



**The Chair of the IHTSDO Management Board Report
to the
IHTSDO General Assembly
April 13th 2011, 09:00 (local time): Copenhagen, Denmark**

SUBJECT

Report from the Chair of the Management Board

PURPOSE

To brief members of the General Assembly regarding recent events and activities relevant to IHTSDO as well as future plans

COMMENT

According to IHTSDO's *Articles of Association*, two Ordinary Meetings of the General Assembly are held each year. At the upcoming April 2011 meeting in Copenhagen, Denmark, Martin Severs (Chair, IHTSDO Management Board) will provide an update to Members of the General Assembly regarding recent events and activities relevant to IHTSDO, as well as future plans. This will include a brief overview of progress related to several issues on which questions were raised by members of the General Assembly (e.g. harmonization efforts with other standards development organizations).

RECOMMENDATIONS

This item is provided for information.

Prepared by: Martin Severs
2011-March



Introduction

This report covers key areas of IHTSDO Management Board [MB] activity for the period between October 2010 and March 2011. Where there is a substantial new issue in need of discussion with the General Assembly, this is addressed elsewhere on the agenda

Management Board Chair's Report

For new GA representatives and new public attendees, it should be noted that this MB Chair's report will be published with the GA minutes unless specific sections are deemed to be not suitable during this meeting.

In line with the General Assembly's directions from its December meeting the schedule of meetings has been changed to enable more openness and transparency with the results of in-camera sessions being able to be presented where appropriate in a public forum.

Staffing and Representation Changes

Staffing

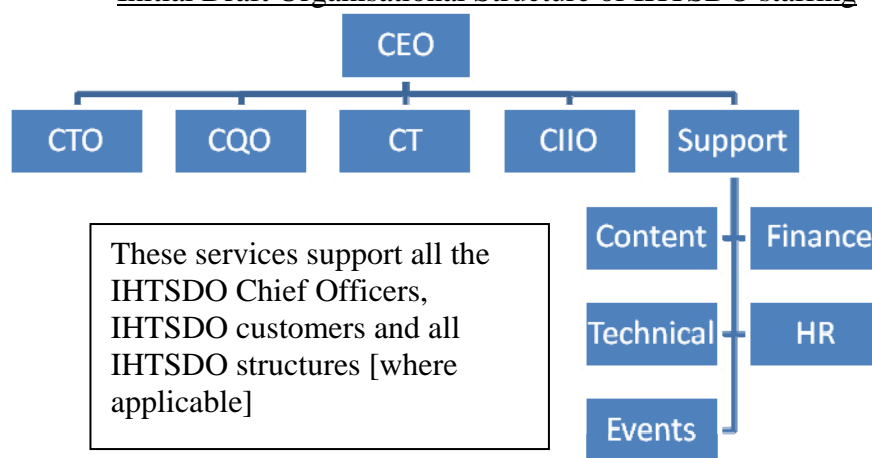
A review of the current functional needs of the 'Association' has been taken by the CEO and a paper produced which has been approved by the Management Board. The review identified

- 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 Associations 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
- The need to move Conference Organisation from each being a bespoke activity to one where the majority of the components are business as usual

Draft one of the proposed organisational structure is laid out below, which will be discussed in detail with external advisers, staffs, IHTSDO structures that it serves and the Management Board before final confirmation.

Comments formal or informal from the General Assembly are most welcome.

Initial Draft Organisational Structure of IHTSDO staffing





Management Board Roles

For the benefit of new Members and attendees at this General Assembly, Management Board participants are elected by the General Assembly, at the time of election a substitute can be elected who can take over if the elected person retires, resigns or becomes ill. If these two situations do not prevail then the Management Board can itself fill a vacancy only until the next General Assembly when elections can take place

In the last 6 months the Management Board has said goodbye to Paul Williams from Australia. I wish to put on record the gratitude of the management Board to Paul for his considerable investment of time, energy and considerable expertise especially his eye for detail. The Management Board was delighted to receive the formal replacement of Paul from Australia as a Charter Member in the person of David Bunker, Head of Architecture, National E-Health Transition Authority who is intending to attend this meeting.

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.

As the General Assembly is aware 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. The Management Board discussed this issue formally and informally over a two month period and fully involved Kathy Farndon. 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 31st 2011 and for Ted Cizadlo to remain Chair of the Technical Committee during this period. His Directorship will of course be up for formal re-consideration by the General Assembly in October 2011

May I ask the General Assembly to formally vote to elect Ted Cizadlo to continue as a Management Board Director.

IHTSDO Delinquent Licenses

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. There are a number of scenarios whereby this process is not completed to time and specification.

