

## International Health Terminology Standards Development Organization (IHTSDO)

### Ordinary General Assembly

Friday 15<sup>th</sup> October 2010, Sheraton Centre Toronto Hotel,  
123 Queen Street W. Toronto, Ontario M5H 2MG Canada  
13.00 hrs local time

### Minutes of Meeting

#### Informal agenda

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

Martin Severs, Chair of the Management Board, 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**

Colleen Brooks from Singapore nominated Betsy Humphreys, the General Assembly Representative for the United States, to be the Chair for the meeting. Paul Williams from Australia seconded the nomination. Ms. Humphreys was elected by General Assembly representatives present.

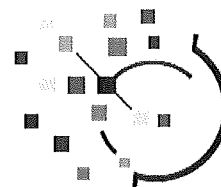
The Chair stated that the General Assembly had been convened according to the IHTSDO *Articles of Association*, cf. the Articles clause 8.2.2.

#### 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	Paul Williams (PW)
Canada	Dennis Giokas (DG)
Denmark	Otto Larsen (OL)
Estonia	Piret Simmo (PS)
Netherlands	Johanan van Diermen (JD)
New Zealand	Ted Cizadlo (as proxy) (TC)
Singapore	Colleen Brooks (as proxy) (CB)
Slovak Republic	Pavol Rieger (PR)
Spain	Iciar Abad (IA)



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

DG formally extended his warm welcome to all to Canada.

Management Board Directors who presented items to the GA were as follows:

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

Officers who presented items to the GA were as follows:

Jane Millar	Chief Quality Officer (JMI)
Duncan McNeil	Transitional Chief Executive Officer (DMC)

## **2. Election of a Secretary for the meeting**

BH confirmed that it was the will of the General Assembly that Yohani Daruis (YDA) would act as secretary for the meeting.

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

BH highlighted that an addendum had been attached to the April 2010 minutes, which reflected the nomination and unanimous approval of Roger Côté as the recipient of the Lifetime Achievement Award. BH recognised Dr. Côté's efforts as second to none and looked forward to congratulating him in person.

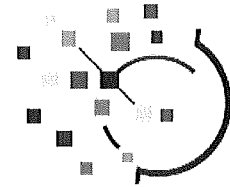
With minor adjustments to the April 2010 minutes on pages 7 and 10 (which contained repeat sentences), BH proposed that the minutes of the April 2010 be accepted and circulated. The minutes were duly approved by all GA representatives.

**ACTION: IHTSDO to publish the signed minutes as appropriate**

## **4. Report from the Chair of the Management Board (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:

- Staffing and representation changes
  - MPS announced Jan-Eric Slot (JES) as IHTSDO's new CEO, effective 1<sup>st</sup> November 2010



- A formal farewell was made to Jennifer Zelmer (JZE). MPS recognised JZE as a warm and pleasant person and offered heartfelt thanks for her tremendous contributions. BH contributed her personal thanks and wished JZE all the best on behalf of the Members of the GA
- MPS also thanked Duncan McNeil (DMC) for assisting JZE and JES in the transition and MPS reassured the GA that DMC would continue to provide his skills and knowledge to IHTSDO until December 2010. MPS asked the GA to formally thank DMC. All representatives were in favour
- MPS recognised Tom Seabury (TSE) for his contributions as the contracted I&I Officer and asked the GA to formally give thanks to TSE. All representatives were in favour
- MPS announced the appointment of YDA to support the Copenhagen office
- MPS also reported that there were upcoming role and organisational changes which would be reported at the April 2011 meeting
- In terms of staffing and representation, the MB also wanted to say farewell to Sarah Muttitt (SMU) from Singapore who had indicated that she would not continue on the MB due to work commitments. BH on behalf of the GA, was sorry that SMU could not attend this meeting and thanked her for all her contributions

**ACTION: MPS to produce an updated organisational chart of Officers with an associated role description and present to the GA at the April 2011 meeting**

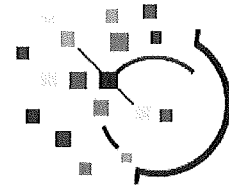
Before commencing on the next items, MPS formally requested that the GA approve that material which was of commercial in confidence not be discussed in the public meeting, but be deferred to a closed session later in the meeting. He also requested to be able to proceed without having to repeat this request each time when matters that were commercial in confidence arose on the agenda. This was duly approved by BH on behalf of the GA.

