillance, and the health of the American population.

The overall goals of the NSSP CoP include the following:

1. Build a strong community of geographically distributed members with access to tools that promote member interaction, recognition, and collaborative efforts.
2. Increase greater understanding of the utility and application of SyS through the sharing of best practices and success stories.
3. Provide opportunities for cross-jurisdictional data sharing and collaborations in response to routine and emerging public health threats
4. Improve the use of timely, accurate, representative, and automated data to inform public health decision making with local, state, and national stakeholders.

In addition to the overall goals of the NSSP CoP, each year the SC will identify goals/projects that represent the priority of the NSSP CoP for the coming year. These shall be shared with the community during the annual NSSP CoP member meeting in January (at the Annual ISDS Conference) and will help direct community activities.

V. NSSP CoP Steering Committee (SC)

An established organizational structure for the NSSP CoP sets a foundation for strategic action and ensures feasibility and alignment of NSSP CoP activities with stakeholder priorities.

A. Purpose of the NSSP CoP Steering Committee:

The SC works to ensure that the NSSP CoP effectively promotes the use and practice of SyS, enables a peer-to-peer collaborative environment to foster and facilitate knowledge sharing and partnership, and enhances the nation's SyS capacity. Committee members will leverage their expertise to provide direction and recommendations for projects that benefit community engagement and collaboration across all sectors of the NSSP CoP.

B. Selection of NSSP CoP Steering Committee Members:

NSSP CoP members nominate candidates, from the community, for appointment to the NSSP CoP Steering Committee. SC members must be current members of the NSSP CoP and eligible to represent and speak on behalf of their organization/agency which can include state, local, federal, and academic partners. Nominees employed as state and local contractors should receive permission from their organization/agency, prior to acceptance of an invitation to serve on the SC, that they are allowed to speak on behalf of their organization/agency per regulations.

Nominees will be reviewed by a nomination committee made up of existing SC members. The nomination committee reviews and selects a final slate of candidates based on eligibility,

qualifications, and a desire for a SC that represents the full breadth of community membership. SC members will be selected to ensure that the following knowledge, skills, and abilities are represented across the entire SC membership:

- Knowledge of the development and operation of syndromic surveillance systems.
- Experience using syndromic surveillance system, either from the BioSense Platform, or from other syndromic surveillance systems.
- Participation in at least one online community of practice.
- Knowledge of the development of training and/or educational materials for public health professionals.
- Experience with the translation of research and technical innovations into public health practice.
- Expertise in knowledge management.
- Effective verbal and written communication skills.

C. Steering Committee Member Expectations:

A NSSP CoP Steering Committee member is an individual who accepts an invitation to serve on the NSSP CoP SC and meets the following expectations:

- Participates in monthly 90-minute SC conference calls.
- Participates votes that are called (either via a phone call, email, or survey) per the voting mechanism outlined below.
- Commits to spending 1-2 hours each week on SC business, including but not limited to attending SC calls, workgroups, and other committee meetings on which the SC member may serve as an Ambassador, reviewing documents in preparation for SC meetings, and community engagement activities like the monthly NSSP CoP Calls.
- Serves as either a SC Officer or an Ambassador to a NSSP CoP Committee per the responsibilities outlined below.
- Participates in committees, workgroups and other activities as required by the office/role the member holds on the SC.
- Provides recommendations and priorities for community-driven activities.
- Identifies projects that will facilitate improved collaboration, data sharing, methods development and technical innovation in syndromic surveillance.
- Actively engages with members of the NSSP CoP and the SyS community.
- Serve as the New Member Ambassador for one month, once during each calendar year. This activity includes emailing new members of the NSSP CoP (using an email template provided by ISDS) to welcome new members and help them to become engaged with the NSSP CoP activities. The list of new members will be provided by ISDS.
- Serve as the Forum Champion for one month, once during each calendar year. This activity includes reviewing the Forums weekly and directly encouraging NSSP CoP members to login to the NSSP CoP website to participate in discussions occurring on the Forums.