In line with decisions taken by the General Assembly at its October 2010 gathering two commercial in confidence tables have been provided for GA representatives and which can be shared with those Member representatives who manage a national SNOMED CT download site.

These tables have two lists:

- List 1 includes those whose download rights are suspended
- List 2 includes 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

This agenda item is to be open, transparent and fair about the activity, but at the same time preserve commercial confidences as directed by the General Assembly.

In 2012 the Management Board 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.

Should any General Assembly representative not agree to this form of reporting it would be useful for this view to be aired at this meeting

Update of actions from last meeting

The update of the actions from the last meeting on the 15th October 2010 and 7th December 2010 are included as Appendix 1 of this report. It demonstrates that all actions that were required to be delivered have been completed [apart from one], where there is a more substantial story to tell there is a separate feedback either in the subsections below or as separate agenda items.

Action 138 remains open at the time this report was written, but hopefully it will have been closed by the time of the GA as it was an action for a GA representative.

Action 137 regarding discussions with potential new Members is being taken forward through the confidential part of the GA discussions.

There was one set of actions which the MB handled badly for which I, as the Chair of the Board, make a public apology. The action was the organisation of the twice yearly conferences. The MB, on reflection, felt they introduced the changes too quickly and without efficient and effective communication. The MB does intend to apologise to the attendees at the conference and clearly intend to improve communication in the future.

I have asked my Deputy Chair Shelagh Maloney to take a special brief to oversee the development of and communication about future conferences in the future, as I feel a sense of personal responsibility for the failings.

The MB has not dropped the Award for Excellence, the nominations and process will take place after this 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.



Reports from Committees and Forums

Appendices 2, 3, 4, 5, and 6 include the reports from the 4 Committees and the Member Forum. There would have been one from the Affiliate Forum but unfortunately the MB Director left at the end of February and had not completed the report before his departure but it will be included in future GA MB Chair Reports.

Convergent Medical Terminology

It is with great pleasure that I can say the signed definitive agreement with Kaiser-Permanente was formally completed on the morning of the 24th February 2011. Additionally a Memorandum of Understanding was completed KP and the National Library of Medicine. The IHTSDO has begun the process of evaluation by recruiting additional expertise to support the Chief Officers.

A communication pack has been produced to explain the detail of the arrangements to the IHTSDO Community of Practice. It is being sent to the General Assembly as a separate email and it will be published on the IHTSDO web site Monday 4th April 2011.

The first CMT collaboration steering committee (the “CCSC”) that provides general oversight of the deployment and progress of the Parties’ collaboration for CMT is planned for Sunday 10th April 2011 in Copenhagen.

IHTSDO Regional Update

There are some activities that occur on a regional basis rather than a Member basis, so I am going to try and give an update of these events in my Chair’s report as the logical place where they can be reported and shared.

There are three major activities in Europe two are submissions for EU Research Framework Grants the so called FP7 call for proposals and the other is a standards implementation programme. The two proposals for the FP7 call are called CEHRTAIN and the IHTSDO lead is Jan-Eric Slot and SemanticHealthNet and the IHTSDO lead is John Gutai. Both proposals have been shortlisted and are awaiting final verdict, and both are fully costed for the IHTSDO resources. The last European Project is about implementation namely sharing patient’s summaries, it is called EPSOS and the lead for the IHTSDO is Jan-Eric Slot.

Future reports will hopefully be able to highlight regional activities from elsewhere in the world

SNOMED CT ID’s and SNOMED CT descriptions [but NOT SNOMED CT relationships] as a public good

The biggest strategic decision taken by the IHTSDO Management Board in the last 6 months has been to make SNOMED CT id’s and descriptions available as a public good through direct application and permission of the IHTSDO Management Board.

Two permissions have been given one for a bio-informatics database is viewed by the Management Board as very important as this community wanted to use SNOMED CT as the naming convention for the disorders resulting from specific gene combinations. There was marked resistance to this use because of the Affiliate Licensing issues and this strategic decision was universally welcomed. The Management Board is working through the fine details of this decision including the release distribution and licensing of these components so the process can be automated and made even easier.



Harmonisation Update

In line with General Assembly directions where there is a legal contract in place the MB Chair will give a paragraph update.

World Health Organisation [legal agreement]

This agreement is going well 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. WHO are under severe financial strain at present and this is affecting their staffing.

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. Detailed discussion on the mapping project including timescales and costs will be discussed in the in-camera GA meeting. 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 [4th 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.

Does the Chair of the GA wish herself to give or me to give a synopsis of those discussions?