The agenda items deferred to a closed session were:

- OpenEHR Foundation
- EN 13606
- Updates of actions from last meeting
  - IHTSDO Delinquent Licenses

MPS reported that instances had been found with incorrect reporting with SNOMED downloads. MPS asked the GA for guidance on how the MB should proceed to prevent future occurrences. 4 options were put forward:

    - a) Stay with current situation of an 'Up to Date IHTSDO Listing' shared privately with the GA at each meeting.*
    - b) Share list privately with the GA plus share list with Members who have a SNOMED CT download site*



- c) *Publish the list of Affiliate license holders who have had their download privileges suspended with each GA set of minutes*
- d) *Publish the list of suspended licensees plus share list with Members who have a SNOMED CT download site*

PW suggested that Member countries should have access to this list so that they can understand the situation and act accordingly.

Both BH and CB suggested that the privacy of the list of suspended affiliate licensees be maintained and that at a minimum it be sent to GA and Members with download services. Upon further discussion, the GA concluded that all Members should receive the list, whether they offer download services or not, since any Member might be able to help to resolve cases of delinquent reporting and payment of fees. MPS on the advice of the GA noted that there would not be naming and shaming unless directed otherwise.

**ACTION: At each October meeting, for the MB to share with the GA on a confidential basis, the list of Affiliates who have had their download rights suspended**

**ACTION: Twice yearly from April 2011, for the MB to share with each Member on a confidential basis, the list of Affiliates who have had their download rights suspended**

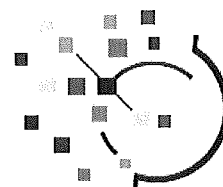
**ACTION: IHTSDO office to complete the Delinquent Affiliate License Regulation and publish it on the IHTSDO website**

**ACTION: The MB to formally review the Delinquent Affiliate License Regulation via the Affiliate Forum and Member Forum prior to October 2011 conference and provide the feedback to the GA**

MPS then reported on the following actions from the last meeting:

- IHTSDO Implementation Action Plan: Action 94  
This update which was asked for by the General Assembly was included in the Chair's report as laid out in Appendix 3c.
- Translation: Actions 104,105 and 106  
MPS reported that these actions had been completed, updating the status in the table of actions previously distributed to the GA.
- Actions 107, 108 and 109  
MPS stated that these actions had also been completed, updating the status in the table of actions previously distributed to the GA.

- Affiliate Forum representatives on Committees



- On behalf of the MB, MPS expressed delight in the Affiliate Forum becoming a part of the Committee Membership. BH commented that the GA were also happy with this step forward and expressed the GA's interest in helping the Affiliate Forum to publicize their process for soliciting candidates for committees, if that would be helpful.
  - MPS announced that PW had been appointed as the MB representative lead for the Affiliate Forum
- IHTSDO Trademarks and Logos
- With regard to this issue, MPS on behalf of the MB recommended that although SNOMED, SNOMED CT and IHTSDO had been previously registered, the new modified logo should not be fully registered due to the implications and complications of its' usage. On behalf of the GA, BH approved this recommendation.
- The Member Exchange (ME)
- MPS provided an overview of the ME, ie. a site where Members can donate and utilise resources tools to help each other under a separate but permissive licensing arrangement which had been negotiated with members and lawyers by the CEO.
  - MPS announced that the ME would be formally launched on the 25<sup>th</sup> of October 2010 which would provide a link for Members to utilise and also to contribute useful information
  - At the time of launch, there would be existing items placed onto the ME ready to be shared

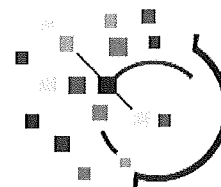
CB expressed her thanks to IHTSDO staff for their efforts. BH also thanked the UK Member's staff for their efforts in the launch.

