

## International Health Terminology Standards Development Organisation (IHTSDO)

### Ordinary General Assembly

Wednesday 13<sup>th</sup> April 2011, Clarion Hotel Copenhagen  
Molestien 11, DK-2450, Copenhagen, Denmark  
09.00 hrs local time

#### Informal agenda

- **Welcome by Chair of the Management Board (MB) and confirmation of quorum**

Martin Severs, Chair of the MB, welcomed all attendees to the meeting of the Ordinary General Assembly and confirmed that there was a quorum.

- **Election of a Chair for the General Assembly (GA) meeting**

Sarah Muttitt from Singapore nominated Betsy Humphreys, the GA Representative for the United States, to be the Chair for the meeting. Dennis Giokas from Canada seconded the nomination. Ms. Humphreys was elected by GA representatives present.

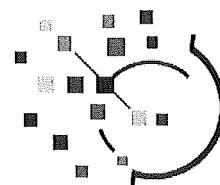
The Chair stated that the GA had been convened according to the IHTSDO *Articles of Association*, cf. the Articles clause 8.2.2.

#### Formal agenda presided over by the agreed Chair

1. **Confirmation of attendees and alternates with designated power of attorney**

Attendees were confirmed as follows:

Australia	David Bunker (DB)
Canada	Dennis Giokas (DG)
Denmark	Otto Larsen (OL)
Estonia	Piret Simmo (PS)
Lithuania	Arvydas Laurinavičius (as proxy) (AL)
Netherlands	John van Beek (as proxy) (JvB)
New Zealand	Kathy Farndon (as proxy) (KF)
Singapore	Sarah Muttitt (SM)
Slovak Republic	Pavol Rieger (PR)
Spain	Santiago Martín Acera (SA)



Sweden	Daniel Forslund (DF)
United Kingdom	Ken Lunn (as proxy) (KL)
United States	Betsy Humphreys (Chair) (BH)

MB Directors who presented items to the GA were as follows:

Martin Severs	Chair, Management Board (MPS)
Shelagh Maloney	co-Chair, Management Board, Canada (SMA)
John van Beek	Management Board, Netherlands (JvB)

Officers who presented items to the GA were as follows:

Jan-Eric Slot	Chief Executive Officer (JES)
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## **2. Election of a Secretary for the meeting**

BH confirmed that it was the will of the GA that Yohani Daruis (YDA) would act as Secretary for the meeting.

## **3. Minutes from the October 2010 GA Meeting**

BH proposed that both the minutes of the October 2010 face-to-face meeting and December 2010 special meeting be accepted and circulated. KL motioned to approve both sets of minutes and JvB seconded this motion. The minutes were duly approved by all GA representatives.

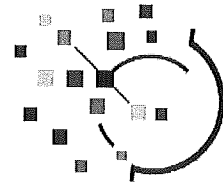
## **4. Annual Activity Report of the IHTSDO for 2010**

*The purpose of this agenda item was to put forward for consideration the formalisation of the public facing of the Activity Report 2010. Advice was also sought on the appropriate number of reports to generate. This year, the reports will be focused on national deliveries in line with the IHTSDO strategic direction.*

MPS presented that the MB usually reported on the Association's activities in two ways:

- i. Present to the GA a detailed report on all activities
- ii. Publish an overview of the activities which also contains a financial summary to the public.

MPS pointed out that this agenda item was about the second and not the first. BH discussed the proposed content outline with the GA Members. She asked if it was considered suitable as a public facing document and if it could be re-used as a model template for future reports.



DG suggested that as the IHTSDO's strategic direction was the main theme of the report, it could also include goals and progress measured against the Work Plan. MPS confirmed that the report would include this and it would be reported clearly against the Work Plan. The format would include "how well we have delivered what we said we would deliver."

KL commented that as this was also a marketing element, it was of importance that general feedback be collected which would give an indication of what people wanted to know about the Association.