Medical Devices

Following the December meeting of the General Assembly formal dialogue has taken place between the IHTSDO and the GMDN Agency. These discussions were fruitful and positive and a detailed proposal was set before the General Assembly in its in camera session.

Additionally there have been two other initiatives on a global scale:

- WHO have become very active in the field of medical device nomenclature, and held a two day meeting in Geneva 23 and 24th March 2011. All of the global interested parties including the leaders from the Regional regulatory structures were present. This initiative is being led by a different directorate from WHO FIC. It was clear a single nomenclature was desired
- The Global Harmonisation Task Force for medical device regulators and the industry have produced a specification for the production of a unique device identification [UDI system]. This is mandated by law on the FDA in the USA and is likely to be important in the update of the Medical Device Directive update for 2012. Additionally this is being seen as crucial to support the industry in Asia. Interestingly the ability to support intended purpose/indications etc is within scope

These other important aspects of device terminology were included in the in camera briefing discussions with the General Assembly.

Does the Chair of the GA wish herself to give or me to give a synopsis of those discussions?



Medical Dictionary for Regulatory Activities [MedDRA]

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.

A proposal to explore the issue was received from colleagues and this was considered in the in-camera GA session.

Does the Chair of the GA wish herself to give or me to give a synopsis of those discussions?

Information Model

Following the December 7th 2010 General Assembly Meeting it was agreed to set up an Information Model Task Force under the direction of the CEO [Jan-Eric Slot]. This has begun its work and is presenting to the GA its proposed terms of reference and modus operandi in the closed session before making these public

Does the Chair of the GA wish herself to give or me to give a synopsis of those discussions?

Other

There has been no significant change with regard to:

- Clinical Data Interchange Standards Consortium [CDISC]
- International Council of Nurses [ICN]
- Joint Initiative
- ISO/TC 215
- World Organisation of Networks of Clinical Academies of General Practice & Family Medicine [WONCA]
- IFCC – IUPAC Coding System
- HL7
- IEEE:
[Note: IEEE, the world's largest professional association advancing technology for the benefit of humanity, and the International Health Terminology Standards Development Organisation (IHTSDO®), the leading provider of standardized clinical terminology, announced a collaboration agreement on 14th December 2010 that will encourage harmonization of terminology related to medical devices so as to better support clinical care.]
- The Continua Alliance
- Open Health Tools

Does the Chair of the GA wish herself to give or me to give a synopsis of those discussions?



APPENDIX 1

SUBJECT

Actions arising from General Assembly Meetings

PURPOSE

To update the status of actions from the October and December 2010 General Assembly meetings

COMMENT

The actions are captured in the table below. Please note the numbers are a running total of action items from prior General Assembly meetings such that only open items are displayed.

Number	Description	Action	Delivery Date	Status
26	Harmonisation	Pursue current harmonisation framework and update the GA at each meeting with specific progress	Ongoing	Ongoing
92	Strategic Directions	Complete the detailed templates for each strategic initiative once Committee Plans are approved and make available to Community of Practice	December 2010	In progress
93	Strategic Directions	Formally report the results of the strategic directions in alignment with current reporting schedules (i.e. end of year reporting in April)	April 2011 to April 2013	Ongoing
103	Member Exchange	Formally review this initiative and present the findings to the GA in October 2012	October 2012	Not due until October 2012



Number	Description	Action	Delivery Date	Status
110	Organisation Chart	Produce an updated organisational chart of officers with an associated role description	April 2011	Complete
111	In the MB Chair report include a one paragraph update of Harmonisation work programme	In a common format; against the value proposition describe the harmonisation work programme headline news	Each GA: Initial April 2011	Complete
112	Delinquent licenses	Share on a confidential basis the list of Affiliates who have had their download rights suspended with the GA every October meeting	October 2011	Complete
113	Delinquent licenses	Share on a confidential basis the list of Affiliates who have had their download rights suspended with each Member who has a download site	Twice yearly from April 2011	Complete
114	Delinquent licenses	Complete the Delinquent Affiliate License Regulation and publish it	November 2010	Complete
115	Delinquent licenses	Formally review the Delinquent Affiliate License Regulation via Affiliate Forum and Member Forum prior to October 2011 conference and feedback to GA	October 2011	Not due until Oct 2011
116	Correct errors in action table in MB Chairs Report	Ensure 'status' in actions 104,105, 106, 107, 108 and 109 simply reads 'Complete'	October 30th	Complete