**ACTION: IHTSDO staff to formally review this initiative and to produce findings to the MB which would be presented to the GA in October 2011**

- Harmonisation activity
- MPS reported that the stage of 'reaching out' had matured. The production of a summary table worked well for set up and MoU type activities but worked less well for formal work packages and as such, the Management Board proposed:

*To produce 'One Paragraph' reporting in the MB Chair Report and detailed reporting of any and all IHTSDO harmonisation work plan activities through the normal work plan reporting*

MPS asked if the GA wanted a one-paragraph synopsis on where the MB was up to with the harmonisation progress with each organisation. PW commented that he could see the value of this report and asked that the report format include a statement about



the original intent of the harmonisation activity so the GA could view progress in relationship to purpose. BH agreed with PW.

**ACTION: For MPS to produce in a common format describing harmonisation work programme headline news in relationship to the value proposition for the harmonisation activity.**

- MPS announced that JMI would be providing a brief report on WHO with regard to SNOMED CT mapping to ICD10. Progress was being made but there was concern about whether relying on voluntary activity would allow the project to proceed on schedule or whether it would be necessary to provide extra funding. BH extended her thanks to Jim Campbell, Hazel Brear and Jane Millar for their contributions. She commented that she would be interested to see the rate of progress achieved with the in-kind support provided. If this caused undue delay or was in itself not viable then it may be necessary to fund additional mapping capacity.
- Hans Åhfeldt
  - MPS announced the sad news that Hans Åhfeldt, an acknowledged SNOMED expert and an I&I Committee Member, had passed away at a very young age. On behalf of the MB, MPS offered condolences to Hans' family and Swedish colleagues.

BH thanked MPS for his report.

## 5. Elections

### a. Election of Committee members

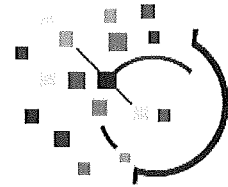
BH announced the results of the GA's election of Committee Members who will assume their posts in January 2011. The complete list is attached in Appendix A.

**ACTION: IHTSDO office to post new Committee Members on IHTSDO website. Members to ensure Committee Members are notified as appropriate.**

### b. Election of Management Board members

BH reported that there are currently 2 vacant spots on the Management Board. The second slot had recently become available as SMU from Singapore was unable to stand again due to work commitments. To date, no new nominations have been received. Therefore, the MB would continue with 10 Members for the coming year 2011.

**ACTION: GA to focus on the issue going forward to fill these vacant slots**



## **6. Annual Work Plan and Budget for 2011**

MPS and JvB presented the 2011 Annual Work Plan and Budget on behalf of the MB. MPS stated that the Work Plan had been drafted in accordance with the strategic direction which was focused around implementation and support development, in accordance with the Strategic Priorities. The 2011 Work Plan also focused only on line items where money had to be invested.

PW expressed his appreciation for the format of the work plan, commenting that it was easy to read and understand. BH added her thanks.

JvB presented the 2011 Budget by stating that funds were vital in a growing organisation. He reminded attendees that, according to the Articles of the Association, the GA can approve up to a 3% inflation rate by a simple majority and that the GA had regularly approved 3% increases since 2007. He stated that the 2011 Budget includes a 3% increase from the 2010 level and is responsive to the Association's needs in line with its objectives. On behalf of the MB, JvB proposed that as per section 7.1 of the Articles of Association, that the GA approve the 2011 Budget which reflected the 3% increase to the Members' Aggregated Annual Fee for 2011.

All GA representatives unanimously approved the 2011 Work Plan and Budget of the IHTSDO, to be adopted, effective as of 1<sup>st</sup> January 2011 to 31<sup>st</sup> December 2011, including the proposed Annual Aggregate Fee.

