[Meeting /Group Name]

[Agenda item to be added by Secretary]

# Subject: [Title of agenda item]

# Submitted by: [Name, Organization (email)]

### Background

[Provide necessary context to understand why the agenda item is being submitted and why to this group. Refer to ToR of the group if needed]

### Business need

[Describe the business need that needs to be met including timeline if possible. If the business need concerns legacy standard, provide clarification of business necessity such as a change of government regulation ]

### Proposed solution

[Provide here those elements of the solution that are already known including options that may need to be considered.

For change requests and, if known, specify which artifacts are impacted by the proposed change such as

* Proposed change in Implementation guide (what section, what should be added/changed/removed);
* Proposed change in reference models in AIDM
* Proposed changes in messages (which ones, which nodes)
* Proposed codeset modifications (which codeset, proposed description of the new code ]

##### Proposed Action

[Detail the action you seek from the group such as approve, note, advise on next steps and, if applicable, state who needs to do what as a next step]

### Attachments

[Include any attachments relevant to your proposal]

*Agenda item tracking*

* *Classified as Transformational/Transitional/Business Critical legacy*
* *Included on Workplan of Group Yes/No*