**ACTION: Formally document the Annual Activity Report structure and publish as an IHTSDO Policy.**

**ACTION: Actively seek feedback on the Annual Activity Report 2010 from those in receipt of it.**

**ACTION: Poll GA Members for who and how many recipients should be on the target list.**

**ACTION: Produce a target list of prospective recipients and maintain this in the IHTSDO office.**

##### **5. Annual Financial Report of the IHTSDO for 2010**

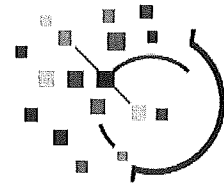
*The purpose of this agenda item was to provide an overview of the audit of IHTSDO's 2010 financial statements.*

On behalf of the MB, JvB presented the Financial Report for 2010. JvB commented on page 6 of the report with regard to the Workbench translation module. He stated that although the current report states that this module has been delivered, it had not been 100% accepted. It is still an ongoing project which has not yet passed user acceptance testing and will need maintenance and thus additional funding in 2011.

JvB also reported that in 2010, Members had indicated the need for surplus operational funds – at least 6 months surplus. The report now showed that the financial standing of the Organisation was very close to achieving this goal. Currently, the Organisation stands with a surplus of 4 months operational funds. This surplus is due to several factors including:

- i. The revision of services provided by CAP – which lessened costs by approximately USD 800K per annum
- ii. Some Member countries had paid their 2011 Member fees in 2010
- iii. New Members joining in 2010

JvB reported that the MB had unanimously approved the Financial Report 2010 and also the Audit Report provided by PricewaterHouseCoopers.



KL commented that it was positive that the Organisation was developing a robust financial standing and suggested that future reports from the MB contained a short financial overview as JvB had done.

BH proposed that the Financial Report 2010 be accepted and to take note of the Workbench translation project as an ongoing cost in 2011. The Financial Report 2010 was unanimously accepted by all Members present.

#### **6. Appointment of an External Auditor 2012**

*The purpose of this agenda item was to put forward options for the appointment of an external auditor for IHTSDO in 2012 in order to best propose the way forward at the October 2011 GA gathering.*

On behalf of the MB, JvB reported that there were two options in moving forward with an external auditor in 2011. These were:

1. To request proposals for a new external financial auditor;  
or
2. To re-appoint PriceWaterhouseCoopers as the external financial auditor for 2012

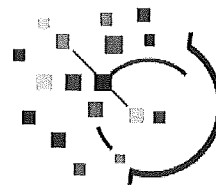
On behalf of the MB, JvB reported that the preferred option was to retain PWC as the external auditors for 2012. The reasons provided are:

- i. PWC had been very helpful over the past years with the Organisations transitions
- ii. The IHTSDO would be moving away from CorpNordic's bookkeeping services as a substantial portion of the bookkeeping would now be done in-house
- iii. Even though PWC's services are maintained, there would be continued objectivity as the hands-on person has changed

The MB was grateful for any advice from the GA, even though immediate decision was not needed until October 2011.

KL felt that change is only deemed necessary if there is a problem with the auditors. He could not see any and recommended that the Association retain PWC as its external auditor. BH was in agreement with this recommendation.

JvB thanked the GA for their recommendation and confirmed that the final decision would be made at the October 2011 meeting.



## 7. Annual Quality Report

*The purpose of this agenda item was to present the IHTSDO's Annual Quality Report 2010 developed by the Quality Assurance Committee for sign off and to be published.*

SMA, Chair to the Quality Assurance Committee presented the summary report on quality initiatives. The approach within the report is to summarise developments since 2007, with examples of applications of the quality assurance framework. She reported that the main activities included identifying the gaps and areas of focus in order to improve products and processes. The Quality Report was intended to provide an organisational view on quality. The MB reviewed the draft report at its 1<sup>st</sup> March 2011 meeting. The feedback was that it was clear and concise and that such a report was a valuable annual publication for the IHTSDO and that it was appropriate to ask the GA to agree to its publication at the April 2011 meeting in Copenhagen as an electronic document.

KL asked if the UK could officially review and provide feedback on the report before its official publication.

BH suggested that it would be good to have indicators of the quality of the main product SNOMED CT and other products, eg mappings that are part of the International Release. For completeness, measures should be produced over time, so that the GA can understand, identify and indicate easily that quality is improving and when necessary direct that different quality metrics should be developed, implemented and published.

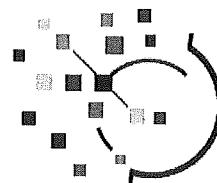
DF thanked SMA for the report. He suggested that continuous discussion is important to stimulate quality issues. DF stated that Sweden would also be interested in reviewing the report for improvement. He added that he understood that the report needed to be published as soon as possible to stimulate interest and would ensure that the review be done as quickly as possible.