**ACTION: IHTSDO office to publish the 2011 Annual Work Plan accordingly**

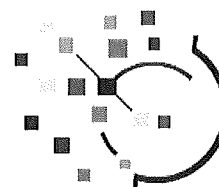
**ACTION: IHTSDO office to publish the 2011 Budget accordingly**

**ACTION: IHTSDO to complete the strategic directions templates for each strategic initiative once Committee Plans are approved and to make it available to the Community of Practice**

**ACTION: The MB to formally report to the GA in April 2011 the Work Plan and Budget progress in alignment with current reporting schedule**

## **7. IHTSDO Member Fees and Affiliate License Fees for 2011 and Onwards**

For the benefit of the public attendees at the meeting, BH gave a brief overview of the background for this agenda item. Under the original Articles of Association, there should be a reallocation of fees every 3 years based on the changes to the GNI from the year of onset namely 2007. This would mean that the next change should occur in 2011. However, due to varying growth and the impact of the recent global financial



crisis, this would mean great change to the fees for some Member countries. Based on this, the GA agreed at its April 2010 meeting to defer implementation of the recalculation until 2012, thus giving Members 15 months advance notice of significant changes in fees. The GA further agreed in April that, after 2012, fees should be recalculated annually as a potential means of minimizing year to year changes. [NOTE: Fluctuations in currency exchange rates also cause changes in fees for all Members, except the US, since fees are paid in US dollars.] The GA had also asked the MB to look at potential alternative methods of adjusting Member fees.

On behalf of the Management Board MPS and JvB presented IHTSDO's allocation of Member fees for 2011 and onwards. MPS put forward that the MB had now agreed upon the following approach for the Organisation's overall financial planning assumptions, recommending that IHTSDO should:

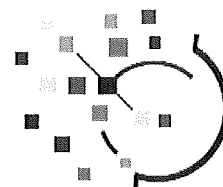
- Design the financial plan to achieve the organisation's goals in line with the operating environment
- Cover the period through December 2012 in the financial plan to align with the strategic directions.
- Continue to use the GNI method to determine the "fair shares" for each country of the Association's overall aggregate fee from Member revenue.
- Continue to set IHTSDO's overall revenue from Member Fees (the aggregate annual fee) each year. This amount is then distributed among Members on the basis of each country's gross national income, as calculated by the World Bank.
- Recognise the desirability of reductions in Members Fees and the desirability of expanded resources and support from the IHTSDO to enable SNOMED CT use in Member countries.

MPS put forward that the MB had assessed multiple alternatives for smoothing annual Member fees, but did not identify any additional alternatives than the ones already agreed by the GA in April 2010, which was to:

- Delay the introduction of GNI-based updates to Member Fees for 15 months after they are announced (e.g., announce new fees in October 2010 for the 2012 Member year); and
- Update Member fees with new GNI values every year rather than every three years unless further consideration of options leads to a better approach.

MPS also put forward the Proposed Aggregate Annual Member Fee for 2011 to reflect a 3% increase in Member fees relative to rates in 2010, which would make the 2011 Aggregate Annual Fee \$9,088,918.92 US dollars.

The Affiliate License Bands & Fees for 2011 were proposed to remain the same until updated GNI values are first used to calculate Member fees (i.e. for 2012 fees). Like the 2011 Membership fees, the 2011 Affiliate Licensee fee will also be increased by 3 percent, according to the procedure previously approved by the GA.



As previously approved by the GA, the implementation of the new Member fees will be delayed until 2012, so that the 2011 fees are allocated according to the 2007 GNI figures.

GA Members had several questions about the calculations of Member fees for 2012 due to some discrepancies in the numbers. The GA asked that the MB provide a clear statement of proposed fee levels for 2012 (using a 3% increase in the aggregate fee as the maximum) and a clear historical explanation of how these figures came to be produced.

**ACTION: IHTSDO to present to the GA a clear statement of fee levels for 2012 using the 2009 GNI figures from the World Bank.**

**ACTION: IHTSDO to present to the GA the history of the fees, showing how the GNI had changed from the original 2004/2005 figures.**

**ACTION: For the MB to produce a Member Fees Regulation by November 2010 which will be shared with and formally discussed by and approved by the GA in December 2010**

**ACTION: IHTSDO office to publish the 2011 Member and Affiliate Fees**

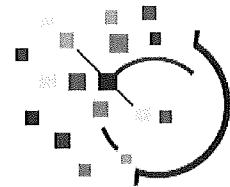
**ACTION: IHTSDO office to publicise and publish that from 2012 the Affiliate Fee Bandings will follow the World bank's country and lending groups as the basis of the Affiliate Fee bandings**