Number	Description	Action	Delivery Date	Status
117	Member Exchange	Formally launch the Member Exchange; citing the existing content and its value	Monday 25 th October 2010	Complete
118	Annual Work Plan 2011	Publish	November 2010	Formal version to be published May 2011
119	Budget for 2011	Publish	November 2010	Formal version to be published May 2011
120	Member Fees Regulation	Produce a Member Fees Regulation, that can be shared with, a formally discussed by and approved by the IHTSDO General Assembly	November 2010 {MB} –Dec {GA}	Complete
121	2011 Fees	Publish the 2011 Member and Affiliate Fees	November 2010	Complete
122	Affiliate Fee Bandings	Publicise and Publish that from 2012 the Affiliate Fee Bandings will follow the World bank's Country and lending Groups as the basis of the Affiliate Fee bandings	November 2010	To be published in June 2011
123	Synchronisation of Affiliate license fee changes and Member fee changes	Ensure that rises in Aggregate Member Fees are mirrored by rises in Affiliate License fees. In any other changes of Member Fee eg falls will be accompanied by a no change in Affiliate License fee	Ongoing	Ongoing
124	Auditors	Re-appoint PricewaterhouseCoopers as external financial auditor for 2011	November 2010	Complete



Number	Description	Action	Delivery Date	Status
125	Auditors	Propose a new external auditor for 2012 at the October 2011 General Assembly	October 2011	Not due until October 2011
126	IHTSDO Trademarks and logo	Change the Articles of Association as agreed by the General Assembly and publish the updated version	December 2010	Complete
127	IHTSDO Trademark and Logo	Publish the Regulation regarding the use of the 'Member of the IHTSDO Logo'	December 2010	Complete
128	IHTSDO Trademark and Logo	Publicize action 127 via the e-letter and complete a 'How do I?' for undertaking this	December 2010	To be finalised and published in the e-letter in May 2011
129	Risk Management of GA quorum issues	Create a scenario plan to deal with such a scenario. This should be enacted if more than 30% of the Members do not participate in the IHTSDO General Assembly	Plan December 2010-10-16 Enacted as and when	Complete
130	Committee Elections	Publish new Committee Members on IHTSDO website. Ensure Committee Members are notified as appropriate.	1 st January 2010	Complete
131	Management Board Elections	GA to focus on the issue going forward to fill these vacant slots	April 2011	GA to complete at this meeting
132	Fees Levels for 2012	Produce to the GA a clear statement of fee levels for 2012 using the 2009 GNI figures from the World Bank.	October 2010	Complete
133	History of Fees from 2004/2005	Present to the GA the history of the fees, showing how the GNI had changed from the original 2004/2005 figures.	October 2010	Complete



Number	Description	Action	Delivery Date	Status
134	Timetable of IHTSDO Meeting for April 2011	Plan 2011 and future conferences as appropriate and ensure tentative dates for 2012 are on the agenda at the April 2011 GA	April 2011	Complete
135	IHTSDO Conferences Discussion Paper	Amend the paper with GA feedback and to publish the document to other groups to get a discussion going	December 2011	Complete see more expansive discussion
136	IHTSDO Conferences Discussion Paper	Discuss with IHTSDO office on how to arrange the meetings in order to optimise Members' attendance	October 2011	Complete
137	Strategy for Prospective Members	Individual GA Members to give feedback to IHTSDO of who they have contact with and IHTSDO office to update this list accordingly and maintain the privacy of it's circulation	April 2011	Complete: Agenda item for Joint GA & MB
138	Strategy for Prospective Members	DF to propose to MB/GA a strategy to link events to conferences, workshops and seminars, in order to attract interest also to share knowledge eg., The Barcelona conference	April 2011	Open at the time of submission. Reminder email sent
139	CMT	BH to decide on the best way to address IHTSDO's formal gratitude to Kaiser.	October 2011	Complete



Number	Description	Action	Delivery Date	Status
140	Implementation of Standards Development Process	SMA/JMI to arrange the proposed changes to the processes for 'Development, Approval, Maintenance and Review of IHTSDO Technical Reports, Guidelines and Standards' and to organise its launch in January 2011	January 2011	Complete
141	Implementation of Standards Development Process	SMA/JMI to present the next review to the GA	October 2011	Not due until October 2011
142	Information Model task Force	The GA specified at the special meeting on the 7 th December 2010 the following: The Task Force described should be led by the CEO or his designate. A specific scope for the project to be undertaken by the Task Force should be agreed upon before the schedule is set.	October 2011	In Progress Paper on agenda for joint GA/MB meeting 12 th April 2011.



APPENDIX 2

Quality Assurance Committee Report to the General Assembly – April 2011

Highlighted below is a summary of the Quality Assurance Committee (QAC) work over the last six months (October 2010 – March 2011), supported by the Chief Quality Officer, and in support of IHTSDO's objective to enhance the quality of its products and processes.