SMA stated that although the Quality Committee were keen to publish the report, there was also an importance in getting feedback on what the Community would like focus on. Hence input received would help steer the Quality agenda and report for the future.

DG suggested that when reviewing the report, there are three issues which should be considered:

- i. Is there anything that we could do that is not already being done – which could affect quality?
- ii. The risk management framework
- iii. Corporate metrics

SMA confirmed that these issues would be part of the reporting.



**ACTION:** SMA should expect to have the comments/feedback within 4 weeks (latest by 11<sup>th</sup> May 2011), at which if no comments have been received, SMA would proceed with its publication.

**ACTION:** The IHTSDO MB should propose how the quality of SNOMED CT and, if indicated, other products of the International Release should be monitored on a go-forward basis and using the principles outlined by DG above and feedback from GA representatives.

#### **8. Report from the Chair of the MB**

*MPS had prepared a formal report to brief GA Members on recent events and activities relevant to IHTSDO as well as future plans. He presented items of interest to the GA as follows:*

##### **a. Staffing and Representation Changes**

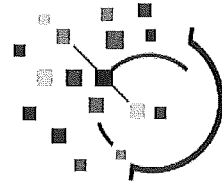
##### **i. Staffing**

MPS presented that a review of the current functional needs of the Organisation had been taken by the CEO. The paper produced had been approved by the MB. The review identified:

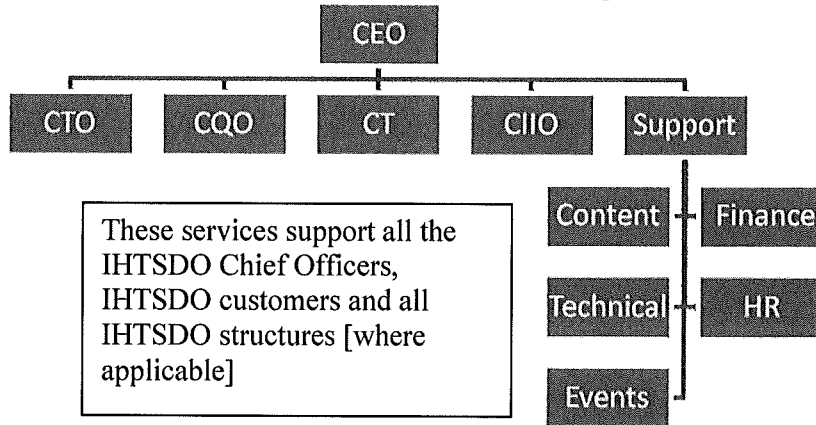
- The need for Chief Officers to be more involved in and taking responsibility for the general management of the Organisation in particular the content of the International Release and technical aspects of the Association's products and services
- The requirement to enhance financial and human resource functions
- The necessity for a small central office to have a high level of flexibility to offer a first class service to the Community of Practice and interested external parties

Draft one of the proposed organisational structure had been done (diagram below), which will be discussed in detail with external advisers, staffs, IHTSDO structures that it serves and the MB before final confirmation. The object of this exercise would be to:

- Minimise central costs
- Maximise flexibility
- Minimise single points of failure



Initial Draft Organisational Structure of IHTSDO staffing



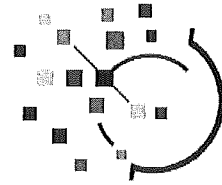
ii. MB Roles

MPS reported that the MB had recently said goodbye to Paul Williams from Australia. On behalf of the MB, MPS thanked Paul Williams for his considerable investment of time, energy and expertise especially his eye for detail. MPS added that the MB was delighted to receive the formal replacement of Paul from Australia as a Charter Member - David Bunker, Head of Architecture, National E-Health Transition Authority. On behalf of the MB, MPS extended David Bunker a warm welcome.

MPS also reported that the re-organisation of the Ministry within New Zealand saw the replacement of Ted Cizadlo with Kathy Farndon. Kathy comes to the IHTSDO Management as the formal representative of the New Zealand Charter Member. She has a strong general management and clinical service background and special interest in the regulatory aspects of terminology and nomenclature.