**ACTION: IHTSDO to ensure that the 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**

#### **8. Re-Appointment of PricewaterhouseCoopers as an External Financial Auditor for 2011**

JvB said that in April 2010 the GA raised the concern that the IHTSDO's auditors should be changed. However, on behalf of the MB, JvB proposed that this decision for change be deferred until JES has established himself in his position as CEO to assist in this decision. JvB also proposed and the GA confirm the continuance of PricewaterhouseCoopers as IHTSDO's auditors for the fiscal year 2011.

PW asked whether it was recommended by the MB to go forward with a new external financial auditor in 2012. JvB confirmed on behalf of the MB that this was the intention and that an alternative auditor was currently being reviewed. The proposal for the re-appointment of PricewaterhouseCoopers as IHTSDO's external financial auditor for 2011 was unanimously approved by the GA.



**ACTION: IHTSDO to confirm arrangements with PricewaterhouseCoopers to be the Organisation’s external financial auditor for 2011.**

**ACTION: The MB together with JES to review an alternative auditor for 2012 and put forward proposals for consideration at the October 2011 meeting.**

## **9. Modified IHTSDO Trademark and Logos**

MPS highlighted that the proposal for Members’ use of the IHTSDO’s trademark and logos being used by its Members had been put forward to the GA in the past. After legal consultation, it was advised that there were no legal barriers involved, but it was recommended that a modified version of the IHTSDO logo be used instead. Therefore as per legal advice, MPS on behalf of the MB proposed the GA approve the use of the modified logo. MPS also asked the GA for their advice on setting restrictions and drawing regulation on the extent as to which Members would be allowed to use the modified logo. DG asked MPS if there had been any restrictions placed on the use of the logo yet. MPS confirmed that no restrictions had been stipulated to date.

All GA representatives were in favour of the Management Board’s proposal to:

- Register the [unmodified] logo under the same jurisdiction as with SNOMED and SNOMED CT
- The use of the modified “Member of...” logo via approval of the proposed Regulation
- Amend IHTSDO’s Articles of Association to reflect the logo change/use as presented

**ACTION: IHTSDO to liaise with the Danish lawyers for appropriate changes to the Articles of Association**

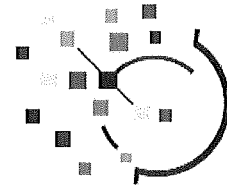
**ACTION: IHTSDO staff to publish the updated version of the Articles of Association on the IHTSDO website**

**ACTION: IHTSDO office to publish the regulation regarding the use of the “Member of the IHTSDO Logo” on the IHTSDO website**

**ACTION: IHTSDO staff to publish the regulation regarding the use of the “Member of the IHTSDO Logo” via e-letter and complete a “How do I?” for undertaking this**

## **10. Reducing GA Quorum Issues**

MPS raised the issue that achieving quorum at future GA meetings could become a problem at future meetings if the attendance of Members dwindled. In order to prevent this issue from arising in future, MPS on behalf of the MB proposed:



**OPTION 1: No change**

To date, teleconferences had been an accepted mode of attendance. Additionally should a Member be unable to attend, they are allowed to appoint another Member Power of Attorney to vote on jurisdiction.

**OPTION 2: Separation of Roles**

This option separates the ‘Nominated Representative’ role from the ‘Lead Representative role’. The Lead Representative is the conduit for all Member rights and responsibilities in being part of the IHTSDO, except for those rights concerning the General Assembly. The Nominated Representative is the person with full and validated Power of Authority to act on the Member’s behalf at the General Assembly.

BH expressed a preference for Option 2 and proposed that the GA also consider Members who are not interested in having a GA representative to be placed in a different tier.

DF suggested that no change be made as it could serve as an excuse not to participate. He felt that Members should participate in the governance as governance issues deals with strong links and ensures that SNOMED CT is used broadly which ultimately strengthens ties back to individual governments. Both PW and PR expressed their agreement with this point made by DF.