No more than 11 voting SC members shall serve on the SC at the same time. Representatives from the Sponsoring and the Facilitating Organizations are considered non-voting members of the SC. If, at any time, a SC member's ability to serve changes during their term on the committee, for example a change in employment, they should inform the SC Chair as soon as possible of their intent to either continue to serve in their role for the remainder of their term if they continue to be eligible to serve with their employment change or to resign their position.

Any SC member who misses three regularly scheduled meetings (without prior notification to the chair) within a calendar year or who is unable to discharge the roles and responsibilities listed will be subject to communication from SC Chair and SC member review and removal by vote of the

majority of the remainder of the SC members. Allowances for an extended leave of absence will be made for family/medical leave as needed following discussion with the SC Chair.

Permanent resignations created for any reason will be filled by selection of an interim member that will serve a full three-year term starting the first day of the month just following their appointment to the committee. Interim members will be solicited using the following process: 1) a nomination announcement will be shared with the NSSP CoP to solicit self- and colleague-generated nominations; 2) the SC will review and approve nominations that meet the nomination criteria; 3) a nomination committee will vote on the final list of nominees.

D. NSSP CoP Steering Committee Officers and Roles

All SC officers shall serve a one-year term from October 1, 2018 through June 30, 2019.

NSSP CoP Steering Committee Chair:

To facilitate aspects of NSSP CoP Steering Committee function, a SC chair shall be elected via open nominations of the currently serving SC members. A SC member can nominate himself or herself as well as other SC members. The Chair will be elected – by secret ballot of the current SC members – with the Chair-elect having achieved a plurality of votes. In the case of a tie between two members, a second vote will be held until one receives a plurality.

The term of the Chair shall be one year, followed by one year serving as the Past-Chair. Upon completion of a Chair's term, the SC will hold elections for a new Chair. If no candidates for the role of Chair are nominated, the presiding Chair will nominate at least one candidate from the currently serving SC members.

The presiding Chair (or past-chair, in the chair's absence) provides leadership and facilitates progress on short-term, mid-term, and long-term goals, objectives, and priorities for the SC. This includes participating in a one-hour monthly call with ISDS staff members to help identify agenda topics and key tasks to be addressed by the SC in future calls/discussions.

The Chair will be responsible for facilitating SC meetings and meeting agenda development, with assistance from ISDS. ISDS will be responsible for taking meeting notes, recording SC member attendance, and documenting the outcomes of any votes. The Chair may also be asked to review and comment on documents pertaining to the NSSP CoP, such as administrative process documents, abstracts, journal articles, reports, etc.

The presiding SC Chair, Past Chair, and Deputy Chair will moderate the monthly NSSP CoP calls on a rotating basis. Moderation of the call includes the welcoming participants to the call, introducing the presenters, moderating the question and answer session, and closing the call. Additional information regarding planning and moderating the monthly NSSP CoP call can be found in the NSSP CoP Call Administration Guidance Document.

Any SC member may decide that an issue be voted upon. In the absence of such a decision, the Chair (or Past Chair, in the Chair's absence) will decide which issues require a vote. If an issue is to be considered for a vote by the SC, documents outlining the issue will be drafted (facilitated by ISDS) and supplied to the SC for comment, revision, and review if warranted. To assure a voting member of the SC receives sufficient informed input from those they represent, any issues for which a vote is required shall be presented to the SC at least two weeks, via email, in advance of any scheduled vote.

The Chair will also be asked to represent the SC to other external groups (the NSSP team, the Counsel of State and Territorial Epidemiologists, Association of State and Territorial Health

Officials, National Association of County and City Health Officials, and others) on calls and at meetings and conferences (if funding is available) to advocate for the needs of the NSSP CoP.