There are a number of mission critical activities taking place in the technical domain for which the oversight by the Technical Committee is crucial. The Chair of that Committee is Ted Cizadlo the previous New Zealand representative. After formal and informal Management Board discussion including that with Kathy Farndon and Ted Cizadlo individually, the MB decided to utilise its powers under section 9.1.3 paragraph (f) of the Articles of Association namely:

*“(f) In the event that there would be one or more vacant positions in the Management Board assuming the election of all persons nominated pursuant to clause 9.1.3 (c)-(e), the appointed Management Board members may nominate persons for election to fill such vacancy, whether from internal and external sources, whom such members reasonably believe has competent or relevant experience and/or expertise and can be expected to appropriately and adequately*



*contribute to the Management Board's discharge of its functions and duties."*

As such, the MB decided to nominate Ted Cizadlo as an independent MB Director until December 31<sup>st</sup> 2011 and for Ted Cizadlo to remain Chair of the Technical Committee during this period. His Directorship would be up for formal re-consideration by the General Assembly in October 2011.

As required by clause 9.1.3 of the Articles of Association, MPS called upon for a formal vote from the GA Members. DF motioned to accept the extension of Ted Cizadlo's term as both an independent MB Director and Chair of the Technical Committee. This was seconded by DG. All other Members present duly accepted this motion.

**b. IHTSDO Delinquent Licenses**

MPS reported that every six months, Members and IHTSDO are required to collect Statements of Account (SoA) reports from Affiliate Licensees. The main purpose of this is to get confirmation of deployments in non-Member territories so that the licensee can be charged the appropriate fee, as set out in the license.

In line with decisions taken by the GA at its October 2010 gathering, two commercial in confidence tables were provided to GA representatives which can be shared with those Member representatives who manage a national SNOMED CT download site.

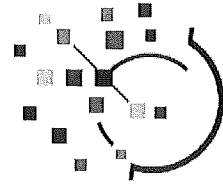
These tables include two lists:

- Those whose download rights are suspended
- Those who are likely to become suspended if they do not respond to the latest (second) request for a statement of account or payment or both

MPS noted that in 2012 the MB is planning to report the status of all licenses whether distributed via the IHTSDO or via a Member. This reporting does conform to the Articles of Association and he wished for confirmation that should any GA representative not agree to this form of reporting it would be useful for this view to be aired at this meeting.

On behalf of the GA, BH responded that the GA was satisfied with the form of reporting and it should be implemented as planned.

**ACTION: The IHTSDO Office should be in a position to report on all delinquent licenses from April 2012 and should liaise with the Member Forum to ensure the Member responsibilities for this activity are planned and delivered well in advance.**



**c. Update of actions from last meeting**

MPS presented a brief update of the actions from the last meetings on the 15<sup>th</sup> October 2010 and 7<sup>th</sup> December 2010. These updates included:

- The action of the twice yearly conferences which had been handled badly. The MB, on reflection, felt that they had introduced the changes too quickly and without efficient and effective communication. On behalf of the MB, MPS extended profound apologies and stated that the appropriate steps would be taken to improve communication in the future. Going forward, Deputy Chair Shelagh Maloney was to take a special brief to oversee the development of and communication about conferences in the future.
- MPS also reported that the Award for Excellence had not been dropped and that the nominations and process will take place after the April meeting and the award will be given at the October 2011 meeting, when the full IHTSDO Community of Practice is available to show its appreciation.

**ACTION: SMA to lead on Conference development on behalf of the IHTSDO Management Board and ensure improved communication with the Community of Practice is implemented and built into the development process.**

**ACTION: The CEO to manage the Award for Excellence process for 2010 and ensure the award can be presented at the October 2011 Conference in Sydney.**

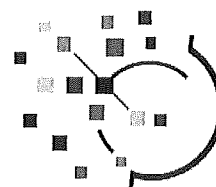
**d. Convergent Medical Terminology**

MPS reported that the signed definitive agreement with Kaiser-Permanente was formally completed on the 24<sup>th</sup> of February 2011. Additionally a Memorandum of Understanding was completed between KP and the National Library of Medicine. The IHTSDO had begun the process of evaluation by recruiting additional expertise to support the Chief Officers.

MPS also expressed the MB's wishes to share updates through the publication of communication pack which had been produced to explain the detail of the arrangements to the IHTSDO Community of Practice. The communication pack was to serve as a move forward in openness for change. However, MPS asked that it be noted that the development was constantly evolving and therefore it was difficult that the communication pack would be 100% accurate after its publication.

