[Organizational Contact Information]

Dear [Contact Name],

We are writing to express our sincere thanks and recognition of the notable contributions that [Member Name] has made to health data interoperability worldwide through their leadership as [co-chair | other leadership role] within HL7 International. This past year, [Member Name] served as [co-chair | other leadership role] of HL7’s [WG or Mgmt Group Name(s)].

[For WG Co-Chairs]
The role of a Work Group co-chair within HL7 carries significant honor and responsibility. Co-chairs are elected to this position by their peers. In general, co-chairs are responsible for:

- Managing the overall group, consistent with HL7’s documented policies
- Maintaining the integrity and trust of the community, assuring that contributors are able to effectively participate, that all voices are being heard, and that established decision-making practices are followed
- Providing thought leadership to help divergent participants and perspectives come together, seeking a consensus whenever possible, to produce effective work products that advance the group’s mission
- Providing strategic direction and oversight to the group’s portfolio of projects

The leadership qualities developed and demonstrated by co-chairs have enabled HL7 to produce foundational standards that serve as global public goods, transforming how health information is represented, shared, and used in information systems worldwide.

[For Mgmt Group Members]
Serving on a Product and Service Management Group within HL7 is a high honor and carries significant responsibility. Members are appointed to this role by the Technical Steering Committee, which is the governance body that oversees and coordinates the technical efforts of HL7 participants towards creating standards that empower global health data interoperability. Members of Product and Service Management Group help achieve that aim by:

- Overseeing the processes related to their products and services throughout the lifecycle
- Ensuring high quality deliverables
- Monitoring scope and consistency with best practices and governance principles
- Aiding in resolution of intra- and inter- Work Group issues
The leadership qualities developed and demonstrated as a member of a Product and Service Management Group have enabled HL7 to produce foundational standards that serve as global public goods, transforming how health information is represented, shared, and used in information systems worldwide.

[Optional]
Some of the [WG or Mgmt Group Name(s)]’s key achievements this year include:
- [Specific specifications, projects, or other achievements noted by Member]

Should you have any questions, please contact Charles Jaffe, MD, PhD, Chief Executive Officer of Health Level Seven International at cjaffe@HL7.org.

Sincerely,

Charles Jaffe, MD, PhD
Chief Executive Officer
Health Level Seven International

Andy Truscott
Board of Directors, Chair
Health Level Seven International