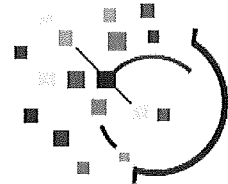
CB stated that Option 2 would be the best way moving forward as it would not act as a deterrent to those who would like to become a Member without having to make the commitment of having a GA representative.

KL pointed out that problems would only occur if 1/3 of the GA Members did not participate. BH suggested that since it was not a problem yet and DF’s points were persuasive that there be no change at present. The GA was in general agreement with this approach.

**ACTION: The Chair of the MB or CEO to propose an Option 2 scenario if and when necessary in the future, ie., To be proposed at the point when there is a danger that 30% of GA Members will not participate in the IHTSDO General Assembly meetings.**

**11. Strategy for Prospective Members**

JvB opened this agenda item by thanking DF for all his hard work and support with the project in moving the prospective members’ strategy forward. With regard to the future strategy for prospective members, JvB, on behalf of the MB recommended that GA Members approve the proposed approach, identify prospective Member countries to the IHTSDO office, and reach out via their country-to-country contacts to stimulate



the recruitment of new members, ie., to adopt the “vigilant approach”. JvB stated that suggestions were welcome as a refined system needed to be developed – the strategy proposal was still in its early stages.

PW pointed out that he could see the intention behind the proposal for IHTSDO to attend more related conferences, but could not see how this would increase the recruitment of new members. PW suggested that it would perhaps be valuable to use the Affiliate Forum as a channel to expose SNOMED CT.

DG suggested that in order to promote membership through SNOMED CT, both clinical and coding data needed to be integrated to show the clinical value.

CB suggested that there are many countries who are unable to join due to their financial hardship. She suggested that there is a need to find out how they can be helped before approaching them. CB also suggested that there should be a geographical representation reflected in the Standing Committees, so that stronger links between countries and IHTSDO can be built through geographical ties.

KL agreed with CB and added that the development of IHTSDO as an organisation could probably be doubled with prospective members. The IHTSDO should not stop encouraging smaller countries to join just because the expense of their addition might exceed their annual membership fee.

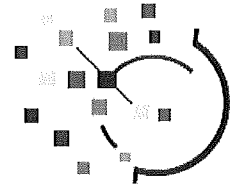
BH stated that she was glad that the strategy document was now in place, but noted that there was a lack of GA/MB volunteers to follow-up on various countries as listed in Appendix 2 of the report. JvB proposed that a joint effort be made to document who was responsible for which contact. BH proposed that this list remained exclusive to GA/MB Members only.

**ACTION: 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**

**ACTION: 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**

## **12. OpenEHR Foundation**

MPS reported that a proposal was received by the IHTSDO prior to the October 2010 meeting from the Open EHR Foundation wishing to explore its organisational and functional integration with the IHTSDO. Due to the proposal containing commercial in confidence material, MPS proposed that this item be discussed during the joint GA/MB meeting which would be held on the 17<sup>th</sup> of October 2010. On behalf of the GA, BH duly approved this proposal.



### 13. EN 13606

MPS reported that a grouping came forward at the beginning of September 2010 to discuss with the IHTSDO the potential of harmonisation, as opposed to the Open EHR Foundation. Due to matters of confidentiality, MPS proposed that this item be discussed in a confidential setting. On behalf of the GA, BH approved that this item be discussed at the joint GA/MB meeting which was to be held on the 17<sup>th</sup> of October 2010.

### 14. CMT

BH addressed the Convergent Medical Terminology (CMT) which had been donated to IHTSDO by Kaiser Permanente in September 2010. BH also announced that a FAQ site had been recently been launched and could be viewed at: [http://www.nlm.nih.gov/research/umls/cmt/cmt\\_faq.html](http://www.nlm.nih.gov/research/umls/cmt/cmt_faq.html)

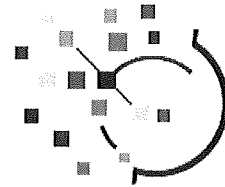
MPS acknowledged that AW was a key mover in the IHTSDO receiving this donation and formally thanked him for all his help. BH on behalf of the GA, formally thanked Kaiser for the donation and Andy Wiesenthal for his great effort. AW stated that the donation was useful as it would act as a 'jump start' to implementing electronic medical records using SNOMED CT. BH agreed that it would certainly be useful assistance in SNOMED's implementation. PW suggested that a formal letter of thank you from the IHTSDO be written to Kaiser.