MPS also highlighted that the first CMT collaboration steering committee (the "CCSC") that provides general oversight of the deployment and progress of the Parties' collaboration for CMT had taken place on Sunday 10<sup>th</sup> April 2011 in Copenhagen.

**ACTION: IHTSDO Office to publish the approved CCSC minutes and any additional papers so that the CoP is aware of ongoing progress.**



**e. SNOMED CT IDs and SNOMED CT descriptions [but NOT SNOMED CT relationships] as a public good**

MPS reported that the biggest strategic decision taken by the IHTSDO MB in the last 6 months has been to make SNOMED CT IDs and descriptions available as a public good through direct application and permission of the IHTSDO MB.

He reported that feedback had been universally positive and apologised for not having a more protracted period of discussion and consultation, but pointed out there were specific time critical reasons for rapid progress.

**f. Harmonisation Update**

MPS provided an update on harmonisation efforts in line with GA directions. These included:

**i. World Health Organisation (legal agreement)**

There has been a single meeting of the steering group for this activity called the Joint Collaborative Group which involved Marie-Paule Kieney who replaced Tim Evans.

The work programme currently has two major components:

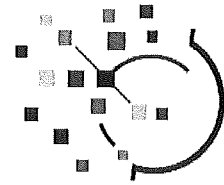
- ICD 11 delivery timetable has been put back one year, but work is progressing. The intent is that SNOMED CT will be 'a' if not 'the' major underpinning terminology.
- ICD 10 Mapping Project did hit a hiccup in that volunteer effort was insufficient for the phase 1 activity and hence mapping experts were recruited. WHO colleagues are trying to work through how they will validate the maps when produced. It is very important the first high use 9200 SNOMED CT concepts are mapped to ICD 10 [4<sup>th</sup> Edition] by the end of July 2011

The JCG was unanimous that new projects could not be given any mandate without a full business case being presented and supported especially given the financial constraints.

BH presented that an initial discussion document was prepared on this project by Jane Millar Chief Quality Officer and discussed in the closed GA meeting. This set out the good progress to date with phase 1 and highlighted the enormous gratitude the IHTSDO owes to a number of people who have exceeded good will by a considerable margin. Special thanks were given to Jim Campbell, Hazel Brear, Rita Scichilone, Ginette Therriault and Kin Wah Fung.

The paper explored the remainder of phase 1 and the risks that were still to be faced. The paper also explored phase 2 with special emphasis on costs and time scale. The GA conclusions and actions were:

- Gratitude for the early warning of the October 2011 paper.



- Support for the phase 1 gold standard approach to mapping.
- Agreement that if the agreed quality assurance found such a gold standard sub-optimal then only one cycle of re-work should be contemplated.
- Direction that detailed analysis is undertaken with regard to Phase 1 such that a potentially less labour intensive and costly approach is contemplated for phase 2.
- Phase 2 should be broken up into different cost bands, and potentially different project time frames namely 1, 2 and 3 years.
- The cost bands used in phase 2 should be based on frequency drivers in each Member country or on the Member countries who give data. Those drivers are:
  - i. The most prevalent diagnoses in hospital practice
  - ii. The most commonly used ICD 10 codes from primary care and mental health practice
  - iii. The ICD 10 codes which correspond to the most prevalent Groupings for remuneration
  - iv. The ICD 10 codes which correspond to the X highest reference cost groupings
  - v. The ICD 10 codes which account for most [eg >85%] of death certification

**ACTION: The IHTSDO MB should produce the phase 2 paper for the October General Assembly meeting in line with GA instructions.**

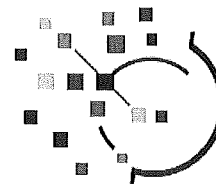
**ACTION: The IHTSDO should formally consult Members through the Member Forum to provide feedback on what is high priority for the ICD-10 mapping operation in line with GA directions. These priorities should include items beyond that which have previously been included.**

vi. Medical Devices

MPS reported that following the December meeting of the GA, formal dialogue has taken place between the IHTSDO and the GMDN Agency. These discussions were fruitful and positive in showing potential integration is a practicable proposition.

BH reported that three papers were submitted to the GA and discussed in the Closed meeting content. These included:

1. A Medical Devices subject matter orientation paper
2. A paper setting out the scenario around an integration dialogue between the IHTSDO and the Global Medical Device Nomenclature Agency, which included commercial in confidence information.
3. A paper setting out the potential relationships and mutual benefits from an IHTSDO relationship with Medical Device Regulators.