IHTSDO Annual Quality Report

The QAC presented the first *Annual Quality Report* to MB in March 2011. The purpose of this report is to highlight the quality initiatives that have been implemented by the IHTSDO, report on progress completed to date and identify priority focus areas going forward. The inaugural report was well received by the MB and will be presented to the General Assembly in April 2011. As the Quality Report is intended to be an annual publication that speaks to quality across the organization and community of practice, the QAC is especially interested in receiving feedback.

Risk Management

As the IHTSDO continues to grow in terms of scope and numbers, it is increasingly important to ensure that effective risk management strategies, policies and templates are in place to mitigate undue risk to the organisation. To this end, the QAC presented a paper to the MB in March 2011 that highlighted risk management approaches in similar national organizations and provided an overview of risk management standards (eg. ISO 31000). Further work will be undertaken over the spring and a more detailed proposal will be presented to the MB in May 2011.

Quality Review of NLM Core Problem List

In October 2010 we reported that a joint sub-group of QAC and Content Committee representatives had been established to explore ways of evaluating the quality of SNOMED CT from a clinical perspective. This resulted in a review of the NLM core problem list subset of SNOMED CT. The work is complete and feedback from this work as well as from the SNOMED CT to ICD 10 mapping group will be discussed further at the April 2011 meetings and an approach for tracking and prioritisation of work will be discussed.

Policy for the Publication of Material in External Publications

Pending approval by the MB and a successful consultation process, the policy for the publication of material in external publications has been finalised and is available to all members for review and use.

Collaborative Editing Project Group/Content Development Process

A high level description of a content development process and a draft work plan has been developed and will be presented to the MB at the April 2011 meeting. In addition, a draft job description has been developed for an IHTSDO Content Development Coordinator. The project team will meet in Copenhagen.

Quality Assurance Framework

The Quality Assurance Committee continues to work with a number of project groups in the development of quality metrics as per the Quality Assurance Framework.



APPENDIX 3

Technical Committee Report – April 2011 for General Assembly

The Technical Committee met in a face-to-face meeting in Toronto in October 2010. The committee meets monthly via teleconference on the last Wednesday of the month. The main considerations for the Technical committee are:

- Workbench development
- Harmonization
- Other activities including infrastructure support, release formats, technical documentation, technical terminology development

Workbench Development

Development has continued on the translation module of the workbench. Stakeholders from Canada, Sweden and Denmark are identifying the remaining issues which are to be fixed before final signoff of the project.

Migration of the International edition of SNOMED CT to the workbench is now in acceptance testing. CAP and TermMed are working on a release process to be in place by July 2011. Cutover to the Workbench for release of the International edition is planned for the end of July 2011.

A Workbench Advisory Group (WAG) was formed in March 2011 with a Terms of Reference agreed.

Work is underway to provide guidance to Members wishing to implement the Workbench for use in Member countries.

A public facing lookup service for SNOMED CT descriptions is being investigated.

A project to include mapping functionality in the Workbench is being contributed by the UKTC. The delivery of preliminary functionality is scheduled for October 2011. Additional functionality may be required, which may extend development for 2-3 months. User acceptance testing will be carried out over the next 4-6 months.

An Implementable Members release of the Workbench is being investigated. Requirements are under review and when agreed will form the basis of a proposal to the Management Board.

Harmonization

The HL7 vocabulary working group has requested a tighter working relationship with the IHTSDO because the majority of their agenda involve SNOMED CT.

The HL7 tooling working group is investigating appropriate tooling for terminology management. The HL7/IHTSDO liaison group has been asked to work through the issue and to come to a better understanding of the HL7 position on tooling for terminology management.



Other Activities

A schedule of work has been defined for the July 2011 and January 2012 releases of the Technical Implementation Guide (TIG).

A draft version of the Darwin Information Typing Architecture (DITA) guidelines for relevant IHTSDO documents has been produced and is currently in review. Incorporation of DITA into the TIG will follow the new guidelines.

An “informal draft” RF2 version of SNOMED CT was distributed with the January release. A formal release of RF2, corresponding to the January 2011 RF1 release will be produced for independent testing in April. When testing is completed the files will be formally released.

The final version of the conversion tooling (including a GUI front end) to convert the RF2 format to RF1 format will be delivered in April 2011.

Consultation is in progress on a paper proposing “An Amendment of the Meaning of SNOMED CT Identifiers” and is scheduled to complete in April.

Consultation is in progress on representation of numbers in SNOMED CT.