**ACTION: BH to decide on the best way to address IHTSDO's formal gratitude to Kaiser.**

### 15. Implementation of Standards Development Process

SMA introduced this item on behalf of the Quality Assurance Committee by providing an update on the standards process and the recommendations which have been received for further development. Jane Millar (JMI), IHTSDO's Chief Quality Officer expressed her appreciation on the feedback, adding that they helped give clearer direction forward. However, to date, only a few comments had been received. On behalf of the MB, JMI proposed that the GA support the solution to implement the launching of the next version in January 2011.

DG suggested that timelines for comments be set at a minimum of 30 days. Longer timelines due to the length of the document and consultation requirements need to be considered. DG also added that there should be sensitivity to non-English speaking readers. Some members, like Canada, may have to undertake a translation of certain documents and that requires time. Additionally, there was broad benefit for IHTSDO in taking a lead for certain consultations, for example with vendors because a lot of vendors were multinational. BH expressed the concern that there was need to balance



the desirability for additional time with the negative consequences of additional delays in moving important projects forward. The current process allows for additional time for comments to be added as requested. BH also stated that she thought great effort had been invested to create this document. The GA approved the proposed changes to the processes.

**ACTION: SMA/JMI to arrange the proposed changes to the processes for ‘Development, Approval, Maintenance and Review of IHTSDO Technical Reports, Guidelines and Standards’, to consult with the Member Forum as to timeline, and to organise its launch**

**ACTION: SMA/JMI to present the next review to the GA in October 2011**

**16. General or special business referred by the Management Board to the General Assembly for consideration in the Ordinary Meeting**

**a. Timetable of IHTSDO Meeting for April 2011**

MPS outlined the proposed schedule dates for 2011. These were:

- 11-15 April located in Copenhagen, Denmark
- 24-28 October, located in Sydney, Australia (dates tentative)

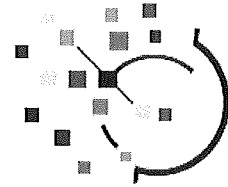
The GA approved the meeting dates.

GA Members were asked whether any Member was planning to offer any other meetings in 2011. None were announced.

**ACTION: IHTSDO office to plan 2011 and future conferences as appropriate and ensure tentative dates for 2012 are on the agenda at the April 2011 GA**

**b. IHTSDO Conferences Discussion Paper**

MPS proposed to initiate discussions to consider changes in future biannual face-to-face meetings. The general idea was to focus April meetings on IHTSDO business only and to do some strategic thinking on how the October conferences should be conducted, e.g., they could be showcase/implementation conferences, where major activities involving SNOMED CT are exhibited, which could include editing, mapping, workbench, face-to-face meetings which are both academic and also demonstrations. Further, the October conferences could be held in different regions each year. MPS asked the GA approve the release to the community of practice the document outlining potential changes to the October conferences so that their input could be solicited.



DG suggested that perhaps joint meetings with other related organisations could be co-located to save time and to optimise participation, as was happening in Toronto with the WHO-FIC meeting. This suggestion was supported by CB.

KL stated that travelling was onerous both on funding and time and would prefer reduced scope meetings with more debate and discussions included. He offered to think about individually hosting activities in smaller groups in order for the biannual conferences to be more focused.

BH commented that it is important for research and demonstrations related to implementation of SNOMED CT to be showcased in larger existing meetings, such as the AMIA Fall Symposium and HIMSS in the US. She asked for all to try and promote incorporation of reporting about SNOMED CT in such larger venues.

**ACTION: MPS to amend the paper with GA feedback and to publish the document to other groups to get a discussion going.**

JvD pointed out that with the current schedule, there is a day's gap between the GA and the Joint GA/MB meeting and the timing of the Joint meeting had been announced relatively recently. The combination of these two factors had disallowed him the opportunity to participate in the Joint GA/MB meeting.