After detailed discussion in the closed meeting, the IHTSDO GA conclusions and recommendations were:

- The IHTSDO should enter into integration dialogue with the GMDN Agency
- The timescale goal should be 6 months to completion
- A one year license as set out by the GMDN Agency should be gained
- Monthly updates should include both the MB and the GA; special emphasis should be around financial implications
- Subject to positive early progress above, dialogue with the Medical Device Regulators in general needs to be progressed in parallel
- Subject to positive early progress above, specific dialogue with the EU Medical Devices leadership regarding translations should be sought
- Individuals with special competencies should be able to be brought into the dialogue as and when needed. This would include but not be limited to terminology content, terminology tooling, commercial and legal domains

**ACTION: The Chair of the IHTSDO MB should communicate the IHTSDO intent to the GMDN Agency before the end of April 2011.**

**ACTION: The Chair of the IHTSDO MB should set up a negotiating group as soon as possible and begin the dialogue with the GMDN Agency as soon as possible and ensure the communication occurs as above.**

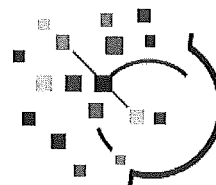
vii. Medical Dictionary for Regulatory Activities [MedDRA]

MPS reported that the IHTSDO has had further discussions with representatives from the owners and maintenance organisations of MedDRA. These discussions have been positive and constructive. The question focussed on whether there was a demand for a SNOMED CT to MedDRA map and whether that demand was more than a wish but a need that was underpinned by any resource.

BH reported that a paper was presented to the GA closed meeting setting out the background to MedDRA, the nomenclature standard for reporting adverse drug reactions, the harmonisation history with the IHTSDO, and finally a staged and priced proposal to create a mapping between the two products.

The IHTSDO GA conclusions and recommendations were that the demand for and commitment to this proposal was not strong enough for it to go forward. The proposal should be regarded as a valuable scenario plan, that could be activated if the demand for and (financial) commitment to it was to change significantly in a positive direction.

**ACTION: The MB should convey this information to the MedDRA team by the end of May 2011.**



viii. Regenstrief Institute and its LOINC Committee

MPS reported that Regenstrief is establishing a subcontract to obtain assistance in mapping LOINC parts to SNOMED CT to enable both: inclusion of SCT names and IDs in the LOINC distribution and production of SCT Observables model version of a subset of heavily used LOINC entries. On behalf of the MB, MPS stated that this relationship was seen as important and that the agreement was close to being made.

BH apologised for the delay in the development of this relationship due in large part to NLM's preoccupation with other standards priorities related to the USA's national agenda to promote "meaningful use" of electronic health records.. She recognised that this needed to be resolved since it was delaying other high priorities activities within the IHTSDO and said that the USA would aspire to help it move forward quickly.

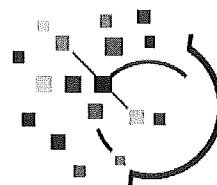
**ACTION: Efforts to resolve the remaining issues should be re-doubled on all sides.**

ix. Information Model

MPS reported that following the December 7<sup>th</sup> 2010 GA meeting, it was agreed to set up an Information Model Task Force under the direction of the CEO, Jan-Eric Slot. The GA wished to approve any Terms of Reference before these were made public. Additionally there are now several initiatives in the information model domain of interest, and it was important that the IHTSDO had a clear direction and priority in terms of use of its limited resources.

BH reported that a detailed paper of current thinking and proposed terms of reference for the IHTSDO Information Model Task Force were shared with the GA and discussed within the closed session. After a lively discussion the GA conclusions and recommendations were:

- The Terms of Reference were accepted
- The Paper on the 'Use of SNOMED CT in Information Models' should be shared widely to Committees and Working Groups
- The IHTSDO Information Model Task Force should continue to meet and define the IHTSDO requirements as the primary activity
- A USA representative should be sought
- The IHTSDO should not engage with other groups undertaking the same activity at this time unless:
  - i. There is formal meeting to undertake planning for an inter-organisational, global, funded enterprise involving the key players from both terminology and information model communities
  - ii. There is a formal enterprise with sound values, governance and funding which can take a global enterprise of terminology and information model forward