APPENDIX 4

Content Committee Report – April 2011

Content/Product Planning Project

This project group will continue and expand the work of the precoordination roadmap project group that was done in 2010, and will also flesh out the Content Product Development Plan. The group will be working to develop specific plans related to each of the priority use cases outlined in that plan, as a guide for prioritizing and organizing the entire portfolio of content development work in support of the IHTSDO Strategic Plan. Further details will be available on the web site (https://csfe.aceworkspace.net/sf/projects/pre_coordination_roadmap_project).

Consultant Terminologist Program(me)

The five terminologists selected for the program were announced in February. They include two members of the Content Committee, Ed Cheetham and Jeremy Rogers. In addition, Jim Case (NLM), Guillermo Reynoso (TermMed) and Bruce Goldberg (Kaiser) were selected. The group has begun meeting by teleconference. Each member of the group has been assigned five different content development projects at the Inception Phase (understand the problem), for a total of 25 different projects. It is also expected that during the year each member will work to complete at least 2 projects at the Elaboration Phase (design the solution architecture).

Use of Collabnet for Content Work

Since the October 2010 meetings, IHTSDO has moved its *interactive* web presence to the Collabnet site (<http://csfe.aceworkspace.net>). Previously the site had been used primarily for Workbench software development; it is now also being used to support our content development processes. In the context of content development, the Chief Terminologist, Support Organization, and participants in content development projects all have started to take advantage of the features of the site. Each project group has its own project site where it can organize and store uploaded files, initiate and monitor threaded discussions, share information on a Wiki, and keep track of development issues using Trackers (and in the future we may also begin to use the Planning Folders capability). We also have begun to actively use the feature that allows the creation of links between discussions, files, and tracker artifacts, both within and across project groups. Project site management allows permissions to be set according to configurable user categories; permission to manage individual project sites has successfully been distributed and shared with elected project group and SIG co-chairs, as well as support staff.

Based on the experience of only a few months, it is already clear that use of the Collabnet site provides us with improved transparency, better institutional memory, and increased ease of integration across



content projects. We also anticipate that it will give us the ability to better describe, explain, execute and improve our content development processes.

Content Trackers in Project: IHTSDO

There are four Trackers currently in use for content development, located on the Collabnet project named “IHTSDO”. These Trackers are:

- Content projects: Each tracker item is a multi-step content editing "project" that has been generated by recognizing a need for an editorial policy and/or a need for alignment of editorial policy with content or both. There are 227 open projects. (25 of these are now being addressed by the Consultant Terminologist Program; 7 of them have an existing project group – see reports below; and some additional projects are beginning to be addressed by the Chief Terminologist on a priority and time-available basis).
- Documentation issues: A tracker for organizing issues related to documentation of SNOMED CT. Also for linking content projects to corresponding documentation issues. Artifacts in this tracker can be linked from DITA xml source via subversion commits. There are currently 7 open issues.
- Pre-coordination roadmap patterns: The main output of the pre-coordination roadmap project of 2010, this tracker organizes patterns of clinical statements that may be considered for post-coordination. According to the roadmap in development, some of these patterns will be disallowed such that, beyond some designated future date, pre-coordinated codes matching the pattern will not be routinely added to SNOMED CT, with the exception of high frequency use concepts that will be placed on a list of exceptions (whitelisted).
- Request submission issues: This is a tracker for issues identified by the Support Organization as a result of reviewing requests entered into their request submission database. Disposition of issues is carried out by the Chief Terminologist with advice and approval by the Content Committee. Disposition can result in acceptance of user requests, deferral/rejection of user requests, and/or the creation of new content projects, pre-coordination patterns or documentation issues. This tracker increases the transparency of the content submission process and permits the Content Committee and others in the community of practice to view and provide input and advice regarding these issues. Use of the tracker began in early February 2011. There are currently 28 closed issues, and 15 with status “pending”, indicating the request is deferred pending the outcome of a content development project and/or pre-coordination roadmap decision.

Content development projects

Family practice/General practice Refset and ICPC2 mapping

The project group provided the Scoping deliverable of the first phase of this project to the FP/GP SIG and Content Committee in early March. The SIG approved the scoping document with some revisions,



and the revised document was approved by vote of the Content Committee, clearing that hurdle required before the project can move on to Phase 2.

Observables Project

This project group is now meeting twice a month. The co-chair Daniel Karlsson; meetings are on the 2nd and 4th Monday of each month at 20:00 UTC. Current discussions are focused on defining and extending the value sets for PROPERTY TYPE and TECHNIQUE, and considering the relationship between Observables, Observation Results, Conditions (findings and disorders) and Observation Procedures.