**ACTION: MPS to discuss with IHTSDO office on how to arrange the meetings in order to optimise Members' attendance**

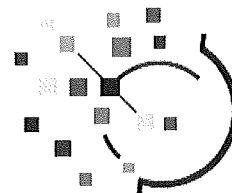
**17. Any other business referred by any Member to the General Assembly for consideration in the Ordinary Meeting of October 15, 2010**

The Chair asked if there were any additional items of business. No additional items of business were raised by any Member. The Chair thanked the MB 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.

  
Betsy Humphreys



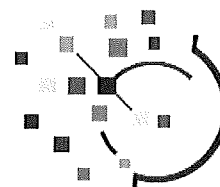
**Appendix A (LIST OF COMMITTEE MEMBERS)**

**Content Committee Members as of January 2011**

No.	First Name	Term
1	Lene Asholm	Chair
2	Kent Spackman	Ex-officio
3	Geraldine Wade	2010-2011
4	Ian Arrowsmith	2010-2011
5	Jeremy Rogers	2010-2011
6	Nicholas Booth	2010-2011
7	Nicolette de Keizer	2010-2011
8	Paul Frosdick	2010-2011
9	Anne Casey (elected)	2011-2012
10	Edward Cheetham (elected)	2011-2012
11	Georg Brox (appointed by Affiliate Forum)	2011-2012
12	Howard S. Goldberg (elected)	2011-2012
13	Jennifer H. Garvin (elected)	2011-2012
14	Michael Osborne (elected)	2011-2012
15	Stefan Schulz (elected)	2011-2012

**Quality Assurance Committee Members as of January 2011**

No.	Name	Term
1	Shelagh Maloney	Chair
2	Jane Millar	Ex-Officio
3	Daniel Karlsson	2010-2011
4	Heather Grain	2010-2011
5	Olivier Bodenreider	2010-2011
6	Paul Amos	2010-2011
7	Richard Medlicott	2010-2011
8	Susan Matney	2010-2011
9	Alejandro Lopez Osornio (appointed by Affiliate Forum)	2011-2012
10	Grant Kelly (elected)	2011-2012
11	Ian Green (elected)	2011-2012
12	Jo Goulding (elected)	2011-2012
13	Judith J. Warren (elected)	2011-2012
14	Julie Richards (elected)	2011-2012
15	Kathryn J. Hannah (elected)	2011-2012



### Implementation & Innovation Committee Members as of January 2011

No.	Name	Term
1	Andrew Wiesenthal	Chair
2	Siew Hong Lam	Ex-Officio
3	David Rowlands	2010-2011
4	Gonzalo Marco Cuenca	2010-2011
5	Jay Kola	2010-2011
6	Jon Patrick	2010-2011
7	Mike Cooke	2010-2011
8	Robert C. McClure	2010-2011
9	Steve Bentley (elected)	2011
10	David Markwell (appointed by Affiliate Forum))	2011-2012
11	James J. Cimino (elected)	2011-2012
12	Karen Gibson (elected)	2011-2012
13	Monica Jones (elected)	2011-2012
14	Stanley M. Huff (elected)	2011-2012
15	Thomas Beale (elected)	2011-2012

### Technical Committee Members as of January 2011

No.	Name	Term
1	Ted Cizadlo	Chair
2	John Gutai	Ex-Officio
3	Andrew Grant	2010-2011
4	Dion McMurtrie	2010-2011
5	Guillermo Reynoso	2010-2011
6	James R. Campbell	2010-2011
7	Keith E. Campbell	2010-2011
8	Mikael Nyström	2010-2011
9	Gwen Smith (elected)	2011-2012
10	Jack Bowie (appointed by Affiliate Forum)	2011-2012
11	Jane Howarth (elected)	2011-2012
12	Michael Lawley (elected)	2011-2012
13	Nicholas Oughtbridge (elected)	2011-2012
14	Ronald Cornet (elected)	2011-2012
15	Vytenis Punys (elected)	2011-2012