**ACTION: The IHTSDO Information Model Task Force membership, minutes and Terms of Reference should be published by the end of May 2011.**

**ACTION: A USA representative will be forthcoming by the end of May 2011.**

**ACTION: A report from the Task Force should be put before the GA in October 2011 in a form most suited to the nature of the communication.**

**ACTION: The CEO should ensure the paper on ‘Use of SNOMED CT in Information Models’ should be shared widely especially to Committees and Working Groups.**

MPS pointed out his report had additional detail in it that he was prepared for to answer questions on but felt additional presentation was not indicated. BH thanked MPS for his report on behalf of the GA,

**ACTION: The IHTSDO to make the MB Chair’s report available to the CoP by the end of May 2011.**

## **9. Annual Work Plan Progress**

*The purpose of this agenda item was to provide a brief about progress made against the 2010 Work Plan.*

MPS provided an explanation to the projects on the Work Plan 2010 which were not on target. These included:

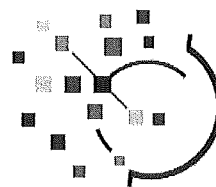
### *3.2 Provide dedicated SNOMED CT-related support hours to new IHTSDO Members (reduced)*

MPS explained that the hours on this project were reduced due to the capacity not being taken up by Members. Other unforeseen projects had arisen and the available funding was diverted to these other activities.

### *4.1 Revision of SNOMED observable and investigation model and implementation of new model (delayed)*

MPS explained that the Observables proposal was approved as Draft for Trial Use which was published on the IHTSDO website. To date, the design has been delivered but the implementation has been delayed pending the harmonisation agreements with LOINC and IFCC-IUPAC, and also results of second iteration of design to address clinical observables.

### *4.2 Revision of SNOMED pharmacy and substance hierarchy models (delayed)*



MPS explained that during the design phase, the Standards for Standards policy came into place. Therefore the Pharmacy redesign proposal required re-working based on positive community feedback. The revised proposal is underway.

On behalf of the GA, BH noted this progress report with thanks.

## **10. General or special business referred by the MB to the GA for consideration in the Ordinary Meeting**

### **a. Timetable of IHTSDO Meetings for 2011 and 2012**

*The purpose of this paper was to confirm the dates and venue for October 2011 in-person meeting and to request input from GA Members regarding the timetable of IHTSDO meetings for 2012.*

MPS outlined the proposed schedule dates for 2011 and 2012 as follows:

- 10-14 October 2011 to be held in Sydney, Australia
- 23-25 April 2012 to be held in Copenhagen, Denmark
- 22-26 October 2012 to be held in Stockholm, Sweden

GA Members commented that scheduling the October 2012 meeting in Sweden could help the strategy of encouraging additional European Union countries to join the IHTSDO, which DF would be discussing later in the agenda.

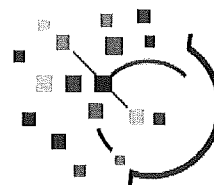
GA Members were asked whether any Member was planning to offer any other meetings in 2012. None were announced.

AL of Lithuania motioned to accept the proposed dates. This was seconded by DB of Australia. All Members present were in favour.

MPS went onto note that in line with attempts to better plan and communicate conferences the IHTSDO was intending to plan 2 years in advance and as such the venue [at least country and city] for the conference in October 2013 needed to be agreed as soon as possible

**ACTION: The IHTSDO MB should seek to find and confirm the venue for the October 2013 Conference as soon as possible such that this could be formally reported at the October 2011 GA meeting.**

## **11. Any other business referred by any Member to the GA for consideration in the Ordinary Meeting of April 13, 2011**



**a. Special Communications Ken Lunn (UK)**

*The purpose of this agenda item was to set out the mandatory minimum subject matter that the GA would expect the MB to communicate to the GA.*

KL reported that the GA recognised that quick decisions needed to be made by the MB both now and in the future but that some of these policy decisions needed to be verified with the GA first. The issues that needed GA involvement should be handled outside the bi-annual face to face meetings by Special Communications between the IHTSDO MB and the GA. These involve:

- Changes to the conditions surrounding the intellectual property owned by the Association
- Changes to IHTSDO standards that do not follow the agreed process or which have been flagged by the GA as requiring a special communication
- Changes to or the creation of IHTSDO Regulations