Project phase: Currently this project is in a second cycle of the Elaboration Phase (design the architectural solution).

Pharmacy - Boundary and Scope

The Boundary and scope project continues to progress via Pharmacy SIG teleconferences, working through the Standard for Standards process, with a goal of finalizing a Draft for Trial Use (DFTU) early in 2011. Draft documents are available on the Pharmacy SIG site on Collabnet (https://csfe.aceworkspace.net/sf/projects/pharmacy_sig)

Substance Redesign Project

After a hiatus due to loss of the co-chair, the substance redesign project has a new co-chair (Matt Cordell of NeHTA) and the group is now meeting regularly on the first and third Monday of each month at 20:30 UTC. The group is working to put together a new timeline for bringing a revised proposal to the Content Committee, which would represent the end of a second cycle of the Elaboration Phase for this project.

Route of Administration Project

The Route of Administration Project is now in Phase 3 (build the solution). CAP-STS has estimated that the Route of Administration values and text definitions can readily be incorporated into the July 2011 International Release, but re-modeling all procedures that have ROUTE OF ADMINISTRATION attributes will not be complete in time for the database close on April 27. The Content Committee has approved that the value set and definitions will be added to the July 2011 release, but the modeling of procedure concepts using these values will be delayed to the following release (Jan 2012) in order to release the revised logic definitions of procedures as a whole group rather than partially complete.

Devices redesign

This project to create of a first version of a model for Medical Devices is being led by Jo Goulding of the UK. A draft scope document has been made available for review and has gone through one cycle of revision. A first draft of the document describing the model is also available.

https://csfe.aceworkspace.net/sf/projects/medical_devices_project

Event, condition, episode

The “ECE” project group has a very broad mandate and has been active in discussing and making proposals for solutions to several of the problems, including:

- a) Coordination with observables, observation results, and observation procedures



- b) Modeling terms related to allergy and allergic reaction
- c) Ectopic and accessory body structures
- d) Combined concepts (disease A with disease B)

Different parts of the project are at different phases; most of the project tasks could be considered to be in the late inception phase and/or early elaboration phase.

Anatomy redesign

The anatomy redesign project has reached one milestone that marks the end of the elaboration phase – the release of an alpha draft. This was originally posted to the Basecamp site in December 2010 (<https://thecap.basecamp.com/projects/1736572/posts/39697635/comments>) and is now available on Collabnet (<https://csfe.aceworkspace.net/sf/go/doc2000?nav=1>). The file is in OWL format and is to be loaded into Protégé (or similar tool) and classified using a reasoned that can handle transitive object properties and disjunction. The inferred is-a relationships of this classification have been exported from Protégé and compared with the January 2011 SNOMED CT anatomy. With the exception of a lack of formal documentation of the model that is already implemented in the alpha version, the project is now ready to enter the Construction phase.

Organisms and infectious disease

This project group currently does not have an active chair. A number of content issues relate to the modeling of organisms; activity in this area will require attention from the Community of Practice.

Joint Work with WHO

Joint Advisory Group

The Joint Advisory Group consists of six members appointed by WHO and six appointed by IHTSDO. The group met in person in London in December, and also by teleconference in January, February and March. The group has drafted a joint work plan and is supporting the SNOMED CT to ICD-10 mapping project, and the WHO development of ICD-11. The group has identified a need for a common ontological basis for SNOMED CT and ICD-11. This will be supported by contributions from JAG members as well as the work of the IHTSDO project groups, including Event-Condition-Episode, Observables, and others.

Miscellaneous activities with external connections

Dr. Spackman is a member of the program committee for the International Conference on Biomedical Ontology (<http://icbo.buffalo.edu/>), to be held in Buffalo, New York, in July 2011; and also on the program committee of a Workshop on Representing Adverse Events (<http://icbo.buffalo.edu/2011/workshop/adverse-events/index.html>) to be held in conjunction with ICBO.

A paper entitled “Scalable representations of diseases in biomedical ontologies”, authored by Stefan Schulz with co-authors Kent Spackman, Andrew James, Cristian Cocos and Martin Boeker, was



accepted for publication in the Journal of Biomedical Semantics. The paper presents a formalization of several ideas that represent proposed solutions that are needed by, and have been discussed in detail in, the Event – Condition - Episode project group of IHTSDO.



APPENDIX 5

Implementation and Innovation Committee Report to the General Assembly – April 2011

The Implementation and Innovation Committee met in accordance with its monthly meeting schedule.