Past Chair:

The Past Chair will serve as a backup when the chair is unable to participate for any period. Permanent resignation of the Chair (or Past-Chair) created for any reason will be filled by a vote for an interim Chair (or Past-Chair) that will serve the remainder of the departing Chair's (or Past-Chair's) term. If the presiding Chair continues for a continuous term, the role of Past Chair will remain empty and the Deputy Chair will serve as a backup to the Chair.

The Past Chair will also rotate through the moderation of the monthly NSSP CoP calls with the SC Chair and the Deputy Chair. Moderation of the call includes the welcoming participants to the call, introducing the presenters, moderating the question and answer session, and closing the call. Additional information regarding planning and moderating the monthly NSSP CoP call can be found in the NSSP CoP Call Administration Guidance Document. In the event of the role of Past Chair remaining empty, a past Deputy Chair or another SC member may rotate through the moderation of the NSSP CoP calls in the place of the Past Chair.

Deputy Chair:

To facilitate aspects of NSSP CoP Steering Committee function, a Deputy chair shall be elected via open nominations of the currently serving SC members. A SC member can nominate himself or herself as well as other SC members. The Deputy Chair will be elected – by secret ballot of the current SC members – with the Deputy Chair-elect having achieved a plurality of votes. In the case of a tie between two members, a second vote will be held until one receives a plurality. The term of the Deputy Chair shall be one year. Upon completion of a Deputy Chair's term, the SC will hold elections for a new Deputy Chair.

The Deputy Chair, Past Chair, and Current SC Chair will moderate the monthly calls on a rotating basis. Moderation of the call includes the welcoming participants to the call, introducing the presenters, moderating the question and answer session, and closing the call. Additional information regarding planning and moderating the monthly NSSP CoP call can be found in the NSSP CoP Call Administration Guidance Document.

Secretary:

Should ISDS no longer be available to develop meeting agendas, assist in meeting facilitation, take meeting notes, record attendance, and document votes for the SC, a Secretary will be elected – by secret ballot of the current SC members – to serve this function. To facilitate meet this required function, a Secretary shall be elected via open nominations of the currently serving SC members. A SC member can nominate himself or herself as well as other SC members. The term of the Secretary shall be one year.

Ambassador Role:

Ambassadors will attend workgroup/committee calls and serve as a representative of the SC during the workgroup/committee meetings. This role includes activities such as sharing announcements from the SC, sharing the activities (projects, calls, webinars) of the community that relate to the work of the committee, and providing the Committee Leadership with guidance and resources as they face obstacles and challenges. Ambassadors will also be responsible for encouraging the workgroup/committees to utilize the NSSP CoP tools, identifying opportunities to increase the engagement of their members in NSSP CoP activities, and recommending collaborative projects among the workgroups/committees.

Additionally, Ambassadors will provide a monthly/bi-monthly update during the monthly SC meetings on workgroup/committee activities and any needs that the groups have identified for the

SC to address. This update should include any successes or challenges currently facing the committee, any coming leadership changes, updates on the current committee activities and highlights from the monthly calls, and any contributions that could/should be shared with the broader NSSP CoP (i.e. guest speakers that might present on an NSSP CoP call, success stories, key forum topics, collaboration opportunities, etc.).

E. Terms of Service for NSSP Steering Committee Members:

SC members will serve a term of three years starting the first day of the month just following their appointment to the committee. A SC member may serve a maximum of two consecutive three year terms on the Steering Committee.

F. NSSP CoP Steering Committee Voting Mechanism:

The SC will include both voting and non-voting members. Non-voting members may be representatives from the organizations involved in the NSSP CoP cooperative agreement supporting the work of the NSSP CoP (i.e. the sponsor and facilitator).

Any SC member may decide that an issue be voted upon. In the absence of such a decision, the Chair (or Past Chair, in the Chair's absence) will decide which issues require a vote. To assure a voting member of the SC receives sufficient informed input from those they represent, any issues for which a vote is required shall be presented to the SC at least two weeks, via email, in advance of any scheduled vote. If a SC member is not able to attend a meeting during which a vote is scheduled to be held due to an extended leave of absence from the committee, that SC member shall either provide their vote via email or appoint another member to vote as a proxy on their behalf.