KL suggested that Special Communications should take the form of a standard IHTSDO briefing note from the MB to the GA which clearly describes the background, issues, next steps and recommendations with any necessary appendices. An initial document had been produced which the GA found had merit and should be used as an initial internal policy document pending formal approval of the Regulation

**ACTION: CEO to convert the briefing on Special Communications to a Regulation and place this formally on the next GA agenda October 2011.**

**ACTION: Office to publish the briefing note with the GA minutes and on the Policy section of the IHTSDO web site [by end of May 2011] pending approval of the formal Regulation.**

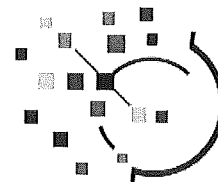
**b. Regional Strategy: Europe Daniel Forslund (Sweden)**

*The purpose of this agenda item was to provide an update on prospective European Member strategy*

DF presented that there had recently been a development in patient rights across European nations. This resulted in its citizens gaining rights to medical treatment outside their home country. This would bring about:

- The need to safely and accurately transfer medical records across borders
- The need for the development of documentation structure

DF suggested that the IHTSDO take this opportunity to promote the use of SNOMED CT by pro-actively participating in strategic discussions at EU level, strengthen the relationship with the European Commission as well as with joint activities between Member States. The goal should be to position the IHTSDO as a strategic partner for enabling cross-border healthcare through structured and quality assured



documentation, where the organisation can provide indispensable know-how for making safe and efficient transfer of medical records across both national borders and language barriers a reality. DF further added that if this proved a success, the model could be used to reach out to new Member countries outside of Europe.

On behalf of the GA, BH recommended that this activity be supported by:

- Joint memorandums
- Summary patient records to be exchanged through the epSOS

JvB thanked DF for his efforts and said that the Netherlands would gladly participate to further the Organisations interests.

**ACTION: Any Member who is interested in participating and contributing to contact DF ([daniel.forslund@social.ministry.se](mailto:daniel.forslund@social.ministry.se))**

**c. Commercial in Confidence discussion results Betsy Humphreys elected chair [USA]**

BH reported that the GA directed the IHTSDO MB to hold a private, non-public meeting of the GA prior to the formal open GA meeting in order to:

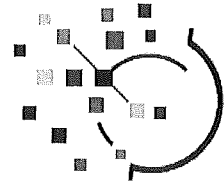
1. Confirm the agenda item was indeed commercial in confidence and if not have it presented in full at the public GA
2. Discuss the Commercial in Confidence papers and come to conclusions which will be shared publicly or take actions that maintain the present confidentiality of the item

Emerging from this, BH was happy to report on the conclusions and actions from Commercial in Confidence discussion papers at appropriate points of the GA Agenda. These conclusions and recommendations are all included in the body of these minutes.

**d. Election of new MB Members in 2012**

BH reminded GA Members that the MB was due for elections in 2012. Due to the need for continuity, the Articles of Association had been changed so that current Members will be allowed to run in the 2012 election. After discussion with MB Members, there was indication made that some would be willing to run for the position again. BH welcomed input from all those attending.

**ACTION: IHTSDO office to circulate the MB election regulation to GA Members.**



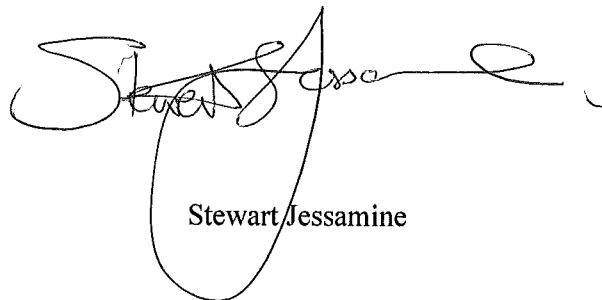
**e. Budget 2012**

On behalf of the GA, BH recognised that the preparation for the 2012 Budget was underway to be presented at the October 2011 meeting. Thus the GA proposed that a flat budget between 2011 and 2012 be prepared with additional items covered at higher levels.

The Chair thanked the MB and the Officers for all their work and expressed appreciation to the Community of Practice and Committee Members for their voluntary efforts. BH then thanked the GA and adjourned the meeting.

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I hereby confirm that these minutes are an accurate reflection of decisions taken at the General Assembly meeting and have been approved as such by the General Assembly.



Stewart Jessamine