

# POLICIES AND PROCEDURES

## Administrative Uniformity Committee (AUC)

### 1. Policy #

007

### 2. Policy Title

AUC Technical Advisory Group (TAG) and Workgroup (WG) Participation Procedure

### 3. Purpose

This policy and procedure documents the processes necessary to add or remove participants of a TAG or workgroup once a TAG/WG has been approved and the notification process of the TAG/WG has occurred. It will ensure that the appropriate people are notified and contact information updated appropriately. It also explains how interested parties may access information regarding AUC TAGs/WGs.

### 4. Organizational Scope

This policy and procedure applies to the AUC Operations Committee, AUC member organization participants, TAGs, workgroups and interested parties.

### 5. Policy Statement

**5.1** AUC members should contact their primary AUC Operations representative if they are interested in joining or being removed from a TAG/WG. The primary AUC Operations member is responsible to communicate only the addition or deletion of participants from their organization to the AUC email box at [health.auc@state.mn.us](mailto:health.auc@state.mn.us). Only AUC member organization TAG/WG participants will be tracked and communicated.

**5.2** Interested parties may participate in any AUC TAG/WG, however it is the responsibility of the interested party to obtain information regarding the AUC, its TAGs/WGs and meeting information from the AUC website.

### 6. Definitions

Interested Parties – people interested in participating in AUC activities or interested in knowing about AUC activities. Interested parties may be AUC member participants who aren't on the official roster of a TAG/WG or non-AUC member participants

### 7. Procedure

**7.1** AUC members should contact their primary AUC Operations representative if they are interested in joining or being removed from a TAG/WG. The primary AUC Operations representative is responsible to communicate only the addition or deletion of participating organizations to [health.auc@state.mn.us](mailto:health.auc@state.mn.us). MDH will notify the AUC TAG/WG co-chairs. TAG/WG participant information should include, but not be limited to:

- Name of person:
- Organization name:
- Title:
- Address:
- Phone number:
- Fax number:
- E-mail address:
- Name of TAG/WG:

**7.2** Interested parties do not need to contact the AUC in order to participate on an AUC TAG/WG. They can view the AUC Events Calendar for information regarding, TAG/WG mission/charge statement, meeting schedule, meeting agenda and other meeting materials on [www.health.state.mn.us/facilities/auc/index.html](http://www.health.state.mn.us/facilities/auc/index.html) It is an interested party's responsibility to view meeting schedules, meeting agendas, meeting documents etc. on the AUC website, as they will not be added to AUC TAG/WG distribution lists or receive meeting minutes etc. through AUC TAG/WG distribution lists.

8. **Review Responsibility** - AUC Executive Committee

9. **Approved By** - AUC Operations Committee

10. **Date of Approval** - September 2, 2014

11. **Next Review Due Date** - 2015