A vote may only conclude when at least 75 (seventy-five) percent of the SC have participated, voting for, against, or abstaining. Voting will occur during meetings if feasible; in votes during meetings, all members in the meeting must be allowed to vote. Asynchronous voting outside of meetings, such as by email, may be used if necessary. When voting outside of meetings is used, the method will always provide an option for any member to require that the vote be postponed until there is more discussion. During voting outside of meetings, a single vote for postponement will result in the voting being abandoned, and the issue going back to discussion.

Sufficient time will be given to discuss each issue scheduled for a vote prior to the vote itself. The vote itself will be an open-ballot vote. A record of each vote (with each member's vote listed) will be presented in notes from the SC meeting. If a SC member feels that a discussion topic/vote represents a conflict of interest for them or their organization/agency, the SC member is free to recuse themselves from the discussion as well as the vote on that topic.

Passage of an issue shall require a majority of votes (not counting abstentions) in the affirmative. However, the goal shall always be to strive for consensus.

VI. Partnership with ISDS

ISDS works in collaboration with the SC and CDC to formalize, cultivate, manage, and maintain the NSSP CoP to strengthen health surveillance capabilities nationwide by advancing SyS practice and the utilization of the NSSP BioSense Platform. ISDS applies more than a decade of experience administering and building collaborations among public health agencies and partners to support the goals of the NSSP CoP through *the NSSP CoP: Strengthening Health Surveillance Capabilities Nationwide* cooperative agreement with CDC.

VII. Membership with the NSSP CoP

Membership within the NSSP CoP is open to any SyS professional or organization with a public service focus working on/or interested in the goals of the NSSP CoP. Participation in the NSSP CoP online community requires registration with the NSSP CoP.

NSSP CoP Members are encouraged to:

- be involved with the ultimate goal of improving SyS practice.
- to demonstrate a commitment to advancing the practice and adoption of SyS.
- participate regularly in committees/ workgroups, site visits, and other community activities and contribute to product development to the fullest extent possible -- community growth depends on the inclusion of every individual voice.
- attempt to build on each member's strengths, and help each other improve areas in need of further development.
- be willing to share challenges, best practices, and lessons learned as well as success stories.
- distribute leadership responsibilities and collectively share in the management of the community.
- commit to search for opportunities for consensus or compromise and for creative solutions.
- strive to create an environment of trust and to foster insightful, non-threatening discussion of ideas and experiences.
- agree to be respectful and use appropriate language in group discussions and to listen and respond to each other with open and constructive minds.
- consider opportunities to work on cross-jurisdictional projects that provide learning and collaboration experiences.

VIII. Changes to the NSSP CoP Charter

Changes to this charter document shall be proposed to the SC by providing the written amendments for the SC to consider. After sufficient time for discussion and debate, the SC shall vote on the written amendments.

Participation of all SC members, or appointed substitutes, shall be required for a vote on charter amendments to proceed.

Passage of an amendment shall require a vote of the majority of the membership of the SC in the affirmative.

Changes to the charter will be reflected in a new draft of this document, with a recording of the date of revision. An archive will be kept of all official previous versions of this charter.

Signature of acknowledgement of the NSSP CoP Charter as developed by the NSSP CoP Steering Committee on November 29, 2018.

The signature on this page by the presiding Chair of the NSSP CoP Steering Committee represents that this document meets with the approval of the entirety of the Committee. It also represents the understanding of the signatories that this is a "living document" which can be periodically modified and improved upon by the NSSP CoP Steering Committee, based upon input by SC members, following terms described within this document.

To be signed by the presiding Chair of the NSSP CoP Steering Committee

Name Krystal S. Collier

Signature Krystal A. Collier

Organization Arizona Department of Health Services

Title Health Program Manager

Date 11/29/2018