Update on the IHTSDO Implementation Action Plan

1. Priorities for action now through 2012 - Gather evidence of successful benefits realization, to include research into associated factors

An online short survey was carried out from October 2010 to January 2011. There were 48 respondents from 10 countries. The results of the survey were presented to the Management Board in February 2011. The report was also posted to the IHTSDO website in March. The next phase of the work will focus on producing case studies based on the results of the survey. I&I Committee members have been identified to lead this effort and a standard template has also been developed to document the case studies. Trial use of the template is underway.

2. IHTSDO implementation action plan 4.2 – Develop and share implementation guidance

Specific details of 4.2 are:

- Webinars by the Implementation SIG on focused topics that will help in the implementation of SNOMED CT. For the first quarter of 2011, the webinars presented experiences with the implementation and use of SNOMED CT. For example, in March, the webinar was “Understanding and Implementing Refsets – Canada Infoway’s Experience”
- Development of guidelines for creating and maintaining an inventory of training and resource materials. A template has been developed to capture training and resource materials, with the associated metadata, pertaining to SNOMED CT. The Member Exchange will be the means by which the inventory will be distributed and updated. At the April 2011 meeting, this item will be finalized for submission to the standard for standards process.
- Development of an IHTSDO glossary and definition of terms that will promote better understanding of documents and more consistent use of terms. A project steering committee has been established to direct the project. This committee consists of representatives from the standing committees as well as the Affiliate Forum. Work has started on collecting terms and definitions from existing paper and electronic documents
- Guidance on implementing and using RF2, focusing on the common use cases. An example would be the use of reference sets. A draft set of possible use cases and questions have been developed. I&I committee members will work on reviewing the use cases and questions.
- Development of a set of common business use cases for SNOMED CT and the benefits associated with each of the use cases. A draft of the common use cases has been developed and discussed in I&I Committee meetings. This is an agenda topic on the April 2011 meeting with a deliverable of the final set of use cases.



3. IHTSDO implementation action plan 4.3 – Increase education/awareness of the use of SNOMED CT

Specific details of 4.3 are:

- Development of a curriculum for education about the use of SNOMED CT that will include common core topics and role/purpose-specific topics. For example, understanding ICD-10 would be a specific topic for the purpose of mapping SNOMED CT to ICD-10. The curriculum has been distributed to the Implementation SIG for comments. At the April 2011 meeting in Copenhagen, this item will be finalized for submission to the standard for standards process.
- Publication of exemplar contractual clauses for contracts, to demonstrate how contract clauses can be written for specific SNOMED CT functionality in information systems. This work has started with a solicitation to the community of practice for contract clauses that they have written or used.
- Online training materials and recorded webinars that will enable self-learning and just-in-time training. The SNOMED CT to ICD-10 mapping project has been recording training webinars using GoToMeeting and making these available as self-learning modules.
- Identification of barriers to wide-scale implementation of SNOMED CT. The I&I Committee posted the question “What do you perceive as your biggest barrier to the wide scale national implementation of SNOMED CT, which is likely to be overcome or significantly mitigated by activity of the IHTSDO?” to the General Assembly, and requested for up to three barriers in each response. The responses were collected and presented to the Management Board in January 2011.



APPENDIX 6

IHTSDO Member Forum

The Member Forum last met in person in October 2010 in Toronto, and has had two conference calls since then and two additional “secretariat” calls. The Member Forum will have a closed session at the IHTSDO conference in April 2011. Several Member representatives are new to the Forum as of 2011, due to new Member countries and other replacements since October 2010. In total there are 8 new representatives.

IHTSDO consultations

Sixteen consultations have been distributed through the Member Forum secretariat between October 2010 and March 2011. These have been IHTSDO office and Management Board consultations on organisational matters, licensing and other general Member or National Release Centre issues as well as requests for feedback from committees, Special Interest Groups and Project Groups on current work items. Three MF consultations are still open for response (Concrete domain RF2 change request, Workbench Advisory Group, Information Model Task Force). The October meeting resulted in 20 action items which have all been dealt with. Several of the tasks were related to the formation of the groups, purpose and way forward.

Communication and feedback

The Member Forum activity has been comparatively low since October 2011. The routine for the MF secretariat to handle requests and feedback appropriately and timely works satisfactorily, The Member Forum communication with IHTSDO officers and Management Board has been especially valuable.

Gaining experience and sharing

A Member Forum Collaborative Space using Collabnet has been established to facilitate information sharing. The potential for exchange of Member experiences and artefacts will be explored on an ongoing basis.

Member activity in the Forum and ability to respond depends to a large extent on the priorities and activities within the respective jurisdiction. With encouragement and support from one another and the IHTSDO community and management the Members Forum will be able to take on a more active role in the future.